



## SV500-21 ENROLMENT POLICY

### 1. RATIONALE

Bunbury Cathedral Grammar School's ('the School') *POL-228 Enrolment Policy* addresses the application, waitlist, offer and acceptance requirements for all students wishing to enrol at the School. *SV500-21 Enrolment Policy* outlines additional requirements for students enrolling on a Student Visa 500 (SV500). Students can be accepted from Pre-primary to Year 12 when applying on an SV500.

Bunbury Cathedral Grammar School is an 'open entry' school and is not academically selective. The School has a strong focus on, and commitment to, supporting the School's families and community.

### 2. SCOPE

This policy is applicable to:

- 2.1. All domestic and international students studying on a Student Visa 500 (SV500), or other visa where the student is not recognised as a domestic enrolment
- 2.2. Parents of SV500 students
- 2.3. Board of Governors
- 2.4. Head of School
- 2.5. Chief Financial Officer
- 2.6. Marketing and Community Relations Manager
- 2.7. Education Agents

### 3. POLICY

#### 3.1. Entry

- 3.1.1. The School's CRICOS registration enables enrolments of international students from Pre-primary to Year 12
- 3.1.2. All students intending to enrol at the School are subject to the School's *POL-228 Enrolment Policy*
- 3.1.3. Entry into all year levels and boarding, whether at the start of the School year or during the School year are subject to vacancies being available in the preferred year level.
- 3.1.4. Entry to Year 12 is subject to a vacancy being available and the applicant meeting WACE requirements to study Year 12 and the School's subject offering and prerequisite requirements.
- 3.1.5. All international students are subject to *SV500-2 International Student Entry Requirements policy*, which is available from the School website.
- 3.1.6. All Year 7 to 12 international students are required to board at the School unless living with one parent in the Greater Bunbury area. Pre-primary to Year 6 students must be living with at least one parent. Exceptions to this accommodation requirement are at the discretion of the Head of School. Please refer to *SV500-10 Accommodation Policy*.

#### 3.2 Age on Entry

- 3.2.1 Applicants for entry to Pre-primary, the first compulsory year of school in Western Australia, must turn at least 5 years of age by 30 June of their pre-primary year
- 3.2.2 Following on from the age requirement for entry to Year 1, adding 12 months for each additional year of school is a typical pattern for determining age of entry for



later year levels e.g. students entering Year 7 will typically turn 12 years of age by 30 June, while a Year 7 student.

- 3.2.3 Circumstances impacting international students, such as the different school years in other countries and the northern hemisphere, and the need for ELICOS prior to entering mainstream classes, can often result in international students being 12 and up to 18 months older than peers in their cohort. When considering international applicants, the *International Student Entry Requirements Policy* will take precedent over age at time of entry. Generally, it is expected that international students will be aged up to 18 months older than their peers when they complete year 12 i.e. 19 years of age.

### 3.3 Applications

- 3.3.1 All applicants for enrolment at the School will be required to lodge a Bunbury Cathedral Grammar School *Application for Enrolment Form* and pay the Application Fee (non-refundable). Full details of what is required is outlined in *POL-228 Enrolment Policy*
- 3.3.2 International student applicants who are Permanent Residents of Australia or who have a Temporary Residency Visa are required to provide certified copies of their Visas.
- 3.3.3 International student applicants, who are planning to apply for a Temporary Visa, including a SV500, will be required to supply a copy of the required documentation once the Visa has been issued and prior to the commencement of their studies at the School
- 3.3.4 In addition to the requirements outlined in *POL-228 Enrolment Policy*, students whose last School was based overseas and where the language of instruction and reporting of the school is not English, need to provide a certified and translated copy of the student's most recent school report with a certified copy of the original report.
- 3.3.5 Applications are an expression of interest in enrolling at the School and are not a commitment to enrolment
- 3.3.6 Lodging an *Application for Enrolment Form* does not guarantee that an offer of a place will be made to the applicant
- 3.3.7 All applications for enrolment will be acknowledged in writing by the Enrolment Office

### 3.4 Waitlist Priorities

Students are placed on a waitlist, in date order of application received. The priority for enrolments is outlined in *POL-228 Enrolment Policy*. This list applies to applications received from International Students.

