

# ISP Admissions and Enrolment Policy

## Purpose

This policy outlines the admission, enrolment and eligibility requirements used by the Department of Education and Training (International Education Division) (DET (IED)) in administering the International Student Program (ISP) for Victorian Government Schools.

This policy should be read in conjunction with the [ISP Admissions and Enrolment Procedure](#), and is for DET (IED) staff, international students and their parent(s) or legal guardian(s), agents and schools.

## Scope

This policy applies to **international students participating or applying to participate in the ISP as the primary holder of a subclass 500 Student - Schools visa**.

This policy does not cover temporary and dependant students, who are also able to enrol in the ISP but are not the primary holders of a subclass 500 Student - Schools visa. This policy also does not apply to fee exempt students, who enrol directly through schools.

## Applications for enrolment in the ISP

DET (IED) assesses applications to ensure that ISP students seeking to enrol in a Victorian government school have sufficient English language proficiency and educational attainment to succeed their course of study, and to enable DET (IED) to comply with all relevant state and Commonwealth legislation.

Please note the following points when submitting an application:

- the application form will be processed once all relevant sections have been completed and all requested documentation is attached
- the student's parent(s) or legal guardian(s) or parent-appointed agent must sign the application form where stated in the declaration section
- applications must be submitted in accordance with the timelines stated on [www.study.vic.gov.au](http://www.study.vic.gov.au)
- students must meet the eligibility requirements outlined in this policy, prior to being successfully placed in an ISP-accredited school
- only DET (IED) offers eligible students a place in an accredited Victorian government school. Schools do not offer students a place in their school directly or indirectly
- to be enrolled, the student's parent(s) or legal guardian(s) and students (if over 18 years old) must accept the Letter of Offer by:
  - reading, signing and returning a copy of their Written Agreement (including the terms, conditions and policies)
  - paying the required amounts on their initial invoice.

Note: the Written Agreement cannot be signed or accepted on behalf of the student or their parent(s) or legal guardian(s) by an education agent

- DET (IED) will not issue an invoice for the required fees until the signed Written Agreement has been returned to DET (IED)
- students must also meet requirements set out in this policy related to overseas student health cover (OSHC) and accommodation and welfare
- the student's enrolment in the ISP is confirmed only once the Confirmation of Enrolment (CoE) has been issued to the student and their parent(s) or legal guardian(s).

Please refer to the [ISP Admissions and Enrolment Procedure](#) for more detailed information on the application process.

DET (IED) will make every effort to obtain the necessary information from the student or their parent(s) or legal guardian(s) to allow for the ISP application to be processed and assessed. DET (IED) has the right to reject an application at any stage of the enrolment process if there is reasonable belief that the student cannot meet the requirements of their student visa or the eligibility requirements of the ISP. DET (IED) has the right to withdraw a student's ISP application if the necessary supporting documentation has not been provided within the requested timeframes.

Students and their parent(s) or legal guardian(s) have the right to withdraw their ISP application at any time.

At the request of parent(s) or legal guardian(s), if the nominated correspondent is an education agent, all correspondence regarding a student's application to the ISP will be sent through the education agent. Please refer to the Education Agents Policy for further information.

International students progressing from Year 6 to Year 7 must submit a new application to be enrolled in Year 7.

Schools should notify DET (IED) as soon as possible if they have any concerns about the reliability of the information provided as part of a student's application.

[Student eligibility - Primary \(Prep to Year 6\) - CRICOS course code 019047G](#)

#### Age requirements

As set out by the Department of Home Affairs (DHA), students must be at least six years old at the time of visa application.

Additionally, as a DET requirement, all school students must be of an appropriate age for the entry level for their school course, regardless of their country of citizenship. The table below outlines the age requirements for primary school students.

	Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
DET minimum age of the student at 30 April	5	6	7	8	9	10	11

#### **Academic and English language requirements**

There are no academic or English language proficiency requirements for students wishing to enrol in Prep to Year 6.

[Student eligibility - Secondary \(Year 7 to Year 12\) - CRICOS course code 019048F](#)

#### Age requirements

Students between 12 and 20 years old are eligible to apply to attend a secondary school in Victoria.

