



ST MARY'S
COLLEGE

**INTERNATIONAL
STUDENT
PROGRAM
KEY POLICIES &
INFORMATION**

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INTERNATIONAL STUDENT PROGRAM KEY POLICIES AND INFORMATION

Introduction

St Mary's College Melbourne is a Catholic school for girls and boys in the Edmund Rice tradition, established as Christian Brothers' College St Kilda in 1878. St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

EREA, as St Mary's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Mary's College's particular school environment so that our policies reflect the needs of our students.

This booklet contains key policies in relation to our International Student Program. Further International Student Program policies and detailed information can be obtained by contacting our International Student Coordinator at the College office.

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ENGLISH LANGUAGE PROFICIENCY AND EDUCATIONAL QUALIFICATIONS

Policy

Context

St Mary's College Melbourne is a Catholic school for girls and boys in the Edmund Rice tradition, established as Christian Brothers' College St Kilda in 1878. St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

Background

EREA, as St Mary's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Mary's College's particular school environment so that our policies reflect the needs of our students.

Source of Obligation

Standard 2.2 of the National Code requires the College to implement a documented policy and process for assessing whether an international student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.

St Mary's College Policy

It is the College's policy to assess an international student's English language proficiency and educational qualifications during the recruitment process and prior to their enrolment at the College.

Assessing English Language Proficiency

The College uses the following types of assessment to determine whether an intending international student satisfactorily meets the minimum level of English proficiency required for the course:

- the Australian Education Assessment Services (AEAS) English Language Proficiency Test
- the international English Language Testing System (IELTS)
- Student academic reports.

Assessing Educational Qualifications

The College may assess the educational qualifications of an intending international student by requesting student academic reports from the school which the international student attended in their home country and/or the college they attend/ed overseas.

Record Keeping

The College maintains evidence of compliance with this policy by maintaining records of selection, screening and monitoring activities undertaken by the College and retains any written agreements entered into by the College. Records will be maintained in accordance with our International Students Records Management and Retention Policy.

Related International Student Program Documents
International Students Records Management and Retention Policy

Review

This policy will be reviewed October 2022.

COURSE PROGRESS AND ATTENDANCE

Monitoring Course Progress, Attendance & Duration Policy

Context

St Mary's College Melbourne is a Catholic school for girls and boys in the Edmund Rice tradition, established as Christian Brothers' College St Kilda in 1878. St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

Background

EREA, as St Mary's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Mary's College's particular school environment so that our policies reflect the needs of our students.

Source of Obligation

Standard 8.1 of the National Code requires the College to monitor international students' course progress and, where applicable, attendance for each course in which the international student is enrolled.

Standard 8.2 requires the expected duration of study to be specified in the international student's CoE and must not exceed the CRICOS registered duration.

Standard 8.3 requires the College to monitor the progress of each international student to ensure the international student is in a position to complete the course within the expected duration specified on the international student's CoE.

Standard 8.4 requires the College to have and implement documented policies and processes to identify, notify and assist an international student at risk of not meeting course progress or attendance requirements where there is evidence from the international student's assessment tasks, participation in tuition activities or other indicators of academic progress that the international student is at risk of not meeting those requirements.

Standard 8.5 requires the College to clearly outline and inform the international student before they commence the course of the requirements to achieve satisfactory course progress and, where applicable, attendance in each study period.

Standard 8.6 requires that the College to have and implement a documented policy and process for monitoring and recording attendance of an international student, specifying:

- requirements for achieving satisfactory attendance for the course which at a minimum must be 80 per cent—or higher if specified under state or territory legislation or other regulatory requirements—of the scheduled contact hours
- the method for working out minimum attendance under this standard
- processes for recording course attendance

- details of the College's intervention strategy to identify, notify and assist international students who have been absent for more than five consecutive days without approval, or who are at risk of not meeting attendance requirements before the international student's attendance drops below 80 per cent
- processes for determining the point at which the international student has failed to meet satisfactory course attendance.

Standard 8.7 requires the College to have and implement a documented policy and process for monitoring and recording course progress for the international student, specifying:

- requirements for achieving satisfactory course progress for the course
- processes for recording and assessing course progress
- details of the College's intervention strategy to identify, notify and assist students at risk of not meeting course progress requirements in sufficient time for those students to achieve satisfactory course progress
- processes for determining the point at which the student has failed to meet satisfactory course progress.

St Mary's College Policy

It is the College's policy:

- to regularly monitor the course progress and attendance of our international students
- that before an international student commences studying at the College, we clearly outline and inform the international student of the requirements to achieve satisfactory course progress and attendance in each study period
- to support our international students so that they meet satisfactory academic progress requirements
- to record and assess the academic progress of our international students
- to warn any international students at risk of not meeting satisfactory attendance or course progress requirements
- to, in order for international students to meet satisfactory academic requirements, assist international students at risk of not meeting satisfactory academic progress
- to outline and inform international students before they commence at the College of the requirements to achieve satisfactory course progress and attendance in each study period.

Monitoring Course Duration

An international student's CoE specifies the duration of their expected course of study. To ensure that the duration of an international student's course of study does not exceed the period specified on the CoE the College monitors the international student's course progress in accordance with the processes set out in this policy to ensure that they are able to complete the course within the expected duration.

Monitoring Course Attendance

The College monitors international students' course attendance by regularly analysing our attendance register to assess whether our students meet the minimum attendance requirement of 80 per cent of the scheduled contact hours.

The College monitors our international students' attendance by:

- taking the class roll at least twice a day or at the start of each period
- recording the result of each class roll in our Student Management System 'SIMON'
- implementing an intervention strategy for international students who do not meet minimum attendance requirements.

If an international student does not attend college for more than five consecutive days without approval, or is at risk of not meeting attendance requirements, the College may decide to implement an intervention strategy before the international student's attendance drops below 80 per cent. (Note: The College deems a student at risk of not meeting attendance requirements if their attendance falls below 90%). For more on our intervention strategies, refer to our Unsatisfactory Course Progress or Attendance Policy and International Student Intervention Strategy Policy.

If an international student does not meet, the minimum attendance requirements, the College requires the international student to liaise with College support staff to maintain an attendance plan. Refer to our Unsatisfactory Course Progress or Attendance Policy and International Student Intervention Strategy Policy.

Monitoring Course Progress

The College monitors international students' course progress by regularly assessing our international students through:

- results that allow progression to the next year of study in the course
- assessment tasks
- class projects
- class work
- participation in class.

When the staff identify that an international student is at risk of not meeting, or is not meeting the satisfactory course progress of the College's curriculum, the College will:

- provide a written warning to the student and their parent/guardian that the student is "at risk"
- provide assistance through our Academic Support Policy so that they meet satisfactory course requirements.

Refer to our Unsatisfactory Course Progress or Attendance Policy and International Student Intervention Strategy Policy.

Impact of Deferral and Suspension on Attendance Monitoring

Our Deferring, Suspending or Cancelling an International Student's Enrolment Policy explains the College's procedures in relation to the deferral or suspension of an international student's enrolment.

If an international student's enrolment is deferred or suspended, the period of suspension or deferral of enrolment (as recorded in PRISMS) should not be included in attendance monitoring calculations.

Record Keeping

The College maintains evidence of compliance with this policy by maintaining records of course progress monitoring decisions and activities conducted in accordance with this policy. Records will be maintained in accordance with our International Students Records Management and Retention Policy.

Related International Student Program Documents

Deferring, Suspending or Cancelling an International Student's Enrolment Policy
Unsatisfactory Course Progress or Attendance Policy
International Student Intervention Strategy Policy
International Student Academic Support Policy

Minimum Attendance Requirements and Requirements for Achieving Satisfactory Course Progress
(Appendix 1)

Review

This policy will be reviewed July 2022.



ST MARY'S COLLEGE

International Student Program

Minimum Attendance Requirements and Requirements for Achieving Satisfactory Course Progress

IMPORTANT: Continued non-attendance, unsatisfactory attendance and/or unsatisfactory academic performance have serious consequences. Failure to meet these requirements can result in the Student Visa being withdrawn by the Department of Home Affairs. General enquiries about visa applications and conditions should be addressed to the Department of Home Affairs.

