International Student Entry Requirements and Enrolments Policy

Policy ID	INT-S02-POL	**Applies To**	Prospective and enrolled international students, their parents/legal guardians, education agents, and authorised representatives.

1. PURPOSE AND SCOPE

Purpose

This policy establishes the requirements and procedures for assessing and processing applications from international students seeking enrolment at Moreton Bay Boys' College. It ensures that prospective international students meet the academic, English language proficiency, and visa-related requirements necessary to successfully undertake their intended course of study and that the College complies with its obligations under the Education Services for Overseas Students (ESOS) framework and the National Code of Practice for Providers of Education and Training to Overseas Students.

Scope

This policy applies to:

- All prospective international students seeking enrolment at Moreton Bay Boys' College on a Student Visa (subclass 500);
- Parents, legal guardians, education agents, and representatives acting on behalf of prospective international students;
- Staff involved in the assessment, admission, enrolment, and administration of international students, including the Director of International and International Coordinator.

2. POLICY STATEMENT

1. Moreton Bay Boys' College will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the School, and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.

2. Applications for enrolment must be made through the Enrol Now link on the website. This must be correctly completed, and must be accompanied by the following documents to support the application:

   a) Copies of Student Report Cards from the previous 2 years of study, including a copy of the latest Student Report;

   b) A completed Reference Form from the student's current or most recent school Principal is also required if student Report Cards do not record student behaviour or commitment to studies;

   c) A completed Subject Choices Form if appropriate;

   d) Appropriate proof of identity and age;

   e) Written evidence of proficiency in English as a second language

   f) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date

   g) Completed Homestay Application Form

   h) Enrolment Application Fee

3. Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.

4. An application for enrolment can only be processed when all of the above are in the hands of the International Coordinator.

5. Applications from overseas students are processed according to established policy and procedures and are dealt with on their merits. Failure to disclose details required as part of the application process may later result in cancellation of enrolment.

6. Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application.

7. Where an applicant must undertake ELICOS studies with Moreton Bay Boys' College prior to commencing her mainstream course, Moreton Bay Boys' College can only enrol the student in ELICOS for the maximum course duration registered on CRICOS (i.e. 28 weeks, including holidays).

8. Onshore applications for Years 11-12, where the student is transferring from another CRICOS registered provider, will only be considered where the transfer, if accepted, allows the student to achieve a successful study outcome at the end of the enrolment.

9. Offshore applications for enrolment in Years 11-12 will not be considered after the Yr 11 course has commenced/ unless the student can complete course assessment before the end of the first semester of Year 11.

Moreton Bay Boys' 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. Students undertaking a package of courses will have their academic and English language capabilities re-assessed prior to the commencement of each course in their enrolment package. This is a requirement under the 2018 National Code of Practice, Part B Standard 2.

Minimum academic and English language requirements are as follows:

Academic Requirements

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:

A pass level or "C" Year Level or better for the majority of core subjects is required.

b) For Year 7 – 12 students:

A pass level or "C" Year Level or better for the majority of core subjects is required.

English Language Proficiency Requirements

1. Applicants are assessed individually based on the contents of their report cards and personal references and may also be required to undertake a language proficiency test set by the school.
2. If supplied, Moreton Bay Boys' College will assess evidence of English language proficiency presented by a student at the time of application but reserves the right to confirm the student's English language proficiency through additional tests.
3. If not presenting appropriate evidence of English language proficiency at the time of application, Moreton Bay Boys' College will assess the student's application for entry based on satisfactory test results as follows:

For Entry to	CEFR	AEAS	IDAT	IELTS	DuoLingo	EIKEN
Yr 11	B2	67+ SS Test	80% Stage 6	6.0	100	1
Yr 10	B1+	57+	70%	5.5	80	Pre-1

		SS Test	Stage 5			
Yr 9	B1+	57+ MS Test	70% Stage 5	5.0	80	Pre-1
Yr 8	B1	50+ MS Test	60% Stage 4	N/A	65	2A
Yr 7	B1	50+ MS Test	60% Stage 4	N/A	65	2A
Yrs 3, 4, 5 & 6	A2	50+ PS Test	60+ Stage 3	N/A	N/A	N/A
Prep, Yr1 & 2	No formal language proficiency test required. Students will be supported with teacher aides and ESL support.					

