



**ADMISSION OF
INTERNATIONAL STUDENTS**

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The School has a particular duty of care where international students are concerned and has established clear guidelines for the selection and care of these students. These include such matters as guardianship and accommodation, with a view to enhancing their likelihood of success and ensuring their well-being during their time at the School.

The following information is provided for the benefit of overseas residents making enquiries regarding placement in Ivanhoe Grammar School.

1. GUARDIAN/LOCAL RESPONSIBLE ADULT

- 1.1 The School considers it important that each international student, irrespective of age, has a guardian/local responsible adult, appointed by the student's parents to act on their behalf during the student's time at the School.
- 1.2 The guardian/local responsible adult should be a mature adult who is a resident of Melbourne and is willing to accept responsibility for all aspects of the student's welfare (in fact to act on the parents' behalf) whilst he/she is enrolled at the School.
- 1.3 The School would expect a guardian/local responsible adult to act, as necessary, in matters such as the discipline, attendance, scholastic progress and accommodation arrangements for the student, and to exercise an overview of the student's activities out of normal school hours to ensure that his/her welfare and interests are protected.
- 1.4 Parents should note that the School must be informed, in writing, of any change in these arrangements.
- 1.5 Where families are unable to nominate a suitable guardian, the School will liaise directly with parents. A fax number or email address should be provided and parents must be able to arrange for translation of all communication from the School.

2. ACCOMMODATION

- 2.1 The School is a day school.
- 2.2 Often a student's relatives, or friends of the family, living in Melbourne, are prepared to provide or arrange accommodation.
- 2.3 The School is also able to assist in making homestay arrangements.
- 2.4 The School's preferred accommodation arrangement for an international student is for the student to live and be looked after in the context of a family providing the student with full board (own room, meals provided, laundry done). Such accommodation would cost approximately A\$220 per week.
- 2.5 It is the School's view that it is best for international students under 18 years of age to be accommodated by guardians/local responsible adults.

- 2.6 In any event, the student's accommodation arrangements should provide a properly regulated home life and adequate care and supervision.
- 2.7 The School will not agree to secondary students living alone or sharing with other students, without adult supervision.**
- 2.8 In cases where the family requires the School to arrange accommodation, this is handled through a local placement agency 'Student Accommodation Services'. Fees are charged for placement and for airport pickup.
- 'Student Accommodation Services' conducts a thorough checking process, including police check, prior to approving a homestay provider. Homestays are routinely monitored by the Dean of International Students and the Director of Ivanhoe International, and complaints are investigated promptly, and appropriate action taken.
- 2.9 Melbourne is a city of some 3 million people and covers a very large area with a very different sense of space and distance from that of many cities in other countries. Homestay accommodation close to the School may be difficult to obtain, so it would be reasonable to travel for up to 30-40 minutes on train and/or bus to get to school.
- 2.10 The School's Dean of International Students and the Heads of Pastoral Groups and Form Tutors maintain a watching brief over the accommodation arrangements of international students during their time at the School.
- 2.11 Homestay policy re primary level students**

The School will not accept primary level overseas students unless they are living with and being cared for by a parent or close relative. Parents are requested to sign the statement printed on the Guardianship and Accommodation Form to the effect that they are satisfied that the arrangements they have made will ensure the child's wellbeing while at the School, and will also satisfy the School's requirements.

The School will maintain on file for each enrolled overseas primary level student either evidence, from a passport, that the student is a child of a full fee paying overseas student, or, a letter from the parent(s) of the student addressed to the School in which approval is given for the homestay or boarding arrangements in Australia.

LEVELS OF ENTRY

- 3.1 The School is endorsed to enrol overseas students at all levels, Preparatory to Year 12.

In practice, only exceptional students with high scholastic levels and excellent English skills are admitted directly into Year 12. Most senior students commence at Year 9 or Year 10.

3.2 **Pathways for boys.**

Boys can be enrolled at any level and at either campus. Most spend time in the Intensive English (ELICOS) Program, then move to mainstream classes. At Years 11 and 12, they choose the International Baccalaureate (IB) or the Victorian Certificate of Education (VCE).

3.3 **Pathways for girls.**

Plenty Campus enrolls girls and boys from Prep to Year 12.

Buckley House enrolls girls and boys from Prep to Year 6.

