

International Students – Enrolment, formalisation of written agreement and use of an education agent

ESOS Standard 3 and 4

All of Brighton Grammar School's policies are intended to be up to date and be consistent with all relevant laws.

Employees are expected to comply with all applicable policies.

Various parts of the policies require managers and staff to exercise discretion and the policies are not intended to be applied in a legalistic or prescriptive manner.

These policies may be varied by Brighton Grammar School from time to time, at its absolute discretion.

Brighton Grammar School is fully committed to the protection of children and young people during all School activities and environments both within and outside of School hours.

This is a whole of school policy and there may, from time to time, be variations in different parts of the School. In such circumstances, advice will be issued by the relevant Head of School.

Introduction

The Education Services for Overseas Student (ESOS) Act sets out the legal framework governing delivery of education to overseas students studying in Australia on a Student Visa. Within the ESOS legislative framework are the 15 standards to ensure quality with which Brighton Grammar School (BGS) must comply in order to retain registration as an educational provider for International Students. This Policy outlines the requirements for enrolling International students at Brighton Grammar School in line with standards 3, Formalisation of Enrolment and Standard 4, Education Agents.

Standard 3, Formalisation of Enrolment through a written agreement that provides the student and family a clear outline of the enrolment process, and the obligations and rights of all parties.

Standard 4, Education Agents, identifies the use of Education Agents in the enrolment process and ensures that ethical, honest undertaking by all parties are in the best interest of the student.

Purpose

Brighton Grammar School is a registered CRICOS provider (00132K) with the VQRA. This allows BGS to accept enrolments of up to 70 International Students.

Brighton Grammar School is approved to provide both primary and secondary school curriculum to international students and will accept enrolment applications from boys studying in Prep through to Year 12 (VCE). All enrolments are subject to the outcome of the enrolment process and the availability of places in the required year level.

In order for students to enrol at BGS they must meet all Government Visa entry requirements, have appropriate Overseas Health Cover for the full term of their visa, and if in secondary school, meet the AEAS English language requirements as per below and as listed in the International Handbook.

AEAS English Language Entry Requirements <i>Only testing via AEAS will be accepted</i>	<input type="checkbox"/> Junior School	Interview only
	<input type="checkbox"/> Year 7-8	AEAS Minimum score of 60
	<input type="checkbox"/> Year 9	AEAS Minimum score of 70
	<input type="checkbox"/> Year 10	AEAS Minimum score of 75
	<input type="checkbox"/> Year 11-12	AEAS Minimum score of 85

Enrolment Application Process

Enrolments are initiated through the Admissions Coordinator directly from the parents of the student wishing to study at Brighton Grammar School or an approved agent.

Parents must complete the international student Admission form available on the BGS website and submit this document along with copies of the current Visa, overseas health cover, and results from AEAS testing directly to the Admissions Coordinator for assessment.

If the documentation meets the school requirements and there is an available place in the required year level an interview will be arranged with the appropriate Head of School.

If all entry requirements can then be met and there is an offer of a place at Brighton Grammar School the school will issue a Conditional Letter of Offer and Written Agreement to the family to confirm the offer of the place.

The Conditional Letter of Offer and Written Agreement outlines:

- The details of the offer that is to be read and signed by the parents and student.
- An outline of the Financial Commitment for the duration of the enrolment (within CoE dates), Business Regulations and refund policies
- Links to further information regarding studying at BGS
- An outline of the complaints and appeals process including links to further information
- The expectation that the parents and student have read and understating the International Student handbook that outlines:
 - Detailed course information and duration
 - Satisfactory course progress
 - English language requirements
 - Transfer, cancelation and suspension guidelines
- Payment requirements to secure the offer and place.
- Ongoing payment commitments
- Documentation that needs to be submitted to support the enrolment

The Letter of Offer and Written Agreement must be signed by the students' parents or legal guardian. This document along with payment of the enrolment fee is acceptance of the enrolment and place at the school. Once the enrolment is finalised a copy of the agreement will be forwarded to the Compliance Coordinator for entry in to

PRISMs. A Certificate of Enrolment (CoE) will be created and forwarded back to the family via the Admissions Coordinator.

All enrolment paperwork including the final, signed written agreement, CoE and all visa documentation will be uploaded in to Synergetic database in the Docman tab by Admissions and kept in line with the schools records retention guidelines.

