



SECTION	OVERSEAS STUDENTS				
ITEM:	Overseas Students Entry Requirements and Enrolments 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 informs intending students of all requirements for acceptance into a course and assesses applications for enrolment according to College procedures to determine if educational qualifications, experience and English language proficiency are sufficient to enable a student to enter a course.

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)*
- *Education Services for Overseas Students Regulations 2019.*

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
 - f) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date;
 - g) Letter of Offer from another registered provider if applicable;
 - h) Completed Homestay Application Form if applicable;
 - i) 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.
- Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits. Failure to disclose details required as part of the application process may later result in cancellation of enrolment.
- 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 College 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 Year 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. Students undertaking a package of courses will have their academic and English language capabilities re-assessed prior to the commencement of each course in their enrolment package. 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.

Overseas students at Brisbane Christian College must not be more than 2 years older than the grade level they are applying for.

5.3. ACADEMIC REQUIREMENTS

Students must provide evidence of satisfactory academic performance appropriate to entry to the Year level requested on the Application for Enrolment or offered as an alternative point of entry by the College in a Letter of Offer.

Minimum academic requirements are:

- Primary Students (Prep – Year 5)
 - School reports will reflect commitment to their studies; and show a willingness to participate in academic and co-curricular activities.
- Year 6 – 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
 - Please refer to 5.1.8-10 above.
 - On shore students transferring from another Queensland provider need to have school reports that must show the student is eligible to obtain a Queensland Certificate of Education ([QCE](#)) at the end of Year 12.
 - Off shore students – School reports will show a minimum of a Sound/Satisfactory (C / 51% grade) in all of their core subjects, with no more than one elective below a Sound/ Satisfactory (C / 51% grade).
- 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 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.

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).

	General IELTS (overall)	AEAS	TOEFL – IBT
Year Level Applying to:	[International English Language Testing System]	[Australian Education Assessment Services]	[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 Head of Campus I 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.

Those students who have undertaken an intensive English language/ High School Preparation course before beginning mainstream studies, will have their English language proficiency reassessed at the conclusion of the language course to ensure the student's level of proficiency is sufficient to allow them to commence their mainstream course.

- Note that where a student cannot, or will not, meet the English language or academic requirements for entry into their first mainstream course, or a subsequent course undertaken as part of an enrolment package, Brisbane Christian College may choose to apply the *Conditions of Enrolment* outlined in the student’s written agreement and the provisions of this *Entry Requirements* policy, the outcome of which may result in the withdrawal of offer for enrolment on the grounds that entry requirements have not been met.
- 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-008	Overseas Students Deferment, Suspension and Cancellation of Enrolment Policy
OSS-009	Overseas Students Refund Policy
OSS-010	Overseas Students Transfer Request Policy
OSS-011	Overseas Students Complaints and Appeals Policy
OSS-014	Overseas Students Progress Attendance and Course Duration Policy
ST-003	Special Considerations for NESB Students
G-002	Anti-Discrimination
CRICOS International Students Handbook	