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THE
**GEELONG
COLLEGE**
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Overseas Student Information

INTRODUCTION

The Geelong College is registered by the Australian Government to provide courses to *Overseas Students from Year 7 to Year 12. Refer to the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.education.gov.au/>. The Education Service for Overseas Students Act 2000 (ESOS) and National Code 2018 set out the legal framework governing the delivery of education to Overseas Students studying at The Geelong College: <https://www.acs.org.au/content/dam/acs/acs-documents/dit/ESOS%20Framework.pdf> (*An Overseas Student is defined as a student studying in Australia on a student study visa).

This purpose of this document is to assist parents to understand the procedures to be followed by an Overseas Student wishing to apply for a place at The Geelong College. An

application for an Overseas Student does not confer a right to enter the School, and if a place is offered, this will be advised in writing by the School and is subject to formal acceptance.

Students must board at the School and must have a *Local Support Person who lives in Victoria. The Geelong College does not take full fee-paying Overseas Students as day students (*Local Support Persons must hold a Permanent Residency Visa, be over the age of 21 and hold a current Working with Children Check card: <http://www.workingwithchildren.vic.gov.au/>). If an Overseas Student does not have access to a Local Support Person in Victoria, their family or representing agent may contact the Admissions Manager at admissions@geelongcollege.vic.edu.au or +61 3 5226 3190 to discuss the possibility of engaging the services of a professional support person.

APPLYING FROM YOUR HOME COUNTRY

You are welcome to apply to The Geelong College independent of an agent however, details of the agents who represent The Geelong College are available on our website, www.geelongcollege.vic.edu.au/enrol/international-enrolments/international-agents

The agent can assist you and arrange entrance testing with Australian Education Assessment Services (AEAS) or you can arrange an AEAS test yourself. AEAS Test results and latest school reports are required before submitting an application. Subject to satisfactory AEAS test results, and the outcome of an interview (in person or on skype), a written offer of a place may be made.

As part of the enrolment process The Geelong College looks for an overall score within an accepted range applicable to each year level. This ensures that the student reaches the minimum level of English language proficiency appropriate for the course for which enrolment is sought.

Year Level	AEAS Minimum Requirement
Year 7	55
Year 8	60
Year 9	65
Year 10	70

Subject to satisfactory AEAS test results, and the outcome of an interview (in person or on skype), a written offer of a place may be made. Entry into any course is subject to the

assessment of the School. Course credit may only be offered as outlined below:

- For international students transferring from interstate up to Year 9, the School does not offer course credit and entry into any course is subject to the assessment of the School.
- International students transferring from interstate in Year 11 and the beginning of Year 12 may receive course credit for units completed based on the assessment of the state or territory curriculum assessment authority (or other relevant authority or the School).
- International students transferring from overseas in Years 10 or 11 and at the beginning of Year 12 may receive credit for units completed, based on published rules of the VCE (refer to the website of the Victorian Curriculum & Assessment Authority at www.vcaa.vic.edu.au).

The Geelong College is unable to accept any student transferring from another Australian school within their first six months of study, unless the student has obtained a letter of release from their current school.

ENGLISH LANGUAGE INTENSIVE COURSE FOR OVERSEAS STUDENTS (ELICOS)

If a place is offered by the School, this may be conditional upon the student successfully completing an ELICOS course at a registered ELICOS provider in Australia. This would be



specified in any Letter of Offer issued by the School. Evidence of the ELICOS enrolment, Electronic Confirmation of Enrolment (eCoE) and Confirmation of Appropriate Accommodation and Welfare (CAAW) must be provided to The Geelong College immediately after it is received by the student. The family of the Overseas Student must arrange for enrolment with the approved ELICOS provider and pay all costs of the course directly to the ELICOS provider. The Geelong College does not offer ELICOS courses.

ENGLISH LANGUAGE PROFICIENCY

Once the ELICOS course has been completed, the results and a report will be sent to The Geelong College. Based on these outcomes, the School may then request the student to extend their studies at the ELICOS provider in order to reach the required level of proficiency.

Once the agreed-upon level of proficiency is achieved, the student will be able to commence their formal education at The Geelong College. It is expected that the student will complete the required number of weeks of ELICOS within the timeframe specified by The Geelong College in order to be accepted into the specified year level according to the formal Letter of Offer.

SPECIAL NEEDS

The parents/guardian must advise the School when applying for enrolment and thereafter (including prior to accepting any offer of enrolment from the School), of any disability or specific learning or behavioural needs that the student may have and of which the School should be aware. The School must also be advised of any adjustments or specialised support services that the family consider should be made available by the School, to assist the School in assessing the application for enrolment and to ensure that the student is able to access the School's curriculum and educational programs.

ACCOMMODATION AND WELFARE

Appropriate accommodation and welfare plays a crucial role in the overall success of an

Overseas Student. The Geelong College will only take Overseas Students as boarders.

The Geelong College is committed to ensuring the welfare and wellbeing of Overseas Students. In addition, all Overseas Students must nominate a Victoria-based, Local Support Person who will take responsibility for the Overseas Student's wellbeing and support. For the long weekends and exeats (maximum 3 a year) the boarding house is closed. Students can stay with their Local Support Person or The Geelong College will organise a homestay through Australia Homestay Networks, where the cost will be added to the parents' fee statement.

