

The ESOS Framework

Providing quality education and protecting your rights. The process for enrolment of Full Fee Paying Overseas Students (FFPOS) is in keeping with the Australian Government Department of Immigration and Border Protection (DIBP) legislation and procedure. The Australian Government wants international students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS Framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2007. The framework also importantly provides rights and protections for both students and education providers including the standards for the delivery of education services. For more information please visit the DIBP website

Visa Requirements

International Students must have a valid visa for the duration of their studies in Australia, The type of visa will determine if the student is classified as a Full Fee Paying Overseas Students (FFPOS) or whether they are charged local tuition fees. Students who require a subclass 500 student visa to study a primary, junior secondary or senior secondary school course are classified as a FFPOS.

The process for enrolment of FFPOS is in keeping with the Australian Government Department of Immigration and Border Protection (DIBP) legislation and procedure. For further information please visit the Australian Government website at www.immi.gov.au

Entry requirements

If English is not the applicant's first language, the student will be required to undertake an English assessment prior to their consideration for a placement at our College. The cost associated with English language Proficiency testing must be met by the applicant's family. Results from this testing will determine if the student will need to undertake an English Language Intensive Course for Overseas Students (ELICOS) to ensure their English is at the academic level for their enrolment at St Francis de Sales College.

Enrolment Conditions

St Francis de Sales College reserves the right, by written notice, to vary conditions of enrolment as may be necessary to comply with any law, regulation or amendment of the Commonwealth of Australia or State of South Australia.

Arrival in Australia

Parents are requested to ensure that students under the age of 18 do not arrive in Australia before the date their welfare arrangements begin as they will be in breach of their visa condition. The date is written in the Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter which is issued by St Francis de Sales College together with the Confirmation of Enrolment (CoE).

If a student under the age of 18 wishes to travel to Australia before this date, they must be accompanied by a parent or suitable relative who will provide welfare until the St Francis de Sales College approved welfare arrangements begin. St Francis de Sales College must be notified in advance of such arrangements. For more information, contact DIBP at www.immi.gov.au

Accommodation Arrangements

No St Francis de Sales College students are permitted to live independently while enrolled at the College.

All St Francis de Sales College students must live in one of the following arrangements:

- with a Homestay family arranged by St Francis de Sales College
- with a suitable nominated relative approved by St Francis de Sales College
- with a parent

A fee may apply when Homestay changes are made. Where living arrangement change, the student/parent must provide St Francis de Sales College with up-to-date residential details.

Urgent Medical Care

In the event of a student requiring urgent medical assistance, when the parents/legal guardians cannot be contacted, St Francis de Sales College is authorized to seek and provide appropriate medical care.

Payment of Fees

For the purpose of calculating tuition fees, a Study Period is defined as 2 terms, or a total of no more than 23 weeks duration.

Fees must be paid by the due date. If fees are not received by the due date, a late fee will apply.

Non-payment of required fees by the due date could constitute a breach of the student's visa conditions and result in St Francis de Sales College initiating processes to recover the fees and/or notify DIBP. It may also be necessary for St Francis de Sales College to exclude the student from school.

St Francis de Sales Refund Policy

All refunds will be processed according to the requirements of the ESOS Act and St Francis de Sales College policies and procedures. The Fee refund Schedule sets out the circumstances where refunds will apply and the amounts that will be paid in each circumstance.

Damage, Loss or Unpaid Accounts

Students and their parents are responsible for covering the cost of any Home Stay damage, loss or unpaid accounts.

In all cases the student is required to pay directly and promptly to St Francis de Sales College and Home Stay.

Deferment or Cancellation of Student Enrolment

A student can request to defer enrolment in the following circumstances:

- Illness verified by medical certificate
- Verified family bereavement
- Financial circumstances, home country upheaval/disaster

All requests for deferment must be made in writing with supporting documentation for evidence. A revised Letter of Offer and Confirmation of Enrolment will be necessary if the student's late arrival results in any variation to the end date of their course(s).

St Francis de Sales College can initiate the cancellation of a student's enrolment under the following circumstances;

- Breach of a visa condition by student
- Misbehaving by student
- Student default in payment of fees
- Failure to declare a pre-existing medical condition
- Information provided on application or during enrolment is found to be incorrect, incomplete or misleading

Should this happen, the student will be notified in writing before being reported to the Department of Immigration and Border Protection (DIBP) and given 20 working days to appeal the decision.

