

POLICIES AND PROCEDURES

Overseas Students Enrolment Policy



Date **February 2023**

Review **February 2025**

Introduction

Lauriston Girls' School is a day school for girls from Prep to Year 12, with an Early Learning Centre for girls and boys. Overseas students on a Subclass 500 Student visa are welcomed from Year 5 onwards and must reside in Melbourne with a parent on a Subclass 590 Student Guardian visa.

Lauriston Girls' School has an open-entry, non-selective policy dependent on the availability of places at the relevant year level and our capacity to provide suitable programs for each student.

The School welcomes domestic and overseas students from a diverse range of social, cultural, religious and economic backgrounds.

Lauriston Girls' School is inclusive and does not discriminate on the basis of disability, race, sexual orientation or gender identity.

Educational Services

Lauriston Girls' School provides educational services that are within the scope of the School's registration, being:

- Prep to Year 10 under the Victorian Foundation - 10 priorities and standards (or equivalent if superseded)
- Senior secondary courses which are normally provided in Years 11 and 12, include the Victorian Certificate of Education (VCE) and the International Baccalaureate Diploma Program (IBDP)
- Lauriston Girls' School operates an Early Learning Centre service.

Lauriston Girls' School's course offerings, including co-curricular activities and programs, will be determined by the School at its discretion and may be varied or withdrawn at any time without prior notice. This may include making changes to the curriculum, co-curricular offerings, approaches to teaching and processes and other services affecting students. The School's offerings and delivery may be subject to government directives in place at the time.

The School operates on a not for profit basis and a proportion of funds raised or fees charged may be used to support the operation of the Early Learning Centre (including 3 year old and 4 year old kindergarten programs).

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Admission Criteria

Admission to the School occurs after a written Offer of Place is issued by the School and accepted by the student's parents/guardians, along with the payment of relevant fees and deposits.

Overseas student means a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act and Regulations.

Where the student is under 18 years of age and the student is required to exercise rights or enter obligations as a legal person, this term may refer to the student's parent or legal guardian.

There are three main entry points for overseas students: Year 5, Year 7 and Year 10. Places will be offered at other levels up to and including Year 11 subject to availability.

Students must show successful completion of their education up to the point of entry at Lauriston. Where this cannot be provided, places will be offered at the Principal's discretion.

English Proficiency

English is the language of instruction and assessment across Lauriston Girls' School. Overseas students must meet the School's English language requirements to be able to access the curriculum and be eligible for a place.

Early in the year prior to entry, overseas students must complete an Australian Education Assessment Services (AEAS) English language assessment to determine if their proficiency score meets the requirement of Lauriston Girls' School. These requirements are available on the School's website. Overseas students must also attend an enrolment interview with the Principal, which will be offered online for families located overseas.

Lauriston Girls' School is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Australian law requires students who are not Australian citizens, or Permanent or Temporary Residents to obtain an Australia Student Visa prior to entering Australia. Overseas students will only be eligible for entry once all Australian Government requirements have been satisfied and pre-requisite minimum English language standards have been formally verified.

Overseas students must maintain a valid Student visa and passport for the duration of their enrolment at the School. All overseas students must be accompanied by a parent on a 590 Student Guardian visa.

Priority Order

All applicants must submit an Application for Admission. Applications will only be recorded on the waiting list if the applicant has correctly submitted to the School the Application for Admission and all associated documents and fees.

When enrolment begins for any year level, families will be contacted based on the date of receipt of application and priority order.

Priority order as follows:

1. Has a sibling currently attending Lauriston Girls' School, including Lauriston Kindergarten (and long day care)
2. Has financially committed to Prep (for entry into Kindergarten) or has a sibling financially committed to Prep or above (entry into Prep -Year 12)
3. Is a child or grandchild of a Lauriston Alumnae (ie. Alumnae Mother or Grandmother)
4. Is a past Lauriston student and is returning to Lauriston
5. Is a child of a current staff member
6. Application date

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Enrolment Process & Procedures

An Application for Admission is accepted from the time the child's birth certificate becomes available.

Families who are new to the School are encouraged to attend an Open Morning or Tour if possible, as part of their introduction to Lauriston Girls' School. Overseas families should review the School's website and watch the online tours and videos prior to applying. Families visiting from outside Australia are asked to contact Admissions in advance, to arrange a tour of the campus.

Overseas Education Agents

Families may choose to use the services of an overseas education agent when submitting an Application for Admission. Lauriston has written agreements with a number of education agents who are able to assist families and their details can be found on the School's website.

