



INTERNATIONAL STUDENTS - POLICY AND GUIDELINES

INTRODUCTION

The Minister for Education has approved a full cost recovery boarding fee for international students boarding at country residential colleges.

POLICY STATEMENT

Western Australia has an excellent reputation as an internationally recognised study destination for overseas students. The Country High School Hostels Authority is supportive of schools operating in partnership with country residential colleges to provide for overseas students, and is committed to accommodating and providing them with supervised care in a safe and secure residential environment.

Although the Authority does not anticipate a significant demand from international students for a country secondary education, it acknowledges the substantial cultural and economic benefits overseas students provide to our communities.

PRINCIPLES

Admission of an International Student must be consistent with the provisions of the Country High School Hostels Authority Enrolment Policy, in particular, the requirement that priority access for accommodation is given primarily to isolated students from Western Australia.

Residential colleges accepting international students must ensure they are adequately cared for and supervised.

The enrolment of an international student must not be at a financial cost to the residential college and must not adversely affect the provision of its normal educational and recreational programs to West Australian students.

Admission of international students is not to involve any extra recurrent or capital costs to the Government.

International students are to pay a full cost recovery boarding fee.

International students are to pay the same college amenities fee as West Australian students.

The parent or guardian of an international student boarding at a country residential college must abide by the rules and regulations of the CHSHA Student Enrolment Agreement and the College Student Handbook.

GENERAL INFORMATION

Admission of international students will be considered on the basis that government and non-government schools operating in partnership with CHSHA residential colleges must satisfy:



- i. Commonwealth and State legislative requirements; and
- ii. the Education Department of WA participation requirements as outlined in the *Guidelines in Providing An Education Service To International Fee Paying Students*. (see attached Appendix1)

Legislative Requirements

Commonwealth

Educational institutions (school providers) must:

- i. comply with the Commonwealth Education Services for Overseas Students (Registration of Providers and Financial Regulation) Act 1991 (ESOS Act);
- ii. be registered by the Commonwealth Department of Education, Training and Youth Affairs on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) in respect of each course that can be offered to overseas students;
- iii. observe ethical practices in the recruitment of overseas students; and
- iv. ensure that the students meet the requirements of the Department of Immigration and Multicultural Affairs and have a student visa for the duration of the course of study.

State Requirements

Educational institutions (school providers) must:

- i. comply with the State Education Service Providers (Full Fee Overseas Students) Registration Act 1991 (ESPRA);
- ii. be registered with the Office of Non-Government and International Education, Department of Education Services before providing an educational service to *unaccompanied* international secondary students;

Note: The Department of Education Services has registered the Education Department of WA as a 'system provider' for the purposes of providing accountability and quality assurance in government schools in Western Australia.

- i. comply with relevant sections of the Migration Act 1958; and
- ii. comply with relevant sections of the Financial Administration and Audit Act (FAAA) 1985.

Education Department of WA's Requirements

In addition to satisfying Commonwealth and State legislative requirements, the Education Department of WA requires that a student must:

- be in attendance for a minimum of 80% of tuition time;
- demonstrate appropriate behaviour at school;
- maintain satisfactory academic performance during the year;



- remain with the education provider they originally enrolled with for the first 12 months; (The exception being that a student attending a government school may transfer to another government school.)
- maintain a valid enrolment,
- abide by the school's Code of Conduct;
- adhere to the school's uniform requirements.
- **Visa requirements**
 - i. an international student will only be able to apply for and be granted permission to work (work rights), after the student has commenced studies. Applications should be made to the Department of Immigration and Multicultural Affairs on the prescribed form. Approved work rights will be for a maximum period of 20 hours per week.
 - ii. a student must comply with their visa conditions and depart Australia on the expiry of the student visa.

- **Risk Management Requirements**

Schools are to have risk management plans in place to cover the safety and health of international students, legal liability, reputation, image and the financial management risks to the school.

