

Introduction

This policy is a requirement under *Standard 2 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018*, and Faith Lutheran College, as a registered CRICOS provider must ensure students who are enquiring about enrolment in the College's accredited courses are advised of the Entry Requirements.

Faith Lutheran 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.

Details of Policy

1. Applications for Enrolment

- a) Applications for Enrolment must be made on the International Student Enrolment Application form. This must be correctly completed, and accompanied by the following documents to support the application:
 - o Non-refundable \$300 Enrolment Application Fee. Further fees are applicable upon offer of enrolment.
 - o Copies of Student Report Cards, or equivalent, from the previous 2 years of study, including a copy of the latest Student Report Card, certified translations in English are required
 - o A completed Reference Form from the student's current or most recent Education Provider Senior Management representative is also required if their student Report Cards do not record student behaviour or commitment to studies.
 - o A completed Subject Selection Form if appropriate.
 - o Appropriate proof of identity and age.
 - o Written evidence of proficiency in English as a second language. (The College can assist student with this process).
 - o Photocopy or scanned copy (must be notarised) of passport page with name, photo identification, passport number and expiry date, as well as any approved current visas.
 - o Letter of Offer from another registered provider if applicable.
 - o Completed Homestay Application Form, if student wishes to participate in the College's Homestay Program.
 - o Application to the Queensland Assessment and Curriculum Authority (QCAA) for relaxation of completed Core requirements if applicable. (The College can assist student with this process).
 - o Offshore applications for enrolment in Years 11-12 will not be considered after the Year 12 course has commenced.
- b) Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
- c) An application for enrolment can only be processed when all of the above are in the hands of the Enrolments Officer.
- d) Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.

- e) Assessment procedures include an evaluation of reports from previous Education Providers 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 student's ability to meet entry requirements.
- f) Minimum academic and English language requirements are detailed at point 3 of this policy below.
- g) For onshore year 11 and 12 students transferring from another CRICOS registered provider, they will only be considered where the transfer, if accepted, allows the student to achieve a successful study outcome at the end of the enrolment.

2. Age Requirements

- a) Students wishing to enter Year 7 must be under 15 years of age at the time of enrolment
- b) Students wishing to enter Year 8 must be under 16 years of age at the time of enrolment
- c) Students wishing to enter Year 9 must be under 17 years of age at the time of enrolment
- d) Students wishing to enter Year 10 must be under 18 years of age at the time of enrolment
- e) Students wishing to enter Year 11 must be under 19 years of age at the time of enrolment
- f) Students wishing to enter Year 12 must be under 20 years of age at the time of enrolment

3. Minimum Academic Requirements and English Language Proficiency

- a) Faith Lutheran 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. This is a requirement under *Standard 2 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018*.
- b) Academic Requirements are as follows:
 - o 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.
 - o Year 7 – 9 students must have a pass level, 'C' grade or better for the majority of core subjects
 - o Year 10 – 12 students must have a pass level, 'C' grade or better for the majority of core subjects AND a 'B' grade or better for Maths, in conjunction with IELTS English testing scores of 5.5 for Year 10 and 11 and 6.0 for Year 12 or equivalent.
- c) 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 the College.
- d) If supplied, Faith Lutheran 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.

- e) If not presenting appropriate evidence of English language proficiency at the time of application, Faith Lutheran College will assess the student's application for entry based on satisfactory test results, or equivalent, as follows:

Accepted Test	Minimum test result	For entry to year	Accepted Test	Minimum test result	For entry to year
NLLIA	5.5	Year 7	IELTS	5.0	Year 7
NLLIA	5.5	Year 8	IELTS	5.0	Year 8
NLLIA	5.5	Year 9	IELTS	5.0	Year 9
NLLIA	6.0	Year 10	IELTS	5.5	Year 10
NLLIA	6.0	Year 11	IELTS	5.5	Year 11
NLLIA	6.0	Year 12	IELTS	6.0	Year 12
Or an equivalent English language assessment such as the College's modified entry English assessment.					

- f) Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies.
- g) If undertaking an intensive English language course before beginning mainstream studies, English language proficiency will be 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.

Policy Release Details

Date of Policy:	April 2018
Approved by:	Plenary
Responsibility:	College Principal
Point of Contact:	International Student Liaison Coordinator
Review Date:	October 2020