Additionally, students must be:

- less than 17 years old when they begin Year 9
- less than 18 years old when they begin Year 10
- less than 19 years old when they begin Year 11
- less than 20 years old when they begin Year 12.

As set out in the [School Policy Advisory Guide \(SPAG\) School Admission Policy](#), school principals are responsible for assessing the appropriate year level a student is placed into, based on factors such as the student's age and their academic ability. Ultimately, DET (IED) must approve the enrolment year of the student before issuing a CoE.

## Academic and English language requirements

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
	<b>Academic requirements</b>					
	Student must have achieved at least 60 per cent on average in each core academic subject over the past 2 years					
	<b>English language requirement</b>					
<b>IELTS</b>	5.5	5.5	5.5	5.5	6.0	6.0
<b>AEAS</b>	66	66	66	66	66	66
<b>TOEFL</b>	69	69	69	69	69	69
<b>EIKEN</b>	Grade 3	Grade 3	Grade 3	Grade 3	Grade 2A	Grade 2A
<b>English-taught students</b>	Student has been taught at a school for at least 2 years where English is the primary language of instruction.					
<b>Successful completion of English language program</b>	<p>If the above requirements cannot be met, applicants can choose to undertake one of the following in order to meet their English language requirements:</p> <ul style="list-style-type: none"> <li>undertake English language studies in a Victorian government school as part of their course, if available</li> <li>undertake an English language course in Victoria through another CRICOS-registered provider.</li> </ul> <p>The duration of English language provision will normally be 20 or 21 weeks (two terms), depending on when the student commences in the school year. If, at the end of the two terms, the student's English language proficiency is still not sufficient for them to commence their core studies, they may be required to undertake additional English language studies. This will require the pre-approval from the parent(s) or legal guardian(s) given this will impact the overall duration of study.</p>					

In compassionate or compelling circumstances, DET (IED) may accept a student who does not meet these academic and English requirements, as assessed by DET (IED) on a case-by-case basis.

[Student eligibility - Victorian College of the Arts Secondary Course \(Year 7 to Year 12\) - CRICOS course code 028651A](#)

### **Additional entry requirements**

The entry requirements for the Victorian College of the Arts Secondary School (VCASS) secondary course are the same as for the secondary course (CRICOS Course Code 019048F) as set out above, with the additional requirement that these students must also undergo an audition/interview.

Additional information on the audition/interview process is available on the [VCASS website](#).

### **Applications satisfying student eligibility requirements**

Once DET (IED) has assessed a student as meeting its eligibility requirements, DET (IED) will begin the process to place the student in an ISP-accredited school. Please refer to the [ISP Admissions and Enrolment Procedure](#) for more detailed information.

Students must also satisfy requirements relating to the overseas student health cover and accommodation and welfare arrangements as set out below. DET (IED) formalises an enrolment by issuing a CoE after these arrangements have been confirmed.

The CoE states the course details and the expected course duration; the expected course duration will not exceed the course duration as per DET's CRICOS registration.

### **Overseas student health cover**

As a requirement of the student's visa, students must have health insurance in the form of OSHC in place for the duration of their visa before arriving in Australia.

Health insurance must be purchased from one of the Australian Government's approved providers. A list of the approved providers can be accessed via [www.health.gov.au](http://www.health.gov.au) and searching for overseas student health cover. Students retain the right to choose their own Australian Government approved insurer and purchase their own OSHC.

The student's visa may be cancelled if OSHC is not maintained for the duration of the visa, as this constitutes a breach of visa conditions. Please refer to the DHA website for further information about visa conditions:

[www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

### *DET-arranged OSHC*

- Parent(s) or legal guardian(s) can elect for DET (IED) to arrange the student's OSHC at the time of enrolment.
- Parent(s) or legal guardian(s) can also ask DET (IED) to arrange the student's OSHC if they change their mind about using another provider by emailing: [international@edumail.vic.gov.au](mailto:international@edumail.vic.gov.au).
- DET (IED) has a preferred provider arrangement with Medibank Private, which includes Medibank Private paying a commission payment to DET (IED). Medibank Private is one of the Australian Government's approved OSHC providers.