Step 1: Application for Admission	<p>An online Application for Admission is required for each student wanting to enrol at Lauriston Girls' School.</p> <p>The Application for Admission must be submitted with:</p> <ul style="list-style-type: none">• Payment of a non-refundable Application Fee• A copy of the child's birth certificate• A copy of the child's current passport• A copy of the student's visa (if issued)• A copy of the parent's or guardian's visa (if issued)• A copy of the AEAS English language assessment results (where applicable) <p>Upon receipt of the Application for Admission, required documents and Application Fee, the student's name will be registered on the enrolment list for the entry year and year level nominated.</p> <p>Admissions will be in contact up to 3 years prior to commencement if entering Year 5 or Year 7, or up to 12 months prior to commencement for other year levels.</p> <p>Applications may be submitted for immediate commencement and the Admissions Team will process these applications if there is a position available.</p> <p>Completion of the Application for Admission does not guarantee enrolment into the School.</p>
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<p>Step 2: Enrolment Profile and Student Profile</p>	<p>When the enrolment process commences, applicants are required to complete the following documentation:</p> <ul style="list-style-type: none">• Enrolment Profile (completed and signed by parents/guardians)• Student Profile (completed by the student and signed by the student and a parent/guardian) <p>As part of the Enrolment Profile, parents/guardians will be asked to include:</p> <ul style="list-style-type: none">• The student's 2 x most recent School Reports from their child's current school. A certified translation on School letterhead is required if the report is not in English.• Any reports from external providers, such as educational psychologist assessments (if applicable)• Medical reports (if applicable)• Documentation regarding court orders relevant to the student's custody or living arrangements (if applicable) <p>Completion of the Enrolment Profile and Student Profile forms do not guarantee enrolment into the School.</p>
<p>Step 3: Enrolment Interview</p>	<p>Following successful submission of all required paperwork and where a place is available, an Enrolment Interview will be arranged.</p> <p>The student and one or both parents/guardians are required to attend an interview with the Principal, or their delegate, up to 24 months before the nominated date of entry.</p> <p>Online interviews are available for families located overseas.</p> <p>All students are required to live with at least one eligible relative over the age of 25 in Melbourne while studying at the School. Parents/guardians must provide the Melbourne address where the student will be living at this point.</p> <p>Attending an interview does not guarantee enrolment into the School.</p>
<p>Step 4: Offer of Place</p>	<p>Parents/guardians will be notified after the interview as to whether an Offer of Place will be provided for their child.</p> <p>An Offer of Place is conditional upon the Principal, or their delegate, being satisfied as to the ability of the School to meet the student's educational needs.</p> <p>A written Offer of Place will include an Acceptance of Place for both parents/guardians to complete and sign. If there is only one signatory, documentation may be requested to confirm this.</p> <p>For applicants not being provided with an Offer of Place, written notification will be sent to the parent/guardian.</p>

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Step 5: Acceptance of Place	Acceptance of the School's Offer of Place is made by: <ul style="list-style-type: none">• Completing and signing an Acceptance of Place. By signing the Acceptance of Place, families enter into an Enrolment Agreement with the School which governs the terms and conditions under which students are enrolled at Lauriston Girls' School and constitutes a binding contract between the School and parents/guardians.• Making relevant payments outlined in the Fees and Charges – Overseas Students by the due date.• A copy of the Overseas Student Health Cover (OSHC) policy certificate, valid for the full duration of the Student Visa is also required at this point.
Step 6: Confirmation of Enrolment	<p>A Confirmation of Enrolment (CoE) will be issued once all completed documents and fees, as requested by the School, have been received. The CoE will allow the student to apply for a Student visa.</p> <p>It is the family's responsibility to apply for and renew visas, and to provide a copy of the student's current visa and passport to the School as soon as it is granted.</p> <p>A student must always be in receipt of a current Student visa to commence or continue their studies at Lauriston.</p>
Step 7: Pre Commencement Documentation	Up to six (6) months prior to commencement, parents/guardians are required to complete an Enrolment Confirmation. A student may only commence when a completed and signed copy has been received by the School.

Parents/guardians are responsible for notifying the School of any changes of their contact details. An applicant may be removed from the waitlist if, after repeated attempts, parents/guardians are unable to be contacted or do not respond.

In the year prior to entry, when last minute vacancies arise, the Principal may offer places at their discretion from the remaining waitlist.

Cancelled applications for enrolment can be reinstated without payment of a new Application Fee. Reinstated applications will be placed on the waitlist according to the original application date. A newly completed Application for Admission may be required to ensure the School has accurate information.

Additional Requirements

Acceptance into the Year 9 Howqua Program

Due to the unique nature of the Year 9 program at the Howqua campus, new and returning enrolments after the commencement of Year 8 are subject to additional requirements.

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In addition to attending an enrolment interview with the Principal, the student will have an interview with the School Psychologist for an assessment of her social and emotional resilience.

Parents/guardians and students must visit the Howqua campus and have an interview with the Vice Principal-Head of Howqua campus.

Parents/guardians will be requested to provide a certificate from their Doctor confirming the medical and psychological fitness of the student to undertake the Howqua program.

Overseas student enrolments for the Year 9 Howqua Program are not accepted after the commencement of Term 3 of Year 8. EAL students enrolling in Year 8 must achieve the English language requirements prior to commencement.

