

**ADMISSION**

**OF**

**INTERNATIONAL**

**STUDENTS**



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## ***Before you enrol***

### **Finding out about Ivanhoe Grammar School**

Students interested in enquiring about the possibility of a place at Ivanhoe Grammar School should consult the School's website ([www.ivanhoe.com.au](http://www.ivanhoe.com.au)) for information and should also request an information package from a nominated agent or from:

The Director  
Ivanhoe International  
Ivanhoe Grammar School  
P O Box 91  
Ivanhoe  
Victoria 3079  
Australia  
Tel: +61 3 9490 3425  
Fax: +61 3 9490 3539  
Email: [lyn.gilbert@ivanhoe.com.au](mailto:lyn.gilbert@ivanhoe.com.au)

### **Things you need to know and do before enrolling**

To be eligible for a place at Ivanhoe Grammar School, a student must have obtained above average grades in academic subjects studied in their previous school(s). English skills should be at least at an Elementary level and/or the student should have obtained at least 75% for English at Year 9 level, or 80% at Year 10.

In some instances, students may be eligible for credits for semester units completed in their home countries.

Details of course content and duration, qualifications offered, modes of study and assessment methods are to be found in the Curriculum Handbooks which are available on the website [www.ivanhoe.com.au](http://www.ivanhoe.com.au). Go to 'Discover' then 'International Students' then 'Enrolment Procedures'. \*

Information about campus location, facilities, equipment and learning and library resources is also available on the website.

The Fee Schedule for International Students is also available on the website – see above \*. Students and parents are reminded that fees are likely to increase annually during the student's time in the School and the School reserves the right to increase fees during a year. For full details of applicable refund policies,

parents are referred to the Business Notice for International Students, also available on the website.

A student's enrolment may be deferred, suspended or cancelled if the student fails to abide by the School Rules. All students of the school are made aware of the daily school rules, regulations and expectations via meetings with Pastoral Staff and the issuing of a School Student Diary. The School Student Diary contains a clear section under the heading **School Rules and Guidelines**.

The School Rules and Regulations state clearly that it is the duty of all students to know the rules and to accept them in the spirit of co-operation and goodwill. Comments are made on the following topics:

- Behaviour
- Discipline
- Safety
- Bounds
- Attendance
- Dress
- Appearance
- Property
- Sport
- Motor Vehicles

The list and contents of rules are referred to by pastoral staff on a regular basis for all students. International Students in particular are made aware of these rules as part of their orientation to the School.

If a student fails to abide by the rules listed then they will be sanctioned by the Head of Senior Years or Head of Campus. Such sanctions can include detention, community service, suspension or removal from the School (at the Principal's discretion).

Parents are referred to item 5 of the Business Notice for International Students which details conditions of on-going enrolment.

Parents/students are required to refer to the DEEWR (Department of Education, Employment and Workplace Relations) website to download a description of the ESOS Framework: <http://aei.gov.au/AEI/ESOS>.

Ivanhoe Grammar School is a day school. Most International Students live in homestays and the School can assist in arranging this. The cost of homestay is currently A\$250 per week for full board. The Homestay Coordinator and the Dean of International Students monitor students in their homestays. In addition to tuition costs, costs of books and uniforms, and homestay, a student would be likely to need A\$75 to A\$125 per week for incidentals such as transport and entertainment.

**Making an application.** The School requires the following documents to be provided:

- Completed application form
- Completed guardianship and accommodation form
- Notarized translations of school reports for at least two years
- Notarised translation of birth certificate or copy of the name page of the student's passport
- School testimonial
- Any other relevant information

Additional testing may be requested. Ivanhoe Grammar School's preferred testing service is AEAS (Australian Education Assessment Service). The AEAS website [www.aeas.com.au](http://www.aeas.com.au) should be consulted for information about test centres and making arrangements to sit the tests. Most International Students study our Secondary Language Preparation - ELICOS (Intensive English) - course prior to entering mainstream classes and they need to reach Pre-Intermediate skill levels in order to graduate to mainstream.

## **What happens next**

Following the receipt of an application and all supporting documentation, and if both the School and the family have agreed that the application should proceed, the Letter of Offer and Student Agreement will be issued by the School, together with the Student Agreement Acceptance Form. To accept the place for the student, parents must return the signed Student Agreement Acceptance Form and make payment of monies as detailed in the Offer documents.