### *Privately arranged OSHC*

Parent(s) or legal guardian(s) who choose to arrange the student's OSHC directly through a health cover provider must ensure that OSHC is arranged prior to arrival in Australia and DET (IED) has details of the:

- name of the OSHC provider
- student's membership number
- start date of the cover
- end date of the cover
- documentation supporting OSHC coverage.

### **No gaps in OSHC**

Where a student is transferring into a Victorian government school from another education provider there must be no gap in the student's OSHC cover. This means that when one OSHC policy expires the next policy must start immediately.

### **Accommodation and welfare**

ISP students under the age of 18 must live either:

- with a parent(s) or legal guardian(s) or DHA-approved relative
- in a DET (IED)-approved homestay arrangement.

Where a student under the age of 18 does not live with their parent(s) or legal guardian(s) or DHA-approved relative, DET can approve appropriate accommodation and welfare arrangements through issuing a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter. CAAW arrangements are only available for students enrolled in a secondary school course. Where DET accepts responsibility for approving a student's welfare arrangements, the student must be at least 13 years of age at the time of commencing the homestay accommodation.

DET (IED) ensures that homestay arrangements will meet the required standards before issuing a CAAW to a student. Schools undertake a homestay check prior to the student's homestay commencing to verify the appropriateness of the homestay accommodation, including child safe and working with children check (WWCC) requirements. DET (IED) requires students 18 years of age and over to live in approved accommodation for the duration of their study as a condition of their enrolment at the school. In special circumstances, DET (IED) may allow alternative living arrangements for students over 18 years of age in consultation with the school.

For further information on homestays and student accommodation and welfare please refer to the [ISP Homestay Policy](#), [ISP Homestay Procedure](#), and the [ISP Accommodation and Welfare Policy](#).

### **Unsuccessful applications**

DET (IED) notifies applicants if they are unsuccessful in their application to enrol in the ISP. Applications may be unsuccessful for a variety of reasons, including where:

- the student does not meet DET (IED) entry requirements
- there is no availability in the applicant's preferred schools - (DET (IED) will request additional school preferences until either the student is accepted or the application is withdrawn
- there are outstanding fees owed to DET (IED) by the student or their parent(s) or legal guardian(s).

### **Recognition of prior learning and granting course credit**

After receiving a CoE, international students who are aiming to undertake studies for the Victorian Certificate of Education (VCE), which is offered in the Secondary and VCASS courses and typically completed by students in Years 11 and 12, are able to apply for course credits with the endorsement of principal of their school. Please refer to the [ISP Course Credit Policy](#) for further information.

## **Entry points and duration**

DET sets the terms and school holiday dates for all Victorian government schools. Victorian government primary schools provide 40 school weeks each year and secondary schools (including VCASS) providing 41 school weeks each year. School holidays are 2 weeks in duration for the holidays occurring between Term 1 and Term 4. Summer holidays (between Term 4 and Term 1 the following year) are typically 5 weeks in duration. For specific term and holiday dates please refer to the [DET website](#).

Students can apply to commence an ISP course in Term 1, 2, 3 or 4 of the school year. It is preferred that applications are submitted at least three months prior to the course commencement dates for each term as set out in the online [ISP application forms](#).

## **Applications from students of another CRICOS-registered provider**

A student may apply to transfer their enrolment to a Victorian government school from another CRICOS-registered provider. In these cases, the student must have completed the first six months of their registered course, unless any of the following apply:

- the releasing registered provider, or the course in which the student is enrolled, has ceased to be registered
- the releasing registered provider has had a sanction imposed on its registration by the *Education Services for Overseas Students Act 2000* agency that prevents the student from continuing their course with that registered provider
- the releasing registered provider has agreed to the student's release and recorded the date of effect and reason for release in the Provider Registration and International Student Management System
- any government sponsor of the student considers the change to be in the student's best interests and has provided written support for the change.

