

# International Students Policy

## VISION STATEMENT

GERALDTON GRAMMAR SCHOOL WILL PROVIDE OUTSTANDING EDUCATION AND A STRONG SENSE OF COMMUNITY, CULTIVATING PEOPLE OF INTEGRITY, INDEPENDENCE OF MIND AND A LOVE OF LEARNING.

<b>Introduction</b>	This statement outlines Geraldton Grammar School's policy on behaviour/management, progress and attendance, deferment, suspension and cancellation, student transfer and grievance for international students at the school.
<b>Scope and application</b>	Policy applies to all international students at Geraldton Grammar School.
<b>Related legislation and guidelines</b>	Migration Act 1958 Education Service Provides (Full Fee Overseas Students) Registration Act 1991. National Code of Practice for Registration Authorities and Providers of Education and Training for Overseas Students (2018) Federal
<b>Related Policies</b>	All other policies for students at Geraldton Grammar School.
<b>Evaluation</b>	Triennial

<b>Date</b>	<b>Action</b> (issue, reissue, amendment, replacement of pages, etc)	<b>Initials</b>
06/03/19	Condensed all International Student Policies into one Policy	DLE/GMY

# Contents

- 1. STUDENT ENROLMENT FOR OVERSEAS FULL FEE PAYING STUDENTS:..... 2
- 2. APPLICATION PROCEDURE:..... 2
- 3. CHANGES TO ENROLMENT STATUS:..... 2
- 4. PROGRESS AND ATTENDANCE: ..... 3
- 5. DEFERMENT, SUSPENSION AND CANCELLATION:..... 6
- 6. STUDENT TRANSFER:..... 9
- 7. GRIEVANCE PROCEDURE FOR OVERSEAS STUDENTS..... 10
- FORMAL COMPLAINTS FORM..... 11

## INTERNATIONAL STUDENTS POLICY

### 1. STUDENT ENROLMENT FOR OVERSEAS FULL FEE PAYING STUDENTS:

*Read in conjunction with the Enrolment Policy, Summary of Procedures and Fees and Information for International Students on the School's website:*

[www.geraldtongrammarschool.wa.edu.au](http://www.geraldtongrammarschool.wa.edu.au)

- 1.1 Geraldton Grammar School is registered through CRICOS to accept overseas students.
- 1.2 Admission to the school is subject to a place being available; and there being no outstanding monies owing to the school from current or past enrolments.
- 1.3 When applications are received they are placed on a waiting list in order of receipt.
- 1.4 Places are offered solely at the discretion of the Principal in consultation with the respective Head of School and Inclusive Education Coordinator.
- 1.5 The completion of the enrolment application form does not constitute an offer of a place at the school.
- 1.6 There will be no discrimination in terms of race, gender, disability, sexuality and religion although all families and students must support our faith tradition in the school context and students must all participate in the religious life of the school.
- 1.7 Students whose first language is not English may be asked to provide evidence to our satisfaction of English proficiency at the enrolment interview, before a place is offered.

### 2. APPLICATION PROCEDURE:

- 2.1 All enrolment applications must be made on the school's enrolment application form (available on website or at the office) and be accompanied by the non-refundable enrolment fee, a copy of the child's birth certificate, a current immunisation record or ACIR (Immunisation Exemption Conscientious Objection Form or letter), NAPLAN Reports (if applicable) and the most current report from the child's present school (if applicable).

### 3. CHANGES TO ENROLMENT STATUS:

- 3.1 Registered providers may only enable students to defer or temporarily suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances.
- 3.2 The registered provider must have in place documented procedures for assessing, approving and recording a deferment of the commencement of study or suspension of study for the student, including keeping documentary evidence on the student's file of the assessment of the application.
- 3.3 The registered provider can only defer or temporarily suspend the enrolment of the student on the grounds of:
  - a. compassionate or compelling circumstances (for example, illness where a medical certificate states that the student is unable to attend classes); or
  - b. misbehaviour by the student.

**Note:** A student may have his/her parent/guardian present during any formal interview process regarding deferment and/or suspension of study.  
If a student appeals a suspension, his/her education will continue until the appeal process is finalized within 20 days.

- 3.3 The registered provider must:
- a. inform the student that deferring, suspending or cancelling his or her enrolment may affect his or her student visa; and
  - b. notify the Secretary of Commonwealth Department of Education (CDoE) via Provider Registration and International Student Management System (PRISMS) as required under section 19 of the ESOS Act where the student's enrolment is deferred, temporarily suspended or cancelled.

