

**POLICY NUMBER:** INTPOL - 030  
**VERSION:** 2.4  
**APPROVED BY EXECUTIVE:** May 2024

**Kingswood College Ltd**  
**CRICOS Provider No: 00150G**



# International Students Application and Enrolment Policy and Procedures

## 1. PURPOSE

The purpose of this policy is to set out the requirements for enquiries, applications and offers for enrolment of an international student at Kingswood College.

Kingswood College Ltd is listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS Provider No. 001550G) and is required to adhere to the Education Services for Overseas Student Act 2000 (ESOS Act) and National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code).

## 2. SCOPE

This policy applies to all current and future international students of Kingswood College and their parents and/or legal guardians.

It is noted that the College has an exclusive arrangement with Gaoxin No. 1 Middle School in Xi'An China for students who have completed Year 9 and entering Year 9 at Kingswood College. In exceptional circumstances applications from other international students may be considered.

## 3. PROVISION OF PRE-ENROLMENT INFORMATION AND ADVICE

Prior to accepting an application for enrolment at Kingswood College, it is important that the intending international student, parent or legal guardian, local support person and agent of the student has access to the following information conveyed in plain English, and that is current and comprehensive. Kingswood College chooses to make the following information available via the International Student page on the Kingswood College website at [www.kingswoodcollege.vic.edu.au](http://www.kingswoodcollege.vic.edu.au):

- the requirements for an international student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable (See section 4.1 *Application Process* below);
- the course CRICOS code, course content and modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and assessment methods (Refer *International Student Handbook*);
- course duration and holiday breaks (Refer *International Student Handbook*);
- the qualification, award or other outcomes attainable at completion of the course of study (Refer to *International Student Handbook*);
- campus locations and facilities, equipment and learning resources available to students (Refer to *International Student Handbook and the College website*);
- the details of any arrangements with another provider, person or business who will provide the course or part of the course (Refer *International Student Handbook and College website*);
- indicative tuition and non-tuition fees (including homestay and local support person fees), including advice on the potential for changes to fees over the duration of a course, and the

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school's cancellation and refund policies (Refer to: *International Student Fee Schedule*, *International Student Fee Refund Policy and Procedures* and the *International Student Enrolment Agreement*);

- the grounds on which the international student's enrolment may be deferred, suspended or cancelled (Refer to: *International Student Deferring, Suspending or Cancellation of Enrolment Policy and Procedures*);
- the ESOS framework, including official Australian Government material or links to this material online (Refer to: [www.internationaleducation.gov.au](http://www.internationaleducation.gov.au) or (**Click here for Student information sheet**));
- where relevant, the policy and process the school has in place for approving the accommodation, support and general welfare arrangements for younger international students (Refer to: *Student Accommodation and Welfare Arrangements Policy and Procedures*);
- accommodation options and indicative costs of living in Australia. (Refer to: *International Student Handbook*);

This information is made available through the following documents, policy and procedures statements available on the International Student page on the Kingswood College website as well as being specifically stated in various other downloadable documents:

Documents include:

- Application for Enrolment;
- International Student Fee Schedule (for current year fees);
- International Student Enrolment Agreement (Written Agreement);
- International Student Handbook;
- Year 9 International Student Application Process for Semester 2, Year 9;
- International Student Request for a Refund form;
- International Student Transfer Request form.

Policies and Procedure Statements include:

- International Student Monitoring Academic Progress and Attendance Policy and Procedures.
- International Student Application and Enrolment Policy and Procedures (this policy);
- International Student Complaints and Appeals Policy and Procedures
- International Student Refund Policy and Procedures;
- International Student Deferment Suspension and Cancellation of Enrolment Policy and Procedures
- International Student Transfer Assessment Policy and Procedures;
- Student Accommodation and Welfare Arrangements Policy and Procedures;

It is the responsibility of all applicants to have read these documents prior to applying for a place at Kingswood College as acceptance of a place assumes acceptance of all terms and conditions along with compliance with all Kingswood College Policies and Procedures.

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#### 4. THE APPLICATION PROCESS

Admission to Kingswood College is at the discretion of the Principal.

An application for enrolment does not constitute a confirmed enrolment and applications are processed on an individual basis. In general, applications for enrolment are processed in order of receipt of the application.

To ensure that Kingswood College, as far as is practicable, can provide an appropriate program and supports for the applicant student, parents/guardian's must, before or at the time of offer:

- advise Kingswood College of any matters relating to the learning, emotional or physical needs of your child; and
- provide school reports or other diagnostic test results not provided at the time of application.

