

ENROLMENT POLICY FOR FULL-FEE PAYING OVERSEAS STUDENTS AND THEIR PARENTS

1. Rationale

- 1.1 Tintern Grammar (**the School**) warmly welcomes students from many different countries and cultures around the world in order to facilitate a positive and fully integrated educational environment. Cultural diversity is important to prepare students for entering the global community.
- 1.2 Prior to accepting an overseas student for enrolment, the prospective overseas student and their biological parents and/or legal guardians are required to agree to the terms of this policy.

2. Accommodation and welfare arrangements

- 2.1 The School has an obligation under the *Education Services for Overseas Students Act 2000* and the *National Code of Practice for Providers of Education and Training to Overseas Students 2007* (**the National Code**) to ensure all overseas students have appropriate accommodation and welfare arrangements in place for the entire period the student is enrolled at the School. For further information about our program for overseas students, please refer to the *Prospectus for Overseas Students*.
- 2.2 It is the responsibility of the biological parents and/or legal guardians to organise suitable accommodation subject to School's obligations under the National Code.
- 2.3 Overseas students under the age of 18 years must have approved accommodation before enrolment and maintain approved accommodation for their entire enrolment period at the School.
- 2.4 The School will only approve accommodation arrangements which are, in the opinion of the School, suitable and appropriate, which would usually involve:
 - (a) with direct relatives of the student;
 - (b) with a family friend of the student;
 - (c) with at least one parent (for Prep to Year 8 students); or
 - (d) with a family of the School who have been approved by the School to accept overseas students.
- 2.5 It is the responsibility of the biological parents and/or legal guardians to advise the School of any changes, or proposed changes, to the accommodation arrangements.
- 2.6 The School reserves its rights to terminate the enrolment of any overseas student who is found to be living in accommodation other than as approved by the School, including but not limited to, arrangements where the School is not satisfied that suitable adult supervision is provided.

- 2.7 The School will never approve enrolment for a Student who is under the age of 15 at the time of their commencement at the School and who will be staying in homestay accommodation.
- 2.8 If a student is over the age of 18, the student must remain under an approved accommodation arrangement for the duration of their enrolment at the School.
- 2.9 The following team of staff members work together at the School to provide overseas students with support and care:
- (a) **The Principal:** Responsible for the security and welfare of overseas students;
 - (b) **The International Student Coordinator:** Overall responsibility for the enrolment, induction, welfare and monitoring of overseas students;
 - (c) **Head of School, Year Level Coordinators and the Pastoral Carers:** Specific oversight of counselling and support programs;
 - (d) **The Pastoral Mentor:** Meets with students at the start and end of each day, has a broad pastoral responsibility for all students in their class.

3. Partnering with parents

- 3.1 The School's approach to education focuses on partnering with a student's biological parents and/or legal guardians to deliver excellence and help students achieve their individual unique abilities in the School environment.
- 3.2 Biological parents and/or legal guardians must actively communicate with the School regarding the performance and wellbeing of their child and take an active interest in the School community, in order to achieve the best outcomes for their child.
- 3.3 Biological parents and/or legal guardians must support the values and ethos of the School and (as appropriate) comply with our policies and procedures.
- 3.4 Biological parents and/or legal guardians are required to encourage their child to take full advantage of the curricular and co-curricular opportunities provided by the School to further their education.
- 3.5 It is the responsibility of the biological parents and/or legal guardians to notify the School as soon as reasonably practicable if there has been a change to their contact details, personal circumstances, or the living arrangements of their child.
- 3.6 Subject to consent given by the Principal or their representative, a student's biological parents and/or legal guardians may delegate their responsibilities to a nominated homestay parent in certain circumstances.

4. Educational standards and expectations

- 4.1 Whilst the School makes all reasonable efforts to help overseas students achieve their maximum potential, the School is not able to guarantee any specific academic outcomes or results.
- 4.2 Overseas students are expected to participate in the diverse range of educational, music, performance, sporting and co-curricular opportunities at the School.
- 4.3 Overseas students may be directed to participate in curricular and co-curricular activities during and outside school hours.
- 4.4 All students (including overseas students) are eligible to receive curricular and co-curricular awards and be elected to leadership positions, and are considered based on their merit and satisfaction of objective criteria.
- 4.5 If you have any questions in relation to this policy, please contact the Director of Admissions and Marketing.

5. Non-compliance

- 5.1 In addition to any rights of the School outlined above, if an overseas student or biological parent and/or legal guardian fails to comply with this policy during enrolment, the School may implement disciplinary action at its own discretion, including and up to, termination of enrolment of the overseas student.

6. Related policies and procedures

- 6.1 Parent Code of Conduct
- 6.2 Prospectus for Overseas Students
- 6.3 Overseas Student Enrolment Terms and Conditions

APPROVAL

Policy Approved by: Tintern Grammar Executive

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Owner: Director of Admissions and Marketing