English Language Preparation and Assistance

All instruction at St Mary's College takes place in English. Therefore, students must possess an adequate level of proficiency in English to enable them to participate meaningfully in classes and meet written and oral class requirements. English language competence must be demonstrated and the College reserves the right to seek evidence of a student's capability in English prior to enrolment.

An English as an Additional Language (EAL) teacher is employed by St Mary's College to assist students in their development of English proficiency. EAL students who meet the necessary Government or VCAA criteria are expected to attend EAL classes. A student is eligible for EAL status depending on the length of time they have been a resident in Australia and the length of time English has been their main language of instruction. EAL English classes are offered at VCE level Units 1-4.

In some cases, students may be required to attend an Intensive Language Program in Australia prior to commencing at St Mary's College.

Course Minimum Attendance Requirements

The International Student Coordinator monitors international students' course attendance by regularly analysing our attendance register to assess whether students are meeting the minimum attendance requirement of 80% of the scheduled contact hours.

The College considers a student is 'at risk' of not meeting minimum course attendance requirements if, after the first six months:

- They do not meet the requirements stated in the College International Students Attendance Policy and in the College Attendance Policy.
- A student's attendance for a term falls below 90%;
- Senior Studies course attendance requirements are not met – as detailed in the VCE Handbook.

If an international student does not attend school for more than five (5) consecutive days without approval, or is at risk of not meeting attendance requirements, the College may decide to implement an intervention strategy before the student's attendance drops below the required 80%. Note: For more information, refer to the College Unsatisfactory Course Progress or Attendance and International Student Intervention Strategy Policies.

Course Minimum Progress Requirements

The College monitors international students' course progress through regular assessment. Course progress is assessed at least every six months. The College considers a student 'at risk' of not meeting minimum course progress requirements if, after the first six months:

- all course work has not been completed satisfactorily, ie. they do not achieve 50% competency in any subject, as reported in their 'End of Semester' Report (Years 7-10);
- Senior Studies VCAA or VET course requirements are not met (Years 11 and 12); or
- the student consistently fails to submit work on time.

International students are required to achieve a minimum 50% competency in their course requirements in any given semester. Unsatisfactory course progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements in that study period.

Procedures will be put in place for students at risk of not meeting satisfactory course progress requirements in accordance with the College 'International Students Unsatisfactory Course Progress or Attendance Policy' and the College 'International Student Intervention Strategy Policy'.

The College is obliged to report unsatisfactory course progress in accordance with Section 19 of the ESOS Act and this may lead to cancellation of the student's visa. The College will monitor all students' course progress, identify students who are 'at risk' of breaching this requirement and act to assist students who are 'at risk', in accordance with the College 'International Student Intervention Strategy Policy', through the provision of:

- regular progress meetings between the student and the International Student Coordinator (and/or relevant academic staff);
- student counselling; and
- extra assistance for the student in the form of:
 - study sessions supervised by academic staff
 - study groups supervised by the International Student Coordinator

Other Requirements

Being 'at risk' of not meeting satisfactory attendance or course progress requirements may also occur when a student:

- is unable to complete a course within the expected duration of study as recorded on the CRICOS register after having their program reviewed by the International Student Coordinator or Director of Learning Development; or
- is absent for 5 consecutive days without prior approval or an approved medical certificate from a registered medical practitioner; or
- their attendance drops below 90%. (Note: The minimum attendance requirement is 80% in accordance with the National Code, however, the College will implement an intervention strategy before a student's attendance drops below the minimum 80%).

For further information on minimum course progress and attendance requirements, please see the College 'International Students Monitoring Course Progress, Attendance and Duration Policy'.

Studying in Australia – VCE Requirements for International Students

International students studying VCE must be familiar and compliant with Victorian Curriculum and Assessment Authority (VCAA) and St Mary's College expectations regarding attendance and completion of work and assessment requirements.

See <http://www.vcaa.vic.edu.au/VCE> and the St Mary's VCE Handbook for further details on VCAA requirements.

Pastoral Tracking

Pastoral Tracking of students occurs each term with teachers required to report on five student performance indicators. These are Application towards Learning, Behaviour, Participation, Progress and Study Habits. Accordingly, staff can assign a grade from Excellent, High, Satisfactory, Inconsistent and Needs Attention. Each Indicator is reported on according to the rubric available from the College.

The results are collated according to an overall percentage of positive (Excellent and High) indicators and Negative (Inconsistent and Needs Attention) indicators. Satisfactory indicators are seen as neither positive or negative.

Those students with above 80% positive indicators are recognised and rewarded. Conversely, those with above 20% negative indicators are identified and contact will be made via the Deputy Principal to the student's parents.

Continual negative indicators above the negative threshold will result in ongoing interventions that will have ramifications for students, potentially including an inability to:

- hold a leadership position
- select certain subjects
- represent the school and/or
- attend excursions and immersions.

YOUNGER INTERNATIONAL STUDENTS

Younger International Students Policy

Context

St Mary's College Melbourne is a Catholic school for girls and boys in the Edmund Rice tradition, established as Christian Brothers' College St Kilda in 1878. St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

Background

EREA, as St Mary's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Mary's College's particular school environment so that our policies reflect the needs of our students.

Rationale

At St Mary's College we hold the care, safety and wellbeing of our students as a central and fundamental responsibility of the College. All St Mary's College students have the right to be safe and feel safe and deserve to be treated with respect regardless of ethnicity, cultural background, age, gender, sexuality, religion, ability or economic situation.

Source of Obligation

Standard 5.1 of the National Code requires that where the College enrolls an international student who is under 18 years of age, it must meet the Commonwealth, state, or territory legislation or other regulatory requirements relating to child welfare and protection appropriate to the jurisdiction(s) in which it operates.

St Mary's College Policy

It is the College's policy to ensure continuous compliance with Commonwealth and state or territory legislation and regulatory requirements, and common law requirements relating to child welfare, child protection and student duty of care requirements as they apply to our international students.

The College meets our legal and regulatory student welfare and child protection obligations through the policies and procedures in our Student Duty of Care Program and Child Protection Program.

Age and Culturally Appropriate Information

Under Standard 5.2 of the National Code, the College must ensure that international students under 18 years of age are given age-and-culturally appropriate information on:

- who to contact in emergency situations, including contact numbers of a nominated staff member and/or service provider to the College
- seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse.

In the event of an emergency, the College ensures that all international students under 18 years of age enrolled at the College are provided with emergency contact numbers for:

- the International Student Coordinator
- the College.

This emergency contact information, as well as information on how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse, is provided to our international students in an age and culturally appropriate way in our induction processes.

The College also provides each international student with a Student Safety Card that includes:

- if the student is in homestay, the homestay accommodation provider's address, home telephone number and mobile numbers
- the College's contact details including 24/7 contact details for the International Student Coordinator and general emergency contact information
- a statement that St Mary's College is regulated by the VRQA and that students can contact the VRQA at www.vrqa.gov.au.

Accommodation, Support and General Welfare Arrangements

Under Standard 5.3, where the College issues a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter and takes on responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements for a student who is under 18 years of age, the College:

- nominates the dates for which the College accepts responsibility for approving the student's accommodation, support and general welfare arrangements and advises the Department of Home Affairs of the dates in the form required
- ensures any adults involved in, or providing, accommodation and welfare arrangements to the student have appropriate Working with Children Check clearances in accordance with the College's Child Protection Program
- implements documented processes for verifying that the student's accommodation is appropriate to the student's age and needs, in accordance with our Younger International Students Accommodation Arrangements Policy. It is the College's policy not to place any student below 13 years of age in homestay accommodation. Students younger than 13 years of age must be accommodated with a legal guardian (approved 'eligible' relative).

Note: The College prefers international students to be at least 14 years of age prior to being accommodated in homestay accommodation and will only consider placing a 13 year old student in homestay accommodation in exceptional circumstances.

