



**(700) Overseas Student Policy**



## Overseas Student Policy (700)

Date Approved		Date of next Review	
Approved By			
Custodian			
Relating documents and Forms	701 Overseas Student Procedures 701a Enrolment Form Overseas Students		
References and Legislation	CRICOS Registration		

### (700) Overseas Student Policy

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### 1. Overview

Policies and procedures for Overseas students studying at Lorien Novalis School.

### 2. Scope

The Policy applies to all students applying to attend Lorien Novalis School for a period of time greater than 3 months. That is students who seek to enrol and who do enrol for long term study.

### 3. Definitions and/or Legislation

See CRICOS Registration requirements

See BoSTES Requirements.

### 4. Policy framework

#### 4.1 Australian Residency

Lorien Novalis has a policy that the school provider is an Australian Resident.

#### 4.2 Tuition Protection Service

Lorien Novalis School has tuition protection services.

#### 4.3 Fit and proper Test

A school provider or its high managerial agents must be fit and proper to be registered to deliver courses to overseas students unless exempt under the ESOS Act. Refer C.1

#### 4.4 Identification of persons representing a provider

Lorien Novalis does not use Agents.

#### 4.5 Marketing information and practices

Lorien Novalis School advice for potential Overseas students is provided on-line in that the Overseas Handbook is available on-line.

#### 4.6 Student engagement before enrolment

Lorien Novalis requires evidence of experience and English language proficiency.

[Refer to the document 731a Application for Enrolment Form and the attachments listed in section 7 of that document for further information on applying to enrol].

#### 4.7 Formalisation of enrolment

A Letter of Offer together with the Overseas Enrolment Contract is sent to the family of the student outlining the following:

- identification of the course(s)
- itemised list of course-related fees
- circumstances in which personal information about the student may be shared
- advisement of student's obligation to notify provider of a change of address whilst enrolled in the course
- length of each study period and fees for each study period
- amounts that may or may not be repaid to the student and processes for claiming a refund
- plain English explanation of what happens if a course is not delivered

- a statement that 'This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws'. Refer C.8.1

### 4.8 Younger students

Lorien Novalis School does not organise home-stay arrangements. Refer to C.10.3

Potential students are of an age in line with current Lorien Novalis students, and will not be aged older than 18 at enrolment, and will not have reached the age of 19 by the end of Class 12. [refer to document 792 Student Age and Entry Class for clarification on age of students and the most suitable class to apply for].

### 4.9 Welfare and Accommodation

Lorien Novalis Policy is that students are safe and supported. C.10.3.

All teachers will have formal induction surrounding arrangements and requirements regarding overseas students once a year.

Homestay families are required to obtain a Working with Children Check number and submit this for verification to the School.

Lorien Novalis School does not arrange Homestay accommodation.

[Refer to documents 751 Homestay Information for overseas students and 752 Homestay guidelines for host families for further information on accommodation]

### 4.10 Critical Incident

Refer to Overseas Critical Incident Policy LNS710.

### 4.11 Transfer between registered providers

Lorien Novalis School considers any request of a child wishing to transfer to another educational provider. Refer to C.12.1. The application to include the following information:

- describing the circumstances in which a transfer will be granted
- describing the circumstances the school provider considers as reasonable grounds for refusing a student's transfer request, including examples of when a transfer can be considered detrimental to a student
- providing a reasonable timeframe for assessing and responding to a student's transfer request (generally within ten working days)
- having a request for release form.

### 4.12 Complaints and appeals

Complaints and appeals. See Communication and Grievance Policy No. 510.

### 4.13 Course completion within expected duration of study & 4.14 Monitoring course progress

As a Registered Provider, Lorien Novalis School must comply with the provisions of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code 2007). The National Code 2007 set out the requirements of education providers in relation to the educational outcomes and services which must be delivered to students on student visas. Education and training providers that enrol Overseas Students studying in Australia on student visas are regulated by the Commonwealth Education Services for Overseas Students (ESOS) Act 2000. Standard 10 of the National Code 2007 requires registered providers to have a documented policy and procedure for monitoring, recording and assessing course progress. This policy outlines the way that Lorien Novalis School will monitor the academic progress of Overseas Students:

- Lorien Novalis School monitors, records and assesses the course progress of each student for each unit of the course (school term) for which the student is enrolled.
- Lorien Novalis School has a documented intervention strategy available to staff and students, specifying the procedures for identifying and assisting students at risk of not meeting the course progress requirements.
- Lorien Novalis School will implement the intervention strategy for any student who is at risk of not meeting satisfactory course progress requirements. This intervention strategy must be activated where the student is at risk of failing multiple subjects. Students who have failed or are not yet competent in 50% or more of the units attempted in any study period (school term) are considered to be making unsatisfactory course progress.
- Lorien Novalis School will notify the student in writing of an intention to report the student for not achieving satisfactory course progress and inform the student of the opportunity to access the school's complaints and appeals process within 20 working days.

After the expiration of the 20 day period, withdrawal of the student from the appeal process and/or after the settlement of any appeal in Lorien Novalis School favour, Lorien Novalis School will notify the Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education (DIISRTE) through PRISMS if a student does not satisfy student visa requirements relating to satisfactory course progress (i.e. the student has breached Condition 8202 of their student visa).

