



RTO NO. 30526

Trustees of Edmund Rice Education  
Australia Trading as  
**ST JAMES COLLEGE**  
*A Catholic School in the  
Edmund Rice Tradition*



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**Email:** [international@stjamescollege.qld.edu.au](mailto:international@stjamescollege.qld.edu.au)

## ENTRY REQUIREMENTS POLICY

1. St James 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 on *the International Application Form available at <https://www.stjamescollege.qld.edu.au>* This form must be correctly completed, signed and must be accompanied by the following documents to support the application:
  - a) A \$250 Enrolment Application Fee, non-refundable (please refer to the Payment Slip on the last page of the International Enrolment Form).
  - b) Certified copies of Student Report Cards from the previous 2 years of study, including a copy of the latest Student Report;
  - c) Certified copy of the student's Reports from English Courses undertaken in Australia
  - d) A completed Subject Choices Form if appropriate;
  - e) Appropriate proof of identity and age;
  - f) Written evidence of proficiency in English as a second language
  - g) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
  - h) Letter of Offer from another registered provider if applicable
  - i) Completed Homestay Application Form if applicable
  - j) Application to the Queensland Assessment and Curriculum Authority (QCAA) for relaxation of completed Core requirements if applicable.
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 Student Administrator.
5. Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.
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. 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.
8. 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.

*St James 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. 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 Year 7 – 12 students:
    - i) A pass level or “C” Year Level or better for the majority of core subjects

**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, *St James 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, *St James College* will assess the student’s application for entry based on satisfactory test results as follows:

Year Level	IELTS	NLLIA Band Scales	ISLPR	TOEFL	Other
7 – 9	4.0	3	1+ (average)	450	To be negotiated
10	4.5	4	2 (average)	500	To be negotiated
11 - 12	5.0	5	2+ (average)	550	To be negotiated

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

**Educational Qualifications**

Students who follow academic and career advice given to them by appropriate members of the college staff have the opportunity of graduating with a Senior Secondary (High School) Certificate. Those who meet the guidelines of the Queensland Curriculum and Assessment Authority (QCAA) may also graduate at the end of Year 12 with a Queensland Certificate of Education (QCE).

**Course Credit**

Students applying to enter mainstream high school for any year level must provide evidence of their completion of the previous year of high school. Documentation will be required for both on and offshore studies. *St James College* will assess all applications for entry into school. Course credit may only be offered as outlined below.

For students transferring from interstate entering Year 7-10, the College does not offer course credit and entry into any course is subject to the assessment of the school. For students transferring from interstate in Year 11 and the beginning of Year 12, the student may receive course credit for units completed based on evidence provided of studies undertaken under the relevant state or territory curriculum assessment authority or national accredited framework.

*St James College* assesses and records course credit, according to requirements of the Queensland Curriculum and Assessment Authority (QCAA)

The following *St James College* policies should be read before you complete the Enrolment Application Form. Please see <http://www.stjamescollege.qld.edu.au/enrolments/interntional-students>

- Accommodation and Welfare Policy
- Complaints and appeals Policy
- Course Progress, Attendance and Course Duration Policy
- Student Transfer Policy
- Deferment, Suspension and Cancellation Policy
- Fees Statement

- Behaviour Policy/Code of Conduct – See International Student Handbook on website
- Refund Policy

Once the application has been reviewed, the student will be contacted to advise them if they have been offered a place at the College. In the case of an offer of enrolment being made to the student, an International Student Written Agreement will be issued advising the student what conditions they will need to meet to be eligible to take up the offer. This Agreement will need to be signed by the student and their parents/guardians before proceeding to the next stage.

Completed applications may be emailed to [international@stjamescollege.qld.edu.au](mailto:international@stjamescollege.qld.edu.au) or sent by post to:

St James College  
The International Department  
201 Boundary Street  
BRISBANE QLD 4000  
AUSTRALIA

When a signed Written Agreement has been received by the College:

- A deposit of \$750 can be made to secure their place.
- An Invoice will be sent for payment of tuition fees for 1 study period (1 semester).
- The Invoice could also include fees such as Overseas Health Cover and Queensland Curriculum and Assessment Authority (QCAA) Levy. This levy is for Years 11 & 12 students only.
- An electronic Confirmation of Enrolment (CoE) will be issued upon receipt of acceptance, payment and all conditions have been met.
- Subject selections will be chosen with the Deputy Principal.
- Uniforms will need to be purchased.