

070-PP-MGS Admissions Procedure (International Students)

1. Purpose and Scope

This document gives the procedure to be followed when processing an application from international students and enrolling them into MGS. It covers applications for both high school and ELICOS.

This procedure is affected by:

- National Code Part D Standard 2: Student engagement before enrolment
- National Code Part D Standard 3: Formalisation of enrolment
- National Code Part D Standard 5: Younger overseas students
- National Code Part D Standard 7: Transfer between registered providers
- BOSTES Guidelines, Requirements 3.8, 3.9, 3.11 and 3.13, which relate to the above.

It should be read in conjunction with the Welfare & Accommodation for Younger Overseas Students Policies and Procedures [080].

2. Responsibility

The **Admissions Officer** (AO) is responsible for ensuring that applications are processed. He/she is also responsible for all aspects of the processing except finding guardians, homestays and student pickups; these areas are the responsibility of the **Student Services Officer** (SSO). However, it is essential that the AO and SSO are able to undertake each other's' roles, for example in the event of absence or an increase in other areas of workload. Thus, each person should take on the other's role for selected applications.

It is also essential that the AO and SSO communicate closely with each other throughout the process.

All documents for students under the age of 18 must be signed by a parent, or failing that a guardian who has legal responsibility for the student, hereafter referred to as 'legal guardian'. A legal guardian is not necessarily the temporary guardian often allocated to overseas students during their stay in Australia. Any students who have reached the age of 18 should sign for themselves. Under no circumstances will a signature be accepted from an agent, temporary guardian allocated to the student during their stay in Australia (hereafter referred to as 'in-Australia guardian'), or other carer.

3. Procedure

Note: all documents mentioned below **MUST** be kept in the student's file.

<p>Assess the application</p> <p><i>As soon as practicable after receipt</i></p>	<ul style="list-style-type: none"> • Carefully check the application form to confirm all mandatory fields are completed. • Check that the application form has been signed by a parent or legal guardian (NOT an agent, temporary in-Australia guardian or carer) • Check all supporting documents to ensure that they are (a) either originals or certified as true copies, and (b) either originally in English or are official translations into English (with NAATI translator)
---	---

	<p>certification if the translation was done in Australia). A copy of the information pages of the student's passport must be attached.</p> <ul style="list-style-type: none"> Check whether the student is currently enrolled with another provider in Australia by asking the student and by checking through PRISMS. If so: <ul style="list-style-type: none"> If they have completed the first six months of their principal course (not including any pre-requisite units or courses), the application can proceed as normal. Otherwise, if (a) the student is transferring because the other provider can't provide the student's course, or (b) has ceased to be registered, or (c) has had a sanction imposed on its registration by a government that prevents the student from continuing their principal course, or (d) any government sponsor of the student considers the change to be in the student's best interest, again, the application can proceed as normal. In any other situation where the student is within the first six months of their principal course or in a course that precedes their primary course, they must be informed that they can only enrol with MGS if their current provider is willing to issue a letter of release and (where the student is under 18) if the parent or legal guardian supports the transfer. The application can proceed, but the other provider must receive a letter of offer from MGS before it may issue a release letter. In turn, MGS must receive the release letter before issuing a eCoE for the student. If the student is withdrawing from a course that precedes their primary course (e.g. an ELICOS course), the student, parent or legal guardian should be encouraged to check the effect of the change on their primary course Contact the applicant (agent, parent, relative or student) to deal with any missing information/supporting documentation. Create a file for the student. Copies or originals of ALL documents relating to the student should be placed in it. <p>NB: for full details of the policy on accepting students who have yet to complete six months of their principal course, please see 099-Transfer of international students between providers</p>
<p>Check entry requirements are met</p> <p><i>As soon as practicable after receipt of application</i></p>	<p>Check that Academic/English entry requirements are met</p> <ul style="list-style-type: none"> Academic Requirement: transcripts or equivalent from all schools attended in the last two years English Requirement for High School: <ul style="list-style-type: none"> Official IELTS Test Report Form (TRF), verified through the IELTS TRF Verification Service. <p style="text-align: center;"><u>OR</u></p> Online test to get an estimation at offer stage and apply

