



INTERNATIONAL STUDENT ENROLMENT Policy

RATIONALE:

International students who meet DET and visa requirements can apply to Epping Views Primary School for enrolment.

AIM:

To provide an efficient and transparent process of enrolment that satisfies the needs of both international students and the school.

GUIDELINES:

1. Epping Views Primary School will maintain accreditation approval for International Student Enrolment.
2. Students enrolling at our school as part of the DET International Student Program will be required to provide proof of age and an immunisation certificate or a statutory declaration if there is a conscientious objection or reason for non- immunisation.
3. The school will check the IED Overseas Students – Fee Payment and Exemption Table when approached to take an international student enrolment and will refer students to IED if required.
4. Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03)9637 2202.
5. International student enrolments will only be considered if the requested year level has a vacancy that will not take the place of a student for whom EVPS is their nearest school.
6. International Students seeking to enrol must meet the International Education Division requirements including payment of all IED fees by the appropriate dates. IED processes must be followed if Parent/Carers fail to pay requested fees.
7. All student enrolments will require the completion of the DET ‘Confidential Student Information Enrolment Form’ with details entered on CASES as soon as practical.
8. International students are required to maintain satisfactory attendance. The IED must be notified if the student attendance each term falls to a rate of 80%.
9. Parents/Carers of International Students are required to notify the school of any changes in visa arrangements, accommodation or other contact details.
10. International students are not required to pay EVPS levies, excursion costs, book requisites etc. Students in Years 4, 5 and 6 will be included in the 1:1 Netbook program where possible at no cost to the Parents/Carers.
11. International students are required to purchase the EVPS school uniform and pay for School Camp costs if attending camp in Years 3-6.

12. Students will be allocated to classes in accordance with school policy on class structures and sizes.

EVALUATION:

This Policy will be reviewed as part of the school's four-year review cycle.

This policy was last ratified by School Council in