



Recruitment of Overseas Students Policy

<i>Policy designation</i>	<i>PO801EXE0422-AR</i>	<i>Policy audience</i>	<i>Public Facing</i>
<i>Approval date</i>	<i>05/04/2022</i>	<i>Document owner</i>	<i>Director of Marketing & Admissions</i>
<i>Released to audience</i>	<i>05/04/2022</i>	<i>Version</i>	<i>1.0</i>
<i>Review date</i>	<i>As required</i>	<i>Approval authority</i>	<i>Executive</i>

CRICOS Provider Code: 00577C

Source of Obligation

Standard 2.1 of the National Code requires the School, prior to accepting an overseas student or intending overseas student for enrolment, to make comprehensive, current and plain English information available to the overseas student or intending overseas student on:

- the requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience requirements, and course credit if applicable
- the CRICOS course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods
- course duration and holiday breaks
- course outcomes such as qualification, award or other outcomes
- campus locations and facilities, equipment and learning resources available to students
- the details of arrangements with another provider, person or business who will provide the course or part of the course
- indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of the course, and the School's cancellation and refund policies
- the grounds on which the overseas student's enrolment is deferred, suspended or cancelled
- the ESOS Framework, including official Australian Government material or links to this material online
- policies and processes the School has in place for approving the accommodation, support and general welfare arrangements for younger overseas students
- accommodation options and indicative costs of living in Australia.



Strathcona's Policy

It is the School's policy to ensure that, prior to accepting overseas students for enrolment, the School provides comprehensive, current and plain English information to the overseas student or intending overseas student on all matters required of the School by National Code Standard 2.1.

Younger Overseas Students

Younger overseas students are students who are under the age of 18.

As part of the School's commitment to keeping our overseas students safe, the School has implemented policies and procedures to ensure our overseas students, and in particular, our younger overseas students, remain safe.

For more information, refer to our **Younger Overseas Students Policy**.

Cancellation and Refunds

Standard 2.1 of the National Code requires the School to have documented cancellation and refunds policies available for our overseas students or intending overseas students.

For more information, refer to our **Deferring, Suspending or Cancelling an Overseas Student's Enrolment Policy** and **Overseas Students Refund Policy**.

English Language Proficiency and Educational Qualifications

Standard 2.2 of the National Code requires the School to have a documented policy and process for assessing whether an overseas student's English language proficiency and educational qualifications are sufficient to enable them to enter the course.

For more information, refer to our **English Language Proficiency and Educational Qualifications Policy**.

Recognition of Prior Learning

Standard 2.3 of the National Code requires the School to have and implement a documented policy and process for assessing, recording and granting recognition of prior learning (RPL).

For more information, refer to our **Recognition of Prior Learning**. The Recognition of Prior Learning Policy also applies to Standards 2.4 and 2.5.



Provision of CRICOS Course Information

The School's CRICOS course code is 00577C.

A course content outline is provided to an overseas student at the same time as the written enrolment agreement.

Modes of study at the School are:

- in person/face-to-face, or
- remote learning if mandated by state and/or health authorities

The course duration follows the School's term dates and are located on the School's website.

Holiday Breaks

The School's holiday breaks are at the end of each school term and are published on our public website.

Course Qualification

Upon completion of a senior secondary course, a successful overseas student will receive the Victorian Certificate of Education (VCE).

Arrangements with Other Providers

The School works with a number of other providers, people or businesses including:

- ISA (Victoria) Ltd - Welfare support and supervision services
- Australian Homestay Network Pty Ltd (AHN) - Provider of homestay services

Tuition and Non-Tuition Fees

The School ensures that it provides information on the indicative tuition and non-tuition fees, including advice on potential changes to fees over the duration of the course, and the School's cancellation and refund policies prior to enrolment and commencement of the student.

The School's tuition fees are available in our written agreements and are available on request.

The School's non-tuition fees are detailed in our written agreements and are available on request.



If the School enters into an arrangement with one or more other providers to provide a course jointly, the arrangement will be one where:

- the student pays their tuition fees to the School and not directly to the other providers; or
- both:
 - be in writing; and
 - provide for the receipt and disbursement of any tuition fees paid by students directly to any of the other providers.

Any tuition fees paid by students directly to any of the other providers is taken to have been paid directly to the School.

Campus Location, Facilities and Equipment

The School's courses for overseas students are offered at 34 Scott St, Canterbury, Victoria 3126 (Senior School Campus) and 30 Yarra Street, Hawthorn, Victoria 3122 (Tay Creggan Year 9 Campus).

The School's facilities and equipment include:

- Indoor swimming pool
- Science labs
- Library
- Gymnasium
- Sports grounds.

Record Keeping

The School maintains evidence of compliance with this policy by maintaining records of information provided to overseas students. Records will be maintained in accordance with our **Overseas Students Records Management and Retention Policy**.