

International Student Additional Terms & Conditions of Enrolment



This document sets out additional terms and conditions for International Students (full fee-paying) enrolled at Methodist Ladies College ('MLC', or the 'College'). These terms and conditions should be read in conjunction with the MLC - Terms & Conditions of Enrolment and form part of the Enrolment Agreement for International Students.

Defined terms in these Additional Terms and Conditions for International Students have the same meaning as in the Terms and Conditions of Enrolment.

The College reserves the right to vary and amend these terms and conditions from time to time. Notice of changes will be provided to Parents.

1. Course Offering

MLC is approved for registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). MLC's CRICOS provider number is 00325A.

MLC offers the Primary Years P – 6 Course (CRICOS Code: 027785F) and Secondary Year 7 – 12 (CRICOS Code: 005384E).

The mode of study for all courses offered by MLC is full time with optional work-based training for Year 10 students and community-based learning (CAS) for Year 11 – 12 International Baccalaureate (IB) Diploma students.

All courses are delivered at the MLC Kew Campus with outdoor education programs provided at MLC's Banksia and Marshmead sites.

2. Offer of Enrolment

2.1 Day Student Offers

Offers are made to International Students as day students, on the basis that they will reside with their parent/s (who are on a Student Guardian Visa) for the entire period of enrolment at MLC even if the student is 18 years or over.

A Parent with a Student on a Student Guardian Visa is not permitted to leave Australia without their daughter. If a Parent is required to leave the country for a short period of time, this must be approved by the Principal's delegate with adequate time prior to departure so suitable accommodation and welfare arrangements can be put in place.

2.2 Boarding Student Offers

Students can be considered for entry into MLC's Tiddeman Boarding House once they have met the College enrolment criteria as set out in MLC's Enrolment Policy and are in Years 7 to 12. An interview with the Head of Boarding is required prior to an offer to enter the Tiddeman Boarding House being made. Applicants must sign the MLC Boarding Acceptance Agreement to accept a place in the Tiddeman Boarding House.

3. Language Requirements

3.1 English Language Intensive Course for Overseas Students (ELICOS)

The College will assess the language proficiency of all Students who do not speak English as their first language. Applicants are responsible for the cost of the English language assessment. Enrolment can only be processed after the results of this test have been provided to MLC. The College has minimum requirements for International Students who do not have English as their first language.

- i. Students in Years 4 – 6 must have an AEAS score of at least 46+.
- ii. Students in Years 7 – 9 must have an AEAS or iDat score of at least 71.

- iii. Students in Years 10 – 12 must have an AEAS or iDat minimum score of 80.

International Students may be required to complete an ELICOS course for the number of weeks necessary to reach the required level for entry to the College. The cost of the ELICOS course is to be borne by the Applicants. Students will need to be re-tested for English language proficiency at a date appropriate to their commencement date at the College. If the Student has not met the minimum standard to join MLC, the College may cancel the enrolment.

MLC may contact the English Language School prior to a student's entry to ensure a smooth transition to MLC. MLC's preferred ELICOS providers are:

Avalon College (can offer boarding) 480 Avalon Road LARA VIC 3212 Phone (+61 3) 5282 4733 Email: admin@avaloncollege.vic.edu.au	Hawthorn-Melbourne Language Centre 333 Exhibition Street Melbourne VIC 3000 Phone (+61 3) 9815-4000 Email: admissions@hawthornenglish.vic.edu.au
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Requests to use an alternative ELICOS provider must be approved by MLC prior to enrolment.

4. Academic Requirements

A Student's academic qualifications are assessed against the requirements of the relevant year level of the Australian curriculum the student is requesting entry at. The Victorian Curriculum F-10 achievements standards are relevant for students in Prep to Year 10, and for students in Years 11 to 12, the relevant accredited senior secondary qualifications of VCE and the IB Diploma Programme.

Entry requirements:

- For Junior School Students: evidence of application to school work and age-appropriate achievement in literacy and numeracy of the curriculum within the Working Towards Band or above.
- For Year 7 – 12 students: a "C" grade (60%) or better for the majority of core subjects.

5. Accommodation and Welfare

5.1 Accommodation Arrangements

All International Students who are not living with their Parent/s or with a Department of Home Affairs approved relative must have an approved arrangement with the College in relation to matters including both accommodation and welfare. MLC does not offer ongoing homestay as an option for International Students.