Record Keeping

The school will keep a detailed records and copies of all communication including application records, Conditional Letter of offer and Written Agreements, and payment receipts provided in the school's database.

The school will review the student and family information 6 monthly to confirm that all details of the student and family are current and correct. Information reviewed will be:

- Current residential address
- Phone and email contact details of the parents (and student if required)
- Any accommodation and welfare arrangements

This process will be undertaken through the International Liaison Coordinator and communicated through to the Admissions Coordinator for updating in the database.

All original enrolment records, including electronic and hard copies will be kept for a minimum of 7 years (with a summary of the information kept indefinitely on the database)

All departure/exit record will be destroyed 25 years from the student's date of birth.

Specific details regarding the retention and destroying for data at BGS can be found in the whole school data retention policy.

Time lines relating to the retention of records are taken from the 'Records Retention and Disposal Schedule for Non-Government Schools' released by the Australian Society of Archivists Inc.

International Education Agencies

BGS welcomes the use of Agencies when families are sourcing education in Australia and will work with authorised agents when required. Brighton Grammar School will not outsource any enrolment duties to any other institution and will process all CoE an CAAW documentation in PRISMs through the BGS Admissions and Compliance department.

Agencies applications will only be accepted if the agent maintains ethical and honest processes and is working in the best interest of the student. All agency activities must, at all times, maintain confidentiality, transparency and act in good faith at all times.

Brighton Grammar will not engage with or will cease to engage with an agent if it becomes aware that:

- There is a conflict of interest such as:
 - Double charging of fees to the student's family and the school
 - Financial interest in the arrangement by the agent

- Personal relationships between an agent and employee of the school
- The agent does not have the appropriate knowledge and understanding for the Australian international education and training agent code of ethics.
- Misleading advice has been provided to the student, the student's family or the school
- Dishonest recruitment practices have been engaged in or previously engaged in
- The agent is found to be creating CoE's in PRISMS for non-bona fide students or facilitating enrolments knowing there will be non-compliance of visa conditions.

Agents are expected to communicate in the first instance directly with the Admissions Coordinator and provide all requested paperwork in a timely manner in order to secure enrolment of the International Student. Payment will only be made to the agent upon completion of the student's second semester of attendance at the school.

Brighton Grammar will have a written agreement with each agent and keep a register of all agencies and key contacts within them. Details will be maintained in PRISMS and will also be available on the school website.

International Fees

All International fee-paying families must abide by all criteria as set out in the Business Regulations and the International Student Handbook.

International Tuition fees and other charges are invoiced twice per year, payable at the beginning of each semester. Fees are charged in and must be paid in Australian Dollars. Specific year level fee costs can be found in the International Student Handbook and on the BGS website. Fees are reviewed annually by the School and communicated to families by the Chairman of the Board in November of the prior year.

If a student has a change in Visa status e.g. he becomes a temporary or permanent resident of Australia the fees will not be adjusted to local student fees until the following billing period.

Parents or guardians are required to give the Headmaster or Head of School one term's notice in writing prior to the permanent withdrawal of a student. If the required notice is not received, a fee equivalent of one term's tuition fees is payable.

Additional Costs associated with enrolment

There are some additional costs associated with enrolment at Brighton Grammar that families should be made aware of prior to enrolment of their son.

- Non-refundable application fee - \$200
- Non-refundable Confirmation of Enrolment fee - \$2350. This is made up of a \$1000 confirmation of enrolment fee, \$1000 fees in advance; deducted off the final billing of the first full year at the school, and \$350 for lifetime membership of the Old Brighton Grammarians' Society.
- Academic and sports uniforms - approximately \$1000
- School books - approximately \$300 (included in fees for Junior School students)
- Laptop Program - Compulsory in Years 7-9, and encouraged from Year 10. Approximately \$750 each year over three years from Year 7-9, and then from Year 10-12.
- Homestay Application Fee (if required) - \$550
- Homestay weekly fee - \$375 p/week (charged per semester in advance)

Students living in homestay accommodation should also budget living expenses of approximately \$500 per month. This includes the cost of phone and internet use at their accommodation. More information of living expenses for homestay students can be found at:

<https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

<https://www.studymelbourne.vic.gov.au/money-and-budgeting/the-cost-of-living-in-victoria>

International Liaison Officer

BGS will appoint all overseas families with an International Liaison officer to support both the family and students during their studies at Brighton Grammar.