Following the payment of these monies and the return of the signed Student Agreement Acceptance Form, parents are required to return the following forms -

- completed Confidential Medical Information Form
- signed ELICOS Students School Computer Policy Agreement

and

- completed documentation advising that Guardianship arrangements have been made – see Guardianship and Homestay statement below.

Once these processes are completed, the School will issue –

- the Confirmation of Enrolment and
- the Education Provider's Confirmation of Appropriate Accommodation/ Welfare letter (if appropriate). This letter is often referred to as the DIAC (Department of Immigration and Citizenship) CAAW pro forma letter.

The student is then able to apply for his/her Student Visa.

## **Education agents**

The School has signed agreements with agents in most of our source countries. These agents have a good knowledge of the School and are ready to assist with enrolment and visa application processes.

Families can request the names of suitable agents in their home country from the School.

## ***Looking after our international students***

### **Younger students**

Where students under the age of 18 are not being cared for in Australia by a parent or suitable nominated relative, the School will ensure that the arrangements made to protect the personal safety and social well-being of those students are appropriate.

The School will nominate the dates for which it accepts responsibility for welfare arrangements using the DIAC pro forma letter and will also advise DIAC accordingly via this letter.

The School undertakes to monitor the suitability of the student's accommodation, support and general welfare arrangements. This is undertaken by the Dean of International Students and the Homestay Coordinator.

The School also undertakes to advise DIAC as soon as possible, using the DIAC pro forma letter, if an under 18 year old student has changed his or her living arrangements, or if the School no longer approves the arrangements for the student.

If the School has accepted welfare responsibility, and if the School suspends or cancels the student's enrolment, the School will continue to check the suitability of such arrangements until such time as – the student is accepted by another institution; the student leaves Australia; other suitable arrangements are made that satisfy the Migration Regulations; or the School reports to DIAC that it can no longer approve of the arrangements for the student.

The Dean of International Students is the first point of contact for students and parents/guardians in all student welfare matters.

## **Support services for our international students**

The School will conduct an Orientation Program with new students on arrival and will provide each student with an Induction Kit, containing the Induction Manual and other information. Included will be information about support services available and personnel involved in delivery of these services, legal services available, emergency and health services available, facilities and resources, complaints and appeals processes, and visa conditions relating to course progress and/or attendance.

The School will provide the opportunity for students to access these services to assist them in meeting course requirements and maintaining their attendance and to resolve accommodation issues. These services will be provided at no additional cost. If the School refers the student to external support services, the School will not charge for the referral (although the service itself may involve a cost to the student/family).

The School's Critical Incident Policy is available on the School's website [www.ivanhoe.com.au](http://www.ivanhoe.com.au) under 'International'.

The Dean of International Students is the official point of contact for all International Students and may refer students to other support staff as appropriate.

## **Guardianship and Homestay**

### **Homestay**

Many International Students studying at Ivanhoe Grammar School have relatives in Melbourne who can assist in providing homestay accommodation.

Students are not permitted to live independently or without adult supervision.

The School has an extensive and closely monitored homestay network supervised by the Dean of International Students and the Homestay Coordinator. Homestays are expected to provide full board and a level of care and supervision appropriate to the age of the student. The Homestay Coordinator makes regular visits to homestays throughout the year.

Students complete a Homestay Request Form at the time of accepting a place in the School. This is available on the website under 'International Students' then 'Enrolment Procedures'. Every effort is made by the homestay placement agency, Student Accommodation Services (SAS), to fulfil the requests of students as closely as possible. Students should expect to travel to School for 30 to 40 minutes on good public transport.

## Guardianship

The School requires all International Students enrolled at the School, irrespective of age, to have a guardian for the duration of their enrolment. Guardians are required to oversee all aspects of the student's welfare while at school in Australia. These include –

- regular ongoing contact with the student – weekly telephone contact and fortnightly face to face contact at the least
- ensuring that all financial obligations for the student's education are met
- signing all documents on behalf of the parent(s) of the student as the parents' legal representative
- ensuring that all significant medical needs of the student are met and that the School and parents are kept informed
- liaising with the School on behalf of the student and their parents concerning any grievances the student may have
- notifying the School of any unresolved grievances
- meeting with teachers at appropriate Parent/Teacher evenings (and other meetings which may be called from time to time) to discuss the academic progress of the student and reporting these comments back to the parents
- acting as a contact person for the School and the parents
- being familiar with homestay and school rules and regulations and supporting the School in the application of these

There are three acceptable categories of guardianship.