Parent/s must notify the College in writing of any request to change accommodation arrangements or any change of circumstances in a Student's welfare or living arrangements. The Principal's delegate must approve the new arrangements prior to the change occurring.

MLC will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) for all international students that reside in the Tiddeman Boarding House. Where the College has issued a CAAW, the College has overall responsibility for the accommodation and welfare of the student. For students issued a CAAW, the Director of Boarding is the Principal's delegate to oversee the provision of accommodation and welfare arrangements for students. Student accommodation arrangements in the Tiddeman Boarding House will be approved by the College prior to commencement.

All International Students, including those aged 18 or over, must remain in MLC approved accommodation whilst enrolled at MLC.

5.2 Welfare Arrangements

Students should not arrive in Australia before their approved CAAW start date and, if under 18 years of age when completing the enrolled course, should not remain in Australia without MLC's approval after the CAAW end date.

MLC requires all international families to appoint a Local Support Person (LSP) to provide a local point of contact for Students. The nominated Local Support Person must be Melbourne based and agree to assist the College to support the student as required in both personal and school matters. The Local Support Person does not provide any support or general welfare arrangements that are the responsibility of the College under a CAAW arrangement. The Local Support Person has no 'guardianship' responsibilities. Only a Parent or person who has legal custody of the Student can nominate a local support for a Student.

The Local Support Person must agree to the terms of the *MLC International Student Program – Local Support Person Policy and Procedure* and be approved by the Principal's delegate.

The Local Support Person must:

- be over 21 years of age;
- fluent in English;
- have an Australian Citizen or Permanent Resident and reside in Melbourne (preferably in reasonable proximity to the College);
- supply a current passport and/or drivers licence;
- have a current Working with Children Check (WWCC) and provide suitable referees who can confirm their suitability to engage in child-connected work; and
- have completed the MLC Child Safe Induction and commit to participating in annual child safety update training;
- be able to accommodate the Student when the Boarding House is closed;
- agree to the MLC Local Support Person Policy and Procedures.

Any proposed change to the Local Support Person must be approved by the Principal prior to the change.

6. Visa Requirements

Students are required to meet all conditions specified in their student visa issued by the Department of Home Affairs (DHA). A copy of the visa is required to be supplied to MLC as a condition of the offer of enrolment.

By accepting of an offer of enrolment, the Applicants authorise MLC to check visa entitlements electronically via the Department of Home Affairs Visa Entitlement Verification Online system (VEVO), for the duration of the Student's enrolment at MLC.

7. Attendance and Satisfactory Progress

All International Students are required to attend a minimum of 90% of scheduled classes and maintain satisfactory course progress as stipulated on their student visa as per the MLC Course Progress and Attendance Policy.

8. Overseas Student Health Cover (OSHC)

All International Students must be covered by Overseas Student Health Cover prior to the Student's arrival in Australia. Students should not enter Australia before their OSHC cover commences.

MLC arranges OSHC with the College's preferred provider to assist with enrolment requirements. Cover must be held for the Student's entire enrolment period at MLC. If Parents want to arrange OSHC directly with their own provider, this must be done in consultation with MLC Admissions.

MLC Admissions must be advised if there is a change to the date of arrival to enable OSHC cover to be extended. The cost of the premium is allocated to the Student's account.

9. Tuition Fees

Tuition fees are charged in advance and are invoiced in three instalments per year. Fees and charges for International Students are published on the College website and may change from year to year.

Any tuition fees paid in advance are covered by the Tuition Protection Service (TPS). The TPS is an

initiative of the Australian Government to assist International Students whose education providers are unable to fully deliver their course of study. The TPS ensures International Students can either:

- complete their studies in another course or with another education provider; or
- receive a refund of their unspent tuition fees.

Tuition Fees include notebook computer lease costs.

The Applicant is responsible for keeping a copy of the Enrolment Agreement with the College and receipts of any payments of tuition fees and/or non-tuition fees.

10. Other Fees and Charges

Details of other non-tuition fees and charges are in the Terms and Conditions of Enrolment and Fees Schedule, and may include:

- the Application Fee and Enrolment Fee
- Overseas Student Health Cover premium
- Outdoor education program fees for attendance at MLC Banksia (Years 5 – 8) and MLC Marshmead (Year 9).

Additional charges apply for students residing in the Tiddeman Boarding House.

MLC Tuition Fees exclude costs for:

- uniforms
- books and stationery included in the year level booklists
- accommodation
- transport to and from school
- any courses or optional programs taken outside the College.