Admission to the College is conditional upon the Principal being satisfied as to the suitability of the applicant and is subject to the availability of program places, satisfactory interview and assessment, including the student meeting the English language requirements and other academic standards (see item. 4.1d. below). The student and their parents/guardians must also agree to Kingswood College's *International Student Enrolment Agreement* and all College Policies and Procedures in force at the time.

##### 4.1 Year 9 International Student Application Process

The application process for Year 9 International Student Program (CRICOS course code: 011348C) is set out below. Please refer to the Kingswood College website International Student page for the most current documentation for the application process.

(a) Application for Enrolment

Complete *International Student Application for Enrolment* and provide a copy of Birth Certificate (if available) or passport (if available) and previous school reports.

(b) Pay an Application Fee of \$250 (AUD) and iStart assessment fee \$400 (AUD) to be considered for a place in the program

(c) iStart School readiness assessment

Each student must take an assessment that reports on following areas:

(i) English as an Additional Language (EAL)

- 45 minute short answer and extended response tasks
- Tests comprehension, vocabulary, writing fluency and grammar
- 

(ii) Abstract reasoning

- Online multiple-choice test
- 30-minute multiple choice randomly generated questions (the number presented will depend on the complexity of the individual questions generated).

Commented [QA1]: \$250 or 1,200RMB testing fee

Commented [QA2R1]: Edutest assessment & EAL diagnostic test

Commented [EK3]: Reference the College designed EAL test here

Commented [EK4]: Need to define minimum EAL in terms of the test we use

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- Achievement reported as a percentage and equated to a stanine compared to other students how have completed the test.

(iii) Numerical reasoning

- Online multiple-choice test
- 30-minute multiple choice randomly generated questions (the number presented will depend on the complexity of the individual questions generated).
- Achievement reported as a percentage and equated to a stanine and compared to results from other students completing the test

(iv) Mathematics

- 30-minute multiple choice randomly generated questions (the number presented will depend on the complexity of the individual questions generated). Broken into different mathematical areas (e.g. algebra, trigonometry, multiplication etc).
- Achievement reported as a stanine and compared to results from other students completing the test
- Total time taken for test is 3 x 30 minutes, plus 15 minutes writing, plus 10-15 minutes interview.

(d) Assessment of English Language and Academic Foundation

Achievement of a successful result in the assessment is defined as reaching the following minimum standard:

- An EAL standard (as assessed to the Victorian Curriculum standards) appropriate to the applicant's age. (For example, an applicant for Year 9 must have an EAL standard of C3.1 or above); or
- An EAL standard below the applicant's expected level (for example, an applicant for Year 9 having an EAL standard below C3.1) and minimum abstract reasoning of A (Average), minimum Numerical reasoning of A (Average) and minimum maths AA (Above Average)
- No offers of enrolment will be made to students who achieve an EAL standard more than six months below the expected level.

All applicants will also be required to attend an interview with a College staff member.

The Principal reserves the right to offer places at their discretion.

Upon successful completion of the assessment a student will be eligible for an offer of a conditional place in Semester 2, Year 9 Program at Kingswood College.

Copies of the assessment results will not be provided to students or parents.

(e) Offer of Enrolment and International Student Enrolment Agreement

A formal *Offer of Enrolment* and *International Student Enrolment Agreement* (written agreement) will be provided by the College.

(f) Accepting a place

Commented [QA5]: What is our minimum standard for entry?

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To formally accept a place the following must be completed:

- As the student is under 18 years of age both parents or legal guardians must sign and return a written agreement being the *International Student Enrolment Agreement*;
- pay one semester's fees,

(g) Confirmation of Enrolment (COE) and Confirmation of Appropriate Accommodation and Welfare (CAAW)

Once a student's parents/guardians have signed the *International Student Enrolment Agreement* and paid one semester's fees Kingswood College will issue a Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation and Welfare (CAAW). The student can then apply for a visa to study in Australia.

(h) Confirmation of Students Visa Approval and Arrival Date in Australia

Once a Visa has been granted the Visa Grant Notification should be emailed to the Registrar, or the International Student Coordinator at Kingswood College.

Students arrival date will be confirmed accordingly.