While an overseas student is attending the Howqua program, at least one parent must remain in Australia at all times.

Admission into the International Baccalaureate Diploma Programme (IBDP)

The School has an open enrolment policy for entry to the IBDP to allow broadest possible access and aims to provide a programme of Diploma studies that is relevant to students' skills, interests, linguistic background and potential university requirements.

Course selection for Year 11 and 12 (VCE or IB Diploma) is supported by the education of parents/guardians and students about course offerings, assessment, expectations, and contents of courses. Students and their parents/guardians participate in course counselling and receive written information prior to selection of the IB Diploma Programme in order to understand the requirements of the Programme and the attributes of an IB learner.

Potential IBDP students should recognise that motivation, self-discipline and perseverance play a key role in determining student success in the IBDP.

Appeals

Where the School does not offer a place to a child for enrolment in the School, applicants may appeal the School's decision within 3 weeks of being notified they have not received an Offer of Place. The appeal must be in writing, signed by all parent/guardians and include the grounds for appeal.

The School will assess and make a determination for appeals on a case-by-case basis. The School may preference students as set out in this Enrolment Policy and permitted by the Education and Training Reforms Act 2006 (Vic).

The School will notify parent/guardians of the outcome of the appeal within 2 weeks of receiving the appeal. If applicants are not satisfied their appeal was adequately considered, applicants can escalate their appeal in accordance with the School's *Complaints, Grievances and Concerns Policy*.

Scholarships

Overseas students are full fee paying students and are not eligible for scholarships at Lauriston.

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Deferral of Enrolment

An overseas student's enrollment can be deferred, suspended or cancelled. This may be initiated by either the overseas student for compassionate and compelling circumstances, or the registered provider for an overseas student's breach of visa conditions, failure to pay fees, misbehaviour, or other condition listed in a registered provider's policy.

A request for deferral of commencement must be provided in writing to the Principal with one full term's notice.

Cancellation of Enrolment

A full term's notice in writing must be received by the Principal prior to the withdrawal of a student. A student who has accepted a place to commence at the School but has not yet started is also subject to providing a full term's notice, in writing, to the Principal should they wish to withdraw their Acceptance of Place.

Continued Enrolment

Enrolment at Lauriston Girls' School commences in the first year of the student's enrolment and continues each subsequent year until completion of Year 12 or until the student is withdrawn or removed from the School.

Students returning to Lauriston Girls' School after school vacation periods must join their classes on the dates fixed for commencement. A student is not permitted to leave the school at the end of term or return to school at start of term at a date other than the recognised closing or commencement date, unless parents have notified the Principal in writing and received prior approval.

Changed attendance dates will be notified to the Department of Home Affairs and may affect the Student visa.

Fees and Charges

Fees and Charges for overseas students are available on the School's website.

Signatories to the Acceptance of Place acknowledge that they agree to be bound by the terms and conditions of the Enrolment Agreement and Schedule of Fees, and will continue to be bound by these terms as they may be amended from time to time by the School.

Signatories are jointly and severally responsible for all fees and charges payable as a result of enrolling a child at Lauriston Girls' School.

Expectations of Students and Parents

All students and, where applicable, their parents/guardians, are required to abide by the Lauriston Girls' School policies and procedures. These include but not limited to those concerning:

- Codes of conduct
- The care, safety and welfare of students
- Student behaviour, discipline and standards of dress
- Anti-harassment and discrimination
- Technology and social media use
- Complaints, concerns and grievances

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Lauriston Girls' School may cancel or suspend a student's enrolment at any time by giving notice of such to parents/guardians. Cancellation or suspension of enrolment is at the discretion of the Principal and may occur as a result of, but not limited to:

- Unsatisfactory conduct, behaviour or attendance of the student
- Failure by the student or parent/guardian to follow the School policies, guidelines, procedures or codes of Conduct
- Failure to pay Tuition Fees or other charges
- A break down in the relationship of trust and cooperation between the parent, school or its staff to the extent it is detrimental to the education or welfare of the student or the good of the school.

Disclosure

The applicant acknowledges that the Application for Admission has been completed honestly and correctly, and that the applicant has made full disclosure in response to the matters and questions raised in the Application for Admission, Enrolment Profile and Student Profile, Acceptance of Place and Student Confirmation.

A failure to complete the Application for Admission, Enrolment Profile and Student Profile, Acceptance of Place and Enrolment Confirmation documents honestly and correctly, or to make full disclosure, may result in the immediate termination of the Enrolment Agreement by Lauriston Girls' School.

The School reserves the right to obtain further information regarding the student including all academic information, school reports, living arrangements and all medical and other reports regarding the student, if applicable.

Consumer Protection Laws

The terms and conditions of Lauriston Girls' School's Enrolment Agreement and the availability of the School's Complaints, Concerns and Grievances processes, do not affect the rights of the applicant to take action under the Australian Consumer Law if the Australian Consumer Law applies.

CRICOS provider code 00152F.