At **The Ridgeway Secondary Campus** girls can be enrolled at Year 10 for ELICOS, then proceed to either the Victorian Certificate of Education (VCE) or the International Baccalaureate (IB) for Years 11 and 12. In 2005 girls can also enrol in Years 7, 8 and 9. By 2006 girls will be enrolled at all levels.

3.4 Applicants for Year 11 must be of a satisfactory standard. Those with borderline passes may not be successful in gaining a place or may be offered a place for Year 10 instead.

3.5 It should be noted that Forms 1-6 overseas may not be exactly comparable with Years 7-12 in Victoria. This situation can be complicated further by the level of development of a student's English language skills and whether or not English is currently the language of instruction. It may not always be appropriate to simply apply for the next level e.g., a student in Form 4 overseas applying for Year 11 in Victoria the following year. If the student's English skills are not particularly strong, it probably would be better for such a student to come to the School at Year 10, accepting some study overlap but gaining an extra year in which to consolidate and develop skill levels in English. Parents and students are urged to consider these factors very carefully when deciding the level of study being applied for at Ivanhoe Grammar School.

3.6 The maximum ages at commencement in the Secondary School are as follows:

Year 7	14 years	Year 10	17 years
Year 8	15 years	Year 11	18 years
Year 9	16 years		

3.7 In making a decision as to the appropriate level of placement, the School will be guided by the results of entrance and other tests, school reports, ELICOS reports and the student's age and maturity.

3.8 The School reserves the right to review a student's level of study in the light of assessment prior to commencement and/or performance after commencement.

4. **MAKING AN APPLICATION**

4.1 An application for enrolment must be made to Ivanhoe Grammar School on the School's official form. This can be downloaded from the

School's Website, via the interactive CD Rom supplied in the information package. An application can also be made online, via the School's website at www.igs.vic.edu.au. The completed Application for Enrolment should be forwarded to the Director of Ivanhoe International together with:

- (a) registration fee (see current Fee Schedule)
- (b) copy of birth certificate (or other evidence of date of birth)
- (c) a reference or testimonial from the Principal of the school currently attended
- (d) copies of any public examination results
- (e) copies of recent school reports, (certified translations if not in English)
- (f) results of any English language testing
- (g) a completed Guardian and Accommodation Arrangements form.

4.2 Applications should be sent to the School as far in advance as possible - a full year before commencement would not be too soon.

4.3 Additional Information about Ivanhoe Grammar School, and assistance with making applications, may be obtained from AEAS representatives (see Appendix A), IDP Offices (see Appendix B), and Offices of Australian Education International (see Appendix C).

5. ENTRANCE TESTS

5.1 Students applying for admission to Ivanhoe Grammar School may be required to sit an entrance test.

5.2 The School has appointed the Australian Education Assessment Service (AEAS) and ITSA Global to conduct entrance tests on its behalf.

5.3 For addresses and telephone numbers for AEAS and ITSA Global, see Appendix A.

5.4 It is the responsibility of the student and the student's family to contact the testing service and enrol for the tests.

5.5 A test fee is payable by the applicant to the testing service.

5.6 AEAS has agents in a number of cities in South-East Asia with whom testing can be arranged. ITSA Global conducts testing on-line. (See Appendix A)

5.7 The School and the parents are provided with the results of the tests. Places will be offered only to those students whose school reports and/or test results are of a reasonably high standard.

5.8 If prospective students are visiting Melbourne, arrangements can be made through the Director of Ivanhoe International to sit tests at the School.

6. PLACEMENT

6.1 The School has a limited number of places which can be offered to international students, so it is very important that application is made as early in the year as possible, providing the fullest information about academic standing, and that tests are sat as soon as possible.

6.2 Students who are offered a place will be notified with a Letter of Offer.

7. COMMENCEMENT

7.1 THE IVANHOE ACADEMIC YEAR

The Secondary School's academic year is from November of one year to October of the following year. That is, the teaching of any given year's work commences in November (called the Early Commencement Program), continues until the School closes in December for Summer holidays, then resumes in February of the following year. Final examinations are held in late October/early November and promotion to the next level of study occurs in mid to late November. The Early Commencement Program is a suitable commencement date for international students.

The Primary School year commences in February and concludes in December.