Amethyst Qu (International Student Coordinator)

## 5. FINAL CONDITIONS OF ENROLMENT

As a final condition of enrolment, the student:

- (a) must complete Middle School at Gaoxin No.1 Middle School and receive the Middle School Graduation Certificate;
- (b) must be granted a Student Visa to enter and study in Australia;
- (c) will authorise Kingswood College to check visa entitlements electronically via VEVO for the duration of the enrolment on the Australian Government, Department of Immigration and Citizenship website at <http://www.immi.gov.au/e visa/vevo.htm>.
- (d) Agree to abide by all Kingswood College Policies and Procedures including but not limited to:
  - Behaviour Management Policy
  - ICT Policy & Student ICT User Agreement
  - International Student Monitoring Academic Progress and Attendance Policy and Procedures
  - International Student Complaints and Appeals Policy and Procedures
  - International Deferment, Suspension and Cancellation of Enrolment Policy and Procedure
  - International Student Fee Refund Policy and Procedures
  - International Student Transfer Assessment Policy
  - Parent Code of Conduct
  - Respectful and Safe Schools Policy and Guidelines
  - Student Accommodation and Welfare Arrangements Policy and Procedures;

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- Cyber Safety Policy; and
- Social Media Policy.

## **6. OTHER INTERNATIONAL STUDENT ENROLMENT APPLICATIONS AND RECOGNITION OF PRIOR LEARNING**

Kingswood College only accepts enrolment applications from Gaoxin No. 1 Middle School in Xi'An China for students who have completed Year 9 and entering Year 9 at Kingswood College.

Only in exceptional circumstances will applications from other international students be considered. In these cases applications must be made via the College's online application portal and accompanied by a \$115 application fee.

In such circumstances the College, before offering the student a place, must assess whether the students prior learning is appropriate to meet the curriculum standards and requirements of their entry year level.

For years 1 to 10 these standards are based on "The Victorian Curriculum Foundation to 10" priorities and standards (or equivalent if superseded) and for entry into Years 11 and 12 based on the Victorian Certificate of Education (VCE) standards (or equivalent if superseded).

If Kingswood College grants recognition of prior learning or course credit to an international student, the College will give a written record of the decision to the student (and parents) to accept. The College will retain the written record of for two years after the international student cease to be enrolled at the College.

If the College grants the international student recognition of prior learning or course credit that reduces the international student's course length, the College will:

- Inform the student and parents of the reduced course duration following granting of recognition of prior learning and ensure the confirmation of enrolment (CoE) is issued for the reduced duration of the course
- Report any change in course duration in PRISIMS if recognition of prior learning or course credit is granted after international student's visa is granted.

Admission to the College is also conditional upon the Principal being satisfied as to the suitability of the applicant and is subject to the availability of program places, satisfactory interview and assessment, including, the student meeting the English language requirements (See 4.1.d. above).

## **7. WRITTEN AGREEMENT**

Kingswood College must enter into a written agreement with the overseas student or intending overseas student, signed or otherwise accepted by the student, concurrently with or prior to accepting payment of tuition fees or non-tuition fees.

If the overseas student or intending overseas student is under 18 years of age, the written agreement with the overseas student or intending overseas student must be signed or otherwise accepted by the student's parent or legal guardian.

Kingswood College's written agreement is the *International Student Enrolment Agreement* and the *International Student Refund Policy and Process* which is a part of the written agreement. Both documents are available on the Kingswood College website in the International Students page.

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The College retains the records of all written agreements as well as receipts of payments made by students under the written agreement for at least 2 years after the person ceases to be enrolled at the College.

#### **8. PRE-PAYMENT OF TUITION FEES**

Kingswood College must not receive and will not request more than 50% of the international students total tuition fees for a course before the student has begun the course. However, the student, parent or guardian, or whoever is responsible for paying those fees, may choose to pay more than 50% of the total tuition fees for a course before the student commences.

Payment of one semester's fees, as required by this policy is not more than 50% of the total tuition fees for the course.

#### **9. RECORD KEEPING**

The College must keep records of each student who is enrolled with the College or who has paid money for a course provided by the College for at least two years after the person ceases to be enrolled.

These records will be kept by the Registrar of the College and must consist of the information relating to each accepted student that is set out in the *International Students Record Keeping Policy and Procedures* which information includes:

- the student's current residential address;
- the student's mobile phone number (if any);
- the student's email address (if any);
- welfare arrangements including contact details of parents / legal guardian or any adult responsible for the student's welfare.

Every six months the College Registrar will confirm in writing (via email) the above details with the student and parent / legal guardian and any changes will be updated by the College Registrar in College student files and PRISMS accordingly.

All personal information received by the College will be treated as per the College Privacy Policy.

#### **10. OTHER ENROLMENT INFORMATION**

- If an application is discontinued prior to acceptance a new application must be submitted for an applicant to be reconsidered for admission.
- For procedures about deferment, suspension or cancellation of an international students enrolment please refer to the *International Student Deferment, Suspension and Cancellation Policy and Procedures* on the College website.

#### **11. REFERENCES**

ESOS Act (2000) – Obligations of registered providers

ESOS National Code Standards 2 & 3