IVANHOE GIRLS' GRAMMAR SCHOOL

OUR GIRLS SPEAK FOR THEMSELVES.

Policy Title	**International Students Enrolment Policy – Annexure 2**			
Policy Owner	Director of Corporate Services			
Effective Date	November 2025			
Approved by	Executive			
Review Date	November 2027			
Internal Only Document			Public Only Document	**X**

1. Purpose

The purpose of this annexure is to outline the steps of the process for the enrolment of international students at Ivanhoe Girls' Grammar School and the materials provided to families at each stage of the enrolment process.

2. Receipt of an Enrolment Enquiry

The initial enquiry is received by the Admissions Office via International Enrolment Enquiry Form on the School website. If there is a place available, the Admissions Office will send a link to the International Online Enrolment Form. Families will also have access to the following information/documents via the website and/or links within the online application form:

- Prospectus (downloadable via website)
- Other relevant documentation included via links in online application form:
  - International Students Enrolment Policy
  - International Students Deferment, Suspension and Cancellation Policy
  - International Students Refund of Fees Policy
  - International Fee Schedule
  - Parent Code of Conduct
  - Privacy Policy
  - ESOS information

As part of the online application process, families will be required to upload copies of the following:

- An AEAS report for any student applying for Year 4 and above (who is applying directly from overseas or who has undertaken less than 6 months of study onshore)
- A copy of the student's passport
- A copy of the student's Visa Grant Notice (if available)
- A copy of the student's birth certificate
- A copy of any court orders which may be in place (if applicable)

2.1 Processing the Application

Acknowledgement of receipt of an application, or placement of a child on a waitlist for entry, does not guarantee an offer of enrolment will be made.

On receipt of an application, and where there is a place available, parents/guardians must provide:

- A completed Parent Enrolment Form
- A copy of the student's last two school reports
- Any supporting documentation which may support the application (including any identified additional learning needs and any medical, psychological or other reports concerning the student.

As part of the admission process, the Adm,issions Office may request parents/guardians to provide permission to contact:

- The student's previous school to obtain or confirm information pertaining to the student or their enrolment (if already studying onshore)
- Any medical or other appropriate person where it is deemed necessary to seek further information pertaining to the needs of the student

Failure to provide all requested information may result in the School declining an application for enrolment, or cause delay in consideration and processing of the application.

2.2 Interview

The Admissions Office will review all submitted documentation and, providing all documentation is acceptable, arrange for an entry interview to take place with the applicant (and their family) as follows:

- Onshore applicant currently in the state of Victoria – in person on campus
- Offshore or interstate applicant - via Zoom or Teams

The interview will be conducted by the relevant Head of School (or their nominee) and the Director of Admissions.

The purpose of this interview is to ensure principles and values alignment with the School, as well as assess the suitability of the student for enrolment at Ivanhoe Girls', and their current foundation of English language, amongst other criteria.

2.3 Assessment of Application

As a non-selective school, the assessment of an application is based on:

- Supplied application documentation
- English language proficiency (as demonstrated via the AEAS Testing Report, in combination with interview)
- The alignment of the student's academic and co-curricular preferences with those available at the School

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2.4 Offer of Place

If the applicant successfully completes the interview process and it is deemed appropriate for an offer to be made, a personalised offer will be sent via email.

Depending on the outcome of the interview process, this offer may be either:

- A Direct Entry offer (without the requirement for a period of intensive English language (ELICOS) to be undertaken prior to commencement of mainstream studies); **or**
- A Conditional offer – which is dependent on the student's progress at an intensive English language provider (ELICOS) for the recommended number of weeks outlined in the AEAS Testing Report, or as determine during interview.

2.5 Acceptance of Offer

International student offers must be accepted within 3 weeks of the date of issue.

The following documentation is required to be completed and returned in order to complete offer acceptance:

- Signed International Student Letter of Agreement
- Signed Terms and Conditions of Admission
- Signed Appointment of Welfare Support Person (if applicable)
- Signed Excursion Agreement Form
- Signed Photography, Filming and Publishing Permission
- Completed Data Collection Form

The following documentation will also be provided at the time of offer for the family's records:

- International Fee Schedule
- International education: ensuring quality and protecting students
- Overseas Student health Cover (OSHC) – Fact Sheet

All application and acceptance documentation which require co-signatories and required to be signed by both parents. The only exception is where there is a court order in place which details that one parent has sole responsibility for all educational decisions pertaining to the student OR if one parent is deceased and a Death Certificate is provided.

2.6 When Fees are Paid

On receipt of all documentation and payment, the following shall be created in PRISMS:

- Confirmation of Enrolment (CoE)
- Confirmation of Approval of Accommodation Welfare (CAAW) form if required

Note: if a student is issued with a CAAW, this confirms that Ivanhoe Girls' accepts the responsibility for approving the accommodation, support and general welfare arrangements for a student under 18 years of age. The School is fully responsible for the student's welfare at all times when a CAAW is in place, and this responsibility is non-delegable. Students under 13 years of age cannot be issued with a CAAW and must live with a parent or guardian approved by the Department of Home Affairs.

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2.7 Record Keeping

The School will:

- Keep copies of relevant documents , in accordance with the applicable legislation
- Verify changes to student enrolment names
- Maintain and update student details obtained on enrolment, including updating the address and contact information in PRISMS every 6 months, as detailed below
- Keep all information confidential and managed in accordance with Victorian privacy laws
- Records will be kept and destroyed in line with the School's Privacy Policy
- All student records, including all written agreements, as well as receipt of payments made by students under the written agreement, will be kept for at least 2 years after the person ceases to be an enrolled student

Note: Confirmation of student details for record keeping purposes:

Ivanhoe Girls' must confirm in writing every six months the following:

a) The student's current residential address
b) The student's mobile phone number (if any)
c) The student's email address (if any)
d) Parent/Guardian information for the student – including address, email and phone contact information
e) Any other details prescribed by the regulations

Contact details as above must be updated both on the School's internal database and PRISMS.
A record of the six monthly check will be kept on student file as evidence of confirmation of details.

2.8 Pre-Arrival

Once a Visa Grant Notice has been issued and prior to student arrival onshore, the following will be provided:

- Senior School Handbook
- Uniform List
- Booklist
- Extra-curricular activities booklets such as Music Tuition, Swimming and Tennis
- Subject Selection information

2.9 Orientation Program (Whole School and International)

On commencement and as part of Student Orientation, the following will be provided:

- International Student Handbook
- Guide to Melbourne
- Homestay booklet if appropriate
- Medibank card and information (if arranged by the School)
- Emergency Contact Card card for 24-hour emergency contact
- International Student Orientation Checklist

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