#### **4. PROGRESS AND ATTENDANCE:**

##### **Student progress:**

- 4.1 The school will monitor, record and assess the progress of each student for the subject in which the student is currently enrolled.
- 4.2 The progress of all students will be assessed at the end of each semester of enrolment.
- 4.3 Students who have begun part way through a semester will be assessed after one full semester.
- 4.4 To demonstrate satisfactory progress, students will need to achieve to a satisfactory standard in all of their subjects in any semester.
- 4.5 If a student does not achieve to a satisfactory standard, the Head of Secondary will meet with the student to develop an intervention strategy for academic improvement. This may include;
  - a. Additional supervised periods
  - b. Tutorial assistance
  - c. Other intervention strategies as deemed necessary
- 4.6 A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
- 4.7 The student's individual strategy for academic improvement will be monitored over the following semester by the Head of Secondary and records of student response to the strategy will be kept.
- 4.8 If the student does not improve sufficiently academically and achieve satisfactory progress by the end of the next semester Geraldton Grammar School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and he /she has 20 working days in which to access the school's internal complaints and appeals process.
- 4.9 The school will notify Commonwealth Department of Education (CDoE) via Provider Registration and International Student Management System (PRISMS) of the student not achieving satisfactory course progress as soon as practicable where;
  - a. The student does not access the complaints and appeals process within 20 days, or
  - b. Withdraws from the complaints and appeals process, or
  - c. The complaints and appeals process results in favour of the school.

**Completion within expected duration of study:**

- 4.10 As noted in 1.a., the school will monitor, record and assess the progress of each student for the subjects in which the student is currently enrolled.
- 4.11 Part of the assessment of progress at the end of each semester will include an assessment of whether the student's progress is such that they meet satisfactory standards.
- 4.12 The school will only extend the duration of the student's study where satisfactory standards are not met due to:
- Compassionate or compelling circumstances (see Definitions below)
  - Student participation in an intervention strategy as outlined in 1.e.
  - An approved deferment or suspension of study has been granted in accordance with Geraldton Grammar School's Deferment, Suspension and Cancellation Policy.
- 4.13 Where the school decides to extend the duration of the student's study, the school will report this change via Provider Registration and International Student Management System (PRISMS) within 14 days and /or issue a new Certificate of Enrolment (CoE) if required.

**Monitoring Course attendance:**

- 4.14 Satisfactory attendance is attendance of 80% of scheduled contact hours
- 4.15 Student attendance is:
- Checked and recorded twice daily
  - Assessed regularly
  - Recorded and calculated over each semester
- 4.16 Late arrival at school will be recorded and will be included in attendance calculations.
- 4.17 All absences from school should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal.
- 4.18 Any absences longer than 5 consecutive days without approval will be investigated.
- 4.19 Student attendance will be monitored by the Head of Secondary every 20 weeks over a semester to assess student attendance using the following method;
- Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester eg. Number of study days x contact hours x 20%. (For example an 20 week semester with 5 contact hours a day would equal 500 contact hours. 20% of this is 100 hours or 20 days)
- 4.20 Students at risk of breaching Geraldton Grammar School's attendance requirements will be counselled and offered any necessary support where that have absences totalling 15% of a semester.

4.21 If the calculation at (4.19 a.) indicates that the student has passed the attendance threshold for the study period, Geraldton Grammar School will advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process except in the circumstances outlined in 9.

The school will notify Commonwealth Department of Education via Provider Registration and International Student Management System (PRISMS) of the student not achieving satisfactory attendance as soon as practicable where:

- a. The student does not access the complaints and appeals process within 20 days
  - b. Withdraws from the complaints and appeals process
  - c. The complaints and appeals process results in a decision for the school.
- 4.22 Students will not be reported for failing to meet the 80% threshold where:
- a. The student produces documentary evidence clearly demonstrating compassionate or compelling circumstances eg. Medical illness supported by a medical certificate, and
  - b. Has not fallen below 70% attendance.
- 4.23 The method for calculating 70% attendance is the same as that outlined in (4.19 a.) with the following change; number of study days x contact hours x 30%.
- 4.24 If a student is assessed as having nearly reached the threshold for 70% attendance, the Head of Secondary will assess whether a suspension of studies is in the interests of the student outlined in (5. Deferral, Suspension and Cancellation ).
- 4.25 If the student does not obtain a suspension of studies under 5. Deferral, Suspension and Cancellation, and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in (4.21).

**Definitions:**

- 4.26 Compassionate or compelling circumstances – circumstances beyond the control of the student that are having an impact on the student's progress. These could include:
- a. Serious illness, where a medical certificate states that the student was unable to attend classes
  - b. Bereavement of close family members such as parents or grandparents
  - c. Major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
  - d. A traumatic experience which has on the student (these cases should here possible supported by police or psychologists' reports)
  - e. Where the school was unable to offer a prerequisite unit
  - f. Inability to begin studying on the commencement date due to delay in receiving a student visa.

