



# PENINSULA

## GRAMMAR

# RECRUITMENT OF AN INTERNATIONAL STUDENT POLICY

## SOURCE OF OBLIGATION

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

- the requirements for an international 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 international 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 international students
- accommodation options and indicative costs of living in Australia.

## PENINSULA GRAMMAR'S POLICY

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

Specifically, this information is provided in our International Enrolment Application and Fees available on our website. The Director of International Operations maintains a checklist of all required information which is audited against the content produced by the School at the time of drafting and any updates.

## YOUNGER INTERNATIONAL STUDENTS

Younger international students are students who are under the age of 18. The School does not accept enrolment of students under the age of 14.

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

Refer to our Younger International 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 international students or intending international students.

Refer to our Deferring, Suspending or Cancelling an International Student's Enrolment Policy and International 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 international student's English language proficiency and educational qualifications are sufficient to enable them to enter the course.

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).

Refer to our Recognition of Prior Learning Policy. The Recognition of Prior Learning Policy also applies to Standards 2.4 and 2.5.

# RECRUITMENT OF AN INTERNATIONAL STUDENT POLICY 2018

## PROVISION OF CRICOS COURSE INFORMATION

The School's CRICOS course cod is:

- Secondary Years 7 – 12 VCE – 016642A

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

Modes of study at the School are:

- In person/face-to-face
- Work-based training
- Placements.

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

The above information is included in the International Enrolment Application and Fees available 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 QUALIFICATIONS

Upon completion of the course, the successful international student will receive VCE.

## ARRANGEMENTS WITH OTHER PROVIDERS

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

Homestay provider details are recorded in the School's homestay register and maintained in accordance with our Homestay Register Management Procedure.

## 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 on our written agreements and located on the School's website.

The School's non-tuition fees are available on our written agreements and located on the School's website.

If the School enters into an arrangement with one or more other providers to provide a course jointly, the arrangements 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 distribution 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.

The School must enter into a written agreement with an international student or intending international student concurrently with, or prior to, accepting payment of tuition or non-tuition fees.

## CAMPUS LOCATION, FACILITIES AND EQUIPMENT

The School's courses for international students are offered at Wooralla Drive, Mount Eliza.

The School's facilities and equipment include:

- Library
- Science Rooms
- Art Rooms
- General Classrooms
- Gymnasium
- Sporting Fields
- Swimming Pool
- English Language Centre
- Boarding Houses.

## RECORD KEEPING

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

## REVIEW OF POLICY

This policy is to be reviewed, approved and endorsed annually.

Last review November 2018.

Review is to be undertaken prior to November 2019.



## ENQUIRIES

Please direct all policy enquiries to:

**The Business Manager** BUSINESS OFFICE

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