- includes, as part of the College's International Students Critical Incidents Response Policy under Standard 6 (Overseas student support services), a process for managing emergency situations and when welfare arrangements are disrupted for students under 18 years of age
- maintains up-to-date records of the student's contact details outlined in Standard 3.5, including the contact details of the parent(s), guardian(s) or any adult responsible for the student's welfare in accordance with our International Students Records Management and Retention Policy
- advises the Department of Home Affairs, in the form required by the department:

- as soon as practicable if the student will be cared for by a parent or nominated relative approved by the Department of Home Affairs and a Confirmation of Appropriate Accommodation and Welfare (CAAW) is no longer required
 - within 24 hours if the College is no longer able to approve the student's welfare arrangements
- has documented policies and processes for selecting, screening and monitoring any third parties engaged by the College to organise and assess welfare and accommodation arrangements. Refer to our Welfare and Accommodation Selecting, Screening and Monitoring Policy.

Working With Children Checks

It is the College's policy that all adults, including parents and guardians, who provide international student accommodation or welfare arrangements, must hold a current Working with Children Check clearance. This requirement applies even if a person is not required by Working with Children Check legislation to obtain a Working with Children Check.

No Longer Providing Welfare Arrangements

Under Standard 5.4, if the College is no longer able to approve the welfare arrangements of an international student, the College must make all reasonable efforts to ensure that the student's parents/guardians are notified immediately.

The College will notify the parents/guardians of the international student via email and phone if the College can no longer approve the welfare arrangements of an international student.

Missing Younger International Students

Standard 5.5 requires that, if the College is unable to contact a student and has concerns for the student's welfare, the College must make all reasonable efforts to locate the student, including notifying the Police and any other relevant Commonwealth, state or territory agencies as soon as practicable.

Refer to our Missing International Students Policy.

Welfare Arrangements After Suspension or Cancellation

Standard 5.6 requires that, where the College suspends or cancels the enrolment of the international student, the College must continue to approve the welfare arrangements for that student until:

- the student has alternative welfare arrangements in place approved by another school
- care of the student by a parent or nominated relative is approved by the Department of Home Affairs
- the student leaves Australia
- the College has notified the Department of Home Affairs under Standard 5.3.6 that it is no longer able to approve the student's welfare arrangements, or under Standard 5.5 that it has taken the required action after not being able to contact the student.

Refer to our Deferring, Suspending or Cancelling an International Student's Enrolment Policy for more information about the suspension and cancellation of enrolment processes.

Before terminating the CAAW for the student, the College must ensure that the student has new welfare arrangements formally in place. The student must provide a letter from another registered provider, or their parents/guardians/eligible relatives confirming that they will take responsibility for the

international student's welfare arrangements and the date from which the new arrangements will commence.

Where an international student's parent/guardian or eligible relative is planning to look after the international student for a short period of time, such as a holiday, the College may decide to continue their CAAW arrangements, rather than terminate the CAAW.

The College may decide to terminate a CAAW where it can no longer take responsibility for the international student due to events, such as:

- the international student refuses their accommodation or leaves their accommodation without notice
- after the College has exhausted all possible avenues of assisting the international student to maintain appropriate arrangements
- the accommodation provider becomes unable to maintain arrangements
- the international student's enrolment is suspended or cancelled
- the international student goes missing from their accommodation and cannot be found or contacted, even after the College has implemented our International Students Critical Incident Response Policy.

In the situations listed above, the College must report the international student within 24 hours using the 'Non-Approval of Appropriate Accommodation/Welfare Arrangements' letter in PRISMS. This may lead to cancellation of the international student's visa by the Department of Home Affairs for breaching visa condition 8532.

Younger International Student Turns 18

If the international student turns 18 while enrolled at the College, the College's CAAW responsibility will cease.

Additionally, the requirements under Standard 5 of the National Code and this policy will no longer apply to the student.

If an international student turns 18 while enrolled in the final period of their course, the College may decide to apply a condition on enrolment in the course, requiring the international student to continue to reside in the approved accommodation until the completion of the course. This will need to be made clear in an amended and signed written agreement or individual enrolment contracts signed by the parent/guardian.

Approval of Welfare Arrangements

Under Standard 5.7, if the College enrolls a student under 18 years of age who has welfare arrangements approved by another registered provider, the College must:

- negotiate the transfer date for welfare arrangements with the releasing registered provider to ensure there is no gap
- inform the student of their visa obligations to maintain their current welfare arrangements are approved or return to their home country until the new approved welfare arrangements take effect.

Welfare Arrangements Approved by the Department of Home Affairs

If an international student enrolled at the College is under the age of 18, a parent/guardian or eligible relative can be nominated to take responsibility for the international student's accommodation and welfare arrangements.

The parent/guardian, or eligible relative must have an appropriate visa or have applied for a Student Guardian visa (subclass 590).

An eligible relative can be:

- a parent, spouse, de facto partner, brother, sister, step-parent, stepbrother, stepsister, grandparent, aunt, uncle, niece or nephew, or step-grandparent, step-aunt, step-uncle, step-niece or step-nephew; and
- nominated by the parent of the applicant or a person who has custody of the applicant, and must be:
 - aged at least 21; and
 - of good character, and shows this by providing Police clearance from the countries in which they have lived for more than 12 months in the past 10 years after the age of 16; and
 - an Australian citizen, permanent resident or is eligible to remain in Australia until the international student's visa expires or the international student turns 18 years of age (whichever happens first).

The College is not obliged to follow up where a nominated guardian has been approved by the Department of Home Affairs. However, the College will contact the Department of Home Affairs and the VRQA (Victorian Registration and Qualifications Authority) if they become aware that the international student is not being appropriately cared for.

Arrangements Accepted by the College

The College accepts responsibility for the welfare arrangements of all international students who are under the age of 18 where a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter has been issued by the College. These students must only stay in accommodation approved by the College.

The College will not approve an international student's parent, guardian or eligible relative as an appropriate welfare arrangement in a CAAW – they must be approved by the Department of Home Affairs.

If the parent, guardian or eligible relative wants to care for an international student on a CAAW, they should apply to be the international student's nominated guardian through the Department of Home Affairs. They must be granted a Student Guardian visa through the Department of Home Affairs. The College will consider this arrangement as a 'homestay' and all requirements of a College Homestay Provider will apply.

The College can approve a person who is not an Australian citizen or permanent resident (including a family friend or family member that does not meet the definition of eligible relative) to care for the international student on a CAAW. The College must ensure that the person is:

- at least 21-years-old; and
- of good character; and

- has an appropriate visa to remain in Australia until the visa expires or the international student turns 18.

Monitoring Welfare Arrangements

The College will monitor the welfare arrangements of international students, including the welfare arrangements where the student is living with an eligible relative under a Student Guardian visa, by conducting regular:

- student interviews
- interviews with the eligible relative.

The monitoring of welfare arrangements is conducted by the International Student Coordinator and/or another delegated staff member.

Refer to our Younger International Students Accommodation Arrangements Policy.

Disruption of Welfare Arrangements

The College must activate our critical incident policy in emergency situations which may disrupt welfare arrangements without warning. Refer to our International Students Critical Incidents Response Policy.

Records of any critical incident notifications must be maintained in accordance with the College's International Students Records Management and Retention Policy.

Record Keeping

The College maintains evidence of compliance with this policy by maintaining records of CAAWs and any actions or activities undertaken by the College in relation to this policy. Records will be maintained in accordance with our International Students Records Management and Retention Policy.

Related Documents

Child Protection and Safety Policy

Student Duty of Care Policy

Welfare and Accommodation Selecting, Screening and Monitoring Policy

Missing International Students Policy

Deferring, Suspending or Cancelling an International Student's Enrolment Policy

International Students Critical Incident Response Policy

Younger International Students Accommodation Arrangements Policy

International Students Records Management and Retention Policy

Review

This policy will be reviewed October 2022.

YOUNGER INTERNATIONAL STUDENTS

Accommodation Arrangements Policy

Context

St Mary's College Melbourne is a Catholic school for girls and boys in the Edmund Rice tradition, established as Christian Brothers' College St Kilda in 1878. St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

Background

EREA, as St Mary's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Mary's College's particular school environment so that our policies reflect the needs of our students.