Optional fees include (for example) individual music lessons, instrument hire, sports coaching fees, co-curricular activities, student exchange costs, interstate/overseas trips. These costs are based on individual choice.

11. Refunds

The College will not refund any service fees a parent/legal guardian pays directly to a third party.

A refund of Overseas Student Health Cover (OSHC), which has been paid by the College on behalf of the Student, can be obtained by applying directly to the Overseas Student Health Cover Insurance Provider.

Application and Enrolment fees are non-refundable.

All applications for a refund, must be made in writing and submitted to the Principal via the email address principal@mlc.vic.edu.au and include any relevant documents that support the basis for the refund. The Principal will approve the refund if it meets the requirements of this International Student Refunds Policy. After, approval, the refund is paid to the same person who initially made the payment of course fees, unless the College receives written advice from the person who entered the written agreement to pay the refund someone else.

12. Student default because of a Visa refusal

If a Student's Visa application is refused by the Department of Home Affairs and the Student cannot undertake the course, MLC will refund any unspent fees within four weeks of written notice being received where the Student or her Parent(s)/legal guardian(s) produces evidence that the application made by the Student for a Student Visa has been refused by the Australian immigration authorities, minus the lesser of 5% of the amount of tuition fees received or AUD \$500, as prescribed by the relevant Legislative Instrument.

13. Student default

A maximum of one Term's tuition fees and one Term's Boarding fees will be incurred as a genuine pre-estimate of the cost incurred by the College where a Student's enrolment is cancelled for any of the following reasons:

- failure to maintain satisfactory course progress (visa condition 8202)
- failure to maintain satisfactory attendance (visa condition 8202)
- failure to maintain approved welfare and accommodation arrangements (Visa condition 8532)
- failure to pay course fees
- any behaviour identified as resulting in enrolment cancellation in MLC's Behaviour Management Policy – Relationships for Learning and the Student Code of Conduct.

Any unspent pro-rata fees will be refunded within three months.

14. MLC default

- a. If, for any reason, MLC is unable to offer a course on an agreed starting date for the course and the Student for some reason cannot be placed or refuses placement in an alternative course arranged by MLC, a full refund of any unspent fees paid to MLC will be made within 14 days of the agreed course starting date.
- b. If, for any reason, MLC is unable to continue offering a course after the Student commences the course, and the Student for some reason cannot be placed, or refuses placement, in an alternative course arranged by MLC, a full refund of any unspent fees paid to MLC will be made within 14 days of the MLC's default day.
- c. If MLC is unable to fulfil its obligations of providing an agreeable alternative course date for the Student, or a refund, the Student and her Parent(s)/legal guardian(s) will receive advice to seek assistance from the Australian Government's Tuition Protection Service. For information on the TPS see: <https://tps.gov.au/StaticContent/Get/StudentInformation>.

15. Change of Visa status of the Student

If a Student changes Visa status (e.g. becomes a temporary or permanent resident), Parent(s) may request a change from International Full Fee Tuition Fees to Local Tuition Fees. Fee status will be updated on receipt of a copy of the visa and a credit will be issued provided notification is received in advance of the Australian Government Census date for Non-Government Schools (first Friday in August each year).

16. Student withdrawal

If the required notice is provided, unspent pro-rata fees will be refunded within three months:

- (a) to the person/s who made the relevant payment or signatories on the offer of enrolment.
- (b) in Australian dollars and to the originating payment account.

If a Student is withdrawn prior to commencement at the College, the Tuition Fee in Advance payment is non-transferable and non-refundable as a genuine pre-estimate of the cost incurred by the College in being able to fill that place.

These terms and conditions, and the availability of complaints and appeals processes, does not remove the right of the Student to take action under Australia's consumer protection laws.

17. Notification of Change of Details

Whilst in Australia, International Students studying at MLC must notify the College of their contact details including:

- current residential address;
- mobile number (if any); and
- who to contact in an emergency.

Parents are obliged to inform the College of any change of those details within 7 days of the change.

MLC requires confirmation of current address and contact details in writing for each Student and their Parent(s) at least every six months and must be notified immediately if there are any changes to these details.

18. Information Collection

Information is collected during student enrolment in order to meet our obligations under the ESOS Act and the National Code 2007 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the *Education Services for Overseas Students Act 2000*, the *Education Services for Overseas Students Regulations 2001* and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

Information collected about students during enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected during enrolment can be disclosed without Parent consent where authorised or required by law.