	<p>estimated duration of English with us; see P3.1b-PP-MGS Placement Testing (this gives ESTIMATE only).</p> <p><u>OR</u></p> <ul style="list-style-type: none"> Completion of High School Preparation Course from another ELICOS College with (a) certificate from the ELICOS College stating a level of English or achievement of Upper Intermediate level of English; <u>AND</u> (b) eCoE. <p><u>OR</u></p> <ul style="list-style-type: none"> 2 years of study through the medium of English in Australia or another traditionally English speaking country at secondary level or above , evidenced by transcripts or equivalent <p>English requirements for high school are:</p> <ul style="list-style-type: none"> ➤ IELTS 5.0 or equivalent for all Years <ul style="list-style-type: none"> English requirements for ELICOS (High School Preparation) are evidence of at least Pre-Intermediate level of English except for a student U15, e.g.: <ul style="list-style-type: none"> ➤ Online test to get an estimation of level; see P3.1b-PP-MGS Placement Testing (this gives ESTIMATE only). ➤ Completion of Elementary level from another ELICOS College, with a certificate or letter from the College stating the level <u>AND</u> eCoE. This must be verified by calling the College. <p>NB: International exams such as IELTS are generally considered 'valid' for two years; however, if the certificate isn't recent, consideration should be given to what the student has done in the intervening period to keep up their level of English.</p> <p>NB: All students will do some HSP before commencing High School, according to the following rules:</p> <ul style="list-style-type: none"> Those who have IELTS 5.0 equivalent or above will do 10 weeks, ideally in a class that focuses on academic and study skills alongside English, if available Those who have IELTS 4.5 equivalent or above will do 10 weeks of HSP Those who have IELTS 4.0 equivalent will do 20 weeks of HSP Those with lower English language proficiency levels will have a longer period of HSP, calculated at 10 weeks per 0.5 IELTS band score. All HSP enrolments will be timed such that if the student hasn't reached the required English language proficiency level by the end of their course, there is time for them to do additional full-time English study during school vacations.
--	---

<p>Determine course, level, start date and duration including evaluating whether course credit applies</p> <p><i>As soon as practicable after receipt of application</i></p>	<p><u>High School Applications:</u></p> <ul style="list-style-type: none"> Check whether course credit has been applied for. If it has, check that the evidence supplied is that required by 011-PP-MGS Course Credit Policy, then either request further evidence or pass it on to the person specified in that policy. Note that course credit would most likely apply where the student has previously studied part of a school year in another Australian state or territory. Choose a start date and entry year: <ul style="list-style-type: none"> Generally, students start on the first day of the school year, and enter the school year following the last they have <i>completed</i> (unless course credit applies). For example, if a student has completed Year 10 and studied part of Year 11 in China, their start date is the first day of the first term in Year 11. However, if the student has a gap in their education due to the school years in their own country and Australia beginning and ending at different times of year, then they may start at MGS at the beginning of an earlier term. For example, if they finished Year 10 in September in their country, they may start at MGS in Term 4 (October) of Year 10, then progress to Year 11 in January. Their time in Year 10 is seen as an orientation to the school culture, teaching and assessment methods etc. If course credit is granted, the Director of Curriculum and Compliance will indicate when the student should start and in which year group. <p><u>ELICOS applications:</u></p> <ul style="list-style-type: none"> Allow one term per level. So if a student is estimated at low Pre-intermediate level and needs to complete Upper Intermediate to enter high school, they would need three terms of ELICOS – one for each of Pre-intermediate, Intermediate and Upper Intermediate. Students usually may only enter ELICOS at the beginning of a term. If in doubt, discuss the situation with the Director of Curriculum and compliance. <p>NB: if a student is moving from another provider, the maximum gap between courses that the immigration department allows is usually two months.</p>
<p>Determine care (welfare and accommodation) arrangements</p> <p><i>As soon as practicable after receipt of</i></p>	<ol style="list-style-type: none"> Check the student's age at either (a) the date they expect to arrive in Australia, or (b) the end date of the student's care arrangements with a provider with whom they're currently enrolled. If they will be 18 or over, this stage does not apply – skip to the next stage. If a parent has indicated that they will take care of their child's welfare and accommodation in Sydney, and they will remain here to fulfil these responsibilities, issue to the parent or agent these forms:

