

Entry Requirements for Full Fee-Paying Overseas Students Policy

1. Scope

This policy is applicable to International Students enrolled at The Geelong College (the school).

2. Purpose

The purpose of the policy is to advise Full Fee-Paying Overseas Students of the requirements regarding entry to The Geelong College.

The College understands that in order to accommodate an overseas student and fulfil its duty of care to the student and regulatory requirements, it has a number of responsibilities. These are outlined throughout this policy and additionally include, but are not limited to the following:

- a). Where the School issues a CAAW letter accepting responsibility for approving the accommodation, support and general welfare arrangements, for a student who is under the age of 18, the school cannot delegate, outsource or contract out that responsibility. This is regardless of whether the student is residing and/or in homestay accommodation or the School's Boarding Premises.
- b). Should the student primarily reside in the Boarding House during term time, it is the responsibility of the School to ensure the CAAW letter provides for arrangements during exeat weekends and during holiday periods. It is the responsibility of the International Student Coordinator to facilitate and include this arrangement in the CAAW through PRISMS.

The School is responsible for accommodation, support and general welfare arrangements and does not delegate, outsource or contract out responsibility for accommodation, support or general welfare arrangements.

3. Guidelines

- a) The Geelong College will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the College and with legislative requirements of Victoria and the Commonwealth of Australia, including any requirements to undertake extra tuition to improve their English prior to commencing their studies at Geelong College
- b) Applications for enrolment must be made via an Online Enrolment Form available on the College website. This must be correctly completed, and must be accompanied by the following documents to support the application:
 - i. 2 copies of student reports
 - ii. Completed AEAS test
 - iii. Copy of passport page with name, photo identification, passport number and expiry date
- c) Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant. Assistance would be given by one of our recommended International education agents listed on The Geelong College website
- d) An application for enrolment can only be processed when all the required forms have been received from the agent by the Admissions Department

- e) Applications from overseas students are processed according to our established procedures and are dealt with on their merits (see entry requirements below)
- f) Assessment procedures include an evaluation of reports from previous schools and of English language proficiency (AEAS test) and a skype interview with the respective Heads of School
- g) Procedures are to be reviewed annually by the Admissions Department and Director Community Relations
- h) Once an enrolment has been accepted the family must provide details of a local support person or enter into an agreement with a professional student care and support service recommended by College.

4. Academic Requirements

Students must provide evidence of satisfactory academic performance appropriate to the year level requested on the Enrolment Form or offered an alternative point of entry by the school in a Letter of Offer.

a) For Year 7-12 Students

A pass level or B grade or better is expected for most core subjects. The College looks for all round ability. Where grades fall below minimum standards further investigation may be sought via the education agent for the enrolment to proceed and/or during an interview with the student (Skype or in person).

b) English Language Proficiency Requirements

The Geelong College requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the 2007 National Code of Practice, Section D Standard 2.

The Geelong College assesses evidence of English language proficiency presented by a student at the time of application. The College requires every Full Fee-paying international student to take an AEAS test prior to application. The AEAS report provides the College with independent and objective data on their English language proficiency, mathematical reasoning and general ability.

As part of the enrolment process The Geelong College looks for an overall score within an accepted range applicable to each year level. This ensures that the student reaches the minimum level of English language proficiency appropriate for the course for which enrolment is sought.

Year Level	AEAS Minimum Requirement
Year 7	55
Year 8	60
Year 9	65
Year 10	70

Each AEAS report recommends the number of weeks ELICOS required prior to commencement of the course.

Every student also undertakes an interview in person or via Skype with the Head of School as part of the enrolment process. A letter of offer will then be sent conditional upon the student completing the AEAS recommended number of weeks on an external English Language course (ELICOS).

Any exception to the above must be recommended by the Director Community Relations or the Admissions Manager and approved by the Heads of Senior School (Year 9 – 12) or Middle School (Year 7 & 8) or Principal.