- **English Proficiency Requirements**

Education Providers (schools) must ensure that international students are assessed prior to admission to determine an appropriate level of English proficiency in order to establish whether they have the ability to cope with their studies.

- **Pastoral Care Requirements**

For international students to settle successfully into their West Australian studies, Education Providers (schools) must ensure that pastoral care arrangements are in place so that they may receive advice with:

- i. personal, emotional and cultural issues and be made aware of relevant policies in relation to racial and sexual harassment
- ii. study skills
- iii. education information, orientation programs and general information such as banking
- iv. applications for further study information on student visas, student health cover and international students' obligations with regard to Department of Education, Training and Youth Affairs and Department of Immigration and Multicultural Affairs.

- **Between Boarding Term Arrangements**

It is the responsibility of the Education Provider (school) to make suitable arrangements with the student's parent or guardian for the



student's care and welfare during holiday and term breaks. Such arrangements may include temporary accommodation with a local carer or the student travelling home.

COUNTRY HIGH SCHOOL HOSTELS AUTHORITY GUIDELINES

The Education Provider (school) has to satisfy course enrolment and Education Department of WA's participation requirements prior to a country residential college accepting admission of an international student.

Should an international student appoint a country residential college as the local carer (Accommodation Provider), then the Education Provider (school) is to contact the College Manager to consider whether there are suitable vacancies at the College.

The Education Provider (school) is to contact the parent or guardian of an international student and forward them the Education Department of WA's International Fee Paying Student Program Agreement, the CHSHA Student Enrolment Agreement and the respective College Student Handbook.

Boarding Fees

In 2001, an annual boarding fee of \$8,200 (full cost recovery) plus \$85 GST is set for international students. This amount is based upon the full operating cost per student of residential college accommodation and a component to cover relevant administration costs. The annual boarding fee covers accommodation for 40 weeks of the college school year and does not include holidays and between term vacation periods.

The annual boarding fee is payable in three equal instalments at the beginning of Terms 1, 2 and 3.

Refund Policy

As per Student Enrolment Agreement

The parent shall not be entitled to any refund (pro rata or otherwise) of the annual boarding fee or other fees on account of the student being temporarily absent from the college for any reason including, but not limited to, illness or suspension.

The College shall provide to the parent a pro rata refund of the annual boarding fee where 4 weeks' prior written notice of the student's permanent withdrawal from the College has been received by the College from the parent.

If the student is permanently withdrawn from the College without the parent having given 4 weeks' prior written notice to the College, or if the student's enrolment is terminated under clause 3.2, of the Student Enrolment Agreement, then the parent shall:

- i. pay to the College a sum of money equal to 10% of the annual boarding fee; and



- ii. be entitled to a pro rata refund of any part of the annual boarding fee paid in advance.

Termination of Student

As per *CHSHA Student Enrolment Agreement*:

A student's enrolment shall be terminated:

- i. if and when the student's enrolment is terminated under clause 3.2; or
- ii. if the last term of a school year ends and, in respect of the next school year, the student is not re-enrolled at the college; or
- iii. if and when the student is withdrawn from the college; or
- iv. if and when the parent breaches any term or condition of the Agreement; or
- v. if and when the relevant boarding fee is not paid.

As per *Education Department of WA's Guidelines International Fee Paying Student Program*:

The enrolment of an international student will be terminated by the Education Department of WA on receiving advice from the Education Provider (school) that:

- i. the visa requirements (ie academic performance and attendance) imposed by the Commonwealth Government for entry into Australia are not being met or complied with by the student;
- ii. the student consistently fails to comply with the school's Code of Conduct and systematic attempts to resolve difficulties have been unsuccessful;
- iii. the student is involved in a significant breach of the school's Code of Conduct of a magnitude sufficient to warrant immediate expulsion; or
- iv. the relevant tuition fee is not paid in full.

After an appropriate grievance resolution process has been completed and if the Education Department of WA still deems that a student is in breach of their enrolment agreement, then the country residential college will also consider these as grounds for terminating the student from residential care.