Source of Obligation

Standard 5.3.3 of the National Code requires the College to take responsibility under the Migration Regulations 1994 (Cth) for approving the accommodation, support and general welfare arrangements for an international student who is under 18 years of age.

The College must have and implement documented processes for verifying that the student's accommodation is appropriate for the student's age and needs:

- prior to the accommodation being approved; and
- at least every six months thereafter

St Mary's College Policy

It is the College's policy not to place any student below 13 years of age in homestay accommodation. Students younger than 13 years of age must be accommodated with a legal guardian.

Note: The College prefers international students to be at least 14 years of age prior to being accommodated in homestay accommodation and will only consider placing a 13 year old student in homestay accommodation in exceptional circumstances.

- It is the College's policy to assess younger international students' accommodation arrangements through:
 - physical site visits
 - student interviews
 - maintenance and facilities review
 - any other ways the College deems necessary to confirm that the accommodation still meets the international student's needs.

Approval of Accommodation

A younger international student's accommodation must be approved by the College prior to the student residing at the accommodation.

The student's accommodation must be:

- suitable to reside in
- a safe, supportive and welcoming environment
- kept clean and tidy
- able to access a shared bathroom or private bathroom
- able to access a form of heating in the winter and a form of cooling in summer.

For homestay accommodation to be approved as suitable accommodation for our younger international students to reside in, the College completes a Homestay Accommodation Approval/Inspection Checklist every six months.

It is the College's policy that to be eligible for a homestay arrangement, the international student must be at least 13 years of age at the time of commencing the homestay accommodation.

Note: St Mary's College prefers international students to be at least 14 years of age at the time of commencing homestay accommodation and will only consider homestay accommodation for a 13 year old student in exceptional circumstances.

The College conducts a site visit to inspect the premises where an international student is residing prior to the student's placement, and at least every six months, to verify that it is appropriate for the international student's age and needs, to confirm the details of all adults residing at the premises and ensure all adults have current Working With Children Checks (WWCC) (WWCC information is then passed on to the Administration Team for online verification). This process also includes consultation with the student about their experience in the accommodation to date.

Homestay Requirements

For homestays to be approved by the College, the homestay must:

- sign a written agreement with the College
- have a safe, secure, private bedroom for the student's sole use that is appropriate to the age and needs of the student with suitable storage space for clothes, personal effects and study materials, and suitable facilities including a desk, a chair and adequate lighting for study purposes
- be clean and have appropriate furnishings suitable for a family and students
- include access to a shared or private bathroom, with reasonable time allowed for showers
- include access to kitchen, living areas, laundry facilities and shared areas of the home
- have some form of heating in winter, if required, and some means of cooling in summer
- provide students with any keys, alarms or passwords required to have free access to the homestay residence.

Additionally, the College must and will:

- have appropriate processes for recruitment and screening homestay families including reference checks for homestay providers and checking personal identification of homestay providers
- ensure that all adults residing at any homestay premises have current Working with Children Checks as required by the appropriate state/territory regulatory body
- set up a process to ensure the validity, on an on-going basis, of Working with Children Checks for every person 18 years and over residing at the homestay premises (see 'Working With Children Checks Policy' and 'Working With Children Checks Procedure').
- provide the homestay provider with appropriate information regarding their responsibilities and emergency contact details for both the College and the parents of the student
- have processes to verify that the accommodation is appropriate to the student's age and needs prior to the placement, and at least every six months
- verify the suitability of the homestay accommodation through a site visit (unless the particular homestay has been verified by a site visit in relation to another student in the previous three months)
- conduct assessments of the homestay with access to all areas of the homestay premises for the purposes of checking compliance with the homestay standards required by the College
- ensure that host families have appropriate insurance policy cover for students residing in their home
- ensure that there is regular training of host families
- ensure that there is a 24-hour emergency number that all stakeholders can contact in the event of an emergency
- maintain regular contact with host families, students and College staff as required.

Host Family Requirements

The College requires each host family to agree to a number of requirements prior to hosting a younger international student. Host families are required to:

- satisfactorily complete all compliance and screening requirements including annual child safety and Working With Children Check requirements
- provide a safe and welcoming homestay family environment that will encourage students to experience life as a member of the family and, where suitable, include students in family-related activities
- provide an orientation within the family home, the use of facilities and security. This should include household protocols and safety rules about access and the use of shared areas or facilities such as swimming pools, internet, telephone, mealtimes, visitors and appropriate times to return home during the week and on weekends
- orientate students to the local area including public transport and getting to and from the College, the location of the shops, doctors or medical facilities and recreation areas
- ensure that the student is aware of emergency numbers including 000, the location of police stations and Australian laws pertaining to people aged under 18 years
- ensure that the student is appropriately supervised at all times throughout the duration of residing in the homestay including:

- maintaining suitable supervision of students outside of college hours
- monitoring the student's general welfare including the student's social activities
- attend interviews with College staff at enrolment, parent meetings and as required by the College
- contact the College regarding any student welfare, academic progress and attendance issues
- assist and support the student's attendance at the College and support the completion of homework assignments where required
- assist the student to access any necessary medical, dental, hospital or other health-related services, including making appointments and, where necessary, accompany the student to those appointments and if required advise the College of any medical issues.

Host Family to Notify the College

A host family must notify the College at least two weeks in advance, or as soon as practicable, of any change of circumstances, including:

- if the host family proposes to materially change the homestay residence in a way that will affect their ability to meet the homestay residence requirements
- if the host family is temporarily unable to provide accommodation or suitable supervision for periods of holidays or other periods
- if the host family intends to change address or contact details
- if the student fails to reside in their approved address at all times or intends to move.

If an International Student Turns 18

If an international student turns 18 while enrolled at the College, the College's Confirmation of Appropriate Accommodation and Welfare (CAAW) responsibility will cease.

Additionally, the requirements under Standard 5 of the National Code and this policy will no longer apply.

If an international student turns 18 while enrolled in the final period of their course, the College may decide to apply a condition on their enrolment in the course, requiring the international student to continue to reside in the approved accommodation until the completion of the course. This will be made clear in an amended and signed written agreement or enrolment contract.

VRQA Guidelines on Homestay Accommodation for Overseas Students

The requirements outlined in this policy comply with the VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18 Years that include guidelines relating to the "Minimum age of 13 for enrolment of an overseas student in homestay accommodation" and "Student accommodation minimum standards".

Record Keeping

The College maintains evidence of compliance with this policy by maintaining records of activities undertaken by the College in accordance with this policy, any written agreements entered into by the College and copies of all CAAW letters. Records will be maintained in accordance with our International Students Records Management and Retention Policy.

Related International Student Program Documents
Homestay Accommodation Approval/Inspection Checklist
International Students Records Management and Retention Policy

Review

This policy will be reviewed October 2022.

WELFARE AND ACCOMMODATION

Selecting, Screening and Monitoring Policy

Context

St Mary's College Melbourne is a Catholic school for girls and boys in the Edmund Rice tradition, established as Christian Brothers' College St Kilda in 1878. St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

Background

EREA, as St Mary's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Mary's College's particular school environment so that our policies reflect the needs of our students.

Rationale

At St Mary's College we hold the care, safety and wellbeing of our students as a central and fundamental responsibility of the College. All St Mary's College students have the right to be safe and feel safe and deserve to be treated with respect regardless of ethnicity, cultural background, age, gender, sexuality, religion, ability or economic situation.

Source of Obligation

Standard 5.3.7 of the National Code requires that where the College takes on responsibility under the Migration Regulations 1994 (Cth) for approving the accommodation, support and general welfare arrangements for a student under 18 years of age, the College must have documented policies and procedures for selecting, screening and monitoring any third parties engaged by them to organise and assess welfare and accommodation arrangements.

St Mary's College Policy

It is the College's policy to engage in comprehensive selection, screening and monitoring processes when engaging third parties, such as homestay providers to ensure the safety and wellbeing of our international students, particularly those who are under 18 years of age.