<p><i>application</i></p>	<ul style="list-style-type: none"> • 253-FM-MGS Student and Parent/Guardian Contact Details Form, and • 248-FM-MGS Parental Advice of Independent Accommodation Arrangements Form. <p>A CAAW letter need not be issued in this circumstance.</p> <p>3. If a relative is nominated on the application form to take care of welfare and accommodation needs, check the relative meets the Immigration Department's criteria for "suitable nominated relative", currently:</p> <ul style="list-style-type: none"> • is a sibling, grandparent, aunt, uncle, niece, nephew, step-grandparent, step-sibling, step-aunt, step-uncle, step-niece or step-nephew; • is aged at least 21; and • has evidence of good character: police clearances from all countries in which the relative has lived for more than 12 months in the past ten years after the age of 16. <p>Note that the immigration department does not require MGS to determine whether the nominated person is genuinely a relative as they use their own checks for this; however, evidence of the other points must be kept in the student's file. Again, a CAAW letter need not be issued if the nominated relative checks out. However, the nominated relative should be interviewed (by Skype or similar if the relative is not yet in Sydney), and the following forms should be issued and returned:</p> <ul style="list-style-type: none"> • 247-FM-MGS Under 18 Guardianship Form; and • 253-FM-MGS Student and Parent/Guardian Contact Details Form <p>MGS must retain in the student's file evidence that the parent(s) or legal guardian approve the agreed living arrangements—this could be the signed application form nominating the relative.</p> <p>Again, a CAAW letter need not be issued in this circumstance.</p> <p>4. If there is any period when no parent or relative as described above is caring for the student in Sydney, MGS will need to take responsibility for their welfare and accommodation by issuing a CAAW, and an in-Australia guardian and possibly homestay will have to be organised – see relevant sections below. The dates of these care arrangements need to be determined. They should:</p> <ul style="list-style-type: none"> • at a minimum, allow sufficient time for the student to arrive in and leave Australia before and after the course, including at least seven days after the end of the enrolment period; and • avoid gaps in care arrangements (e.g. if the student is moving from another provider who took on care responsibilities, or if a parent is taking on care responsibilities for a period of time).
---------------------------	--

	<p>Visas are normally granted for a month after the end of the course if the course is less than 10 months, or three months after the end of the course if the course is more than 10 months. Normally, if the course follows the traditional academic year, finishing in November/December, the visa will cease on 15th March in the year following course completion. Care arrangements should include this period.</p> <p>It may be necessary to communicate with parents or legal guardian, perhaps through the agent, and/or any other provider about this.</p> <p>NB: student visas will only be issued for under 18s for periods covered by care arrangements – any gaps in care arrangements will mean that the student has to leave Australia for the duration.</p>
<p>Confirm details of guardianship</p> <p><i>Begin as soon as practicable; guardian details must be known before eCoE can be issued.</i></p>	<p>If a parent or a relative meeting immigration department criteria is not looking after care arrangements for any period, a guardian is needed.</p> <p>If the parent HAS nominated a guardian:</p> <ol style="list-style-type: none"> Gather evidence showing that the person meets the following requirements throughout the guardianship period: <ol style="list-style-type: none"> age 21 or over; Australian Citizen or Permanent Resident police clearances from all countries in which the person has lived for more than 12 months in the past ten years while over the age of 16 Check that the nominated person has a 'clearance' under the NSW Working with Children Check system at www.check.ccyp.nsw.gov.au/Employers/Login (ask the nominated guardian to apply if he/she hasn't already done so). All guardians must have clearance to work with children, with evidence kept on file. Ensure that the following are issued and returned: <ol style="list-style-type: none"> proof of Australia residential address (e.g. driver's licence – original sighted and certified copy kept on file); 253-FM-MGS Student and Parent/Guardian Contact Details Form; 248-FM-MGS Parental Advice of Independent Accommodation Arrangements form; 247-FM-MGS Under 18 Guardianship Form; and MGS's information about obligations in relation to child protection legislation Interview the nominated person to check their suitability for the guardianship role and their level of commitment to performing the guardianship duties. Keep a record of the interview, the decision and the reasons for the decision.