If DET (IED) enrolls a student under 18 years of age who has welfare arrangements approved by another registered provider, DET (IED) negotiates the transfer date for welfare arrangements with the releasing registered provider to ensure there is no gap. DET (IED) also informs the student of their visa obligation to maintain their current welfare arrangements until the transfer date, or until they have alternate welfare arrangements approved (e.g. where the student lives with their parent(s) or legal guardian(s) or DHA-approved relative) or return to their home country until the new approved welfare arrangements take effect. A request to transfer from another CRICOS-registered provider will be refused where:

- the requirements above are not satisfied
- it is deemed that the applicant is trying to avoid being reported to DHA for failing to meet attendance or course progress requirements
- DET (IED) is aware that the applicant owes fees to their current provider.

## **Legislation**

- *Education Services for Overseas Students Act 2000* (Cth)
- *Education Services for Overseas Students Regulations 2001* (Cth)
- *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (Cth)
- *Migration Act 1958* (Cth)
- *Education and Training Reform Act 2006* (Vic)
- *Education and Training Reform Regulations 2017* (Vic)
- *Ministerial Order 819 - Fees for Overseas Students in Government Schools* (Vic)

## **Associated documents**

- [ISP Admissions and Enrolment Procedure](#)
- [ISP Application Forms](#)
- [ISP Terms, Conditions and Policies](#)
- [International Student Visa Fee Table](#)
- [ISP Homestay Policy](#)
- [ISP Homestay Procedure](#)
- [ISP Accommodation and Welfare Policy](#)
- [ISP Course Credit Policy](#)
- [School Policy \(SPAG\) - Admissions](#)
- [School Policy \(SPAG\) - Enrolment](#)

## **Definitions**

- **AEAS** - Australian Education Assessment Services.
- **Applicants** refers to international students (and their parent(s) or legal guardian(s)) who apply for enrolment in an ISP course.
- **Course** refers to a course registered on CRICOS offered by the Department of Education and Training (under DET (IED)).
- **Compassionate circumstances** refers to circumstances that are not in the student's control or created by the student and adversely impact on student welfare or course progress (for example, illness, bereavement or traumatic events may qualify), as assessed on a case by case basis.
- **Compelling circumstances** are circumstances which in the opinion of DET (IED) are in the student's best interests, as assessed on a case by case basis.
- **Education Agents** or **agents** refers to an education agent registered with DET (IED) to recruit students for an ISP course.
- **EIKEN** - is a Japanese public-interest incorporated foundation that produces and administers English-proficiency tests.
- **Homestays** are international student accommodation arranged by schools where DET (IED) is responsible for the welfare of the student at all times, including outside school hours.
- **International students (or students)** for the purpose of this policy are defined as international students participating or applying to participate in the ISP as the primary holder of a subclass 500 Student - Schools visa. On the [ISP Application Forms](#), these students are referred to as 'Standard students' (if applying to enrol for greater than 12 months) or 'Study abroad students' (if applying to enrol for 12 months or less).
- **IELTS** - International English Language Testing System.
- **ISP staff** includes the Executive Officers, managers and employees (full time, part time, ongoing, fixed term, casual and contractor) of DET who work directly or indirectly with the ISP. This excludes staff of ISP-accredited schools.
- **Letter of Offer** is the document sent to the applicant (via agent if applicable) which includes the Written Agreement, enrolment details, the accommodation and welfare option applicable, tuition fees, and instructions on how to accept the offer.
- **Parent** refers to the parent(s) or legal guardian(s) of an international student.
- **School staff** are employees of schools, for example - International Student Coordinator, Homestay Coordinator, Head of Department, Deputy Principal, and Principal.
- **TOEFL** - Test of English as a Foreign Language.
- **Written Agreement** is an agreement with the international student or intending international student and their parent, which includes Standard Terms and Conditions; signed by the international student (if 18 years old or older) as well as their parent. The Written Agreement cannot be signed or accepted on behalf of the student or their parent by an Agent.

## **Policy contact**

For further information, please contact the DET (IED) Recruitment and Admissions Team on + 61 3 7022 1000.

## **Policy maintenance officer**

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**Authorised**

Executive Director, International Education Division

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**Review frequency:** This policy will be reviewed at minimum every 12 months or when any changes arise impacting its currency, including legislative or regulation change.