



**Recruitment of an overseas student policy  
Entry requirement and Enrolment (Standard 2)**

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<b>Reviewed by:</b>	Director of Enrolments and Community Relations
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<b>Policy Owner:</b>	Deputy Principal
<b>Contact Officer:</b>	Sally Penn

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**Statement of Context and Purpose**

Seymour College enrolls students from Reception to year 12 in an ethical and responsible manner, ensuring that Overseas students are appropriately qualified for a course, including having the necessary English language proficiency and educational qualifications. The College provides information that enables students to make informed decisions about making their choice of studying and offers the CRICOS registered courses as listed below.

Select a course from the list below to view / edit details:

CRICOS Course Code	Course Name ▼	Course Level	Course Sector
026371C	Primary School Studies	Primary School Studies	SCHOOLS
039622D	Secondary Years 11-12 Girls Only	Senior Secondary Certificate of Education	SCHOOLS
097228M	Secondary Years 8-10 Girls Only	Junior Secondary Studies	SCHOOLS

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**Application**

Applications from overseas students are processed according to established policy and procedures and are dealt with on their merits. An application will follow the steps listed below.

**Enrolment process**

**Step 1**

To proceed with an application are required to forward the following:

- a completed [Application Form](#) and application fee;
- copies of the student's two most recent College reports;
- copies of AEAS test results;

- photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date; and
- details of the student's extracurricular involvement.

An application for enrolment can only be processed when all of the above has been received by the Director of Enrolments and Community Relations, Sally Penn, [sjpenn@seymour.sa.edu.au](mailto:sjpenn@seymour.sa.edu.au)

## **Step 2**

Seymour College will assess the application and assessment procedures including evaluation of reports from previous Colleges and of English language proficiency. Prior to offering a place at the College, applicants will be interviewed, either in person or by Skype.

Having considered all records and any further information which may be requested, the Principal of the College will make the final decision on the acceptance of any overseas students into the College.

## **Step 3**

If a place in the College is available, the College will forward a Letter of Offer which includes Terms of Enrolment, Confidential Information form, Medical Information form, an Individual Needs form, invoices for payment of the Enrolment Fee (AU\$150), the first semester of Tuition and Boarding fees and the Overseas Student Handbook.

All written agreements and/or Letters of Offer comply with ESOS legislation in relation to pre-paid fees.

It is important at this stage that parents and students understand the following requirements:

- Terms and conditions of enrolment;
- Course information, qualification and assessment practices;
- Fee schedule;
- College location, facilities, and resources;
- Indicative costs of living;
- Uniforms;
- One to one technology; and
- Subject selection.

Parents and students must also be familiar with the policies relating to the enrolment of overseas students and these can be found on our website [www.seymour.sa.edu.au](http://www.seymour.sa.edu.au) or click on the links below

If you require any of this information you are welcome to speak with the College or to your agent.

- [Entry requirement and enrolment](#)
- [Accommodation and Welfare](#)
- [Overseas Student Support Services](#)
- [Monitoring Student Progress, Attendance and Course Duration](#)
- [Deferring, suspending or cancelling the overseas student's enrolment](#)
- [Complaints and appeals process for students](#)
- [Overseas Student transfers](#)
- [Overseas Student Critical Incident Policy and Procedure](#)

- [College refund policy](#)
- [ESOS Act](#)

#### **Step 4**

When a place is offered, please ensure the following documents are completed and signed by parents:

Signed agreement and that all policies and conditions have been understood and accepted

Completed medical information form. It is very important for the College to have full details of any medical or psychological condition that requires medication or medical supervision, and any learning difficulties or special needs a student may have.

Completed Data collection and Confidential Student information forms.

#### **Step 5**

Upon receipt of the required documents, signed by both parents, and the associated fees, the College will send you an electronic Confirmation of Enrolment Certificate (eCoE) which is required for the application for a Student Visa.

#### **Step 6**

The Student can now apply for a Student Visa with the appropriate Australian Immigration Office. For further details regarding visa requirements, please refer to the website of the Department of Home Affairs: [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

### **Academic Requirements**

Seymour College requires evidence that the applicant's academic ability and English proficiency is sufficient to successfully meet the entry and curriculum demands of the intended course. This is a requirement under the 2018 National Code of Practice, Part B Standard 2.

Minimum academic and English language requirements are as follows:

1. Students must provide evidence of satisfactory academic performance appropriate to entry to the Year level requested on the Application for Enrolment or offered as an alternative point of entry by the school in a Letter of Offer.
  - a) For Primary School:
    - i) Evidence of application to schoolwork and age-appropriate achievement in literacy and numeracy areas of the curriculum
  - b) For Year 7 – 12 students:
    - i) A pass level or "C" Year Level or better for the majority of core subjects

### **English Language Proficiency Requirements**

1. Applicants are assessed individually based on the contents of their report and may also be required to undertake a language proficiency test, with Australian Education Assessment Services (AEAS) to show evidence of their English competency. An AEAS must be submitted with the Enrolment Application form.

