

Student Application Process

International Student Program



CAROLINE
CHISHOLM
CATHOLIC COLLEGE

This application process is only for students who are applying for, or hold a subclass 500 Student – Schools visa and are seeking to study at Caroline Chisholm Catholic College for greater than 12 months.

Apply online at www.cccc.vic.edu.au

Instructions:

- Please answer all questions on the **International Student Application enrolment form**.

Application process:

- Complete the **International Student Application for enrolment form** and return it with all the required documents to Caroline Chisholm Catholic College.
- Provide translated copies of the student's school reports covering the last two years of study
- Provide verified translation of a birth certificate
- Complete and submit AEAS or IELTS test results.
- If the student is over 16, a notarised translated copy of Graduation Certificate showing that the student has achieved results allowing them to progress to the academic stream in senior secondary school.
- The application and supporting documentation should be emailed to registrar@ccc.vic.edu.au or communications@ccc.vic.edu.au

Application assessment:

- Applications for enrolment received are assessed to determine whether a student meets the entry requirements to study at Caroline Chisholm Catholic College. Application assessment cannot commence until all required documents are received. Be sure the **International Student Application for enrolment form** is signed.
- As a condition of enrolment, students must complete the required amount of ELICOS as determined by the AEAS or IELTS assessment by an external ELICOS provider prior to commencing students at Caroline Chisholm Catholic College. A conditional offer will be made to students on this basis.
- Students may be required to complete further language or academic testing if required.

Letters of offer and invoice:

- Successful applicants will receive a Letter of Offer and invoice fees payable.

Acceptance of the offer and payment:

- To accept the terms and condition of enrolment, a signed written agreement and full payment of the invoice must be received within 14 days.
- Health insurance in the form of Overseas Student Health Cover (OSHC) in place for the duration of their visa and the student's medical information.

Confirmation of enrolment:

- Following acceptance and payment you will receive:
 - Confirmation of Enrolment (CoE) Letter to enable students to apply for a visa.

Applying for a student visa:

- Students applying for a visa must apply to the Department of Immigration and Border Protection (DIBP) office. Please visit the DIBP website www.immi.gov.au for information on how to apply for a visa and visa requirements.
- To assist with your visa application, we recommend the use of an accredited education agency.
- If using an agent, they must be a registered international representative and accredited educational agent.

Application Fee:

- Applications will be processed on receipt of the application fee.

Tuition Fees:

- All fees are to be paid in Australian Dollars (\$AUD) for the total amount of the invoice.
- The payer is to meet all of the bank's transaction fees. Caroline Chisholm Catholic College is not liable for any foreign exchange variation incurred when making a payment.

Tuition Cost:

- An invoice for payment of tuition fees and other services will be sent to the student together with the Letter of Offer.
- Tuition fees can be paid to Caroline Chisholm Catholic College by BPay, electronic Funds Transfer or credit card within Australia and credit card or telegraphic transfer from overseas.
- Caroline Chisholm Catholic College is not responsible for any monies paid to an agent or other third party by the student or parent.
- 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 new and continuing students and will be included in subsequent invoices.

(Tuition fees do not include:)

- Books, uniform, stationary items, internet use, visa application, travel costs, language and academic testing and any personal items.

Terms and conditions

DIBP Age Requirements:

- From 1 July 2016, all school students must be of an appropriate age for the entry level for their school course, regardless of their country of citizenship.
- To be granted a visa for school studies, the student must meet the following age requirements:
 - Commencing Year 10 – the student must be less than 18 years of age.
 - Commencing Year 11 – the student must be less than 19 years of age.
 - Commencing Year 12 – the student must be less than 20 years of age.

Academic requirements:

- Students must have gained a grade of 70% or higher across all subjects completed in the previous two years and 75% in English.
- Provide translated copies of the student's school reports covering the last two years of study

English language proficiency requirements:

- It is a requirement that students have a certain level of English language skills prior to commencing their principle course of study.
- Minimal English language requirements for the International Student Program are:
 - successful completion of an English language course in Victoria for up to 21 weeks (two terms before commencing the principle course of study (subject to assessment after the student's arrival), or
 - documented evidence – to demonstrate competence in English – that the students has:
 - received English instruction for 2 years or more, or
 - been taught in English at an international school for at least 2 years, or achieved:
 - a general IELTS test score of at least 5.5-6, or
 - an AEAS score of 80 or higher.

