



SECTION	OVERSEAS STUDENTS				
ITEM:	MINIMUM ACADEMIC AND ENGLISH LANGUAGE and AGE REQUIREMENTS POLICY			ITEM No:	OSS-001
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1. PURPOSE

Brisbane Christian College seeks to enrol overseas students in an ethical and responsible manner. The College wishes to ensure that the overseas student's qualifications, experience and English language proficiency are appropriate for the year level for which enrolment is sought, for the student to be able to successfully meet the curriculum demands.

2. SCOPE

This policy applies to all overseas students seeking enrolment into Brisbane Christian College.

3. SOURCES

- *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018*
- *Education Services for Overseas Students Act 2000 (ESOS Act)*
- *ESOS Regulations Education Services for Overseas Students Regulations 2001*

4. DEFINITIONS

TERM	DEFINITION
NESB	Non English Speaking Background
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students.
Overseas student	A person (whether within or outside Australia) who holds a student visa as defined by the <i>ESOS Act</i> , but does not include students of a kind prescribed in the <i>ESOS Regulations</i> . Where the student is under 18 years of age and the student is required to exercise rights or enter obligations as a legal person, this term may refer to the student's parent or legal guardian.
Student Visa	An authorisation permitting people who are not Australian citizens or permanent residents to come to Australia for the primary purpose of studying in Australia as defined by the <i>Migration Act 1958</i> .
Registered Provider	As defined in section 5 of the <i>ESOS Act</i> , the registered provider for a course for a state, means an approved provider that is registered on CRICOS as a provider for the course for the state.

5. POLICY

5.1. ENROLMENT REQUIREMENTS

- Brisbane Christian 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 the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.
- Applications for enrolment must be made via completion of an Enrolment Application Form. This must be fully and accurately completed, and must be accompanied by the following documents to support the application:
 - a) Copies of Student Report Cards from the previous 1 year of study, including a copy of the latest Student Report;
 - b) A completed Reference Form from the student's current or most recent school Principal is also required if student Report Cards do not record student behaviour or commitment to studies;
 - c) A completed Subject Choices Form if appropriate;
 - d) Appropriate proof of identity and age;
 - e) Written evidence of proficiency in English as a second language (Years 6-12);
 - f) References citing the ability or otherwise, of the student to study in a mainstream English program (Years 1-5);
 - g) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date;
 - h) Letter of Offer from another registered provider if applicable;
 - i) Completed Homestay Application Form if applicable;
 - j) Enrolment Application Fee.
- Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
- An application for enrolment can only be processed when all of the above are in the hands of the Admissions Officer in a timely manner.
- Unless the student already has the appropriate Visa in place prior to the commencement of the application, off-shore applications will only be accepted with a start date of at least 2 months from the commencement of the application to allow for sufficient processing time. Applications with an indicated start date of less than 2 months will be subject to the discretion of the Deputy Principal and may result in a delayed start date, possibly to the next term.
- Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.
- Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application.

- Onshore applications for Years 11-12, where the student is transferring from another CRICOS registered provider, will only be considered where the transfer, if accepted, allows the student to achieve a Queensland Certificate of Education (QCE) at the end of Year 12.
- Offshore applications for enrolment in Year 11 will not be considered after the Yr 11 course has commenced/ unless the student can complete course assessment before the end of the first semester of Year 11.
- Offshore applications for Year 12 will not be considered.

Brisbane Christian College requires evidence that the applicant’s academic ability and English proficiency is sufficient to successfully meet the entry and curriculum demands of the intended course. This is a requirement under the *2018 National Code of Practice, Part B Standard 2*.

5.2. AGE REQUIREMENTS

All students must be of a certain age to the entry level for their school course, regardless of their country of citizenship.

To be granted a visa for school studies, you must meet the following age requirements:

- at least 6 years old at the time of application (a child under the age of 6 is able to enrol in school for up to three months on a Visitor visa (subclass 600));
- less than 17 when commencing Year 9;
- less than 18 when commencing Year 10;
- less than 19 when commencing Year 11;
- less than 20 when commencing Year 12.