7.2 An alternative commencement date would be early February. Students would be required to catch up on missed work.

7.3 International students may be expected to attend an orientation program in early November or late January before taking up their places.

7.4 Entry to the School in Years 7-10 may be made at any time on a casual basis in special circumstances. Students entering in this way would have to catch up missed work, and may find promotion to the next academic year difficult to achieve.

7.5 Students whose English is well developed and who only need a short time of Intensive English (ELICOS) tuition (10 to 20 weeks), may find July (Term 3) a convenient time to arrive, allowing them the possibility of commencing the next year level at the Early Commencement Program in November.

8. COURSE TUITION FEES

8.1 The School requires students to pay one semester's tuition fees in Advance, shortly after the offer of the place. The current Fee Schedule can be downloaded from the School's Website, via the Interactive CD Rom supplied in the information package.

8.2 A Confirmation of Enrolment cannot be issued until at least half the annual course fee has been paid.

8.3 Places not secured by payment of the course fee by the designated due date may be allocated to other students.

- 8.4 For continuing students, the course fees will be billed at the commencement of Terms 1 and 3, and are payable within 14 days.

9. INTENSIVE ENGLISH (ELICOS) PROGRAM

- 9.1 The School is an accredited ELICOS (Intensive English) provider and operates its own ELICOS Centre at The Ridgeway Secondary Campus, staffed by specialist teachers.
- 9.2 Students whose functional English is not well developed are required to enter this program on arrival. From commencement, students are full members of the School community, wear the School uniform, and are in the care of experienced Ivanhoe Grammar School staff.
- 9.3 Students' progress in English is under constant review, and once adequate levels are reached, they are moved into mainstream classes where they are taught and supported by specialist ESL (English as a Second Language) staff.

10. ADMINISTRATION FEE

- 10.1 All international students attending Ivanhoe Grammar School are required to pay an Administration Fee each year to defray additional administrative costs incurred by the School in relation to their applications, enrolment, attendance, and visa, passport and health insurance matters.
- 10.2 For new students, this fee is payable in advance with the course fee.
- 10.3 For continuing students, this will be charged to the student's account at the beginning of Term 1 each year (February).

11. HEALTH INSURANCE - OVERSEAS STUDENT HEALTH COVER (OSHC)

- 11.1 The Australian Government requires all Full Fee Overseas Students to take out health insurance cover.
- 11.2 The School collects the required fee for OSHC on behalf of the insurer prior to the student's commencement, and arranges initial cover and subsequent renewals.

12. ADDITIONAL COSTS

- 12.1 Students can expect to pay between A\$200 and A\$240 per week for homestay accommodation. Additional costs, which could be between A\$50 and \$80 per week, will vary depending on lifestyle and transport requirements. Approximately A\$600 should be allowed for the purchase of the school uniform, and text books could cost from A\$400 to A\$500 per year once a student is in mainstream classes. Parents are advised that it is recommended that secondary students do **not** have easy access to large sums of money.

12.2 **Notebook Computer Program**

The School requires all secondary students to have notebook computers. Through corporate partners, the School will provide a notebook at a cost of approximately A\$4000. The machines are fully functional in our networked environment, and can be leased or rented over a three year period. Alternative arrangements are available for students who are enrolled in the School for less than three years. ELICOS students are required to obtain a notebook computer prior to moving into mainstream classes.

It is strongly recommended that students obtain their notebook computers through the school. This ensures appropriate hardware and software, and effective maintenance and insurance contracts.

13. **ENGLISH AS A SECOND LANGUAGE (ESL)**

13.1 Support for international students in mainstream classes is provided by specialist ESL teachers.

13.2 Eligibility for a student to enrol in VCE English (ESL) is determined by the School Principal according to the criteria established by the Victorian Curriculum and Assessment Authority listed below.

(a) The student has been resident in Australia for a period of not more than seven calendar years immediately prior to 1 January of the year in which the study is taken at Units 3 & 4 (Year 12).

OR

(b) English has been the student's major language of instruction for a total period of not more than seven years prior to the commencement of the year in which the study is taken at Units 3 & 4 (Year 12).

(c) A student who believes he/she is eligible to be recognised as being comparatively unfamiliar with the English language must apply to the VCE Coordinator, and it is the student's responsibility to supply the relevant documentation relating to the application.