Selection

The College has developed procedures for screening, selection and monitoring of international student homestay accommodation (Appendix 1), including the completion of a Homestay Accommodation Approval/Inspection Checklist (Appendix 2).

The College also:

- provides to the Homestay Provider prior to the arrival of international students information that outlines:
 - a knowledge and understanding of the needs of adolescents

- an understanding of cultural, linguistic and religious differences
- an understanding of the needs of young people away from their home environment
- what to do if a problem occurs
- gathers information about the potential provider/s of accommodation and welfare to ensure that cultural and religious backgrounds are appropriate and sufficiently compatible
- ensures a provider possesses the commitment, motivation and capability to extend the support that will ensure an international student's successful integration into the Australian education system and the College
- carefully matches the student to a compatible homestay family.

Commercial Homestay Referral Services

Should the College be unable to recruit sufficient Homestay Providers from within our local community, the College may utilise the services of a commercial homestay referral service to source potential homestay providers. Communication with a commercial homestay provider will be undertaken by the ISC or a designated staff member within the school on behalf of the ISC.

The use of commercial homestay referral services in referring potential homestay providers does not in any way negate St Mary's College's responsibility to assess and approve/not approve homestay providers. St Mary's College will not outsource or delegate in any way this responsibility. The St Mary's College procedures for screening, selecting and monitoring homestay accommodation for St Mary's College International Students will be carried out in the same way regardless of whether the homestay provider has been recruited directly by the College or as a result of a referral by a commercial homestay referral service.

Screening

When selecting Homestay Providers and accommodation arrangements, the College:

- ensures that all adults involved in the provision of the accommodation and welfare and all adults residing on an on-going basis at the accommodation have valid and up-to-date Working with Children Checks and may also require police records checks
- ensures that reference checks for the providers of accommodation and welfare are conducted
- ensures that the personal identification of the providers of accommodation and welfare is checked
- requires the potential Homestay Provider to attend a child safety screening interview with a member of the College Leadership Team to help assess their suitability for child connected work
- ensures an accommodation environment is safe and suitable for the international student.

Monitoring

When selecting and monitoring Homestay Providers, the College:

- conducts regular site inspections of the accommodation during the international student's stay, at least once every six months
- conducts annual child safety training for Homestay Providers
- monitors the overall wellbeing and welfare of the international student
- monitors the Homestay Provider.

Working with Children Check Verification

The College ensures that each person aged 18 years or over residing at the Homestay accommodation has a valid Working With Children Check, details of which have been provided to the College. Homestay Providers are required to update the College with details of all adults residing at the homestay accommodation premises. WWCCs are recorded and verified in accordance with the College Working With Children Checks Policy and procedures.

Record Keeping

The College maintains evidence of compliance with this policy by maintaining records of selection, screening and monitoring activities undertaken by the College and retains any written agreements entered into by the College. Records will be maintained in accordance with our International Students Records Management and Retention Policy.

Related Documents

Child Protection and Safety Policy

Working With Children Checks Policy and Procedures

HOMESTAY – Procedure for Screening, Selection and Monitoring International Student Homestay Accommodation

HOMESTAY – Accommodation Approval/Inspection Checklist

Review

This policy will be reviewed October 2022.

INTERNATIONAL STUDENT ENROLMENT

Deferment, Suspension, Cancellation of Enrolment Policy

Context

St Mary's College Melbourne is a Catholic school for girls and boys in the Edmund Rice tradition, established as Christian Brothers' College St Kilda in 1878. St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

Background

EREA, as St Mary's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Mary's College's particular school environment so that our policies reflect the needs of our students.

Source of Obligation

Standard 9.1 of the National Code requires the College to have and implement a documented process for assessing, approving and recording a deferment of the commencement of study or suspension of study requested by an international student, including maintaining a record of any decisions.

Standard 9.2 states that the College may defer or suspend the enrolment of the student if it believes there are compassionate or compelling circumstances.

Standard 9.3 states that the College may suspend or cancel a student's enrolment including, but not limited to, on the basis of:

- misbehaviour by the student
- the student's failure to pay an amount they were required to pay the College to undertake or continue the course as stated in the written agreement
- a breach of course progress or attendance requirements by the international student, which must occur in accordance with Standard 8 (Overseas student visa requirements).

St Mary's College Policy

An international student's enrolment can be deferred, suspended or cancelled for different reasons. The student may initiate a deferment or suspension on the grounds of compassionate or compelling circumstances. The College may suspend or cancel an enrolment due to student misbehaviour, a failure to pay fees or a breach of course progress or attendance requirements.

Any decision to defer, suspend or cancel an international student's enrolment must be made in accordance with the requirements of the National Code.

Deferment or Suspension by the College: Compassionate or Compelling Circumstances

The College may decide to defer or suspend an international student's enrolment if it believes there are compassionate or compelling circumstances.

The College will consider the following as compassionate and compelling circumstances:

- medical illness or injury of the international student or international student's close relative which requires hospitalisation or impedes activities of daily living
- a mental health condition of the student or a student's close relative that results in hospitalisation or functional impairment
- death of a close family member
- adverse experience that has impacted on the international student which could include:
 - being a witness to or victim of a serious accident
 - being a witness to or victim of a crime, natural disaster, or terrorism event
- major political upheaval or natural disaster in the international student's home country which requires immediate emergency travel
- inability to begin study in a program on the agreed starting date due to a delay in receiving an overseas student visa
- where the College is unable to offer to a prerequisite unit, or the international student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol
- other compassionate or compelling circumstances at the discretion of the College.

There is no maximum period for a deferral for compassionate or compelling reasons, but the deferral must be assessed in accordance with the processes in this policy.

Suitable Evidence of Compassionate or Compelling Circumstances

In order for the College to grant the international student a deferment, suspension or cancellation of their enrolment on the grounds of compassionate and compelling circumstances, the international student must provide the College with suitable documentary evidence to prove the compassionate and compelling circumstances. This may include:

- a medical certificate
- death certificate (when possible).

If the College becomes aware that the student has provided us with fraudulent evidence or documents given to support a claim of compassionate or compelling circumstances, we may decide to suspend or cancel their enrolment.

Suspension or Cancellation by the College: Misbehaviour, Failure to Pay Fees, Breach of Course Progress or Attendance Requirements

The College may decide to suspend or cancel an international student's enrolment on the basis of, but not limited to:

- misbehaviour by the student
- the student's or the student's parents/guardians' failure to pay an amount they were required to pay the College to undertake or continue the course as stated in the written agreement
- a breach of course progress or attendance requirements by the international student, which must occur in accordance with Standard 8 (Overseas student visa requirements). Refer to our Unsatisfactory Course Progress or Attendance Policy.

A decision to suspend or cancel an international student's enrolment for any of the reasons above cannot take effect until an internal appeals process is completed, unless the international student's health or wellbeing, or the wellbeing of others, is likely to be at risk. Refer to the Initiating Suspension or Cancellation section below.

Initiating Suspension or Cancellation

Standard 9.4 requires that if the College initiates a suspension or cancellation of the international student's enrolment, before imposing a suspension or cancellation, the College must:

- inform the international student and their parents/guardians of that intention and the reasons for doing so, in writing; and
- advise the international student of their right to appeal through the College's internal complaints and appeals process, in accordance with Standard 10 (Complaints and appeals) and our International Students Complaints Handling Policy and International Students Complaints Appeals Policy, within 20 working days.

Deferral, Suspension or Cancellation Action

Standard 9.5 requires that when there is any deferral, suspension or cancellation action taken by the College under this Standard, the College will:

- inform the international student of the need to seek advice from the Department of Home Affairs on the potential impact on their student visa (see Effect on CoE below)
- report the change to the international student's enrolment under section 19 of the ESOS Act. Refer to PRISMS Maintenance Obligations.

Effect on CoE

The College must inform international students that deferring, suspending or cancelling an enrolment on any grounds may affect their student visa.

