

	INTERNATIONAL STUDENT APPLICATION AND ENROLMENT POLICY AND PROCEDURES
Approved: Principal	Date approved: 4 October 2017
Responsible Officers: Manager, International Programs, Chief Financial Officer	Policy Review Date: 4 October 2018

Rationale

The following Application and Enrolment Policy and Procedures relate to enquiries for places at Billanook College as a CRICOS registered Education Provider by applicants intending to acquire enrolment as a Student Visa holder.

Applicants seeking a place at Billanook College as a holders of other visa categories should make contact with the College Registrar, email registrar@billanook.vic.edu.au

In accordance with the ESOS Act and the National Code, Billanook College adheres to the following policies and procedures relating to accepting and processing applications for enrolment.

1. Provision of Pre-enrolment Information and Advice

Prior to accepting an application for an enrolment place at Billanook College, it is important that the applicant, parent/local support person (LSP) or Agent of the applicant has access to the following information conveyed in English. Billanook College chooses to make information available via the International Student link on the College website.

Information is available through the various Policy and Procedures Statements within that link as well as being specifically stated in various down-loadable documents attached to that link.

Policy and Procedures Statements include:

- International Student Fees Refund Policy and Procedures;
- International Student Transfer Request Policy and Procedures;
- International Student Monitoring Academic Progress and Attendance Policy and Procedures;
- International Student Homestay Sourcing, Screening and Monitoring Policy and Procedures;
- International Student Complaints and Appeals (Grievance) Policy and Procedures;
- International Student Support Services Policy and Procedures.

Downloadable documents available include:

- International Student Application for Enrolment form (Written Agreement);
- International Students Fees Schedule (relevant to current year);
- Terms and Conditions for International Students;
- Request for Refund form;
- International Student Transfer Request form.

It is the responsibility of applicants to have read these documents prior to applying for a place at Billanook College as acceptance of a place assumes acceptance of all terms and conditions along with compliance with all stated policies and procedures.

Specifically Billanook College acknowledges that applicants shall have access to current information relating to the following:

- a. the requirements for a student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience, and course credit if applicable;
- b. the course content and modes of study;
- c. the qualifications attainable at completion of the Course of Study;

- d. course duration and holiday breaks;
- e. campus locations and facilities, equipment and learning resources available to students;
- f. the details of any arrangements with another provider, person or business who will provide the course or part of the course;
- g. fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies;
- h. the grounds on which the student's enrolment may be deferred, suspended or cancelled;
- i. the ESOS framework, including official Australian Government material and links to this material online;
- j. where relevant, the policy and process the registered provider has in place for approving the accommodation, support and general welfare arrangements for students under the age of 18 ;
- k. indicative costs of living in Australia.

1. Assessment of English Language Proficiency and Academic Foundation

- a. Billanook College implements the following Policy and Procedures for assessment of proficiency of English language and adequacy of academic foundation for mainstream studies:
 - Potential applicants and agents are advised of the importance of providing a Certified Assessment Report of an objective test of English language competency along with other application documents;
 - Billanook College has in place benchmark AEAS and IELTS assessment levels that may be applied to acceptance of applications. These benchmarks are provided to agents and direct applicants upon request;
 - Application Interview:
 - 1. in the case of on-shore applicants, Billanook College may invite the student to attend an application interview with the Manager, International Programs and Head of School to further assess suitability;
 - 2. in the case of off-shore applicants, Billanook College shall invite the students to participate in a SKYPE interview to allow for further assessment of suitability.
 - In the event that an applicant does not reach the English proficiency benchmarks at point of application, Billanook College may choose to issue a Conditional Offer subject to the student successfully completing a prescribed ELICOS Program in a timely manner. Once students are enrolled in an ELICOS Program, Billanook College undertakes to track the development of English language proficiency and may exercise the right to request the applicant undertakes an on-shore objective assessment of more current English language competency closer to the entry date to Mainstream studies;
 - Billanook College undertakes to confirm with the parent/agent as soon as practicable that the International Student has met the English language development conditions of the original offer and that the offer is now for an unconditional commencement date;
 - In the event that the student has failed to meet the development conditions of the original offer, Billanook College may choose to:
 - 1. negotiate with the parent/agent for a Suspension of Studies to allow an extension of the ELICOS Program;
 - 2. cancel the student enrolment and undertake to issue a Letter of Release to be recorded on PRISMS, should the parent/agent now wish to seek an enrolment place with an alternative Education Provider.

b. Assessment of Academic Foundation

- Billanook College requires submission of certified copies of academic transcripts from the previous two years of the applicant's schooling and a Letter of Recommendation from a Key Teacher at the applicant's current school. Applicants should have maintained equivalent to a "C" average in their academic studies over the previous two year period;
- Every effort is made to direct applicants to available information on the College website and on the VCAA website regarding subject choice options and curriculum structures prior to application to allow applicants to consider their own academic foundation for overseas study.