Accommodation and welfare requirements:

- All students must reside with a parent/carer/DIBP approved relative for the duration of the student's enrolment.
- The relative must also be aged 21 or over and be eligible to stay in Australia until the expiry of the student's visa or until the student turns 18.
- The College will not enrol students who would require a Confirmation of Appropriate Accommodation and Welfare (CAAW) from the College.

Overseas student health cover:

- As a requirement of the student's visa, students must have health insurance in the form of Overseas Student Health Cover (OSHC) in place for the duration of their visa (DIBP requirement), or for their total study period before arriving in Australia. See the DIBP website and contact your OSHC provider. Medibank OSHC <https://www.medibank.com.au/overseas-health-insurance/oshc/>
- Students retain the right to choose their own insurer and purchase their own OSHC online. Visit www.health.gov.au
- OSHC must be arranged prior to arrival in Australia.
- Caroline Chisholm Catholic College must have the details:
 - name of the OSHC provider
 - membership number
 - start date of cover
 - end date of cover
 - documentation supporting OSHC coverage
 - Please note a visa may be cancelled if OSHC is not maintained for the duration of the stay / visa length as this constitutes a breach of visa conditions.

Responsibilities:

Education Services for Overseas Students (ESOS)

- All institutions teaching international students are regulated under the Education Services for Overseas Students (ESOS) Act. This protects Australia's reputation for delivering quality education services and the interests of overseas students, by setting minimum standards and providing tuition and financial assistance.
- You can find further information about the ESOS Act and your rights as an international student at <https://internationaleducation.gov.au>
- Caroline Chisholm Catholic College's responsibility under the ESOS Act are outlined below:
 - As part of a student's enrolment the school must provide the student with:
 - a principals' officer who is responsible to act as their Overseas Student Coordinator to oversee student services and pastoral care
 - pre-arrival information is provided to the student prior to arrival
 - an orientation program on arrival
 - intensive English language tuition before commencement and, if required, ongoing English as an Additional Language support
 - counselling and ongoing support
 - a minimum of two written school reports per year

Caroline Chisholm Catholic College:

- has the right to reject an application at any stage of the enrolment process if there is a reasonable belief that the student cannot meet the requirements of the student visa.
- can suspend or cancel the enrolment of a student for misbehaviour or non-payment of fees.
- will advise the student and parent of non-compliance, or suspension or cancellation of a student's enrolment prior to reporting a student to DIBP. Students and parents have 14 working days to appeal the decision.
- will work with students to ensure success but cannot guarantee that a student will:
 - successfully complete their studies
 - successfully complete their VCE
 - gain entry into a tertiary institution

Parents/carers must ensure that:

- if using an agent, they must be a registered international representative and accredited educational agent.
- their child has a valid passport and visa.
- all living expenses and return airfares are met.
- all applicable fees are fully paid for the duration of the students enrolment.
- Caroline Chisholm Catholic College is notified immediately upon cancellation or change to their child's visa status.
- their child resides with their approved accommodation provider.
- the College is notified in writing within seven days if a parent/carers or DIBP approved relative changes address in Australia.
- the student has a valid health insurance through an Australian Overseas Student Health Cover (OSHC) provided for the duration of their visa.
- Caroline Chisholm Catholic College is kept informed of any change of address in the student's home country or banking details.

Students must ensure they:

- abide by the College's Code of Belonging and their welfare and accommodation policy.
- comply with all visa conditions.
- do not engage in any activity that may endanger their own safety or the safety of any other person.

Documentation Acronyms

- CoE – Certificate of Enrolment
- COP – Confirmation of Placement
- DHA – Department of Home Affairs
- ISP – International Student Program
- OSHC – Overseas Student Health Cover
- TPS – Tuition Protection Service
- AEAS test results - Australian Education Assessment Service
- IELTS - International English Language Testing System
- ELICOS - English Language Intensive Courses for Overseas Students
- CAAW - Confirmation of Appropriation Accommodation and Welfare
- DIBP - Department of Immigration and Border Protection
- TIS - Translating and Interpreting Service
- DET - Department of Education and Training
- ESOS - Education Services for Overseas Students