In the event of a decision to defer, suspend or cancel an enrolment, there are three possible outcomes on a student's CoE:

1. The College notifies the Cth DET through PRISMS that they are deferring or suspending an international student's enrolment for a period without affecting the end date of the CoE. The notice of deferment or suspension will be recorded in PRISMS but this will not change the

CoE. The international student will be still listed as studying.

2. The College notifies the Cth DET through PRISMS that they are deferring or suspending an international student's enrolment for a period which will affect the end date of the CoE. PRISMS will cancel the original CoE and immediately offer the College the opportunity to create a new CoE with a more appropriate end date. If the College does not know when the international student will return, the College can choose to not create a new CoE, but to wait until the international student has notified it of their intended date of return to the College.
3. The College notifies the Cth DET through PRISMS that it wants to permanently cancel (terminate) the international student's enrolment. Once the PRISMS notification process is complete, the international student's CoE status will be listed as 'cancelled.' If the student is under the age of 18, the CoE cancellation won't cancel the CAAW and the College is still responsible for welfare arrangements until one of the conditions of Standard 5.6 are met. Refer to our Younger International Students Policy.

Procedural Fairness

The College is committed to ensuring procedural fairness when deferring, suspending or cancelling an international student's enrolment with St Mary's College.

Where a decision has been considered to defer, suspend or cancel the enrolment of the student, the Principal will:

- write to the student, and the student's parents/guardians stating:
 - the reasons that the student's enrolment is under consideration for deferral suspension or cancellation
 - the relevant rules, policies, standards of behaviour alleged to be breached
 - the relevant allegations said to warrant suspension or expulsion
- allow the student and/or the student's parents/guardians to give a response, either in writing or verbally
- allow the student to have a support person of the student's choosing
- arrange a meeting with the student, the student's support person where applicable, and the student's parents/guardians where possible
- arrange for an interpreter, if one is required
- ensure that any meetings are documented.

Impact of Deferral and Suspension on Student Attendance

If an international student's enrolment is deferred or suspended, the period of suspension or deferral of enrolment (as recorded in PRISMS) should not be included in attendance monitoring calculations. Refer to our Monitoring Course Progress, Attendance and Duration Policy.

Record Keeping

Each decision relating to international students' enrolment, including evidence of any assessments made by the College and notifications to the Cth DET through PRISMS, is recorded and maintained on the file, in accordance with our International Students Records Management and Retention Policy.

Related International Student Program Documents

Unsatisfactory Course Progress or Attendance Policy

International Students Complaints Handling Policy

International Students Complaints Appeals Policy

PRISMS Maintenance Obligations

Younger International Students Policy

Monitoring Course Progress, Attendance and Duration Policy

International Students Records Management and Retention Policy

Review

This policy will be reviewed October 2022.

INTERNATIONAL STUDENT TRANSFERS

Policy

Context

St Mary's College Melbourne is a Catholic school for girls and boys in the Edmund Rice tradition, established as Christian Brothers' College St Kilda in 1878. St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

Background

EREA, as St Mary's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Mary's College's particular school environment so that our policies reflect the needs of our students.

Source of Obligation

Standard 7.1 of the National Code states the College must not knowingly enrol an international student seeking to transfer from another registered provider's course prior to the international student completing the first six months of his or her first registered school sector course, except where the following applies:

- the releasing registered provider, or course in which the international student is enrolled, has ceased to be registered
- the releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the international student from continuing his or her course at that registered provider
- the releasing registered provider has agreed to the international student's release and recorded the date of effect and reason for release in PRISMS
- any government sponsor of the international student considers the change to be in the international student's best interests and has provided written support for the change.

St Mary's College Policy

The College will not enrol an international student seeking to transfer from another registered provider except in circumstances that meet the exceptions under Standard 7.1 of the National Code.

Student Transfer Request

The College will only grant a transfer request after the international student has completed the first six months of their first registered course unless an exception in Standard 7.1 applies.

Requests for transfer to another registered provider must:

- be in writing (can be by email); and
- provide a valid enrolment offer from another registered provider.

One of the grounds on which the College may agree to an international student's release under Standard 7.1 is if the transfer is in the student's best interests:

- as determined by the College itself after six months; or
- as determined by the government sponsor of the student before six months (refer to the Source of Obligation section above).

Circumstances in which a transfer is in the international student's best interests, include but are not limited to where the College has assessed that:

- the international student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with the College's intervention strategy, as outlined in our Academic Support Policy.
- there is evidence of compassionate or compelling circumstances
- the College has, or will, fail to deliver the course as outlined in the written agreement
- there is evidence that the international student's reasonable expectations about their current course are not being met
- there is evidence that the international student was misled by the College or an education or migration agent regarding the College or its course and the course is therefore unsuitable to their needs and/or study objectives
- an appeal (internal or external) on another matter results in a decision or recommendation to release the international student.

Compassionate or Compelling Circumstances

Compassionate or compelling circumstances are generally those beyond the control of the international student and which have an impact upon the international student's course progress or wellbeing. These include, but are not limited to:

- serious illness or injury, where a medical certificate states that the international 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 and this has impacted on the international student's studies

- a traumatic experience, which could include:
 - involvement in, or witnessing of a serious incident
 - witnessing or being the victim of a serious crime, and this has impacted on the international student (these cases should be supported by police or psychologists' reports)
- where the College was unable to offer a pre-requisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.

When determining whether compassionate or compelling circumstances exist the College may require the student to provide documentary evidence to support a claim.

Refusal of Transfer

The College will refuse a transfer request where we believe it is reasonable to do so. Reasonable grounds include:

- the international student is not genuinely engaging with an intervention strategy with the intention of failing and being released
- the student wants to live somewhere else.

When the College intends to refuse a request, the College will inform the international student in writing (can be by email) of:

- the reasons for refusal; and
- the international student's right to access the College complaints and appeals process, outlined in our International Students Complaints Handling Policy and International Students Complaints Appeals Policy, within 20 working days of the decision being made.

Time to Assess

In accordance, with the requirement under Standard 7.2.4 that requires the College to set a reasonable timeframe for assessing international student's requests, the College will respond to the international student's transfer request within 10 business days of the international student lodging a written request.

Transfer of an International Student Under 18 Years of Age

Standard 7.3 requires that if the international student is under 18 years of age:

- the College must have written confirmation that the international student's parent/guardian supports the transfer
- where the international student is not being cared for in Australia by a parent or a suitable nominated relative, the receiving provider must confirm it accepts the responsibility for approving the student's accommodation, support and general welfare arrangements in accordance with Standard 5 (Younger overseas students). Refer to our Younger International Students Policy.

The College ensures that we meet these requirements.

It is the responsibility of the receiving provider to ensure that there are no gaps in the international student's welfare arrangements.

Granting Release

In accordance with Standard 7.4, if a release is granted by the College, it will be at no cost to the international student and the College will advise the student of the relevant details to contact the Department of Home Affairs to seek advice on whether a new student visa is required.

Finalising Refusal Decision

Standard 7.6 requires that the College must not finalise the international student's refusal status in PRISMS until any appeal finds in favour of the College, or the international student has chosen not to access the complaints and appeals process within the 20 working day period, or the international student withdraws from the process.

The College will only finalise the international student's refusal status in PRISMS when:

- any appeal finds in favour of the College;
- the international student has chosen not to access the complaints and appeals process within the 20 working day period; or
- the international student withdraws from the process.

Availability

To ensure that this policy is publicly available to staff and international students, we provide this policy via a phone call, followed by an email.

Record Keeping

Standard 7.7 requires the College to maintain records of all requests from international students for a release and the assessment of, and decisions regarding, the request, for two years after the international student ceases to be an accepted student.

The College maintains all records of requests from international students for a student transfer and the assessment of, and decisions regarding, the request will be maintained in accordance with our International Students Records Management and Retention Policy for two years after the international student ceases to be an accepted student.

Related International Student Program Documents

Academic Support Policy

International Students Complaints Handling Policy

International Students Complaints Appeals Policy

International Students Records Management and Retention Policy

Review

This policy will be reviewed October 2022.