The International Liaison Officer will:

- Support all International Students to ensure the student is supported and safe for their duration of studies at BGS
- Ensure homestay accommodation is appropriate and meets the needs of the student prior to or at the commencement of students stay.
- Review the BGS Child Safety Policy and Code of Conduct with Homestay families upon commencement of any homestay arrangements and at 6 monthly intervals.
- Visit, Interview and Select appropriate homestay hosts and their family members to ensure accommodation is suitable for the student, meets the required standards and provides a safe environment.
- Review all homestay accommodation 6 monthly (minimum) to ensure it meets required standards, meets the needs of the student, and in order to identify any risks to the student's safety and wellbeing.
- Provide all students with a Student Safety Card and explain emergency contact procedures
- Communicate any issues or concerns regarding International students with the BGS Director of Students immediately
- Attend Child Protection training regularly
- Understand the ESOS act and any other VRQA guidelines that support International students and families

Homestay Opportunities

Brighton Grammar School does not provide onsite Boarding facilities and encourages boys to remain with their families while studying at BGS. However, homestay arrangements can be made with the school via the Admissions Coordinator if required.

The minimum age for a student to be in homestay is 13 years of age. The student must be enrolled in secondary school studies to be placed in homestay through BGS.

Families wishing to enrol in homestay accommodation must discuss this option in details prior to the enrolment being accepted.

BGS will issue the student with a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter to enable the student to obtain a homestay placement.

Brighton Grammar will source an appropriate homestay home and host prior to commencement at BGS. Final confirmation of accommodation arrangements will form part of the final steps of enrolment.

AHN may assist BGS by shortlisting homestay families on behalf of Brighton Grammar School. The Brighton Grammar School Liaison Officer will visit, interview and select host families, ensuring that the environment meets all standards and requirements, and all household members that are over the age of 18 have a valid Working with Children Check.

Accommodation must consist of a bedroom that is not shared with others, suitable bedding, a study desk with chair, appropriate lighting and bathroom facilities (bathroom facilities may be shared). The room and facilities must be clean and well maintained (and not under renovation).

Homestay hosts will also receive onboarding training sessions prior to the arrival of the student in order to ensure they are aware of their responsibilities, standards of accommodation and care, and student safety.

Brighton Grammar will regularly review the accommodation and homestay family information to ensure compliance with Child Safe Standards and other regulatory requirements. This will take place 6 monthly at a minimum.

Brighton Grammar School will not tolerate unsafe environments for our homestay students nor the mistreatment of or exposing students to physical or mental risk.

If a student is identified as being in an unsafe environment and being at risk of physical or mental harm, the School will immediately remove the student from the homestay environment, place the student in a safe and more appropriate environment, and provide counselling and further support where needed.

Student Safety

Student safety is always a priority at Brighton Grammar and the safety of international students is no exception.

BGS will conduct regular reviews of all homestay accommodation to ensure it meets set requirements, and will ensure all homestay household members hold a valid working with children card and have been police checked.

Regular communication with families, homestay carers and students will be via our International Liaison Officer on a monthly basis at a minimum. Communication will be via phone, email, school visits and home visits. Students will also be provided with a Student Safety card that details key contact numbers that the student may use in the event of any emergency.

Written records of all home visits will be kept with the International Liaison Officer, Compliance Coordinator and on the students file in school database. These records will be kept in line with the school data retention policy.

Students will also be further supported by their House Tutor, Head of House and Director of Students (SS). School Counsellors are available for further support and guidance to each BGS student.

Child Safe Standards

Brighton Grammar is committed to the safety and wellbeing of all young people and educates all International Students, staff, parents, guardians and homestay providers on the Child Safety Policy and Child Safety Code of Conduct for BGS.

BGS understands that international students, in particular homestay students, are more vulnerable due to their cultural and linguistic background and will work closely with these students, parents and/or homestay families to educate all parties on Child Safety awareness.

Brighton Grammar will provide all homestay families with a copy of the Child Safety Policy and Code of Conduct at the commencement of the student's studies at BGS and the International Liaison Officer will review these policies with the family every 6 months.

All international students will participate in all Child Safety programs that are offered at the school that are appropriate to their age and year level.

All staff at Brighton Grammar School participate in Child Safety training twice yearly at minimum and hold a current Working with Children Check or VIT registration.