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress.

- 4.27 Expected duration – the length of time it takes to complete the schooling full-time. This is the same as the registered course duration on Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
- 4.28 School day – any day for which the school has scheduled contact hours.

## **5. DEFERMENT, SUSPENSION AND CANCELLATION:**

### **Deferment of commencement of study requested by student:**

- 5.1 Geraldton Grammar School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
- a. Illness, where a medical certificate states that the student was unable to attend classes
  - b. Bereavement of close family members such as parents or grandparents (where a possible a death certificate should be provided)
  - c. Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
  - d. A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
- 5.2 The final decision for assessing and granting a deferment of commencement of studies lies with the Principal.
- 5.3 Deferment will be recorded on Provider Registration and International Student Management System (PRISMS) depending on the students Certificate of Enrolment (CoE) status.

### **Suspension of study requested by student:**

- 5.4 Once the student has commenced, Geraldton Grammar School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to;
- a. Illness, where a medical certificate states that the student was unable to attend classes.
  - b. Bereavement of close family members such as parents or grandparents (where a possible a death certificate should be provided).
  - c. Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies.
  - d. A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
- 5.5 Suspensions will be recorded on Provider Registration and International Student Management System (PRISMS).
- 5.6 The period of suspension will not be included in attendance calculations
- 5.7 The final decision for assessing and granting a suspension of studies lies with the Principal.

### **Assessing requests for deferment or suspension of studies:**

- 5.8 Applications will be assessed by the Principal on merit.
- 5.9 All applications for deferment or suspension will be considered within 10 working days.

**Exclusion from class (1-28 days):**

- 5.10 Geraldton Grammar School may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in Geraldton Grammar School's Behaviour Management Policy.
- 5.11 Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.
- 5.12 Where the student is provided with homework or other studies, for the period of the exclusion, the student must continue to meet academic requirements.
- 5.13 Exclusions from class will not be recorded on Provider Registration and International Student Management System (PRISMS).
- 5.14 Periods of 'exclusion from class' will not be included in attendance calculations as per the Geraldton Grammar School's Attendance Policy.

**School initiated suspension of studies (28 days +):**

- 5.15 Geraldton Grammar School may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in Geraldton Grammar School's Behaviour Management Policy.
- 5.16 Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student which will be determined by the Principal.
- 5.17 Students who have been suspended for more than 28 days should contact Department of Immigration and Border Protection (DIBP) to see if their visa is affected by the suspension.
- 5.18 If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.
- 5.19 Suspensions will be recorded on Provider Registration and International Student Management System (PRISMS).
- 5.20 The period of suspension will not be included in attendance calculations.

**Cancellation of enrolment:**

- 5.21 Geraldton Grammar School will cancel the enrolment of a student under the following conditions;
  - a. Failure to pay fees.
  - b. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
  - c. Any behaviour identified as resulting in cancellation in Geraldton Grammar School's Management Policy.

5.22 Geraldton Grammar School is required to report failure to maintain satisfactory progress and failure to maintain satisfactory attendance to Department of Immigration and Border Protection (DIBP) which may impact on a student's visa.

### **Complaints and Appeals:**

5.23 Student requested deferment and suspension are not subject to Geraldton Grammar Schools Addendum to Grievance Policy for Overseas Students.

5.24 Exclusion from class is subject to Geraldton Grammar School's Addendum to Grievance Policy for Overseas Students.

5.25 School initiated suspension, where the suspension is to be recorded in Provider Registration and International Student Management System (PRISMS), and cancellation are subject to (7. Grievance Procedure for Overseas Students).

5.26 For the duration of the appeals process, the student is required to maintain their enrolment and attendance in all classes as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

5.27 If students access Geraldton Grammar School's complaints and appeals process regarding a school initiated suspension, where the suspension is recorded in Provider Registration and International Student Management System (PRISMS), or cancellation, the suspension or cancellation will not be reported in Provider Registration and International Student Management System (PRISMS) until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.

5.28 Extenuating circumstances include;

- a. The student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
- b. The student is missing
- c. The student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's well being
- d. The student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
- e. Is at risk or committing a criminal offence, or
- f. The student is the subject of investigation relating to criminal matters

5.29 The use of extenuating circumstances by Geraldton Grammar School to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.

5.30 The final decision for evaluating extenuating circumstances lies with the Principal.

### **Student Advice:**

5.31 Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students can visit the Department of Immigration and Border Protection (DIBP) Website for further information about their visa conditions and obligations.