*Other English Language Proficiency tests will be correlated based on the above recognised tests

4. Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language (ELICOS) course before beginning mainstream studies.

The amount of ELICOS study undertaken cannot exceed Moreton Bay Boys' College's maximum course duration registered on CRICOS, as specified in Item 7 (above).

5. Those students who have undertaken an intensive English language course before beginning mainstream studies, will have their English language proficiency reassessed at the conclusion of the language course to ensure the student's level of proficiency is sufficient to allow them to commence their mainstream course.

6. Note that where a student cannot, or will not, meet the English language or academic requirements for entry into their first mainstream course, or a subsequent course undertaken as part of an enrolment package, Moreton Bay Boys' College may choose to apply the Conditions of Enrolment outlined the student's written agreement and the provisions of this Entry Requirements Policy – the outcome of which may result in the withdrawal of offer for enrolment on the grounds that entry requirements have not been met.

Alternatively, Moreton Bay Boys' College may (at its discretion, and if appropriate) choose to offer:

- New mainstream enrolments - entry into a mainstream course at a lower year level.
- Continuing mainstream enrolments - opportunity to repeat a year level as part of an academic intervention plan implemented by the school. Refer to the Student progress, attendance and course duration policy. Complaints and appeals must be submitted in writing to the **Principal**.

3. ROLES & RESPONSIBILITIES

Role	*Responsibility*
Principal	Approves this policy and ensures appropriate governance and oversight of international student enrolment practices.
Director of International	Oversees the assessment and enrolment process, ensures compliance with legislative and regulatory requirements, determines eligibility for enrolment, and monitors the effectiveness of this policy.
International Coordinator	Processes applications, verifies supporting documentation, maintains enrolment records, facilitates communication with applicants and agents, and coordinates homestay applications where applicable.

4. PROCEDURE

1. Applications are submitted through the College's online enrolment system together with all required supporting documentation and application fees.
2. The International Coordinator reviews applications for completeness and may request additional information where required.
3. The College assesses:
    - Academic suitability;
    - English language proficiency;
    - Behaviour and welfare considerations;
    - Suitability for the requested year level and course.
4. Where necessary, applicants may be required to undertake additional testing or interviews.
5. The Director of International determines whether the applicant satisfies the College's entry requirements.
6. Successful applicants may be issued with a Letter of Offer and Written Agreement outlining enrolment conditions, fees, and visa obligations.
7. Students undertaking ELICOS studies or packaged courses will be reassessed prior to commencement of their mainstream course.
8. Enrolment may be refused, deferred, or withdrawn where entry requirements are not met or where information supplied during the application process is found to be inaccurate or incomplete.

5. SUPPORTING INFORMATION

Legislative References

- National Code of Practice (NC B St 2.1.1, St 2.2)
- ESOS Act 2000

Related Documents

- International Student Written Agreement
- International Student Welfare and Accommodation Policy
- Student Progress, Attendance and Course Duration Policy
- International Student Transfer Policy
- International Student Deferment, Suspension and Cancellation Policy
- Refund Policy

Definitions

Term	Definition
ELICOS	English Language Intensive Courses for Overseas Students
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students

6. DOCUMENT CONTROL

The following accountabilities apply to this document:

Policy Owner	Director of International
Policy Approver	Principal

The review cycle for this policy is every year:

Last Approved	December 2025
Next Review	December 2027

The following revisions have been made to this document:

Version	*Date*	*Summary of Material Changes*
4.0	06 2026	Third Review – updated to new policy template
3.0	12 2025	Second Review – updated to separate MBC from MBBC
2.0	10 2024	First Review – updated to new policy template
1.0	07 2022	Policy Creation