Overseas Student Health Cover

St Francis de Sales College is able to arrange Overseas Student Health Cover (OSHC) for students applying for a student visa. All students are required to pay OSHC fees for the proposed duration of their student visa. These fees will appear in the Fee Invoice in the offer package and must be paid prior to the grant of the visa.

Students whose health cover is not arranged by St Francis de Sales College are required to provide a copy of their alternative health cover arrangements.

Where students cancel their enrolment after commencement and before the course end date, families can request a refund of unused OSHC directly from the health cover provider.

Updating Student Contact Details

All students are required under the ESOS Act to provide contact details, including mobile phone numbers and email addresses, within 7 days of any change being made. St Francis de Sales College will contact students at a minimum every six (6) months to verify contact details.

Satisfactory Academic Progress

As a condition of a student visa (subclass 500), the student must maintain satisfactory course progress as defined by the education provider. A copy of the monitoring student course progress policy is provided with the written agreement.

Students will only progress to their next course upon successful completion of their initial or subsequent courses and on the recommendation of the International Student Coordinator.

In cases where a student does not progress to the next level within the specified time and the course completion date will change, a new Letter of Offer and a new Confirmation of Enrolment (s) will be issued. The student must then apply for a new visa to cover their revised study program.

Satisfactory Attendance

Students on a student visa are required to attend a minimum of 80% of their classes each semester. This is a condition of a student visa (subclass 500). Students who fail to maintain this standard are at risk of being reported for unsatisfactory attendance and this can result in them losing their student visa. The School records class attendance. A full copy of this policy is provided with the written agreement.

Transfer

Students are not permitted to transfer to another school until they have completed six (6) months of their principal course of study. Written permission from parents must be provided before any request will be considered by St Francis de Sales College.

Working Part-time

St Francis de Sales College international students are not permitted to work during their first year of studies. All students must seek approval from the College before applying for or commencing work. Students in their second or subsequent years of study may be granted approval from the College to work part-time, based on an assessment of their progress and year level of study and must comply with their visa conditions in relation to part-time work.

Travel

St Francis de Sales College international students are not permitted to travel during term time. Travel will only be approved during term breaks, the summer holidays and at the end of a student's course.

Independent travel or travel unaccompanied by an adult is not permitted unless a student is returning to his/her country.

All travel must be jointly-approved by the parent and the College at least two

Where students are returning to their home country to visit family, they are required to provide a copy of their ticket/s to their College. If staying in a Homestay, students must pay a room holding fee before departing. This fee ensures the student's accommodation and belongings are secured for the period they are absent.

A student breaching this policy may have their enrolment cancelled and be reported to the Commonwealth on the basis that St Francis de Sales College is unable to guarantee the student's welfare arrangements.

Driving

As a condition of enrolment as St Francis de Sales College, international students are not permitted to own, hire or drive a car or motorbike. International students are not permitted to travel at any time in vehicles driven by other international students or any 'L' or 'P' plated drivers.

Australian Law

All students must obey Australian laws at all times. Specific laws relating to consumption of alcohol, illegal or non-prescription drugs, gambling, inappropriate behavior, employment and driving are explained to all students during Orientation.

Complaints and Appeals

If a student or parent is not satisfied with an aspect of their program at St Francis de Sales College, they should contact the International Student Coordinator. A copy of the St Francis de Sales College Complaints and Appeals Policy is provided and explained to students during their Orientation program. Details of an independent dispute resolution procedure are made available to all students. Any Agreement made with St Francis de Sales College and the availability of the St Francis de Sales Grievance and Appeals process does not remove the rights of a student to take action under Australia's consumer protection laws.

Consent to Access Student Visa Status

Through DIBP, the Visa Entitlement Verification Online (VEVO) Service allows St Francis de Sales College to check on the visa status and study entitlements of international students. Parents/legal guardians are required to agree to give their consent to St Francis de Sales College to access this information through the VEVO Service.

Disclosure of Student Information

St Francis de Sales College collects information about students before and during enrolment to support them in studying and living in Australia. The authority to collect this information is provided under the ESOS Act. Where needed, the information collected can be provided to the Australian government, South Australian government and other relevant authorities. Where required by law, it can also be disclosed without the student's consent.