

## International Student Program Enrolment Policy

Wallan Secondary College (WSC) is committed to include international students in the School population. The number of students, educational prerequisites and other enrolment requirements will be reviewed regularly by the College Council. Clear guidance concerning enrolment requirements and procedures are available to prospective students and their families. Under the current Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) accreditation WSC may enrol up to 25 international students in Year 10, 11 and/or 12.

### ENROLMENT PROCEDURES

In considering the admission of a student to the College will consider the following factors:

- student's current level of study
- reports of the student's academic progress, including attainment levels
- English language proficiency
- age of the student
- welfare arrangements of the student, especially those under 18 years of age
- availability of places at the appropriate year level in the School
- availability of Homestay for accommodation.

#### *Education Qualifications:*

To be accepted for enrolment into a particular year level, a student should have completed the equivalent prior year level. For example a student wishing to enrol in Year 10 must have completed a full year of Year 9 to be considered.

#### *English Proficiency:*

- the student's English language proficiency should be such that it enables him/her to cope with the class work for the required year level of entry
- when English is not a student's first language further assessment is required before a place is offered

### ***Enrolment in Years 11 and 12***

- a. As the VCE is a two year course students will be enrolled only in Year 11 if they are able to commence at the start of the academic year.
- b. Only in exceptional circumstances would an enrolment be considered for entry to Year 11 once the academic year has commenced or into Year 12 at the start of the academic year.
- c. The type of situation mentioned in point b) above may include an interstate transfer.
- d. In these situations a student must be able to claim recognition of prior learning to ensure completion of an adequate number of VCE units.
- e. In the case of an interstate transfer, the student may receive course credit for units completed, based on the assessment of the state or territory curriculum assessment authority [or other relevant authority].

### ***Placement into Years 10 and 11***

- A student's prior school level is the primary consideration in placement.
- If a student has not completed the whole of an academic year before entry, the School's recommendation is to repeat the particular year level. For example:
  - for commencement at the start of the academic year: when the student commenced Year 11 in September overseas, the School recommendation would be to commence Year 11 again
  - mid-year commencement for Year 10: when the student completed Year 10 in June overseas, the School recommendation would be to join Year 10 for the rest of that year.

### ***Mid-year intake***

- The School will only consider a mid-year commencement for Year 10.

## **Implementation**

At Wallan Secondary College we aim to provide International Students with a study program which meets their individual needs, as well as providing the support necessary for students to succeed.

The fees paid to International Education Services (IES) cover a number of administration costs as well as enrolment at this school - normal school fees and tuition fees for a standard study program. Homestay fees are paid to the family who are the host family.

***Accordingly Wallan Secondary College agrees to provide International Students with:***

- Access to a wide curriculum including VCAL, VET, VCE and other pathway opportunities
- A standard stationery pack for each school year of enrolment
- A personalised induction and orientation program, including course and career counselling
- A student identification card
- Access to the school internet and email services
- Ten dollars (AUD \$10.00) allocated for printing purposes (extra print credits for course related printing will be allocated as required)
- A weekly pastoral care lesson which assists in your support, social integration, and course and career counselling.
- English language support for students who have identified English language difficulties
- Unscheduled lesson support with the International Student Program Co-ordinator
- Assessment and reporting documentation
- Regular review of your academic and social progress
- All International Students will be asked to sign a Computer Access Agreement which outlines their responsibilities when using the school network
- Information and support to change visa status
- A locker with combination lock for safe keeping of school bag and personal belongings
- Home stay family support
- Referral to external support services if required, at no charge


***Fees paid do not include:***

- School Uniform
- Individual music tuition fees and hire of instrument
- Camps or excursions
- School formal tickets
- School photos/ Year Book
- Vocational Education and Training (VET) course fees

**\*Note:** International Students will be charged for any resources or equipment borrowed from the school and not returned in good condition e.g. text books, calculators, musical instruments, laptops and sports uniforms etc.

**\*\*Note:** International Students who believe that their study program is not meeting their needs or who find themselves in any financial difficulty are invited to discuss the matter(s) with the Principal and / or the International Student Program Co-ordinator.

**Date of next review: October 2018**



9<sup>th</sup> May 2017