### 3.5 Offers and Acceptance of a Place of Enrolment

- 3.5.1 Conditional places are offered as outlined in *POL-228 Enrolment Policy*.
- 3.5.2 Offers of places of enrolments to students studying on a SV500 will require a dedicated letter of offer to be known as *SV500 Letter of Offer*. The *SV500 Letter of Offer* will include the following details (but not limited to):
- School's CRICOS registration code
  - Full name of student
  - DoB of Student
  - Enrolment commencement date
  - Projected enrolment completion date
  - CRICOS Course details
  - Estimated Course Tuition fees, (as reported on CRICOS Register)



- Estimated Course Non-Tuition fees and costs
  - English testing requirements
  - English preparation and/or ELICOS requirements
  - OSHC requirements and costs
  - Refund Policy (attached)
  - Refer to *SV500-19 Complaints and Internal Appeals Policy*
  - Links to relevant and important policies available via the website
- 3.5.3 Acceptance of an Offer of Enrolment for SV500 students will require the completion of an SV500 Offer/Acceptance Contract, including signatures from the student's parent/s or legal guardian/s and payment of the Endowment Fee.

### 3.6 Interviews

- 3.6.1 All applicants will be required to have an interview with the Head of School and/or Head of Secondary/Primary/Boarding as applicable. Interviews will take place prior to an offer being made.
- 3.6.2 As a condition of their Student Visa 500 (SV500), international students cannot transfer between schools within the first six months of their enrolment. Please see the *SV500-3 Student Transfer Policy*. This includes new students wishing to enrol at the School or current students wanting to transfer from the School to another School.

### 3.7 Withdrawal

- 3.7.1 A full term's notice, in writing, to the Head of School must be given prior to the withdrawal of a day student, including withdrawal at the end of the school year (except in the case of graduating Year 12 students). In lieu of one term's notice, in writing, a quarterly payment of the Annual Tuition Fee will be charged.
- 3.7.2 Boarders may withdraw only at the end of a semester and a full semester's notice in writing to the Head of School is required. This applies in the case of a Boarder leaving the School or becoming a day student. In lieu of a full semester's notice, half the Annual Boarding Fee would be charged.
- 3.7.3 As a condition of their Visa, students studying on a SV500 cannot transfer schools within the first six months of their enrolment. Exceptions to this will be at the discretion of the Head of School. SV500 students must also comply with the *SV500 Student Transfer Policy*, *SV500 Deferring, Suspending or Cancelling Enrolment Policy* and the *SV500 Refund Policy*

### 3.8 Students Returning to Bunbury Cathedral Grammar School

Students who have previously attended the School will not be required to pay the Application, Enrolment or Endowment Fee, should they apply to return to the School and are offered a position of enrolment. An updated *Application for Enrolment Form* must be submitted and will be subject to the same criteria as a new enrolment. Re-enrolment of a previous student is at the discretion of the Head of School.

### 3.9 Education Agents

The School is committed to providing training to Education Agents regarding the School's enrolment policies and procedures and entry requirements for international students. Education Agents will be required to abide by the School's Enrolment Policy and ensure that students are correctly informed about the School's policies and procedures when working with international students.



#### 4 DEFINITIONS

- 4.1 See SV500-4 CRICOS Registration Policy
- 4.2 **International students** are generally considered to be any students whose family home is currently overseas, or will be at the time of enrolment. This includes expatriate Australian Citizens, Permanent Residents of Australia (PRs), Temporary Residency Visa (TRs) holders who live overseas, including students who will be studying on a Student Visa Subclass 500 (SV500) and students who may study for short periods (less than 3 months) of time while on a Visitor Visa.
- 4.3 **Application Fee:** An administrative fee payable at the time an Application is lodged by all domestic students, and Australian Citizens, Permanent Residents and Temporary Visa holders who reside overseas. A student cannot be added to a waitlist until such time as the fee is received by the School.
- 4.4 **SV500 Application Fee:** An administrative fee payable at the time an Application is lodged by a student who will be studying on a Student Visa Subclass 500 (SV500)
- 4.5 **Endowment Fee:** All students who enrol at the School are required to pay a non-refundable Endowment Fee. The Endowment Fee secures the conditional place for the student and is paid to the School Foundation, who support the continued development of the School
- 4.6 **WACE:** Western Australian Certificate of Education

#### 5 LEGAL AND OTHER REQUIREMENTS

See SV500-4 CRICOS Registration Policy

#### 6 ASSOCIATED POLICES, PROCEDURES, GUIDELINES AND FORMS

- ❖ Application for Enrolment Form
- ❖ SV500 Letter of Offer
- ❖ SV500 Offer/Acceptance Contract
- ❖ SV500-15 Education Agent Policy
- ❖ SV500-2 International Student Entry Requirements Policy
- ❖ SV500-9 International Student Policy
- ❖ SV500-4 CRICOS Registration Policy
- ❖ SV500-16 Refund Policy
- ❖ SV500-3 International Student Transfer Policy

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