



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Overseas Student Information

Introduction

Melbourne Grammar School is registered by the Australian Government to provide courses to *Overseas Students from Year 7 to Year 12. Refer to the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.education.gov.au/>. The Education Service for Overseas Students Act 2000 (ESOS) and National Code 2018 set out the legal framework governing the delivery of education to Overseas Students studying at Melbourne Grammar School: <https://docs.education.gov.au/system/files/doc/other/esosstudentfactsheetv3.pdf> (*An Overseas Student is defined as a student studying in Australia on a student study visa).

This purpose of this document is to assist parents to understand the procedures to be followed by an Overseas Student wishing to apply for a place at Melbourne Grammar School. An Application for an Overseas Student does not confer a right to enter the School, and if a place is offered, this will be advised in writing by the School and is subject to formal acceptance. The *Conditions of Entry – Full Fee Paying Overseas Students* apply to all offers made and can be found at:

https://mgs.vic.edu.au/sites/default/files/assets/banners/Conditions%20of%20Entry%20for%20International%20Students_0617b.pdf

Students must board at the School and must have a *Local Support Person who lives in Melbourne. Melbourne Grammar School does not take full fee paying Overseas Students as day students. (*Local Support Persons must hold a Permanent Residency Visa, be over the age of 21 and hold a current Working with Children Check card: <http://www.workingwithchildren.vic.gov.au/>) If an Overseas Student does not have access to a Local Support Person in Melbourne, their family or representing agent may contact the Admissions Manager (at enrol@mgs.vic.edu.au or +61 3 9865 7570) to discuss the possibility of engaging the services of a professional support person.

Applying from your home country

You are welcome to apply to Melbourne Grammar School independent of an agent however, details of the agents who represent Melbourne Grammar School are available on our website <https://mgs.vic.edu.au/admissions/applying/international-students>. The agent can assist you and arrange entrance testing with Australian Education Assessment Services (AEAS) or you can arrange an AEAS test yourself.

AEAS Test results and latest school reports are required before submitting an application. Subject to satisfactory AEAS test results, and Melbourne Grammar *entrance testing, a written offer of a place may be made. (*Entrance testing consists of Reading Comprehension, Math and Abstract Reasoning. Practice tests are not available).

English Language Intensive Course for Overseas Students (ELICOS)

If a place is offered by the School, this may be conditional upon the student successfully completing an ELICOS course at a registered ELICOS provider in Australia. This would be specified in any Letter of Offer issued by the School. Evidence of the ELICOS enrolment, Electronic Confirmation of Enrolment (eCoE) and Confirmation of Appropriate Accommodation and Welfare (CAAW) must be provided to Melbourne Grammar School immediately after it is received by the student. The family of the Overseas Student must arrange for enrolment with the approved ELICOS provider and pay all costs of the course directly to the ELICOS provider. Melbourne Grammar School does not offer ELICOS courses.

English language proficiency

Once the ELICOS course has been completed, the results and a report will be sent to Melbourne Grammar School. At the end of the ELICOS course, the student will be required to take a second AEAS test to determine his level of English proficiency. Based on these outcomes the School may then request the student to extend his studies at the ELICOS provider in order to reach the required level of proficiency. Once the agreed upon level of proficiency is achieved, the student will be able to commence their formal education at Melbourne Grammar School. It is expected that the student will complete the required number of weeks of ELICOS within the timeframe specified by Melbourne Grammar School in order to be accepted into the specified year level according to the formal Letter of Offer.

Special Needs

The parents/guardian must advise the School when applying for enrolment and thereafter (including prior to accepting any offer of enrolment from the School), of any disability or specific learning or behavioural needs that the student may have and of which the School should be aware. The School must also be advised of any adjustments or specialised support services that the family consider should be made available by the School, to assist the School in assessing the application for enrolment and to ensure that the student is able to access the School's curriculum and educational programs.

Accommodation and Welfare

Appropriate accommodation and welfare plays a crucial role in the overall success of an Overseas Student. Melbourne Grammar School will only take Overseas Students as boarders. Families who are either on a 590 guardian visa (<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-590>) or who currently reside in Melbourne are not eligible to apply for a boarding position.

Melbourne Grammar School is committed to ensuring the welfare and wellbeing of Overseas Students. In addition, all Overseas Students must nominate a Melbourne based, Local Support Person who will take responsibility for the Overseas Student's well-being, support and accommodation for all student 'excess', term breaks, public holidays and if a student is unwell for longer than 2 days and requires home care.