SHORT-TERM HOMESTAY

There are two or three occasions during the year when the boarding houses are closed. The Geelong College has appointed Australian Homestay Network to assist in the management of all aspects of students' homestay accommodation arrangements in Melbourne. The Geelong College screens every host and is able to assure the quality of homestay families. Students who require this service will be charged an annual administrative fee of \$350 and \$70 per day of homestay. This includes full board, three meals a day, internet access and transport.

STUDENT VISA PROCESSING

If a Letter of Offer is issued, and accepted by the family, with all conditions thereon having been satisfied (including payment of the non-refundable enrolment fee), an eCoE will be issued by the School to enable the student to apply to the Australian Government for a student study visa. The Geelong College does not apply for the student study visa on your behalf. This is the responsibility of the agent or the student's parents if organising the visa independently of an agent.

VISA GRANT NOTICE

A copy of the student's Visa Grant Notice (issued by the Australian Government) must be provided to the School as soon



as it is received, which must be prior to commencement at The Geelong College. Overseas students must hold the appropriate visa before they can start.

ADMISSION/ENROLMENT

Once a student has enrolled, they cannot defer commencement of their studies, or suspend their studies, except on the grounds of illness, evidenced by a doctor's certificate, or other exceptional circumstances (for example, bereavement). If the student defers or suspends their studies on grounds that are in breach of their visa conditions, the School is obliged to report accordingly to the Australian Government.

ADDITIONAL EXPENSES

Further to the tuition and boarding fees, please see the list below for an indication of additional expenses. The Fee Schedule does not include other living expenses including mobile phone costs, medicines, toiletries, transportation, entertainment costs and any pocket money. Parents and students should consult the website Study in Australia (<http://studyinaustralia.gov.au>) for further information.

International Student Health Cover: \$560 per annum

School uniform: \$1000

Local Support Person: \$2200 per annum

Living expenses (trains, shopping, mobile phone etc): \$100 per week

Books: \$250

Homestay (long weekends, exeat):

Administrative cost \$350 per annum, \$70 per day

CANCELLATION, DEFERMENT OR TRANSFER

The School's refund policy (refer to the *Fee Schedule Full Fee Paying Overseas Students* document) applies to tuition and boarding fees paid to the School. In the event of the course not being delivered, prepaid tuition and boarding fees for that course would be refunded. Notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Principal.

If after a refund, the student is unable to find an alternative course within 28 days, the student may contact the Tuition Protection Service (TPS), an instrumentality of the Australian Government, to explore other options. The student may also have rights to take further action under Australia's consumer protection laws.

The School will refund within 28 days any prepaid tuition and boarding fees, less \$500 administration fee, where the student's application for enrolment is refused by the

School or the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities. Refunds will be reimbursed in Australian dollars and the payment made to the student or person specified on the enrolment form.

Students will only be granted a deferment of commencement of studies for compassionate and compelling circumstances. This also applies to the suspension of studies where a student has already commenced studies at The Geelong College.

TRANSFER

Under the 2018 ESOS Act, a student must be enrolled at school for a period of at least six months. Students who wish to appeal to the School for a transfer prior to completing six months, must provide the School with:

- Written evidence that their parents or legal guardian supports the transfer;
- Written confirmation that the new provider will accept responsibility for approving the welfare arrangements if the student is not being cared for in Australia by a parent or suitable nominated relative;
- A valid enrolment offer from that provider.

The application for transfer will then be considered by the School.

ATTENDANCE REQUIREMENTS

Student attendance is monitored by the Deputy Principal. If a student's attendance is at risk of falling below 80% or the student has been absent from School for a continuous period of at least 5 days, the School will offer counselling to and consult with the student to determine whether there are compassionate or compelling circumstances for the absences (e.g. medical illness supported by a medical certificate).

If the student is unable to provide evidence to support compassionate or compelling circumstances and after counselling, the student's attendance falls below 80%, the

School will advise the student of its intention to report them for breach of visa conditions. The student has 20 working days in which to access the School's complaints process.

LEARNING AND SATISFACTORY COURSE PROGRESS

The Geelong College provides a safe and effective learning environment with practical support mechanisms to ensure all students successfully achieve their qualifications. To demonstrate satisfactory course progress at the end of each semester, students will need to show:

- Satisfactory completion of outcomes (grades)
- Satisfactory or better learning behaviours

STUDENT COMPLAINTS AND APPEALS

Student grievances are handled in accordance with the School's Complaints and Appeals Policy (available on the School website).

ORIENTATION FOR NEW STUDENTS

Boarding (Years 7 to 12)

The College boarding is divided into two Houses, Mackie House (boys) and Mossgiel House (girls), with approximately 45 students in each. Boarding provides a gradual understanding and experience of independence in preparation for the transition to tertiary and adult life.

Pastoral Care

The School has a Counsellor and a Chaplain who are available to consult with students, parents and teachers regarding issues that may affect a student's educational and personal welfare. In addition there is an International Student Coordinator who looks after the wellbeing of our international students. Each student will be a member of one of eight day houses where the Head of House and tutors monitors their academic progress.

Further information is available in the *Boarders' Information Booklet* (available on the Portal or upon request from the Admissions Manager.)