1 Some students may have a relative in Melbourne who is able to fulfil this role. If the parents are nominating a family member as guardian, this person must be over 25 years of age and the parents must supply the following to the Director of Ivanhoe International –

- A letter appointing the relative as guardian, including the name, address, telephone numbers (home, work and mobile) and email address of the relative
- Documentary evidence that the relative is a blood relative of the student

2 If parents wish to appoint a family friend as guardian, this person must be over 25 years of age and the parents must supply the following to the Director of Ivanhoe International –

- A letter appointing the family friend as guardian, including the name, address, telephone numbers (home, work and mobile) and email address of the family friend
- Evidence that the family friend has a Working With Children card.

3 Paid professional guardianship is required in all other circumstances. The School recommends the following Guardianship companies.

Educare Services Australia (ESA)  
[www.esaonline.com.au](http://www.esaonline.com.au)  
(Alison and Ken Taylor, Directors)

Le Le Wang Student Care  
[www.llwstudentcare.com](http://www.llwstudentcare.com)  
(Le Le Wang, Director)

International Student Alliance (ISA)  
[www.studentguardians.com](http://www.studentguardians.com)  
(Ivan McKinney, Director)

Melbourne Migration and Education Centre (MMEC)  
[www.mmec.com.au](http://www.mmec.com.au)  
(Sarah Cheng, Director)

Parents are required to select one of these companies and make the necessary arrangements. The Director of Ivanhoe International must be advised of guardianship arrangements prior to the issue of the Confirmation of Enrolment (CoE) and the Confirmation of Appropriate Accommodation/Welfare letter (CAAW).

Payment arrangements for guardianship –

- in categories 1 and 2 above, payment arrangements, as appropriate, will be made between the parents and the guardian
- in category 3 above, the Guardianship Company will invoice Ivanhoe Grammar School, the School will pay the company and the costs will be passed on to the family via the student's account.

## ***Students as consumers***

### **Transferring between institutions**

Policies and procedures followed by Ivanhoe Grammar School for the purposes of enrolment and/or transfer of students are set out in the document 'Enrolment and Transfer Policies and Procedures' available on the website – see above. \*

### **Complaints and appeals**

From time to time students enrolled at the School may be concerned or disagree with School decisions relating to their academic study, discipline or enrolment. In such cases all students have the opportunity to appeal the decision or lodge a complaint regarding the processes followed if they feel that they have been unfairly treated.

The following procedures will be adhered to:

1. The student should lodge their complaint or appeal in writing to the Head of Campus, clearly stating their concern and/or grounds for complaint or appeal.
2. The Head of Campus will make an appointment (within 24 hours of receipt of the complaint or appeal) for the student (often accompanied by the student's Guardian) to meet and discuss the matter.
3. The Head of Campus may consult the Principal or Deputy Principal for advice if deemed necessary.
4. A written response will be given to the complainant or appellant not later than 3 working days following the initial and/or subsequent appointments.
5. There is no cost associated with this process

In all cases relating specifically to **Bullying and Harassment**, the School's Harassment Policy will be adhered to and the above procedures are made redundant. The School's Bullying and Harassment Policy is printed in all Student Diaries and students are regularly made aware of this Policy.

In the event of an unresolved dispute, further assistance may be sought from:  
Dispute Resolution Centre of Victoria  
235 Queen Street, Melbourne, 3000  
Telephone: 9603 8370

## ***Complying with student visa requirements***

### **Course completion**

1. The School will monitor record and assess the course progress of each student for the course in which the student is currently enrolled.
2. Part of the assessment of course progress at the end of each assessment period will be to determine that the student will be able to complete the course within the expected duration. This review will be undertaken by the Head of House and Dean of International Students assisted by appropriate academic staff.

3. The school will only extend the duration of the student's study where the student will not complete their course within the expected duration due to:
  - a. Compassionate or compelling circumstances
  - b. Student participation in an approved intervention strategy
  - c. An approved deferment or suspension of study being granted in accordance with Ivanhoe Grammar School's Deferment, Suspension and Cancellation Policy.
4. Where the school decides to extend the duration of the student's study, the school will report via PRISMS and/or issue a new COE if required.

### **How the School monitors your progress**

1. The School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
2. The course progress of all students will be assessed on a regular basis. Formal Assessments are completed at the end of each semester and Interim Assessments are completed at the half way point of each semester.
3. Students who have begun part way through a semester will be assessed at the first Interim Assessment time period.
4. To demonstrate satisfactory progress, students will need to achieve competency in at least 4 Core Subjects as determined by the subject course materials.
5. If a student does not achieve competency in at least 50% of units studied in an assessment period, the Dean of international Students and Head of House will meet with the student to develop an intervention strategy for academic improvement. This may include supervised study periods, extra after school classes or weekly meetings with the House Tutor.
6. A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents following discussion with the International Students Tutor. This report may need to be translated by the International Students Tutor into the native language of the parents.