Student Visa Processing

If a Letter of Offer is issued, and accepted by the family, with all conditions thereon having been satisfied (including payment of the non-refundable enrolment fee), an eCoE will be issued by the School to enable the student to apply to the Australian Government for a student study visa. Melbourne Grammar School does not apply for the student study visa on your behalf. This is the responsibility of the agent or the student's parents if organising the visa independently of an agent.

Visa Grant Notice

A copy of the student's Visa Grant Notice (issued by the Australian Government) must be provided to the School as soon as it is received, which must be prior to commencement at Melbourne Grammar School. Overseas students must hold the appropriate visa before they can start.

Admission/Enrolment

Once a student has enrolled, they cannot defer commencement of their studies, or suspend their studies, except on the grounds of illness, evidenced by a doctor's certificate, or other exceptional circumstances (for example; bereavement). If the student defers or suspends their studies on grounds that are in breach of their visa conditions, the School is obliged to report accordingly to the Australian Government.

Cancellation, Deferment or Transfer

The School's refund policy (refer to the *Conditions of Entry to the School - Full Fee Paying Overseas Students*) applies to tuition and boarding fees paid to the School. In the event of the course not being delivered, prepaid tuition and boarding fees for that course would be refunded. Notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Headmaster.

If after a refund, the student is unable to find an alternative course within 28 days, the student may contact the Tuition Protection Service (TPS), an instrumentality of the Australian Government, to explore other options. The student may also have rights to take further action under Australia's consumer protection laws.

The School will refund within 28 days any prepaid tuition and boarding fees, less \$500 administration fee, where the student's application for enrolment is refused by the School or the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities. Refunds will be reimbursed in Australian dollars and the payment made to the student or person specified on the enrolment form.

Students will only be granted a deferment of commencement of studies for compassionate and compelling circumstances. This also applies to the suspension of studies where a student has already commenced studies at Melbourne Grammar School.

Transfer

Under the 2018 ESOS Act, a student must be enrolled at school for a period of at least six months. Students who wish to appeal to the School for a transfer prior to completing six months, must provide the School with:

- Written evidence that their parents or legal guardian supports the transfer;
- Written confirmation that the new provider will accept responsibility for approving the welfare arrangements if the student is not being cared for in Australia by a parent or suitable nominated relative;
- A valid enrolment offer from that provider.

The application for transfer will be considered by the School in accordance with the Melbourne Grammar School *Conditions of Entry for Full Fee Paying Overseas Students*.

Attendance Requirements

Student attendance is monitored by the Director of Boarding. If a student's attendance is at risk of falling below 80% or the student has been absent from School for a continuous period of at least 5 days, the School will offer counselling to and consult with the student to determine whether there are compassionate or compelling circumstances for the absences (e.g. medical illness supported by a medical certificate).

If the student is unable to provide evidence to support compassionate or compelling circumstances and after counselling, the student's attendance falls below 80%, the School will advise the student of its intention to report the them for breach of visa conditions. The student has 20 working days in which to access the School's complaints process, as documented in the *Parental and Students Complaints Policy – Overseas Students* (available on the School Portal or upon request from the Director of Admissions).

Student Grievances, Complaints and Appeals

Student grievances are handled in accordance with the School's *Parental and Students Complaint Policy – Overseas Students* (available on the School Portal or upon request from the Director of Admissions).

Orientation for New Students

Wadhurst (Years 7 and 8)

Boarders at Melbourne Grammar School's Middle School, Wadhurst come into Creswick Boarding House. This is a small family environment with a maximum of 14 students. Students new to boarding will begin the school year with all Year 7 students who enter the School for the first time. In addition, there will, at times, be a small group of Year 8 students new to the School.

Overseas boarders are invited to tour the Wadhurst campus and Creswick House at a time suitable to them before they enrol. An orientation is held on the day before School formally commences.

Senior School (Years 9 to 12)

Senior School boarding is divided into two Houses, Perry House and School House, with 52 students in each. For senior students in particular, boarding provides a gradual understanding and experience of independence in preparation for the transition to tertiary and adult life.

To assist with a smooth transition to boarding life, new students are invited to a sleepover in November of the year prior to entry. Current Senior students and Heads of House will be available to assist the students with any questions that they may have both during the sleepover and at Orientation, held on the day before School formally commences.

Pastoral Care

Each campus has a Counsellor and a Chaplain who are available to consult with students, parents and teachers regarding issues that may affect a student's educational and personal welfare.

The House is the 'home base' for pastoral care. Houses have a teacher who is Head of House, a School nurse and House Leaders responsible for the welfare of each student.

The Head of House lives in the House and monitors the students' wellbeing. School staff and the parent body engage closely with the boarders and are of a great support to the boarding house community. Further information is available in the *Boarding Handbook* (available on the School Portal or upon request from the Director of Admissions).