INTERNATIONAL STUDENT REFUNDS

Policy

Context

St Mary's College Melbourne is a Catholic school for girls and boys in the Edmund Rice tradition, established as Christian Brothers' College St Kilda in 1878. St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

Background

EREA, as St Mary's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Mary's College's particular school environment so that our policies reflect the needs of our students.

Source of Obligation

Standard 3.4.2 of the National Code of the ESOS Act requires the College to have processes in place for claiming a refund of tuition or non-tuition fees.

Education Services for Overseas Students (Calculation of Refund) Specification 2014

The Education Services for Overseas Students (Calculation of Refund) Specification 2014 (Refund Specification) is a federal legislative instrument that sets out the methods for calculating refunds of fees by a registered provider in the following circumstances:

- provider default
- student default where the provider has not entered into a written agreement with the student that meets the requirements of section 47B of the ESOS Act
- student default owing to visa refusal.

The College as a registered provider is required to comply with the Refund Specification.

St Mary's College Policy

The College will provide a refund to an international student or intending international student in the event that the default is by a student or a registered provider and the College is required under the provisions of the ESOS Act, to provide a refund.

Student Default and Refund

Refer to our Default Policy (International Students) for the meaning of student default.

Under section 47D of the ESOS Act the College must provide a refund if an international student or intending international student defaults.

The amount of the refund (if any) is the amount set out in the written agreement entered into between the College and the student in accordance with Standard 3 of the National Code. Refer to our Formalisation of International Student Enrolment and Written Agreements Policy.

If the College pays a refund to an international student under section 47D, the College must pay the refund within the Provider Obligation Period.

Registered Provider Default and Refund

Refer to our Default Policy (International Students) for the meaning of Registered Provider Default.

Under section 46D, the College may pay the students a refund of the amount, worked out in accordance with the Refund Specification, of any unspent tuition fees received by the College in respect of the students.

Providing a Refund in Other Cases

Under section 47E of the ESOS Act the College will also provide a refund if the international student or intending international student defaults and either:

- the College has not entered into an agreement that sets out refund obligations in relation to student default and meets the obligations of the National Code; or
- the College is not required to pay a refund because the student was refused a student visa.

The amount of the refund will be determined in accordance with the Refund Specification.

If the College provides a refund under section 47E, it must give notice to the TPS Director and the VRQA (Victorian Registration and Qualifications Authority) within seven days after the end of the Provider Obligation Period (see below).

The notice must include the following:

- whether the College provided a refund under section 47E
- details of the student the refund was provided to
- details of the amount of the refund provided.

Provider Obligation Period

The ESOS Act requires that all refunds must be made within the period of four weeks after receiving a written claim from the student.

Right to Refuse a Refund

Section 47D(5) of the ESOS Act allows the College to refuse to provide a refund if the international student or intending international student:

- was refused a student visa; and
- the refusal was due to a following act or omission by the student that directly or indirectly caused the student to default in relation to the course. The acts or omissions are their:

- failure to start the course on the agreed start day
- withdrawal from the College course
- failure to pay course fees.

Procedure for Providing a Refund

The College will only grant a refund when the following process is followed:

1. An international student or intending international student applies for a refund, in writing, from the Business Manager at the College.
2. An international student or intending international student pays any outstanding debts to the College or authorises any outstanding debts to be deducted from the refund.
3. The College approves the refund under this policy.
4. After approval, the refund is paid to the international student or intending international student, or the same person that initially made the payment of course fees.

Refund Specification

If a refund is granted to an international student or intending international student, it must be calculated in accordance with the Refund Specification.

The Refund Specification requires that the amount of refund must be the course fees, minus the lesser of the following amounts:

- 5 per cent of the amount of the course fees received by the College in respect of the student before the default day; or
- AUD\$500.

Failure to Provide a Refund

It is an offence under the ESOS Act for the College to fail to provide a refund to an international student or intending international student in accordance with the College's obligations under sections 47D or 47E of the ESOS Act.

Notification of Discharge of Obligations

Under section 47H of the ESOS Act the College must provide notice to the Cth (DoE) and the Director of the TPS within seven days after the end of the Provider Obligation Period.

The notice must include the following:

- whether the College provided a refund under section 47E
- details of the student the College provided a refund to
- details of the amount of the refund provided.

Record Keeping

The College maintains evidence of compliance with this policy by maintaining records of refund decisions and notifications made under this policy. Records will be maintained in accordance with our International Students Records Management and Retention Policy.

Related International Student Program Documents

Default Policy (International Students)

Formalisation of International Student Enrolment and Written Agreements Policy

International Students Complaints Handling Policy

International Students Complaints Appeals Policy

International Students Records Management and Retention Policy

Review

This policy will be reviewed October 2022.

INTERNATIONAL STUDENT COMPLAINTS HANDLING

Policy

Context

St Mary's College Melbourne is a Catholic school for girls and boys in the Edmund Rice tradition, established as Christian Brothers' College St Kilda in 1878. St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

Background

EREA, as St Mary's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Mary's College's particular school environment so that our policies reflect the needs of our students.

Source of Obligation

Standard 10 of the National Code requires the College to have and implement a documented internal complaints handling process and policy, and provide international students with comprehensive, free and easily accessible information about that process and policy.

St Mary's College Policy

It is the College's policy to provide access to the College's Complaints and Grievances Policy to our international students for both formal and informal complaints which are managed through the College's Complaints Handling Program.

The College will respond to any complaint an international student makes regarding their dealings with the College, the College's Education Agents or any related third party the College has an arrangement with to deliver the international student's course or related services.

Lodging a Formal Complaint

To lodge a formal complaint, the international student or their parent/guardian must refer their formal complaint to our Complaints Manager.

Once the complaint has been received by the Complaints Manager, they will review the complaint and, where appropriate assign a relevant Complaints Officer to manage the complaint. The Complaints Officer will inform the international student or their parents/guardians that the complaint has been received and the College will commence the assessment of the complaint within 10 working days from the date the complaint was lodged.

For more information, refer to our Complaints Handling Program.

Managing Complaints

The College will commence assessing a complaint from an international student within 10 working days from the date on which the complaint was lodged. The complaint will be assessed and managed in accordance with the College's Complaints Handling Program.

Maintaining Enrolment

During the complaints process, the College will maintain the enrolment of the international student.

Internal Appeal

If an international student or their parents/guardians are not satisfied with the result of the College's complaints handling process, they can decide to internally appeal the College's decision. Refer to our International Students Complaints Appeals Policy.

Right to Access External Appeals

If an international student or their parents/guardians are not satisfied with the result from the College's internal complaints process, the College must advise the student within 10 working days of concluding the internal review of their right to access an external complaints handling and appeals process at minimal or no cost.

The College must give the international student the contact details of the appropriate complaints handling and external appeals body. Refer to our International Students Complaints Appeals Policy.

Record Keeping

The College ensures that complainants are given a written statement of the outcome of the complaint, including detailed reasons for the outcome. The College maintains a full Complaints Register including the details, outcome and reason for the outcome of each complaint received by the College. All statements and the Register are maintained in accordance with our International Students Records Management and Retention Policy.

Related Documents

St Mary's College Melbourne Complaints and Grievances Policy
International Students Complaints Appeals Policy
International Students Records Management and Retention Policy

Review

This policy will be reviewed October 2022.

INTERNATIONAL STUDENT COMPLAINTS APPEALS

Policy

Context

St Mary's College Melbourne is a Catholic school for girls and boys in the Edmund Rice tradition, established as Christian Brothers' College St Kilda in 1878. St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

Background

EREA, as St Mary's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Mary's College's particular school environment so that our policies reflect the needs of our students.

Source of Obligation

Standard 10 of the National Code requires the College to have and implement a documented appeals process and policy, and provide the international student with comprehensive, free and easily accessible information about that process and policy.

St Mary's College Policy

It is the College's policy that if a formal complaint received by, or related to, an international student is not resolved to the satisfaction of the complainant, it may, at the request of the complainant, be escalated to an internal Appeals Panel.

