



OVERSEAS STUDENT ENROLMENT POLICY

STUDENT ENGAGEMENT BEFORE ENROLMENT

Knox Grammar School provides a copy of the School Prospectus in hard copy on request. Copies are also held by our approved agencies for distribution.

The Prospectus includes a copy of the Knox Grammar School Application for Enrolment form – Overseas Students, Conditions of Enrolment and Continuing Enrolment, and the current Schedule of Fees. An electronic version of the Application for Enrolment form – Overseas Students is available on the Knox Grammar School website at www.knox.nsw.edu.au

The Application for Enrolment form – Overseas Students, provides a checklist of supporting documents applicants are required to submit, including student schooling background and reports, and AEAS English language assessment results.

ENROLMENT PROCESS

This enrolment information is relevant to students with an International background, including students from schools outside Australia, and is not determined by the residential status of the student.

The School deals directly with parents, and also with a small number of approved agencies.

In order to be considered for enrolment at Knox Grammar School, International Students are required to:

- Fully complete an Application for Enrolment form signed by BOTH parents
- Pay the Application Fee (currently \$380.00)
- Provide a copy of the student's birth certificate, translated into English if necessary
- Provide a copy of the information page from the student's passport
- Provide a copy of the visa page from the student's passport or the visa paperwork, if applicable
- Provide a copy of the student's latest school report, translated into English if necessary
- Provide a certificate of English fluency from the Australian Education Assessment Service (AEAS) *

*Students whose first language is not English are required to have their readiness for entry into the School supported by a certificate of their English fluency from the Australian Education Assessment Service – www.aeas.com.au. This certificate must accompany the Application for Enrolment, or may be request by the School prior to an offer of a place being made.

If the application is complete and if a place is available in the grade and the year requested, the applicant will receive a letter or email from the Head of Enrolments, or the OSC, offering a provisional place.

To progress the application, the applicant will receive an invitation to attend an Enrolment interview for their son with the relevant Head of Enrolments and/or the Director of Knox Boarding after which a full offer of enrolment may be made by the School. All overseas students making an Application for Enrolment attend an enrolment interview prior to an offer of a place being made.

In all instances the final decision concerning the offering of student visas to Overseas Students rests with the Headmaster.

AEAS TESTING AND INTENSIVE ENGLISH LANGUAGE STUDY

Students whose first language is not English are required to have their readiness for entry into the School supported by a certificate of their English fluency from the Australian Education Assessment Service (AEAS). The results required are:

- For entry to Year 7 – AEAS 70
- For entry to Year 8-10 – AEAS 75
- For entry to Year 11 – AEAS 80

As the AEAS levels required by the School are high, students may need to undertake an English Language Intensive Courses for Overseas Students (ELICOS) prior to commencement. If the student requires intensive English language tuition and they are located in Sydney, Knox recommends Sydney College of English (SCE) and Australian International College of English.

FORMALISATION OF ENROLMENT – WRITTEN AGREEMENT

Following review of an Application for Enrolment, if a position is available, and the applicant is successful, the School will send a letter of offer (Written Agreement).

To accept the position, the School requires the following:

1. payment of the Enrolment fee (currently \$A2620.00) and the Entrance fee (currently \$A2300.00);
Total payable \$A4920.00 (2019 fees schedule)
2. a signed copy of the *Overseas Student Written Agreement letter*
3. a signed copy of the *Conditions of Enrolment and Continuing Enrolment – Overseas Students*

The offer of a place for the student is open for a period of 30 days.

CONFIRMATION OF ENROLMENT (COE) AND CONFIRMATION OF APPROVAL OF APPROPRIATE WELFARE ARRANGEMENTS (CAAWA)

The Welfare and Accommodation Arrangements for all overseas students, and local accommodation for the student must be approved by the school in line with government guidelines prior to the enrolment being accepted.

Upon receipt of the above, an electronic Confirmation of Enrolment (eCoE) will be issued to enable the student to apply for a student visa to enter Australia. The eCoE will be sent both electronically and by post to the family's home address. Approximately one month prior to commencement an invoice for one semester's fees will be sent and this payment must be paid prior to the student's commencement at the School.

OVERSEAS STUDENT COORDINATOR

Knox Grammar School has established the enrolments position of Overseas Students Coordinator (OSC). Reporting to the Head of Enrolments and liaising closely with the:

- Director of Boarding and the Executive Officer Boarding
- Deputy Headmaster Year 7-12 Students
- Deputy Headmaster of Student and Teacher Excellence K-12
- Heads of Academy

The Director of Boarding is responsible for ensuring that the students' welfare, guardianship and accommodation is appropriate and complies with the ESOS Act 2000 and the National Code of Practice 2007.

This also involves liaising with government statutory bodies, and with approved agents, to ensure that overseas students are dealt with appropriately at all times.

The OSC is responsible for ensuring information relating to the enrolment of the student, including the written agreement, eCoE, Confirmation of Appropriate Accommodation and Welfare Arrangements (CAAWA) and visa grant notice, is stored on the Student File. Once any student, including an overseas student commences, the Student file is transferred to the Student Administration Office on campus.

The OSC also retains a copy of the eCoE, CAAWA and visa grant notice.

The OSC is responsible for notifying any changes to accommodation and/or welfare arrangements for overseas students to NESAs via PRISMS.

TERMINATION OF ENROLMENT

The School Council reserves the right to terminate the attendance and enrolment and student visa of any boy whose unsatisfactory attendance, lack of progress or whose conduct or behavior is, in the opinion of the Council, an embarrassment to the School.

TUITION FEES AND REFUND POLICY

Tuition fees and other charges are subject to change and may vary from year to year. Any increase in fees during the period of study will apply to both new and continuing students.

POLICY REGARDING REFUND OF FEES FOR OVERSEAS STUDENTS

1. Student visa application rejected: The School will refund within 28 days all enrolment and tuition fees where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian Immigration authorities.

2. Student does not commence studies at Knox after completing the enrolment process: The student's Application Fee and 50% of the Entrance Fee will be retained by the school. All other fees will be refunded in full.
3. Student leaves Knox prior to the completion of studies and without giving one terms notice: The school will retain the current terms fees and an additional terms fees. All other fees paid in advance will be refunded in full.

RIGHT TO FURTHER REFUNDS AND LEGAL REDRESS AGAINST THE SCHOOL

Under Australia's consumer protection laws an Overseas Student may take legal action against the school to recover other fees already paid in addition to those already refunded as mentioned above.

An Overseas Student may also take legal action against the school in relation to alleged defects in schooling or on other grounds in accordance with Australia's consumer protection and other laws.

The Overseas Students Ombudsman investigates complaints about problems that overseas students have with private education and training in Australia. The Ombudsman's services are free, independent and impartial

Contact details (for further information & complaints)

Web: www.oso.gov.au

Email: ombudsman@ombudsman.gov.au

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