14. VISAS

- 14.1 To study in Australia a Student Visa must be obtained from an Australian Embassy or High Commission.
- 14.2 The School's letter awarding a place, together with the Confirmation of Enrolment document, should be used to support an application for the Visa.
- 14.3 The Australian Immigration Department (DIMIA) requires students to remain at their enrolling school for at least a year. It is therefore in the student's interests to make a maximum effort to settle in and adjust to his/her new surroundings.
- 14.4 After commencement at the School, students will be assisted with subsequent renewals of Student Visas by the School.
- 14.5 Students must satisfy certain conditions for visas to be renewed. These relate to satisfactory attendance, completion of school work and academic progress and fulfilment of financial obligations.

15. TERM HOLIDAYS

- 15.1 Parents who wish students to return home for term holidays are advised that students will not normally be permitted to leave the School before the published closing dates. In exceptional circumstances, applications in writing to vary these arrangements should be made to the **Dean of International Students**.
- 15.2 Students who return home for holidays must be in attendance on the first day of the next term.
- 15.3 Any student who breaches these requirements may lose his/her place in the School.
- 15.4 Students are reminded that the Immigration Department requires that students' attendance is at least 80%. Students with unsatisfactory attendance records risk having their visas cancelled.

16. PROMOTION POLICIES: YEARS 9-12

Promotion from one level to the next is based upon satisfactory academic progress as determined by the Promotions Committee and the respective Head of Pastoral Group. In general, satisfactory completion of English is essential for promotion at all levels.

17. POLICY FOR THE RESOLUTION OF STUDENT GRIEVANCES

Students and/or their guardians may have concerns or grievances relating to the following matters:

17.1 Student Attendance and Conduct e.g.

- behavioural expectations of the School
- sanctions applied for misconduct
- the behaviour of other students

All students are expected to abide by the published rules of conduct of the School. Peer Support leaders (older students from the same ethnic-linguistic backgrounds) are available to help students become familiar with, and understand the School's expectations, regarding attendance and conduct, and to listen to their concerns. Form Tutors, Heads of Pastoral Groups and the Dean of International Students are available to listen to students' concerns and to resolve difficulties, where possible. In cases where rules have been breached, staff will apply penalties fairly and without favour.

Where students believe they have not been treated fairly, they may appeal to the Head of The Ridgeway Secondary Campus, the Deputy Principal, or ultimately to the Principal, for a determination of the dispute. Independent external mediation may be sought if the matter cannot be resolved within the School.

17.2 Service and Academic Programs e.g.

- the quality of teaching provided
- level of placement and the length of time in a particular ELICOS or mainstream class
- support services within the School

The student or guardian should raise their concerns in the first instance with the relevant coordinator, e.g. the ELICOS Director of Studies, the VCE Coordinator or the Head of the relevant subject area, who may refer the matter to the Deputy Principal or Principal for resolution. Ultimately, the Principal will confer with the parties in dispute and the Principal's decision will be final.

This decision will be conveyed in writing to the parties. If the student remains dissatisfied with the outcome, he or she may seek independent external mediation.

17.3 Financial and Contractual Issues e.g.

- interpretation of conditions of enrolment
- the payment or refund of moneys

The School policy on these matters is clearly stated in the Business Notice and in this booklet. Any queries relating to fees will be dealt with by the Accounts Department. If the student, parent or guardian is dissatisfied with the decision, he or she may write to the Business Operations Manager who will convey a decision in writing to the student. If the student, parent or guardian is still dissatisfied with the outcome, he or she may take the dispute to the Small Claims Tribunal of Victoria.

17.4 Refund Policy

- 17.4.1 Should the student not be successful in obtaining a Visa, all moneys paid in advance, with the exception of the Registration Fee and the Administration Fee, will be refunded within a period of four weeks.
- 17.4.2 In the case of provider default, all course monies, including compulsory charges, will be refunded within two weeks.
- 17.4.3 Fees paid in advance are refunded when a student is withdrawn for legitimate financial or academic reasons. A penalty may apply in lieu of required notice if appropriate procedures have not been followed.
- 17.4.4 The contractual agreement between the parents/guardians and The School does not remove the right to take further action under Australia's consumer protection laws.
- 17.4.5 The registered providers dispute resolution processes do circumscribe the student's right to pursue other legal remedies.
- 17.4.6 In the event of an unresolved dispute, further assistance be sought from:

Dispute Settlement Centre of Victoria
235 Queen Street, Melbourne, 3000
Telephone: 9603 8370

A student who so chooses has the right to nominate to represent him/her.