7. The student's individual strategy for academic improvement will be monitored by the Head of House over the following semester and records of student response to the strategy will be kept.
8. If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, Ivanhoe Grammar School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and he/she has 20 working days in which to access the school's internal complaints and appeals process.
9. The school will notify DEEWR via PRISMS of the student not achieving satisfactory progress as soon as practicable where:
  - a. The student does not access the complaints and appeals process within 20 days, or
  - b. Withdraws from the complaints and appeals process, or
  - c. The complaints and appeals process results in decision in favour of the School.

## **Attendance requirements**

### Ivanhoe Grammar School International Student Attendance Policy

1. Satisfactory course attendance is deemed to be attendance of 80% of scheduled course contact hours.
2. The Heads of House and Dean of International Students monitor student attendance. Student attendance is:
  - a. Checked and recorded daily
  - b. Assessed regularly
  - c. Recorded electronically and calculated over each term.
3. Late arrival at school is recorded and will be included in attendance calculations.
4. All absences from school should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been granted by the Head of Campus.
5. Any absences longer than 5 consecutive days without approval will be investigated by the School.

6. Student attendance will be monitored every week throughout the semester. The class roll is marked every lesson electronically and a report is sent to Heads of Houses each day via email. A report on an individual student can also be viewed to determine satisfactory progress. Students are expected to attend at least 80% of all classes excluding any suspensions, deferment or approved absences from school.
7. Students at risk of breaching Ivanhoe Grammar School's attendance requirements will be interviewed by the Head of House or Dean of International Students. The student will be counselled and offered necessary support when they have absences reaching 10% of classes missed.
8. If a student's absence from classes exceeds 20%, Ivanhoe Grammar School will advise the student of its intention to report the student for breach of visa condition 8202, and he/she has 20 working days in which to access the school's internal complaints and appeals process.
9. The school will notify DEST via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
  - a. The student does not access the complaints and appeals process within 20 days
  - b. Withdraws from the complaints and appeals process
  - c. The complaints and appeals process results in a decision in favour of the School.
10. Students will not be reported for failing to meet the 80% threshold for class attendance where:
  - a. The student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g. medical illness supported by a medical certificate and
  - b. Class attendance is not below 70%.
11. If a student is assessed as having nearly reached the threshold of 70% attendance, The Dean of International Students will assess whether a suspension of studies is in the interests of the student as per Ivanhoe Grammar School's Deferment, Suspension and Cancellation Policy.
12. If the student does not obtain a suspension of studies under the Ivanhoe Grammar School's Deferment, Suspension and Cancellation Policy, and

falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance will commence.

## **Credit for prior study**

All students of the school in the Senior Years are enrolled in a three year **Victorian Certificate of Education** or **The International Baccalaureate** (VCE/IB Course).

All International Students therefore, upon entering mainstream classes, will enrol in either the VCE or the IB program. This enrolment occurs following interviews between the student and the Dean of International Students, the Head of Senior Years, the VCE Co-ordinator and/or International Baccalaureate Co-ordinator. Prior to these meetings students are able to present notarised results of prior courses completed.

If the student wishes to apply for credit relating to prior study, the procedures outlined in the VCE and VCAL Administrative Handbook are followed.

## **Deferment, suspension or cancellation of an enrolment**

### **1 Deferment of commencement of study requested by student**

Ivanhoe Grammar School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include, but are not limited to:

- illness, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
- a traumatic experience which has impacted on the student (these cases should, where possible, be supported by police or psychologists' reports)

The final decision for assessing and granting a deferment of commencement of studies lies with the Director of Ivanhoe International.

Deferment will be recorded on PRISMS depending on the student's CoE status.

## **2 Suspension of study requested by student**

Once the student has commenced the course, Ivanhoe Grammar School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:

- illness, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
- a traumatic experience which has impacted on the student (these cases should, where possible, be supported by police or psychologists' reports)

Suspensions will be recorded on PRISMS.

The period of suspension will not be included in attendance calculations.

The final decision for assessing and granting a suspension of studies lies with the Director of Ivanhoe International in conjunction with the Dean of International Students and the Head of Campus (or delegate).