	<ol style="list-style-type: none"> If it is intended that the student will live with the guardian, visit the accommodation to check its suitability. The same criteria should be applied as with the homestay agencies that MGS uses. Otherwise, homestay accommodation should be found: see below. Once the guardianship arrangements have been approved by MGS, inform the parent/legal guardian (and where applicable, agent). <p>If the parent has NOT nominated a guardian:</p> <ol style="list-style-type: none"> Once the eCoE has been issued (below), pass the student's details on to a guardianship agency on the MGS list of approved guardianship and homestay agencies, together with form 253-FM-MGS Student and Parent/Guardian Contact Details Form and MGS's information about obligations in relation to child protection legislation. Liaise between parent or legal guardian/student/agent (as appropriate) and guardianship agency as information comes in, e.g. approval of in-Australia guardian, arrival date etc. Place a copy of the contract between the homestay agency and homestay family in the student's file. <p>NB: a guardian appointed in either of the above ways is NOT necessarily a legal guardian and thus is not necessarily able to sign forms in lieu of a parent or legal guardian.</p>
Issue Letter of Offer	<ol style="list-style-type: none"> Check that there is space available in the appropriate course. Enter the details into the Letter of Offer (LoO) template and make appropriate notes if special fees and/or conditions apply For High School Preparation Course, add an additional week for Christmas Holiday where applicable. Check that the listed pre-paid tuition fee amounts comply with ESOS requirements, listed below the banking details. Email the LoO to IR and a copy to Finance. Send the LoO to the student or agent, with a request to provide the signed acceptance form and School Rules) stating that MGS accepts responsibility for approving the student's accommodation, support and general welfare arrangements under Standard 5 of the National Code. The student can then give this to the other provider, who may subsequently issue a letter of release (proving they also receive written parental consent). If a special offer has been applied, put a printed copy of the email in the student's file.
Issue eCoE and (if necessary) CAAW <i>Begin as soon as</i>	<ol style="list-style-type: none"> Check that the LoO has been received with signature from the parent or legal guardian (if under 18) or by the student (if over 18), not by the agent or the temporary in-Australia guardian. Also check with finance that payment has been received.

<p><i>practicable after receiving signed acceptance form and payment notification</i></p>	<ol style="list-style-type: none"> 2. If the student is transferring from another provider within the first six months of their primary course, check that a release letter from the other provider has been received (necessary before issuing a eCoE). 3. If all is in order, issue the eCoE and (if applicable) a CAAW letter through PRISMS. 4. If the student is organising their own OSHC, add the following condition to the eCoE: "Student will be responsible for arranging OSHC insurance for the duration of the Visa." 5. Forward the eCoE to the agent/parent/student, and place a copy in the student's file. 6. Enter all applicable details into the student database (Denbigh).
<p>Arrange Homestay</p> <p><i>Must be complete before student arrives; begin the process after receiving confirmation the student visa has been granted, or earlier if time is tight.</i></p>	<p>Unless the student will be living with a parent, a relative meeting immigration department criteria, or a guardian, arrange homestay:</p> <ol style="list-style-type: none"> 1. Pass the student's details to a homestay agency on MGS's list of approved homestay agencies. 2. Liaise between parent/student/agent (as appropriate) and guardianship agency as information comes in, e.g. approval of homestay, arrival date etc. 3. Place a copy of the contract between the homestay agency and homestay family in the student's file. <p>NB: even where guardians or homestay agencies have been engaged, the suitability of the student's living and welfare arrangements is still MGS's legal responsibility.</p>
<p>Obtain parental acceptance of welfare and accommodation arrangements</p> <p><i>Must be complete before student arrives</i></p>	<ol style="list-style-type: none"> 1. Once guardianship and accommodation arrangements are known, ensure that a parent or legal guardian signs a record of acceptance of the accommodation and welfare arrangements, and put it in the applicant/student's file. As in all other cases, a signature by the agent or temporary in-Australia guardian is NOT acceptable.
<p>Check for and process OSHC & OVHC</p>	<ol style="list-style-type: none"> 2. Check the application form to see if OSHC (Overseas Student Health Cover) has already been organised to cover the full duration of the student's intended stay. If not, apply to the MGS's current OSHC provider. As a general rule <ul style="list-style-type: none"> • if the course is more than 10 months, add an additional three months to cover the duration of the visa (normally, if the course is followed by traditional Academic Year, finishing in November/December, the visa will cease on 15th March in the year following course completion);