3. **Submission of the International Student Application for Enrolment Form (Written Agreement)**

- Applicants or their agent must submit the International Student Application for Enrolment form herein referred to as the Written Agreement, to formalise their application for an enrolment place at Billanook College. As a guiding principle this should be submitted along with other listed supporting documentation no less than nine months prior to the planned commencement date in mainstream studies;
- There is no fee charged by Billanook College to process an Application;
- Billanook College ensures that the Written Agreement is fully compliant in detail with Standard 3 of the National Code and consistent with all requirements of the ESOS Act;
- If the intending International Student is under 18 years of age at the date of submission of the application, the parent/guardian of the student must sign and date the document;
- The Written Agreement should be emailed to the Registrar;
- In order to ensure that prompt processing of applications may occur, it is important that the following supporting documents are submitted at the same time as the signed Written Agreement:
 - a. Certified copies of Academic Transcripts awarded to the applicant over the previous two years of study;
 - b. Copy of the student passport;
 - c. Letter of Recommendation from a Key Teacher of the applicant;
 - d. Report of Assessment of English Language Proficiency eg. AEAS Report

4. **Processing of International Student Applications**

- Upon receipt of the application, the Registrar creates an application file for that student and then forwards an electronic copy of the file to the Manager, International Students.
- The Manager, International Students then communicates with the relevant Head of School and, where necessary, the Director of Learning/College Principal to confirm place availability at the requested year level.
- The Manager, International Students may then undertake a number of actions in assessing the application including:
 - a. Contacting the agent for further information;
 - b. Facilitating either a face to face or SKYPE interview of the applicant;
 - c. Implementing further internal assessment of the academic ability of the student;
 - d. Contacting the nominated referee (Key Teacher);
 - e. Facilitating a bi-lingual interview of the parent/s of the student.
- Billanook College undertakes to provide the Agent or the applicant directly with a clear response to the Application within 14 days of receipt of the Application unless exceptional circumstances exist. The response will be communicated by email and may take the form of:
 - a. Confirmation that an Unconditional Offer of a place shall be occurring for direct entry to mainstream studies;
 - b. Confirmation that a Conditional Offer of a place shall be occurring subject to the applicant successfully completing a prescribed period of ELICOS and attaining a specified proficiency

level. A Conditional Offer may also include a requirement that the applicant undertake an on-shore objective assessment of English language proficiency (AEAS Test) prior to completion of the ELICOS Program to further assess readiness for mainstream studies;

- c. Confirmation that Billanook College is either unable or un-willing to make an Offer to the applicant. In these circumstances, Billanook College is not compelled to provide reasons for that decision.
- In the event that either circumstance (a) or (b) applies, the Manager, International Programs will then seek clarification from the Agent whether a formal Offer of a place will be well received by the applicant/parents of the Applicant at that point in time.

5. Offer and Acceptance Procedures

- The Manager, International Programs directs the Registrar to create a Letter of Offer outlining the year level of the Offer, date of commencement and date of any necessary Orientation Program, any conditions attached to the offer and a full breakdown of fees payable to secure that offer.
- The Letter of Offer directs the parent of the applicant and/or their agent to refer to the Terms and Conditions for International Students and the International Student Fees Schedule along with all other Policy and Procedures statements listed within the International Student section of the Billanook College website before accepting the Offer of a place.
- The Registrar then sends an electronic copy of the Letter of Offer with the following documents to be completed and returned to the Registrar by the parent/agent:
 - a. International Student Acceptance of Enrolment form – including proof of payment.
 - b. student medical information form
 - c. International Student Profile form
- Only when all of items (a), (b) and (c) are returned to the Registrar shall Billanook College issue a Confirmation of Enrolment (CoE) and Confirmation of Approved Accommodation and Welfare (CAAW) to allow the student to make application for their Student Visa.

6. Confirmation of Student Visa Approval and Arrival Date in Australia

- Billanook College requires the parent/agent to provide written communication to the Registrar once the Student Visa has been granted and to email a copy of the Visa Grant Notification to the Registrar.
- Billanook College also requires the parent/agent to supply details of the student arrival date, time and flight details into Australia to allow Billanook College to facilitate or to check that the ELICOS Centre plans to facilitate the airport greeting and transfer to the relevant Homestay residence on arrival. These details are to be emailed to the Registrar for file and to be forwarded to the Manager, International Programs for co-ordination and action as required.