



Enrolment and Transfer Policies and Procedures for International Students

Enrolment

To apply for a place at Ivanhoe Grammar School, International Students must provide:

- A completed Application Form
- A completed Guardian and Accommodation Arrangements Form
- Notarised translations of at least two years' school reports
- Copy of birth certificate or name page of passport
- School testimonial (if available)
- Other relevant information such as test results, results of public examinations and results of academic competitions.

When this information has been received, the Director of Ivanhoe International may request that the student sit further tests overseas before a decision can be reached.

If the School and the family agree that the enrolment should proceed, the School will provide all necessary Offer documentation.

To accept the place for the student, parents must return the signed Student Agreement Acceptance Form together with payment of monies as detailed in the Offer documents.

Following this, the School will request the completion of the data base form and the formalization of guardianship arrangements. Once these processes are completed, the necessary documentation will be provided by the School to enable to student to apply for his/her Student Visa.

Once the Student Visa has been granted, travel arrangements should be made so that the student arrives in Melbourne several days before the agreed commencement date.

Parents must advise the Director of Ivanhoe International of travel arrangements and request homestay arrangements and airport pickup, if required.

Prior to arrival, families will be advised of arrangements for the purchase of the School Uniform, for initial testing, and commencement of classes.

International Students are assessed on arrival at the School, for general ability, mathematical ability and English language skills. On the basis of the test results, students' appropriate year levels are determined, and if English skills are below the level needed to cope with mainstream study, they are placed in an appropriate ELICOS Secondary Language Preparation class. Time spent in the ELICOS Program may vary from ten to forty weeks, depending on English proficiency levels on arrival and rate of progress. Students are generally expected to achieve an Intermediate level of English prior to commencing mainstream study. (Intermediate level skills are set out at the end of the Letter of Offer.)

Transfer

Ivanhoe Grammar School will not knowingly facilitate the transfer of a student from another registered provider prior to the student completing six months of his or her principal course of study except where:

- the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered
- the original registered provider has provided a written letter of release
- the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course
- or any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

The School will assess a student's request for a transfer and will generally grant such a request if the transfer is considered to be in the best interests of the student.

The School may refuse such a request if made when the student has been in the School for less than six months unless there are

compassionate and/or extenuating circumstances and if it is considered that the transfer would be detrimental to the student.

The School undertakes to reply to a request for a transfer within two weeks when the request is received during term time, and within four weeks if it received in a vacation period.

The School will provide a letter of release:

- if the student has provided a letter from another registered provider confirming that a valid offer has been made.

If the student is under eighteen, a letter of release will be provided if:

- written confirmation is provided that the student's parent or legal guardian supports the transfer
- where the student is not being cared for in Australia by a parent or nominated suitable relative, the valid enrolment offer also confirms that the new registered provider will accept the responsibility for approving the student's accommodation, support and general welfare arrangements.

A letter of release, if granted, would be issued at no cost to the student and would advise the student of the need to contact DIAC to seek advice on whether a new student visa is required.

Where the registered provider does not grant a letter of release, the student will be provided with written reasons for refusing the request and will be informed of his/her right to appeal the registered provider's decision in accordance with the documented complaints and appeals processes.