



International Students Recruitment and Enrolment Policy

1. Commitment to Child Safety

Camberwell Girls Grammar School is a child safe organisation which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe, and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.

Child safety is a shared responsibility. Everyone engaged or employed by Camberwell Girls has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.

Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.

We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review.

2. Purpose

The International Students Recruitment and Enrolment Policy outlines Camberwell Girls Grammar School's, the "School", requirements for the recruitment and enrolment of International Students to Camberwell Girls Grammar School (CGGS) in accordance with Standard 2 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) and Section 21 of the Education Services for Overseas Students Act 2000 (ESOS Act).

CGGS is committed to maintaining accurate records that comply with the School's legal obligations in relation to International Student admissions and enrolment.

This policy sets out the principles, framework and criteria on which International Students are admitted to the school, clearly explaining the basis on which offers of admission are made and information parents must have when entering into the enrolment agreement.

3. Scope

This Policy applies to International Students, Staff and Agents.



4. Definitions

Term	Definition
School	Camberwell Girls Grammar School (Camberwell Girls)
Staff	All staff employed at CGGS.
International Student	Full fee-paying student enrolling on a Student Visa (Subclass 500)
Parents	Parents, guardians, carers.
Registered Provider	An Australian educational institution registered with the CRICOS.
Agent	Agents including education agents assisting families with enrolment. They may be located onshore or offshore.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
ELICOS	English Language Intensive Courses for Overseas Students

5. Roles and Responsibilities

- ◆ The **Principal** is responsible for:
 - ◆ complying with their legal responsibilities in relation to International Students.
 - ◆ ensuring appropriate accommodation, support and welfare arrangements for International Students.
- ◆ The **Head of Senior School** is responsible for ensuring that:
 - ◆ the policy is regularly reviewed and remains compliant with the relevant authorities and legislation.
 - ◆ prospective International Students have sufficient information for them to make informed decisions about enrolling with CGGS (Standard 2, National Code 2018).
- ◆ **The Head of Admissions** is responsible for ensuring that the enrolment register is maintained, and the records for each accepted International Student include the following details in accordance with Section 21 of the ESOS Act:
 - ◆ Current residential address.
 - ◆ Mobile phone number (if any).
 - ◆ Email address (if any).
 - ◆ Any other details prescribed by the regulations.

6. Policy Statement

Under Standard 2 of the National Code, the School is committed to recruiting responsibly and ensuring that prospective International Students are appropriately qualified and have sufficient information for them to make informed decisions about enrolling at the School.



It is the School's policy that:

- ◆ International Students are enrolled in a professional and ethical manner.
- ◆ all enrolment records are kept safe and confidential.
- ◆ it acts in an ethical manner at all times.
- ◆ International Students be age appropriate for the year level they are in.
- ◆ for International Student transfers, the International Student must be enrolled at the other education provider for a minimum of 6 months, in line with the School's International Students Transfer Policy.

6.1. Privacy Policy

CGGS is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act as well as the School's Privacy Policy which applies to its enrolment processes. When appropriate or required by law, CGGS will on-share information with the School's approved support provider, the School's approved accommodation provider and Government in compliance with the ESOS Framework.

7. Related Documents

- ◆ International Students Marketing Policy
- ◆ International Students Recognition of Prior Learning Policy
- ◆ International Students Refund Policy
- ◆ International Students EAL Assessment Policy
- ◆ International Students Accommodation, Welfare and Support Policy
- ◆ International Students Emergency and Critical Incident Management Plan
- ◆ International Students Student Transfer Policy
- ◆ International Students Course Progress and Attendance Policy
- ◆ International Students Behaviour Management Policy
- ◆ International Students Deferment, Suspension and Cancellation Policy
- ◆ International Students Complaints and Appeals Policy
- ◆ International Students CRICOS Registration Policy
- ◆ Child Safety Code of Conduct
- ◆ Student Code of Conduct – Secondary School
- ◆ Parent Code of Conduct

8. Legislative Context

- ◆ Standard/s Education Services for Overseas Students Act 2000
- ◆ Privacy Act 1998
- ◆ National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- ◆ Education Services for Overseas Students (ESOS) Framework



9. Governance

9.1. Document Details

Document Details	
Title	International Students Recruitment and Enrolment Policy
Policy Approver	Principal
Date Approved	May 2024
Policy Owner	Head of Admissions
Date Created	May 2024
Review Timeline	Every 2 years
Date of Next Review	May 2026

