

# ADMISSION OF INTERNATIONAL STUDENTS

*This Policy and Procedure is in compliance with National Code Part D, Standard 3 and Section 28(1) of the ESOS Act*

## Policy

All persons admitted to ASC International must be provided with information consistent with that required by The National Code (Standards 1, 2, 3 and 4) to ensure that they have adequate information to assess the program, are capable of benefiting from the course, and have every chance of succeeding in it.

All international students are required to enrol as full-time students - meaning that they must study 100% of the nominal program load as documented in the program curriculum. Recognition of Prior Learning (RPL) and credit transfer cannot be cited as reasons for a reduced study load.

Exceptions to full-time enrolment may be approved by the Director of international programs in special circumstances such as:

- Requiring to complete pre-requisite study;
- The student being in their final semester of a program where less than a full time load remains to be completed or a subject needs to be repeated (provided that it is the first time that the it is being repeated); and/or
- On the basis of ill health or an extreme, exceptional personal circumstance supported by a professional medical practitioner or registered psychologist.

## Procedures

All applications are to be made on the Application for Admission form, which is accompanied by the Conditions of Enrolment in compliance with the National Code Standards, and Section 28(1) of the ESOS Act. This form must be signed by the student, and their parent or guardian if the student is under 18 years of age, and forwarded, together with all relevant academic transcripts and documentation, to the Manager, International Student Services. Original documents are sighted, copied, and returned to the applicant whereas certified copies may be retained.

A summary of each step in the enrolment and admissions process can be seen below:

Phase	Staff Responsible	Action	Tools
Enquiry	Student Services Team with support from Marketing team where required	<ol style="list-style-type: none"> <li>1. Note the name and contact details of the person with whom you are communicating and establish the educational needs of the student concerned (may be the same person).</li> <li>2. Enquire about the students' name, gender, nationality, age, current/previous completed level of education (place and Year group) and estimated level of English Language competency (any one of ASES or Academic IELTS).</li> <li>3. Provide answers to their questions at a general level. In the case of an enquiry regarding a student who is too young (or too old) for our Schools, offer to provide assistance, in terms of English Language tuition provided within the Group (as appropriate) or providing the names of</li> </ol>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Scholarship application form (where appropriate)</li> </ol>

		<p>alternative providers (e.g K-12 schools in ASC group; or Senior Campus Colleges such as Canning, Aranmore, Northlake, etc.).</p> <p>4. Give (send) an Application Form to the enquirer, if appropriate, including the application form for scholarships</p> <p>5. Input the details of the enquiry into the administration system</p>	
<b>Application</b>	Student Services	<p>When an Application Form is received:</p> <ul style="list-style-type: none"> <li>• check it for completeness</li> <li>• note details of: <ul style="list-style-type: none"> <li>• <b>ACADEMIC LEVEL</b> – Ensure that (translated) copies of the student’s past two years of academic reports are included with the Application Form.</li> <li>• <b>ENGLISH LEVEL</b> – Ensure that evidence (Certificate) of English Language competency (any one of ASES, TOEFL Jnr or IELTS) is not older than one year.</li> <li>• <b>AGE</b> – check age – student cannot be younger than 11 years in Year 7 (<i>may be flexible – check with Principal</i>) nor of an age that would result in them being older than 19 years by the time they reach Year 12 <ul style="list-style-type: none"> <li>▪ Compare these with our published Entry Requirements. If there is doubt or uncertainty at this point, the School Principal may be consulted as to the most appropriate placement of the student. [<i>Please note that students may not be of an age that would result in them being older than 19 years of age by Year 12</i>].</li> </ul> </li> </ul> </li> <li>• <b>PASSPORT</b> – Ensure that a clear copy of the student’s relevant passport detail is included with the Application Form.</li> <li>• For students who may require General English (i.e. – language levels are below those required for entry) refer to PICE and send the PICE entry assessment to the agent</li> </ul> <p>PICE contact – Robin Wegner - robin.wegner@pice.com.au</p> <ul style="list-style-type: none"> <li>• Complete the ASC International Enrolment Checklist ensuring recommended study courses are included</li> <li>• Pass the application to both the Director and School Principal for sign-off</li> </ul>	<ol style="list-style-type: none"> <li>1. Entry Requirements Document</li> <li>2. Enrolment Checklist</li> <li>3. Enrolment variation (for students who are awarded scholarships)</li> </ol>