## **3 Assessing requests for deferment or suspension of studies**

Applications will be assessed on merit by the Director of Ivanhoe International in conjunction with the Dean of International Students and the Head of Campus (or delegate).

All applications for deferment or suspension will be considered within five working days.

## **4 Exclusion from class**

Ivanhoe Grammar School may exclude a student from class studies on the grounds of misbehaviour of the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in the Ivanhoe Grammar School's Behaviour Policy/Code of Conduct.

Excluded students will abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Director of Ivanhoe

International in conjunction with the Dean of International Students and the Head of Campus (or delegate).

Where the student is provided with homework or other studies for the period of exclusion, the student must continue to meet the academic requirements of the course.

Exclusion from class will not be recorded on PRISMS.

Periods of 'exclusion from class' will not be included in attendance calculations as per Ivanhoe Grammar School's Course Progress and Attendance Policies.

The student would be re-admitted to classes following a satisfactory interview with the Head of Campus, Dean of International Students and guardian.

## **5 School initiated suspension of studies**

Ivanhoe Grammar School may initiate a suspension of studies for a student on the grounds of misbehavior by the student. Suspension will occur as the result of any behavior identified as resulting in suspension in Ivanhoe Grammar School's Behaviour Policy/Code of Conduct

Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Director of Ivanhoe International in conjunction with the Dean of International Students and the Head of Campus (or delegate).

Students who have been suspended for more than 28 days are required to return to their home country by DIAC unless special circumstances exist (eg, the student is medically unfit to travel).

If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Director of Ivanhoe International in conjunction with the Dean of International Students and the Head of Campus (or delegate).

Suspensions will be recorded on PRISMS.

The period of suspension will not be included in attendance calculations.

## **6 Cancellation of enrolment**

Student requested deferment and suspension are not subject to Ivanhoe Grammar School's Complaints and Appeals Policy.

Exclusion from class is subject to Ivanhoe Grammar School's Complaints and Appeals Policy.

School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to Ivanhoe Grammar School's Complaints and Appeals Policy.

For the duration of the appeals process, the student is required to maintain his/her enrolment and attendance in all classes as normal. The Director of Ivanhoe International in conjunction with the Dean of International Students and the Head of Campus (or delegate) will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

If students access Ivanhoe Grammar School's complaints and appeals process regarding a school initiated suspension (where the suspension is recorded in PRISMS) or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalized, unless extenuating circumstances relating to the welfare of the student apply.

Extenuating circumstances include:

- the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
- the student is missing
- the student has medical concerns or severe depression or psychological issues which lead the School to fear for the student's wellbeing
- the student has engaged or threatened to engage in behavior that is reasonable believed to endanger the student or others
- the student is at risk of committing a criminal offence, or
- the student is the subject of investigation relating to criminal matters

The use of extenuating circumstances by Ivanhoe Grammar School to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.

The final decision for evaluating extenuation circumstances lies with the Head of Campus.

## **7 Student Advice**

Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students will be informed to contact the Department of Immigration for advice.

## ***Staff, educational resources and premises***

### **Staff capability, educational resources and premises**

All academic staff members employed by the School are registered in accordance with the requirements of the Victorian Institute of Teaching (VIT). Each staff member is required to provide evidence that their annual registration has been approved and that their National Criminal Record History Check (NCRHC) is up to date.

In accordance with VIT requirements, staff undertake regular and on-going Professional Development including in-house training, workshops and local and overseas conferences. Staff qualifications are published in the Annual School Community Report.

Whilst some staff are employed specifically to teach International Students (notably in English as a Second Language), all staff may be involved in the teaching of these students in specialised subject areas.

All students of the school have equal access to the Educational Resources of the school including:

- School Libraries
- Computer Access
- Internet and Network Access
- Careers Counselling
- Health Services (e.g. School nurse)
- Recreational Facilities

The suitability and adequacy of the School's resources are reviewed regularly by The Board of Governors, The Principal and Senior Staff to ensure that the ongoing registration as an independent school is maintained. As well the ELICOS program in particular is accredited by NEAS.

### **Ivanhoe Grammar School - ownership or management**

Ivanhoe Grammar School (the Registered Provider) is a company limited by guarantee, incorporated and domiciled in Australia.

The principal continuing activity of the School is the education of boys and girls at sub-primary, primary and secondary levels at The Ridgeway Campus, and at primary and secondary levels at The Plenty Campus. No significant changes in the state of affairs of the school have occurred in the past year or are planned for the immediate future.

The School is governed and directed by a Board of Governors and managed by a Principal who is supported by senior Academic and Administrative staff.

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