



ENROLMENT POLICY

POLICY

All new International Student applicants must be able to demonstrate sufficient command of the Reading, Writing, Speaking and Listening Skills in English.

Applicants wishing to enroll must complete the St. Maroun's College International Student Enrolment Form. This application must be comprehensively and correctly completed, signed by the student's parent/guardian and can only be processed with the following documents to support the application:

- Certified copy of student Birth Certificate or Family Register
- Copy of student and Parent/Guardian Passport, Passport Visa Page (or E-Visa)
- Copy of Driver's License and/or National Identity Card
- Copy of Baptismal Certificate or religious documentation
- Copy of Police Check (Guardian name and date of birth check only) College may request
- Certified copies of students previous school report/record and/or transcript with translation (if required)
- Copy of students medical record and/or Immunisation Certificate
- Copy of Overseas Student Health Cover (OSHC) card for the length of the Visa period
- Administration fee of AUD\$300.00 (non-refundable)

The administration fee is charged in Australian Dollars and does NOT guarantee a place of enrolment at the College.

Where the above-mentioned documents are NOT in English, certified translations in English are required, with necessary costs to be met by the applicant.

Assessment procedures include an evaluation of previous school reports and an evaluation of the applicants English language proficiency (either age-appropriate or sufficient for entry to the level of education applied for). In cases where school reports are inconclusive for any reason, the College may require relevant testing of the applicant.

Once all information is provided with the enrolment application, the College will proceed with an enrolment interview with the parent/guardian, student and International Student Coordinator (ISC). Should the College advise that the applicant requires ESL support, it will be a condition of enrolment for the student to attend all ESL support lessons. During the interview it may be recommended that the student enters a year level other than what has been requested on the application if it is deemed to be more appropriate for the student.

DIAC requirement for all international students is a minimum of 85% attendance and a satisfactory academic result, defined by the College as a minimum of 50% result per subject in each course (Primary, Junior and Senior Secondary).



PROCEDURE

STEPS	ACTION ADMINISTERED	
	Primary School	Secondary School
Step One: Enrolment Package	<ul style="list-style-type: none"> Interested applicants can download the <i>St. Maroun's College Enrolment Form package</i> and contact the College office to make an appointment with the ISC or alternatively applicants may wish to email natalie.hansen@stmarouns.nsw.edu.au to arrange an interview meeting. If new applicant enters the College a hard copy of the <i>St. Maroun's College Enrolment Form package</i> will be available in Primary/Secondary office to hand out to prospective applicants. The <i>St. Maroun's College Enrolment Form package</i> must include: <ul style="list-style-type: none"> ➤ <i>Enrolment form, Schedule of College fees, uniform and textbook list, list of College staff names and positions, St. Maroun's College International Student Handbook</i> (accessible via College website). Administration fee of AUD\$300 is paid with submission of enrolment package 	
Step Two: Enrolment Interview	<ul style="list-style-type: none"> During the enrolment interview, ISC will verify all documentation including: <ul style="list-style-type: none"> ➤ Birth Certificate ➤ Passport number and expiry date ➤ Visa number, Subclass, conditions and expiry date ➤ Address details for student in Australia (homestay and Guardian) and family overseas ➤ Police Check documentation All policies and procedures will be explained and signed by the parent/guardian, student and ISC. Pre-approved applications will be referred to the College principal for final approval. If successful, ISC will process the new enrolment form and College administration office will enter student details on Student Administration System (SAS). ISC will notify all staff members via email of the new student details, academic ability and commencement date. Unsuccessful applicants will be notified by telephone and written correspondence. 	
Step Three: Letter of Offer / College Schedule of Fees	<ul style="list-style-type: none"> The College will issue a Letter of Offer that informs the applicant that there is a placement for the student. The College Schedule of fees and uniform list will accompany the <i>Letter of Offer</i>. Student must complete and submit to the College the Letter of Offer Acceptance slip to accept/agree to offer of school enrolment/placement All College fees MUST be paid BEFORE the student can commence studies at the College. Financial issues can only be addressed by an interview with the Principal and student family/guardian NO payment of fees can be paid BEFORE a COE is completed. 	
Step Four: Issue of CoE and CAAW from CEC/ PRISMS entry	<ul style="list-style-type: none"> ISC will complete a CoE (Confirmation of Enrolment) and email to CEC. CEC will issue via PRISMS a CoE. A <i>Confirmation of Appropriate Accommodation/Welfare Arrangement</i> (Welfare Letter) will be issued if the College accepts welfare responsibility for any student under 18 years of age with no parent, legal guardian, or a close relative of good character (nominated by both parents) who is 21 years and older. ISC will photocopy all documents and give a copy to the student/guardian BEFORE the commencement of enrolment. 	

<p>Step Five:</p> <p>Arrangement of OSHC</p>	<ul style="list-style-type: none"> • All international students MUST have Overseas Student Health Cover (OSHC) for the length of their Visa period. • The College can arrange, at the request of the student/guardian, OSHC during the enrolment interview and payment will be in addition to College Schedule of Fees. • The OSHC cost is for the length of the student Visa period (e.g. 5 year visa = 5 year cost upfront) • The College has an arrangement with OSHC Providers for issuing OSHC. • The student may choose their own OSHC and a copy of the paid OSHC must be submitted to the College for record keeping. • The College will NOT accept any international student with no OSHC. 	
<p>Step Six:</p> <p>Payment of College Fees</p>	<ul style="list-style-type: none"> • Once a CoE, Welfare letter and copy of OSHC is received, the applicant MUST pay FULL semester of fees PRIOR to commencement of studies. • Requests regarding financial issues can only be addressed to the Principal in an interview with the Principal and student family/guardian 	
<p>Step Seven:</p> <p>Induction of Student into the College</p>	<ul style="list-style-type: none"> • On the first day of school the student will wait in the Primary office to meet the ISC and Primary Coordinator. • The Primary Coordinator will assist the new student to their classroom to meet the teacher and will assign a “buddy” to assist the new student around the College grounds and facilities. • Student will be dismissed with their classroom at the front of the College gates and be under teacher supervision and Primary Coordinator until parent/guardian arrives. • ISC will liaise with the Primary Coordinator and classroom teacher each week for the first month to assess student induction and progress. 	<ul style="list-style-type: none"> • On the first day of school the student will wait in the Secondary office to meet with ISC. • ISC and Director of Curriculum will meet with the student to discuss subject selection, textbook list and academic timetable. • Student will meet with ISC to discuss College procedures including merit/demerit system, spiritual and emotional well-being of the student and welfare issues. • A buddy system will be arranged to assist and inform the student of College grounds and facilities. • Student will meet with Miss Hansen at the end of the day/during Pastoral care to receive a copy of their CoE and Welfare Letter and discuss their first day. • Mentor meetings with ISC will continue every two weeks for the first term to see how the student is progressing. • ISC will liaise with the classroom teachers of the student to discuss academic progress.

