

# International Students Enrolment Policy



## **RATIONALE:**

- International students who meet DET and visa requirements can apply to Ballarat High School for enrolment.

## **AIM:**

- To provide an efficient and transparent process of enrolment that satisfies the needs of both international students and the school.

## **IMPLEMENTATION:**

- Ballarat High School will maintain accreditation approval for International Student Enrolment.
- The school will check the IED Overseas Students – Fee Payment and Exemption Table when approached to take an international student enrolment and will refer students to IED if required.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit : 03 9637 2990
- International student enrolments will only be considered if the requested year level has a vacancy that will not take the place of a student for whom Ballarat High School is their neighbourhood school.
- International Students seeking to enrol must meet the International Education Division requirements including payment of all IED fees by the appropriate dates. IED processes must be followed if Parent/Carers fail to pay requested fees.
- All student enrolments will require the completion of the DET ‘Confidential Student Information Enrolment Form’ with details entered on CASES as soon as practical.
- International students are required to maintain satisfactory attendance. The IED must be notified if the student attendance each term falls to a rate of 85%.
- Parents/Carers of International Students are required to notify the school of any changes in visa arrangements, accommodation or other contact details.
- International students are required to pay the Ballarat High School Curriculum and Services charge.
- International students are required to purchase the Ballarat High School uniform, required booklist items and pay for school excursions/camps costs if attending.
- Students will be allocated to classes in accordance with school policy on class structures and sizes.

## **EVALUATION:**

This policy will be reviewed as part of the school’s four year review cycle.

