

POLICIES AND PROCEDURES

Overseas Student Enrolment Policy and procedures



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1. Introduction

Lauriston Girls' School (the school) is a registered provider on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), with Provider No.00152F. The school offers education for girls in primary (Years 5 to 6, CRICOS Course Code 015713K) and secondary (Years 7 to 12, CRICOS Course Code 005356J) levels. As a CRICOS registered provider, Lauriston is required to comply with the Education Services for Overseas Student Act 2000 (ESOS Act) and the National Code of Practice for Providers in Education and Training to Overseas Students 2018 (National Code).

The school provides educational courses that, under section 15 of the Australian Education Act 2013, are classified as primary or secondary education in Australia. The curriculum for Years 5 to 10 is based on the Australian Curriculum priorities and standards (or equivalent, if superseded), while the curriculum for Years 11 and 12 follows the Victorian Certificate of Education (VCE) or the International Baccalaureate Diploma Program (IBDP).

Lauriston operates an open-entry, non-selective policy, subject to the availability of places at the relevant year level and the capacity to offer suitable programs for each student.

The School is inclusive and does not discriminate based on disability, race, sexual orientation, or gender identity.

Lauriston does not actively recruit overseas students if it conflicts with the school's obligations under Standard 7 of the National Code. For more information on this, please refer to the [Overseas Students Transfer Policy](#).

2. Purpose

The purpose of this policy is to set out the requirements for enquiries, applications and offers for enrolment of an overseas student at the school.

3. Scope

This policy applies to all current and prospective overseas students at the school, as well as their parents.

An overseas student is defined as a student who is neither an Australian citizen, a permanent resident, nor a refugee, and who holds or will be granted a subclass 500 Student visa to study in Australia.

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4. Policy

The school enrolls overseas students from Year 5 to Year 12. Students may begin at the start of a term if a place is available. However, there are some exceptions:

- Year 9 - Students whose first language is not English must enrol by the middle of Year 8.
- Year 11 - Students must start at the beginning of the academic year.
- Year 12 - The school rarely accepts applications for entry into Year 12.

For overseas students applying for enrolment who are not taught in English, an AEAS English language assessment is required as part of the application process. Please refer to the *Overseas Students English Proficiency Assessment Procedure* for more details on the assessment to determine whether the student's English language and academic proficiency are sufficient for entry into the course.

The school does not offer boarding or homestay, so all overseas students must live with and be supported by a parent who holds a subclass 590 Student Guardian visa.

In Year 9, all students attend the Lauriston Girls' School Howqua campus for five-week periods. During scheduled exeats (4 - 6 days) and school holidays, overseas students will reside with their parent. The parent holding the subclass 590 Student Guardian visa must continue to live in Australia while their daughter is attending the Howqua campus.

Families are encouraged to attend a school tour before applying, or to review the school's website for online tours and videos. Overseas families visiting Melbourne are asked to contact Admissions in advance to arrange a school tour.

The school will not knowingly enrol an overseas student unless the releasing provider or the course the student is enrolled in ceases to be registered.

5. Application Process

5.1 How to Apply

Submitting an application is required for admission but does not guarantee enrolment.

Overseas student applications are accepted for entry from Year 5 to Year 11, with enrolment in Year 12 considered at the discretion of the Principal.

Some families may choose to use the services of an education agent when applying for a place. The school has [written agreements](#) with several education agents who can assist with this process.

The [Application for Admission](#) is available on the school's website and must be submitted with the following documents:

- A copy of the student's Birth Certificate
- A copy of the student's Passport (if available)
- Relevant court orders (if applicable)
- A non-refundable and non-transferable enrolment fee of AUD \$500 per student

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Once the application is received, the student's name will be placed on the waiting list.

If an application is discontinued prior to acceptance, a new application must be submitted for the student to be reconsidered for admission.

5.2 Priority Order

The Admissions team will begin enrolment for Year 5 and Year 7 up to three years prior to commencement, and up to two years prior for other year levels. Families will be contacted based on the date of receipt of their application and the following priority order:

- Sibling currently attending Lauriston Girls' School
- Child or grandchild of a Lauriston alumnae (e.g. alumnae mother or grandmother)
- Past Lauriston student returning to the school
- Date of application submission

The Assessment Process is outlined below from Section 5.3 to 5.6.

5.3 Assessment Process and Supporting Documents

Families will be asked to complete the following:

- Enrolment Profile – to be completed and signed by both parents;
- Student Profile – to be completed and signed by the student.

These profiles will be assessed by the Admissions team and the Vice Principal Head of Junior School (for students entering Year 5 & Year 6), or the Principal (for students entering Year 7 onwards) to gain some insight into the student and their educational background.

As part of the assessment process, Parents will need to provide:

- AEAS English language proficiency test results, taken no more than 12 months prior to the intended commencement (see 5.4 below).
- Information regarding any English language courses that may have been completed.
- A copy of the student's visa (if already granted).
- Relevant reports or information such as psychology assessments or learning evaluations (if applicable).
- The two most recent school reports (with English translations, certified by the issuing school or translator).
- Any applicable court orders.
- Any additional documentation that may support and assist the application.

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5.4. English Language Proficiency

English is the primary language of instruction and assessment at the school. All students must meet the school's English language requirements to access the curriculum and be eligible for enrolment.

In the year prior to entry, overseas students are required to complete an Australian Education Assessment Services (AEAS) English language proficiency test to assess whether their English level meets the school's entry requirements.