### **Definitions:**

5.32 Day – any day including weekends and public holidays in or out of term time.

## **6. STUDENT TRANSFER:**

This section deals with requests from international students who are registered with Geraldton Grammar School to transfer to another registered educational provider.

- 6.1 The school will not knowingly enrol an international student wishing to transfer to the school from another registered educational provider, unless the student has completed at least six months of the student's principle course of study at the other registered provider.  
The only exceptions to this would be:
  - a. If the student's original provider, or the course in which the student was enrolled has ceased to be registered, or the original provider has had a sanction imposed on its registration by the Australian Government which will prevent the student from continuing his/her principle course of study.
  - b. If the original registered provider has provided the school with a written letter of release for the student.
  - c. If a Government sponsor of the student has provided written support for the student to make such a change in the best interests of the student.
- 6.2 Geraldton Grammar School would expect any request from an international student for a transfer from the school to another registered educational institution to be provided in writing by the student's parents, and that this request complied with the published school policy on the need for the parents to give the school one term's notice. In the event of this notice not being given, the parents of the student would be made aware that they would be liable for one term's tuition fees.
- 6.3 Subject to (2) above, the school would not reject an international student's request for a transfer to another registered educational institution, even if the student had not completed the six month period specified in (1) above, but it would advise the student if it felt the change was likely to be detrimental to the student and not in the student's best interests.
- 6.4 The school will respond to such a request for a transfer to another registered educational institution within two weeks of receiving such a request from a student's parents.
- 6.5 The school will only provide a letter of release for an international student when:
  - a. A letter requesting a transfer for the student to another registered educational provider has been received from the international student's parents or guardian.
  - b. A letter has been provided by another registered educational provider confirming that a valid enrolment offer has been made by the other provider.
  - c. The valid enrolment offer mentioned above also confirms that the provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements, unless the student is staying with their parent or suitable nominated relative.
- 6.6. The letter of release will also advise the student of their requirement to contact the Department of Immigration and Border Protection (DIBP) to establish if a new student visa will be required.
- 6.7. The school will keep records of all correspondence relating to the request for a letter of release on the student's file.

## **7. GRIEVANCE PROCEDURE FOR OVERSEAS STUDENTS**

- 7.1 Every effort will be made to settle any grievance between the student and the school through the normal pastoral care channels as set out in the Grievance Policy and Pastoral Care program.
- 7.2 Any problem arising with the student will first be discussed with the parent/guardian and a delegated representative of the School with a view to resolving the dispute at that level.
- 7.3 If there is a grievance against the Principal this will automatically go to the Chair of the Board of Governors to be handled. If still not resolved the matter would go to the next process.
- 7.4 If such conciliation and mediation do not resolve the matter either the school or the student may refer it to arbitration. In that event the matter shall be submitted to the Commonwealth Overseas Student Ombudsman. Further information is available from the website of the Overseas Students Ombudsman:  
<http://www.ombudsman.gov.au/How-we-can-help/overseas-students>  
The arbitration shall be conducted in accordance with and subject to the Commercial Arbitration Act, 1985. The arbitrator shall have the powers set out in Schedule 1 of that Act. The decision of the arbitrator shall be accepted by the parties as final and binding, subject to any appeal available under Section 64(3) of the Act. Geraldton Grammar School will implement any decision and/or any preventative action required by the independent appeals body following its decision.
- 7.5 A student may have his/her parent/guardian present during any formal interview process regarding deferment and/or suspension of study.
- 7.6 If a student appeals a decision by the School, his/her attendance at school will continue until the appeal process is finalised within 20 days.



**FORMAL COMPLAINTS FORM**

This form should be used when a person wishes to make a formal complaint against the School or a member of the school community.

Please complete the Complaints Form and return it marked:

For the private attention of: (please circle)	Head of Primary	Head of Secondary School
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You should expect to be contacted regarding this complaint within 5 working days (during school terms).

Date you are lodging this form:		
<b>Your details:</b> please only provide the contact details that you are happy for our staff to use to contact you.		
Family Name:		
Given Name/s:		
Address:		
Phone Numbers:	Mobile:	Home:
Email:		

**Relationship with the School (please tick)**

- |   |  |
|---|--|
| <input type="checkbox"/> Current Student              | <input type="checkbox"/> Current Parent/Guardian |
| <input type="checkbox"/> Former Student               | <input type="checkbox"/> Former Parent/Guardian  |
| <input type="checkbox"/> Other (please specify) _____ |  |

**If you are part of our School Community, have you (please tick)**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Read the Grievance Policy                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Read the School Community Code of Conduct         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Discussed the issue with those directly involved? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