Lorien Novalis School policy is that students do not repeat a unit of study. However, the school may recommend that the student attend a lower year level in order to achieve a satisfactory course outcome.

#### **4.14 Monitoring attendance**

Lorien Novalis School monitors attendance of students. Ref. C.16.1

#### **4.15 Course Credit**

Lorien Novalis School does not offer course credit.

Lorien Novalis School complies with requirements for the ROSA and HSC.

#### **4.16 Deferring, suspending or cancelling the student's enrolment**

Lorien Novalis School will only grant a deferment of commencement of studies for compassionate and compelling circumstances.

Once the student has commenced the course, Lorien Novalis School will only grant a suspension of study for compassionate and compelling circumstances.

The duration of the student's study may only be extended where it is clear that the student will not complete the course within the expected duration, as specified on the student's Confirmation of Enrolment for Overseas Students.

Note: there are specific circumstances, e.g. compassionate or compelling circumstances that apply in each of these situations, refer Refer to Lorien Novalis School Policy C.18.1

### 4.17 Staff capability, educational resources and premises

Lorien Novalis School provides Induction for staff who have close working interact with overseas students.

Lorien Novalis School is an accredited non-state school in NSW and as such is subject to an appropriate quality assurance framework applying to registered courses, as is required under Standard 14 of Part D the National Code 2007.

### 4.18 Changes to registered provider’s ownership or management

<p>It is the responsibility of the following officer to notify the Overseas Quality Unit (CRICOS) and BoSTES at least 3 months prior of intention to relocate premises. All overseas students enrolled to be advised of any intention to relocate premises at least 20 days before the relocation.</p>	
<p>Norman Sievers</p>	<p>Educational Administrator</p>
<p>It is the responsibility of the following officer to advise the Overseas Quality Unit (CRICOS) and BoSTES in writing of: a) any prospective changes to the ownership of the School as soon as practicable prior to the change taking effect, and b) any prospective or actual change to a “high managerial agent” of the School as soon as practicable prior to the change taking effect, or within 10 working days where the change cannot be determined until it takes effect, and c) any information on the new owner or high managerial agent as per section 9(6) of the ESOS Act</p>	
<p>Janine Loyzaga</p>	<p>Acting enrolment’s office</p>
<p>The following staff member(s) is/are the designated official point of contact for overseas students:</p>	
<p>Norman Sievers Janine Loyzaga Margaret Zhou</p>	<p>Head of School Enrolment’s officer Overseas Student Co-ordinator</p>

### 4.19 Student File

It is Lorien Novalis School Policy to maintain records in the file for an overseas student in accordance with RANGS/CRICOS Requirements. Ref C.14.2 and C.15.5. C.12.4

### 4.20 Website List of Persons Responsible for Overseas Students

It is Lorien Novalis School Policy that employees who have a role representing or acting on behalf of Lorien Novalis School and who are responsible for Overseas Students or intending Overseas Students will be kept current on the Lorien Novalis School website.

### 4.21 Staffing and Education Required to Meet the needs of the overseas students and the courses being delivered.

The Lorien Novalis School *410 Staff Policy*, outlines requirements for staff accreditation.

### 4.22 Qualifications of Teaching Staff.

Refer to Lorien Novalis School *411 Staff Selection Appointment Procedure*.

### 4.23 Update of Staff Lists on website:

Establishing a process to update website information including staff lists.

### 4.24 Provide Education of a Satisfactory Nature

It is Lorien Novalis School Policy to provide education of a standard set by domestic quality assurance and the ESOS National Code 2007.

## 5. Welfare and Accommodation

Homestay families are required to obtain a Working With Children Check number and submit to Provider with application for Homestay Parent.

## 6. Orientation Programme

Either before a new overseas student starts studying at Lorien Novalis School or on their first day the student/s will be given a tour of the grounds and facilities that they will be using at the school. Student/s will also have Lorien Novalis School's policies regarding Overseas Students explained. Class Guardians (Classes 8-12) are the first contact at the school for the student. The student/s will be introduced to the Overseas Student Coordinator (Classes 8-12) who will check in with student/s regularly during their stay and monitor the academic progress and attendance (with the support of the Class Guardians). A student will also help a new overseas student to find their way around and help the student to settle in.

Whilst orientation will happen initially it may take some time for the student to settle in to Lorien Novalis School and life in Australia. The Class Teacher/Guardian, the Overseas Student Coordinator, Registrar or Guardian/Homestay Parent are available for the overseas student if assistance is required.

## 9. Privacy Policy

Refer to Lorien Novalis School *150 Privacy Policy*.

## 10. Responsibilities

Overseas Students Coordinators responsibility to maintain these records as per 4.20.

The Overseas Student Coordinator is responsible to maintain a current list of employees who have a role representing or acting on behalf of Lorien Novalis School and who are responsible for Overseas Students or intending Overseas Students.



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### 11. Version Control

Version Control	Date Effective	Approved By	Amendment
1			First Version
2			