9.2. Version Control

Version	Date	Description
1.0	15.05.2018	Initial version
2.0	12.11.2018	Added Definitions section Amend entry level from YR 10 to YR 9 Replaced DIBP with Department of Home Affairs
3.0	15.05.2019	Added VRQA minimum age requirement for homestay accommodation
4.0	May 2022	Updated in revised template, CRICOS number included in footer. Rewording of Student Learning needs and Disabilities section
5.0	May 2024	Rolled over as part of review cycle. Added Definitions section.
5.1	August 2024	Updated Section 9.3 Audeince



9.3. Audience

Audience	Publication Location
CGGS Staff	myCGGS
International Students, Parents & Agents	School Website



Appendix 1 CRICOS Enrolment and Registration Process

Criteria

Entry Points

The School accepts a small number of International Students at Senior School level only. Entry level is

- ◆ Year 9 or 10 - Semester 1 or Semester 2
- ◆ Year 11 - Semester 1 only.

Entry at Year 7 or 8 will be considered by the Principal on a case by case basis.

An International Student entering Year 7, 8 or 9 must be accompanied by a Parent or approved relative on a guardian visa.

International Students in Years 10 – 12 may reside in a School approved homestay with a School approved Support Person appointed.

Age

The minimum age for an International Student entry to CGGS is 12 years.

Application

It is the School's policy that International Students are enrolled in a professional and ethical manner. The School's Prospectus is available in hard copy or online. Information provided for enrolment includes important information such as, but not limited to:

- ◆ Course details
- ◆ Campus information
- ◆ Fees & Business Regulations
- ◆ ESOS Framework
- ◆ English language proficiency requirements
- ◆ Age appropriate and relevant information about living in Australia
- ◆ Agent list
- ◆ ELICOS Centres

The School's Child Safety Code of Conduct, Parent Code of Conduct and Student Code of Conduct (Secondary School) are available to Parents and Homestay Providers upon request.

An application for enrolment must be made on the School's online Application for Enrolment Form. A copy of the Birth Certificate and passport must accompany the Application for Enrolment. An International Student is registered by birth name. Should there be a legal name change, documentary evidence of name change is required. Applications may be made by school approved agents.

The school reserves the right to refuse an application if there are reasonable grounds for doing so.

Assessment (AEAS test results and ELICOS)

An English language proficiency assessment is part of the application process. As language proficiency is essential for course progression, the prospective International Student will be required to take a language proficiency assessment as part of the application process. The AEAS test results must meet CGGS requirements to progress the application.

Based on the recommended ELICOS (English Language Intensive Courses for Overseas Students) requirements, any English language studies that the prospective International Student must complete before commencing their course with CGGS, will be included in the Letter of Offer.



Student Learning Needs and Disabilities

During the enrolment process, the School requires Parents to provide information and relevant documentation relating to medical conditions, physical, sensory, social-emotional or cognitive disabilities, other learning needs and support requirements. This is requested to enable the School to identify and plan for any adjustments which need to be in place to assist the International Student's participation at the School. Any information provided will be treated with confidentiality and only shared beyond the enrolment and learning support teams as required.

Documentation

All International Students are required to provide the following documents as part of their application:

- ◆ Privacy Act 1998
- ◆ Birth certificate.
- ◆ Passport.
- ◆ Admissions Questionnaire.
- ◆ Student Interests Form.
- ◆ AEAS test results.
- ◆ Translated copy of latest school report.
- ◆ Reference from overseas school (recommended).
- ◆ Signed Written Agreement.
- ◆ Completed accommodation and support person (If required) documents.

Offer

Admission to CGGS is at the discretion of the Principal and Parents will be notified if a place is offered.

If a place is offered, a Letter of Offer and Written Agreement is provided to the Parents to sign. The Written Agreement sets out the course details, prerequisites and conditions on enrolment (if applicable), fees, refund and cancellation policies, and the School's complaints and appeals processes.

To accept an offer, Parents are required to sign the Written Agreement and make payment of the non-refundable Enrolment Confirmation Fee as well as one semester's tuition fees in advance to secure their child's place.

Confirmation of Enrolment

Once the enrolment is confirmed, a Confirmation of Enrolment is provided to the family. If a Parent is not accompanying the International Student or no school approved relative is available, a Confirmation of Appropriate Accommodation and Welfare letter, accepting welfare of the International Student will be provided.

The International Student is then required to apply for a student visa and make travel arrangements to arrive in Australia in time to commence their course.

The School will arrange Visa Length Overseas Student Health Cover (OSHC). International Students are encouraged to add extra cover if required (such as optical and dental).

Orientation

The School will provide an orientation day for International Students on the day prior to the school year commencing.

Agents

Applications for enrolment may be submitted by agents on behalf of an International Student and their Parents.

CGGS has an approved Agent List on the School's website.