Appeals Panel

An Appeals Panel will be assembled as needed, and will be made up of a minimum of three members who have the requisite independence from the issue at hand to address the appeal on its merits, in a professional, fair and transparent manner. Staff who hold the following positions are eligible to sit on the Appeals Panel:

- the Principal
- Deputy Principal
- Director of Students
- Director of Learning Development
- Program Leaders
- Business Manager

The make-up of the Appeals Panel will be determined by the Principal on a case-by-case basis, depending on availability and the nature and complexity of the complaint to be considered.

Where the matter is escalated to an Appeals Panel, the Panel aims to resolve the complaint within 28 days from the date of referral and, in any event, no later than 42 days after the original complaint was

received.

Right to Access External Appeals Processes

If an international student is not successful in the College internal appeals process, the College must advise the international student within 10 working days of concluding the internal review of the international student's right to access an external complaints handling and appeals process at minimal or no cost.

The College directs students to the Overseas Student Ombudsman (OSO). The OSO investigates complaints about problems that international students or intending international students may have with private education and training in Australia. The contact details for the OSO are as follows:

Call: 1300 362 072 within Australia. Outside Australia call +61 2 6276 0111.

Enquiries: 9:00am to 5:00pm Monday to Friday, Australian Eastern Standard Time (Australian Eastern Daylight Time when daylight savings is in effect)

Postal: Commonwealth Ombudsman, GPO Box 442 Canberra ACT 2601.

Website: <http://www.ombudsman.gov.au/>

Purpose of External Appeals Process

The College must inform an international student who wishes to access the services of the OSO that, in most cases, the purpose of the OSO is to investigate whether the College has followed our own internal policies and procedures. Generally, the OSO does not make a decision in place of the College.

Result of Appeal Process

If the internal or external appeal process results in a decision or recommendations in favour of the international student, the College must immediately implement the decision or recommendation and/or take preventative or corrective action required by the decision, and advise the international student of that action.

Record Keeping

The College maintains a full Complaints Register including the details, outcome and reason for the outcome, including any appeals requests or decisions, of each complaint received by the College. The Complaints Register is maintained in accordance with our International Students Records Management and Retention Policy.

Related Documents

St Mary's College Melbourne Complaints and Grievances Policy

International Students Complaints Handling Policy

International Students Records Management and Retention Policy

Review

This policy will be reviewed October 2022.

CURRICULUM POLICY

Context

St Mary's College Melbourne is a Catholic school for girls and boys in the Edmund Rice tradition, established as Christian Brothers' College St Kilda in 1878. St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

Background

EREA, as St Mary's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Mary's College's particular school environment so that our policies reflect the needs of our students.

Rationale

The teaching and learning program at St Mary's College is informed by our College Vision and Mission and exemplifies the EREA Touchstone of Liberating Education. Our Curriculum reflects an understanding of our students at the various stages of their development and learning. St Mary's College is committed to being a place of welcome and safety for students and their families. The welfare of each St Mary's College student is our foremost priority and we are committed to strengthening the wellbeing and learning outcomes of all students within a safe, inclusive and respectful learning environment.

Principles

The Victorian Registration Standards (sch 4 cl 6) (CECV Guidelines ref 3.1) require that a framework must be in place for the organisation, implementation and review of the College's curriculum and teaching practices and to ensure that, taken as a whole, the learning areas in Schedule 1 of the Act are substantially addressed.

The Victorian Registration Standards (sch 8 cl 5(c) and (d)) (CECV Guidelines ref 7.6) require that a senior secondary education provider must have processes to:

- ensure the assessment of senior secondary courses is fair, valid and reliable;
- ensure the consistent application of assessment criteria and practices; and
- oversee the conduct of assessments of courses including processes to address plagiarism and other forms of cheating and to conduct investigations and hearings and, if necessary, amend or cancel assessments

To achieve this outcome the Curriculum at St Mary's College will:

- Be informed by the Victorian Curriculum for Years 7-10 for the 8 Key Learning Areas and the 4 Capabilities.
- Follow the Catholic Education Melbourne Religious Education Curriculum Framework for Religious Education for Years 7-12.

- Implement Victorian Certificate of Education Study Designs and Victorian Certificate of Applied Learning Curriculum Planning Guides for Senior Secondary Studies.
- Be contextualised by the interests and aspirations of our students.
- Reflect the Vision and Mission of SMCM.
- Develop students' skills and attitudes to become animated and authentic learners.
- Embed Literacy and Numeracy in all Curriculum areas.
- Integrate progression that allow all students to interact at the level of their ability and experience success in the progress achieved.
- Incorporate differentiated levels to meet the diverse learning styles of all students.
- Provide alternative pathways for students with Specific Learning Needs to achieve at the same level as their peers.
- Reflect the EREA touchstones and our Catholic Identity.

Policy Statement

St Mary's College is committed to developing a curriculum underpinned by our Catholic faith that is informed by our EREA touchstone of Liberating Education by designing inclusive, challenging learning programs that address the individual learning needs of all students.

Procedures

Curriculum Plan

The College has developed a whole-school Curriculum Plan that outlines, for the relevant stages of schooling, how the curriculum will be organised and how the 8 key learning areas will be substantially addressed. The Plan also incorporates how the curriculum will be implemented including the implementation of updated learning area and focus capability components as, and when, they are required.

The VRQA may grant exemptions from addressing one or more of the learning areas if a school is registered for a specific purpose, if a school is for students with disabilities or for other reasons determined by the VRQA. SMCM has not been granted such an exemption.

Four Capabilities

The Victorian Curriculum F-10 requires four capabilities to be met in addition to the eight learning areas. SMCM will ensure the following four capabilities are met:

- critical and creative thinking
- ethical
- intercultural
- personal and social

Policy and Procedures for Senior Secondary Courses

The College maintains documentation to ensure the consistent application of assessment criteria and practices to oversee the conduct of assessments of the senior secondary school courses that we offer.

If we share responsibility for a senior secondary course with another provider, we maintain a copy of the written agreement between the providers stating how the requirements of the teaching and learning standards will be met.

This documentation is maintained by the Director of Learning Development, VCE Coordinator and VET Coordinator and copies of all documents are stored on the College network.

Curriculum Time Allocation

Daily timetables are made available to each year group and set out the hours allocated for instruction. Time allocations across the learning areas and focus capabilities are decided upon annually and reflect College-specific priorities to support and improve student achievement.

Curriculum and Teaching Review

The College has a system in place for continuous improvement of the curriculum and teaching practice that includes regular review and adjustment of the curriculum framework, teaching programs and learning and assessment approaches.

The curriculum and teaching practice is conducted as part of our continuous improvement process are reviewed annually and as required using internal and external performance data.

Modes of Study

All study is undertaken in-person, except where the Victorian Chief Health Officer directs restrictions which require the College to deliver learning remotely/online.

Documentation

The College maintains documentation that shows:

- a curriculum plan showing how the learning areas will be substantially addressed and how the curriculum will be organised and implemented
- an explanation of how and when the curriculum and teaching practice will be reviewed
- an outline of how the College will deliver its curriculum

Where appropriate, we also maintain documentation that shows:

- yearly curriculum program plans for each cohort of students
- an explanation of how the eight learning areas and four capabilities are address across the years of schooling

This documentation is maintained by the Director of Learning Development and copies of all documents are stored on the College network.

Responsibilities

The Learning Leaders, together with the Director of Learning Development and the Deputy Principal, are responsible for ensuring that the Curriculums are implemented across all Learning Areas.

This includes:

- Following the guidelines and procedures outlined in the SMCM Plan.
- Continually reviewing the planning pertaining to the Curriculums.
- Using common documentation templates for Curriculum planning.
- Structuring the timetable to provide the mandated teaching hours required to fulfill the learning defined in the Curriculums.
- Reporting student performance against the Achievement Standards or Outcomes specified in Curriculum.

References

- Victorian Curriculum
- CEM Religious Education Curriculum Framework
- VCE Study Designs
- VCAL Curriculum
- Horizons of Hope - Curriculum

Related Documents

- Curriculum Plan

Review

This policy will be reviewed December 2021.