	<ul style="list-style-type: none"> • if the course is less than 10 months, add an additional one month to cover the duration of the visa <p>3. Check the application form to see if OVHC (Overseas Visitor Health Cover) is required for a parent or guardian. If so, apply to the current OVHC provider.</p> <p>NB: All international students MUST have OSHC for the entire duration of their student visa, as a condition of their visa. Whether parents/guardians need OVHC depends on their visa conditions.</p>
<p>Airport Pickup</p> <p><i>Finalise at least 2 weeks before arrival</i></p>	<p>For all students arriving from overseas, especially those for whom a CAAW has been issued, ensure that someone is scheduled to pick them up from the airport. In most cases, this will be the parent, approved relative, guardian or homestay family, but in some cases an airport pickup will have to be arranged, usually by the homestay agency:</p> <ol style="list-style-type: none"> 1. Check with finance that payment for airport pickup has been made. 2. Liaise with the student and the homestay agency organising the airport pickup about the flight time and number, as well as correct spelling of the name for a sign to be held by the pickup driver. 3. The homestay agency or the driver should inform MGS once the student has arrived at their designated accommodation, or in the event of any problems occurring. The SSO should check for this, and if not received within 24 hours, contact the homestay.
<p>Prepare for Orientation</p> <p><i>Before orientation day</i></p>	<ol style="list-style-type: none"> 1. Using the starters list from PRISMS, confirm with the agent, parent or guardian each student's attendance at orientation two weeks before orientation; remind them to bring the items listed on their Letter of Offer. 2. Contact the homestay family the day after the student's arrival in order to confirm that the student has arrived at their homestay and that all is OK. 3. Send a copy of the students' school timetable along with a copy of the school policy and class rules to the student's Australian address. 4. Complete the orientation documents packages: one for each new student and one for each parent/guardian who is attending. 5. Check that all applicable details have been entered into the student database (Denbigh). 6. Check that all documents and supporting documents are in the student's file. <p>Refer to 033-PP-MGS Orientation Day Procedures for full details about orientation.</p>

<p>Check for non-Commencement of Studies</p> <p><i>From orientation day forwards</i></p>	<ol style="list-style-type: none"> 1. During orientation, go through the intake list to find non-commencers. 2. For the first week, check Denbigh to verify whether each student is attending. 3. Send follow up emails to agents/parents/guardians as necessary. 4. Record all correspondence and if no response is received after the census date (2 weeks from the course start date), cancel the eCoE(s). If a response is received, liaise with the PEO/Headmaster over how to deal with each case. 5. If there are late starters, liaise with the PEO/Headmaster regarding their orientation. <p>NB: All students must attend an orientation, including late starters.</p>
---	--

4. Changes in enrolment: Change of course, withdrawal, deferral or extension

Generally, these only occur with approval of the PEO/Headmaster. See the appropriate policy/procedure:

- 014-PP-MGS Deferring, Suspending or Cancelling Student Enrolment Policy
- 016-PP-MGS Completion within Expected Duration Policy
- 099-PP-MGS Transfer of International Students Between Registered Providers

5. Revision history

Review date: 30 Oct 2016

Version	Date	Description of modifications
11	3 Apr 2015	Complete re-write of procedure as a result of CRICOS compliance review
11.1	9 June 2015	Minor updates as a result of incorporating homestay and guardianship policies into the Welfare & Accommodation for Younger OS Students policies and procedures [080].
11.2	1 Oct 2015	Minor addition to first section relating to students enrolled with another provider.
11.3	21 Oct 2015	Additional English language proficiency requirements as decided in meeting of 16 Oct 2015. Typo corrections. Strengthening of instructions only to accept signatures from parent/legal guardians for under-18 students.
11.4	30 Oct 2015	Adjustments to section on assessing applications due to the revision of 099-Transfer of international students between registered providers
11.5	27 Mar 2016	Roles, Titles and Procedures