

International Students Entry Requirements Policy

1. Purpose and Objectives

The purpose of this policy is to stipulate the academic entry requirements for international students.

2. Definitions, Terms, Acronyms

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| Canterbury College | Canterbury College Ltd or any controlled entities of Canterbury College Ltd. |
| Parent/ Legal Guardian | The parent(s) or guardian(s) of the international student (or intending international student) who signed the letter confirming the international student's offer of placement at Canterbury College. |
| PRISMS | The Provider Registration and International Student Management System. |
| Student | A student enrolled at Canterbury College or the parent(s)/legal guardian of a student where that student is under 18 years of age. |

3. Policy Scope/Coverage

This policy applies to the College's employees, international students enrolled from Prep to Year 12 and their parent(s)/legal guardian(s).

4. Policy statement

- 4.1 Canterbury College will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the School, and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.
- 4.2 Applications for enrolment must be made on the Canterbury College international student application form. This must be correctly completed, and must be accompanied by the following documentation to support the application:
 - 4.2.1 Certified copies of student report cards from at least the previous 1 year of study, including a copy of the latest student report. The reports need to state results, time periods and student behaviour;
 - 4.2.2 A completed reference from the student's current or most recent school Principal is also required if student report cards do not record student behaviour or commitment to studies;
 - 4.2.3 A completed subject choice form if appropriate;
 - 4.2.4 Appropriate proof of identity and age;
 - 4.2.5 Written evidence of proficiency in English as a second language;
 - 4.2.6 Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date;
 - 4.2.7 Letter of offer from another registered provider if applicable.
- 4.3 Other documents may also be required, including:

- 4.3.1 Completed Homestay Application Form;
- 4.3.2 Enrolment Application Fee;
- 4.3.3 Application to the Queensland Assessment and Curriculum Authority (QCAA) for relaxation of completed Core requirements if applicable.
- 4.4 Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
- 4.5 An application for enrolment can only be processed when all of the above are in the hands of the Enrolments Manager.
- 4.6 Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits. Failure to disclose details required as part of the application process may later result in cancellation of enrolment.
- 4.7 Assessment procedures include an evaluation of reports from previous schools and possible administration of English language proficiency test. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application.
- 4.8 Onshore applications for Years 11-12, where the student is transferring from another CRICOS registered provider, will only be considered where the transfer, if accepted, allows the student to achieve a successful study outcome at the end of the enrolment.
- 4.9 Offshore applications for enrolment in Years 11-12 will not be considered after the Year 11 course has commenced unless the student can complete course assessment before the end of the first semester of Year 11.
- 4.10 Canterbury College requires evidence that the applicant’s academic ability and English proficiency is sufficient to successfully meet the entry and curriculum demands of the intended course. Students undertaking a package of courses will have their academic and English language capabilities reassessed prior to the commencement of each course in their enrolment package. This is a requirement under the 2018 National Code of Practice, Part B Standard 2.
- 4.11 Minimum academic and English language requirements are as follows:
 - 4.11.1 Students must provide evidence of above average academic performance appropriate to the year level requested on the Application for Enrolment or offered as an alternative point of entry by the school in a Letter of Offer.
 - 4.11.2 For Primary School; evidence of application to schoolwork and age-appropriate achievement in literacy and numeracy areas of the curriculum.
 - 4.11.3 For Year 7 – 12 students; a pass or “C” Year level or better for the majority of core subjects. This should be outlined on the academic transcripts/reports provided with the student’s application.
- 4.12 English Language Proficiency Requirements
 - 4.12.1 Applicants are assessed individually based on the contents of their report cards and personal references, and may also be required to undertake a language proficiency test set by the school.
 - 4.12.2 If supplied, Canterbury College will assess evidence of English language proficiency presented by a student at the time of application, but reserves the right to confirm the student’s English language proficiency through additional tests.
 - 4.12.3 If not presenting appropriate evidence of English language proficiency at the time of application, Canterbury College will assess the student’s application for entry based on satisfactory test results as follows:

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| Year Level Mainstream | IELTS | TOEFL | Canterbury College | Other |
|-----------------------|-------|-------|--------------------|-------|

| | | | Band Scales | |
|-----|-----|----|-------------|------------------|
| 4-6 | - | - | - | To be negotiated |
| 7 | 4 | 31 | 4 | To be negotiated |
| 8 | 4 | 31 | 4+ | To be negotiated |
| 9 | 4.5 | 32 | 5- | To be negotiated |
| 10 | 5 | 35 | 5+ | To be negotiated |
| 11 | 5.5 | 46 | 6 | To be negotiated |
| 12 | 6 | 60 | 6+ / 7 | To be negotiated |

- 4.12.4 Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language (ELICOS) course beginning mainstream studies.
- 4.12.5 Those students who have undertaken an intensive English language course before beginning mainstream studies, will have their English language proficiency reassessed at the conclusion of the language course to ensure the student’s level of proficiency is sufficient to allow them to commence their mainstream course.
- 4.12.6 Note that where a student cannot, or will not, meet the English language academic requirements for entry into their first mainstream course, or a subsequent course undertaken as part of an enrolment package, Canterbury College may choose to apply the Conditions of Enrolment outlined in the student’s Written Agreement and the provisions of the Entry Requirements Policy – the outcome of which may result in the withdrawal of offer for enrolment on the grounds that entry requirements have not been met.
- 4.12.7 Alternatively, Canterbury College may (at its discretion, and if appropriate) choose to offer:
- 4.12.7.1 New mainstream enrolments – entry into a mainstream course at a lower year level.
 - 4.12.7.2 Continuing mainstream enrolments – opportunity to repeat a year level as part of academic intervention plan implemented by the school. Refer to the Student Progress, Attendance and Course Duration Policy.

4.13 Enrolment Criteria

- 4.13.1 Availability of a place in the academic year level nominated in the application.
- 4.13.2 The student’s behaviour, attendance and commitment to study.
- 4.13.3 The student’s age.
- 4.13.4 The student’s English proficiency level.
- 4.13.5 Satisfactory completion of the academic year level prior to the year level nominated on the application.

5. Guidelines/Procedure/Process

The procedures and processes are outlined in the Policy Statement.

6. Roles and Responsibilities

Canterbury College

- Provide clear guidelines regarding the process for managing entry requirements for international student which align with the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

7. Review

This policy and its associated procedures, quick reference guides and protocols will be reviewed every two years. Canterbury College, however, reserves the right to review this policy at any time

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| Related Policies/Procedures: | International Students Complaints and Appeals Policy International Students Monitoring Course Progress and Attendance Policy International Students Deferment, Suspension and Cancellation Policy International Students Refund Policy International Students Welfare and Accommodation Policy International Students Transfer Policy International Students Fee Policy |
| Acknowledgements: | ISQ School Handbook for CRICOS Registration National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) Australian Government – Education Services for Overseas Students (ESOS) Framework Department of Home Affairs (Immigration and Citizenship) |