		<p><b>FOR APPLICATIONS FOR SCHOLARSHIP</b></p> <ul style="list-style-type: none"> <li>Send to Director for commencement of the assessment process.</li> </ul>	
<b>Letter of Offer</b>	Student Services	<p>On receipt of approval from the Principal and Director:</p> <p>a. Complete a “Letter of Offer” (LoO) template - including</p> <ul style="list-style-type: none"> <li>course(s) details;</li> <li>conditional clauses,</li> <li>total fee to be paid on acceptance of offer (full PSS fee plus Full pre year free (if applicable) plus one semester’s fee for secondary, plus the fee for OSHC to cover entire period of study (including 3 months beyond the end of course date).</li> <li>The LoO should also show the total full tuition fee for the entire course (up to 6 years). A percentage increase of <b>5%</b> in each year’s annual fee may be used with a disclaimer note that “fees shown after [year] are an estimate only”. Include the student number as [for example: WAYQ03 – for a new student named WANG, Yi Qi, where “00” to “02” have already been allocated to other students whose names have the code “WAYQ”] in the reference section under payment option.</li> <li><b>HOMESTAY INFORMATION</b> – Send out a link to the Homestay page. (this page is to be used for both AHN home stay as well as private homestay providers).</li> </ul> <p>b. Update the <b>ASCI ENROLMENT CHECKLIST</b> and attach it to any hardcopy documents –. Place these documents into a “Pending Enrolments” tray, awaiting further action on response and/or follow-up.</p> <p><b>NOTE: If the student is successful in attaining a scholarship, please just adjust the LOO and complete the Enrolment variation form for the Accounts Department to adjust fees</b></p>	<ol style="list-style-type: none"> <li>Letter of Offer Template</li> <li>Enrolment Checklist</li> </ol>
<b>Payment</b>	Accounts and Student Services	<ul style="list-style-type: none"> <li>The Accounts Department will notify the Admissions Officer when payment has been received</li> <li>AHN will issue the Placement Confirmation Report and Arrival Confirmation to the Support and Welfare Coordinator. These reports are to be uploaded to the student’s file.</li> <li><b>Completed Letter of offer</b> – When a fully completed and signed Letter of offer is received, it must be uploaded to the student’s file</li> </ul>	<ol style="list-style-type: none"> <li>AHN Placement Confirmation and Arrival Confirmation</li> <li>Executed Letter of Offer</li> </ol>

<b>Confirmation of Enrolment</b>	Student Services	<p>On receipt of all documentation in the above, Student Services can then process:</p> <ol style="list-style-type: none"> <li>1. The Confirmation of Enrolment in PRISMS</li> <li>2. The Confirmation of Appropriate Accommodation and Welfare Letter in PRISMS</li> <li>3. OSHC policy via the Allianz website</li> <li>4. Link to the ASC International Pre-departure orientation is to be provided in the email issuing the above documents</li> </ol> <p>All of the above must be provided to the student / agent</p> <p><b><i>NOTE: The OSHC policy number is to be the student number for each school and noted on the COE in PRISMS</i></b></p> <p><b><i>If the student has been awarded a scholarship, please ensure the CoE reflects the adjusted fee, where appropriate.</i></b></p>	<ol style="list-style-type: none"> <li>1. COE</li> <li>2. CAAW</li> <li>3. OSHC COI</li> </ol>
<b>Visa Issuing</b>	Student Services	<p><b>STUDENT VISA GRANTED</b> (or not) – notified by student or Agent. A “Visa granted” notice can also be found on PRISMS.</p>	Visa Grant Notice
<b>School Enrolment</b>	Student Services and School Admissions Team	<p><b>ALL DOCUMENTS TO BE EMAILED TO THE SCHOOL ADMISSIONS TEAM AND/OR UPLOADED TO THE SCHOOL SERVER</b></p> <p><b>Interview with the Principal to be booked</b></p> <p>St George’s – email: <a href="mailto:kvanrooyen@stgeorges.wa.edu.au">kvanrooyen@stgeorges.wa.edu.au</a></p> <p>Other schools TBA</p>	All relevant documentation
<b>Orientation</b>	Support and Welfare Coordinator	<p>Student and Homestay Carer are informed of Orientation details. The International Student Welfare and Support Coordinator attends the Orientation to welcome the student and give support.</p> <p>Orientations and uniform fittings are to be conducted each term on the day prior to the start of school.</p>	Post arrival orientation presentation

International students can defer their offer of a place in a study program provided that they have not yet enrolled in, and commenced, the program; or entered Australia on the basis of their acceptance into the program. Enrolment later than two weeks after the commencement of a course must be approved by the Director of International Programs.

**Authority:**  
**Reviewed:**  
**Approved:**

**Director of International Programs**  
**July 2016**  
**Director of International Programs**