The table below outlines the AEAS scores required for entry.

AEAS Scores

Year Level of Entry	Minimum Application Score	Score required prior to commencement	Stanine Scores
Year 5 - Year 6	26 or higher (6 - 12 weeks language)	46 or higher	5 or higher
Year 7 - 8	46 or higher (8 - 12 weeks language)	71 or higher	5 or higher
Year 8 Term 3*	61 or higher (8 - 12 weeks language)	80 or higher	5 or higher
Year 10	61 or higher (8 - 12 weeks language)	80 or higher	5 or higher
Year 11	70 or higher (4 - 8 weeks language)	80 or higher	7 or higher

overseas students are not permitted to enter directly into Howqua Year 9 and must enrol no later than Term 3 of Year 8 and achieve the scores per above.

5.5 Interview

Upon receipt of the required documents, successful review, and subject to placement availability, the student (accompanied by at least one parent) will be invited to attend an Enrolment Interview. While the interview is a necessary step for admission, it does not guarantee enrolment.

- Year 5 or Year 6 students will be interviewed by the Vice Principal/Head of Junior School.
- Students applying for Year 7 to Year 11 will be interviewed by the Principal.

The interview process is typically completed within two weeks but may take longer depending on the number of applications and available placements.

Upon completion of the assessment process the Principal or Vice Principal/Head of Junior School will confirm the approval or refusal of the application. After which the Admissions team will inform the family of the outcome in writing.

Final Outcome

5.6 Offer / Refusal of place

The Principal or Vice Principal/Head of Junior School ultimately confirms the approval or refusal of placement.

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For students transferring from another School within Australia please refer to the [Overseas Students Transfer Policy](#).

An Offer of Place will be issued in writing following a successful interview with the Principal or Vice Principal/Head of Junior School, at their discretion. The Offer of Place must be accepted by the overseas student, or their parent/legal guardian if the student is under 18.

The Offer of Place will include the following details:

- The complaints and appeals process
- Fees (tuition and non-tuition), including a guide to the range of fees that may be incurred throughout the course
- Prerequisites and conditions on enrolment (if applicable)
- The Refund Policy, including who is eligible for a refund and details about the Tuition Protection Service (TPS)
- Supplementary materials (e.g. handbooks) provided via [this hyperlink](#).
- Circumstances under which personal information may be disclosed in accordance with the Privacy Act 1988.
- The course in which the student will be enrolled
- The requirement to notify the school of current contact details, any changes to contact information, and emergency contacts while in Australia
- The Overseas Student Course Deferment, Suspension and Cancellation Policy

Parents or agents will be notified of an unsuccessful / refusal of place.

5.7 Acceptance of Place

As part of the Offer of Place, families are advised to review the school policies [on the website](#) before accepting the offer. By accepting the offer, families agree to abide by these policies for the duration of the student's enrolment at the school.

To formally accept the place, the following steps must be completed and returned to the Head of Admissions:

- If the student is under 18 years of age, both parents must sign and return all pages of the Offer of Place. If only one parent is signing, supporting documentation must be provided to show either that only one parent is involved in the student's care, or that the other parent has given written consent for the student to attend the school. If only one parent signs the Offer of Place, the parent assumes full financial responsibility for the student.

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- Payment of fees:
 - the Admission Fee
 - One full year's tuition fees. In accordance with the ESOS Act and the National Code, the school will not request more than 50% of the total tuition fees for a course before the student begins. However, the responsible parent may choose to pay more than 50% of the total tuition fees before the student commences. (Note: Since Year 11 is the latest entry point, paying the full year's tuition fees is not considered more than 50% of the total tuition fees for the complete course.)

Once the completed Offer of Place, Admission Fee, and tuition fees have been received by the school, the school will lodge a Confirmation of Enrolment (CoE) in PRISMS and forward this to the family or education agent.

5.7.1 Overseas Student Health Cover (OSHC)

All overseas students are required to have OSHC for the duration of their study in Australia. Families are responsible for arranging OSHC with their chosen provider and must provide a copy of the Policy Certificate to the school prior to the student's commencement.

5.7.2 Next steps

The Admissions team will provide the student with subject selection information, as well as details about transition and orientation events scheduled before the start of the new school year. Students joining at different times during the school year will receive a modified induction program.

5.10 Student Visa

The overseas student must be granted a subclass 500 Student visa to study in Australia, and their parent must be granted a subclass 590 Student Guardian visa, as the student is required to live with the parent while studying at Lauriston (except during the Year 9 Howqua residential program).

The Admissions team will request a copy of the Visa Grant Notification for both the student and the parent, along with their expected arrival date in Australia.

If the Australian government refuses the student visa, a refund of the prepaid tuition fees will be provided in accordance with the [Overseas Student Fees and Refunds Policy](#).

5.11 Record Keeping

The school maintains records of all written agreements and receipts of payments for at least two years after the overseas student is no longer an accepted student. This complies with the record-keeping requirements outlined in section 21 of the ESOS Act and section 13 of the [Education Services for Overseas Students Regulations 2019](#).

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For more information, please refer to the [Consistent Record Keeping for Accepted Students Policy](#). The Admissions team will update the student's record in PRISMS within 7 days of any changes to the student or parent contact details.

5.12 Scholarships

Overseas students are full-fee paying and are not eligible for any scholarships offered by the school.