5.3. ACADEMIC REQUIREMENTS

- Primary Students (Prep – Year 6)
 - School reports will reflect commitment to their studies; and show a willingness to participate in academic and co-curricular activities.
- Year 7 – 10 Students
 - School reports will show a minimum of a Sound/Satisfactory (C) grade in all their core subjects; with no more than one elective below a Sound/Satisfactory (C).
- Year 11 – 12 Students
 - School reports must show that a student is eligible to obtain a Queensland Certificate of Education ([QCE](#)) at the end of Year 12.
- Brisbane Christian College believes that both student school attendance and a demonstrated sound student attitude are important points to consider while evaluating a student’s enrolment. Therefore, where these are measured, the requirement for these would be a “B” average. Where the student’s report does not record student behaviour, attendance or commitment to studies, then a Reference from the student’s current or most recent Principal is required.

Please note that the above academic, behaviour, and attendance requirements are preferences only and the final decision for a student’s enrolment will rest with the Deputy Principal/ Head of Campus after taking into consideration past report cards.

5.4. ENGLISH PROFICIENCY REQUIREMENTS

Enrolment at Brisbane Christian College depends on evidence of sufficient English language proficiency to successfully meet the curriculum demands of the enrolled course. For overseas students, this is a requirement under the *National Code of Practice, Section D Standard 2*:

5.4.1. Applicants for Primary School:

Applicants for Primary School (Years Prep – Year 5) are not required to demonstrate English language proficiency in order to be eligible to study at the College, however students need to provide a letter of recommendation from their English teacher as per 5.1. (f)

5.4.2. Applicants for Middle and Secondary School:

Applicants are assessed individually based on the contents of their report cards and personal references, and may also be required to undertake a language proficiency test set by Brisbane Christian College.

If supplied, Brisbane Christian College will assess evidence of English language proficiency presented by a student at the time of application, but reserves the right to confirm the student's English language proficiency through additional tests.

Applicants for Middle and Secondary School (Years 6-12) must have successfully completed at least one of the following:

- High School Preparation (HSP) in a Queensland school
- Studies conducted in English for a minimum of 2 years
- Achieve minimum results in an approved English Language Test* (as follows).

Year Level Applying to:	General IELTS (overall) [International English Language Testing System]	AEAS [Australian Education Assessment Services]	TOEFL – IBT [Test of English as a Foreign Language – Internet Based Test]
YR 6	3.5	46-52	31
YR 7	4	46-52	31
YR 8	4	46-52	31
YR 9	4.5	46-52	32
YR 10	5	53-60	35
YR 11	5.5	64-65	46
YR 12	6	70+	60

* Overseas students must present results for all four skills (reading, writing, listening and speaking). Presentation of any other English language proficiency test results will be considered at the discretion of the Deputy Principal and will be assessed on a case by case basis. Test must be valid and within 12 months of date of application for enrolment at Brisbane Christian College.

- If an applicant does not meet the requirements outlined above, for direct entry into mainstream Middle and Secondary School, then the College will ask the student to undertake two terms of High School Preparation of the students' choice prior to commencing at the College.
- If a student is undertaking an intensive English language course or High School Preparation, prior to beginning mainstream studies, an approved English language test results eg: IELTS (see table above) will be required at the conclusion of the language course/ High School Preparation to verify the student's English level is sufficient for Year level applied for.

- As part of the enrolment process, all Off-Shore applicants are automatically enrolled in English as Additional Language classes (EALD). Once students arrive, they will undertake English testing at Brisbane Christian College within the first few weeks of arrival to determine their English language level. Students will remain enrolled in these classes until test results show that they are no longer required to attend these classes.
- As part of the enrolment process, On-Shore applicants will be required to undertake English language testing at Brisbane Christian College. Where their English level is inadequate for entry for the Year level applied for, the student will be advised to:
 - enrol in an intensive English language course;
 - enrol in High School Preparation;
 - enrol in a lower Year level subject to age requirements at 5.2 above.

6. OTHER DOCUMENTS

OSS-006	Arrangements for Unaccompanied Children
OSS-008	Deferment, Suspension and cancellation policy
OSS-009	Refund Policy
OSS-010	Transfer Policy
OSS-011	Complaints and Appeals Policy and Process
OSS-014	Course Progress and attendance Policy
ST-003	Special Considerations for NESB Students
G-002	Anti-Discrimination
CRICOS International Students Handbook	