18. WHAT YOU MUST DO

To summarise, if you wish your child to attend Ivanhoe Grammar School as an international student, you must:

- 18.1 Make application for his/her enrolment to the School, if you have not already done so, on its official application form. The registration fee and all the information required under Section 4 of this circular must accompany the application.
- 18.2 Arrange for him/her to enrol for and attend entrance tests if appropriate (see Section 5).
- 18.3 Apply for his/her Student Visa (see Section 14).
- 18.4 As soon as the Visa has been granted, book a seat on a flight which will arrive in Melbourne several days prior to the agreed commencement date.

- 18.5 Immediately your son/daughter arrives in Melbourne, he/she should contact the Director of Ivanhoe International via the main Reception Desk at The Ridgeway Secondary Campus, Ivanhoe House, The Ridgeway, Ivanhoe, 3079. (Tel 9490 3425)
- 18.6 Students and guardians may be required to attend orientation programs prior to the student's commencement in the School. Details will be provided by the Director of Ivanhoe International.

APPENDICES

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APPENDIX A AEAS

TEST CENTRES/ASSOCIATES - AT 1 JANUARY 2005

BRUNEI		
<p>Ms Rose Salleh Kemuda Educational Services SDN. BHD 1st Floor, Unit 7, Wisma 2000 Simpang 51-22 Jalan Menglait Gadong BE3919 BRUNEI DARUSSALAM Tel: 673 2 448 679 Fax: 673 2 448 675 Email: kemuda@brunet.bn</p>		
CHINA		
<p>Please refer to www.aeas.com.au for the cities in China where testing is currently available and for directions on how to register for testing on line.</p>		
COLOMBIA		
To be advised		
HONG KONG & MACAU		HONG KONG
<p>Ms Candy Wong, General Manager Denise Chu, Test Administrator/Counsellor Australian Education Consultancy Suite 2502, 25/Floor Office Tower, Convention Plaza 1 Harbour Road Wanchai HONG KONG Tel: 852 2598 6166 Fax: 852 2598 6390 Email: info@aecl.com.hk Website: www.aecl.com.hk</p>	<p>Mr Edmond Lau Education Counsellor IDP Education Australia Room 2807 Harbour Centre 25 Harbour Road Wanchai HONG KONG Tel: 852 2827 6362 Fax: 852 2827 9286 Email: info@hongkong.idp.com</p>	<p>Mrs Catherine Lau F & C Consultants Ltd. 1808 Tai Yau Building 181 Johnston Road Wanchai HONG KONG Tel: 852 2591 1121 Fax: 852 2591 1991 Email: admin@f-and-c.com.hk Website: www.f-and-c.com.hk</p>
<p><i>*Kate Wilson, an independent AEAS Test Administrator, is also available in Hong Kong for other education agents that wish to refer students for testing. Further details are available from AEAS.</i></p>		

INDONESIA		
<p>Mrs Isla Rogers-Winarto Director Indonesia IDP Education Australia Wisma Budi 5th Floor, Suite 501 Jl. H.R. Rasuna Said Kav. C-6 Jakarta INDONESIA Tel: 62 21 252 3291 Fax: 62 21 252 3290 Email: Isla.Winarto@jakarta.idp.edu.au</p>	<p>Mr Shendy Rhiza Achmadi IDP Education Australia Bandung Branch Office - Indonesia Jl Sulanjana No 3 Dago Bandung 40116 INDONESIA Tel: +62 22 426 1054, 4211 636 Mobile: 0856 215 0909 Fax: +62 22 4211 636 Email: shendy.achmadi@idp.com Website: www.idp.com</p>	<p>Australia Centre Medan Mr Mick Stevens Manager IDP Medan Jl. R.A. Kartini No 32 Medan 20152 INDONESIA Tel: (62 61) 415 7810 Fax: (62 61) 415 6820 Email: info@medan.idp.com</p>

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