2. All costs associated with the AEAS testing are to be paid by the family/student.
3. Please refer to the AEAS website ([www.aeas.com.au](http://www.aeas.com.au)) for indicative costing and description of the testing. AEAS is the only recognised testing procedure used by the College for students currently studying overseas. The College may also use their own series of assessments to gain an understanding of the student's language levels.
4. Most Overseas students will attend our Intensive English language program as suggested by AEAS or as assessed by teaching staff. The College can accept students into year 7 to year 9 with AEAS scores requiring 26 weeks English language support for this reason. The College also offers students in Reception to year 6, language support.

Acceptable Test	Minimum Test Result as per AEAS chart below	For Entry to
	Not required	Primary Years Reception to year 6
AEAS	Elementary 26 upwards	Junior Secondary Years 7 to 9
AEAS	70 to 80	Senior Secondary Years 10 to 12

SCORE LEVEL		WEEKS Upper Secondary School Entry Years 10-12	WEEKS Lower Secondary School Entry Years 7-9	WEEKS Primary School Entry
0-25	Beginners	40-48	30-40	12-20
26-35	Elementary	30-40	20-30	6-12
36-45	Pre-Intermediate	20-30	12-20	4-6
46-60	Intermediate	12-20	8-12	0
61-70	Upper Intermediate	8-12	4-8	0
71-80	Pre-Advanced	4-8	0	0
80+	Advanced	0	0	0

## **Course Credit**

Seymour College will assess all applications for course credit for students enrolling in Senior Secondary Studies only. This applies to on-shore school transfers, either within the state or territory or from interstate. The student may receive course credit for units completed based on evidence provided of studies undertaken under the relevant state or territory curriculum assessment authority or nationally accredited framework. Course credit is limited and will not make a difference to the length of the course.

Seymour College assesses and records course credit, according to requirements of the relevant state or territory body. This information will be kept for 2 years after the student ceases to be an accepted student.

## **Student Assessment**

Students are assessed both formally and informally throughout their years at the College. Assessment strategies include data collection and review, ongoing subject testing, topic assessment tasks and formal school examinations. The Australian Federal Government testing in the form of NAPLAN takes place in Years 3, 5, 7 and 9. The South Australian Certificate of Education <https://www.sace.sa.edu.au/> and the Overseas Baccalaureate Diploma Programme <https://www.ibo.org/> testing for IB students, take place at the end of Year 12. Formal reports are provided to parents and guardians for each student at the end of Semester 1 and Semester 2. Parent/Teacher/Student interviews are held in one formal session in the middle of the year as well as on request or when necessary

The College will:

- a. ensure that students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.
- b. provide all prospective overseas students with information about the College and course details prior to enrolment regarding the below which is found in the Overseas Student Handbook,
- c. Give information on entry requirements for the course; English language proficiency and educational qualifications required,
- d. course content and duration, qualifications offered, modes of study and assessment methods
- e. campus locations and a general description of facilities, equipment, and learning and library resources,
- f. indicative course-related fees; potential for fees to change during the course and refund policies
- g. grounds on which enrolment may be deferred, suspended or cancelled
- h. a description of the ESOS framework  
<https://www.legislation.gov.au/Details/C2018C00210>
- i. relevant information on living in Australia; indicative costs, of living, accommodation options. This includes Accommodation and Welfare policy (Standard 5)

**The College will not:**

- a) claim to commit to secure for, or on the student or intended student's behalf, a migration outcome from undertaking any course offered by the registered provider
- b) Guarantee a successful education assessment outcome for the student or intending student.

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**Reference Points / Background Papers**

National Code 2007

Overseas Student Handbook

Overseas Fee Schedule

AEAS <https://aeas.com.au>

SACE Board <https://www.sace.sa.edu.au/>

International Baccalaureate Diploma Programme <https://www.ibo.org/>

ESOS Act 2000 <https://www.legislation.gov.au/Details/C2018C00210>

CRICOS <http://cricos.education.gov.au/>

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**Consequences of a Breach of this Policy**

Seymour College emphasises the need for all employees to comply with the requirements of this policy. Any employees found to be in breach of the requirements of this policy may be subject to further training and/or disciplinary action.

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**Implications for Practice****At Principal Level**

To properly implement this policy, the Principal must ensure:

- that this policy is endorsed every three years;
- that copies of this policy are made available to employees, for example on the Seymour College intranet;
- that this policy is incorporated into the Principal's record of current policies;
- that this policy is incorporated into Seymour College's induction program, to ensure that all employees are aware of the policy, have read and understood the policy, and acknowledge their commitment to comply with the policy;
- that periodic training and refresher sessions are administered to all employees in relation to this policy.

**At Other Levels**

To properly implement this policy, all Seymour College's employees must ensure:

- that they will abide by this policy and assist Seymour College in the implementation of this policy;
- that they notify Seymour College if an employee becomes aware of a breach of this policy.