

SIENA COLLEGE CAMBERWELL RECRUITMENT OF INTERNATIONAL STUDENT POLICY



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POLICY TITLE: **RECRUITMENT OF INTERNATIONAL STUDENT POLICY**

DEVELOPED / REVIEWED BY

Director of Business Services and Advancement
Head of Admissions
Risk and Compliance Manager
Human Resources Manager

REVIEW SUMMARY

Policy to be presented to the Policy Committee for the first time at the May 2024 meeting. Policy to be reviewed in the first twelve months to ensure accuracy to current legislative components.

DOCUMENT DEVELOPMENT PROCESS

This document was first developed by Director of Business Services and Advancement and the Head of Admissions in 2024.

RATIONALE

Standard 2.1 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) requires the College, prior to accepting an international student or intending international student for enrolment, to make comprehensive, current and plain English information available to the international student or intending international student on:

- the requirements for an international student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience requirements, and course credit if applicable
- the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods
- course duration and holiday breaks
- course outcomes such as qualification, award or other outcomes
- campus locations and facilities, equipment and learning resources available to students
- the details of arrangements with another provider, person or business who will provide the course or part of the course
- indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of the course, and the College's cancellation and refund policies
- the grounds on which the international student's enrolment is deferred, suspended or cancelled
- the Education Services for Overseas Students (ESOS) Framework, including official Australian Government material or links to this material online

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- policies and processes the College has in place for approving the accommodation, support and general welfare arrangements for younger international students
- accommodation options and indicative costs of living in Australia.

PRINCIPLES / GUIDING PRINCIPLES / PROCEDURES

It is the College's policy to ensure that, prior to accepting international students for enrolment, the College provides comprehensive, current and plain English information to the international student or intending international student on all matters required of the College by National Code Standard 2.1.

Younger International Students

Younger international students are students who are under the age of 18.

As part of the College's commitment to keeping our international students safe, the College has implemented policies and procedures to ensure our international students, and in particular, our younger international students, remain safe.

For more information, refer to our **Younger International Student Policy**.

Cancellation and Refunds

Standard 2.1 of the National Code requires the College to have documented cancellation and refunds policies available for our international students or intending international students.

For more information, refer to our **Deferring, Suspending or Cancelling an International Student's Enrolment Policy** and **International Student Refund Policy**.

English Language Proficiency and Educational Qualifications

Standard 2.2 of the National Code requires the College to have a documented policy and process for assessing whether an international student's English language proficiency and educational qualifications are sufficient to enable them to enter the course.

For more information, refer to our **English Language Proficiency and Educational Qualifications Policy**.

Recognition of Prior Learning

Standard 2.3 of the National Code requires the College to have and implement a documented policy and process for assessing, recording and granting recognition of prior learning (RPL).

For more information, refer to our **Recognition of Prior Learning**. The Recognition of Prior Learning Policy also applies to Standards 2.4 and 2.5.

Holiday Breaks

The College's holiday breaks are at the end of each College term and are published on our public website.

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Course Qualification

Upon completion of a senior secondary course, a successful international student will receive the Victorian Certificate of Education (VCE).

Arrangements with Other Providers

The College works with a number of other providers, people or businesses including:

- ISA (Victoria) Ltd - Welfare support and supervision services
- Australian Homestay Network Pty Ltd (AHN) - Provider of homestay services

Tuition and Non-Tuition Fees

The College ensures that it provides information on the indicative tuition and non-tuition fees, including advice on potential changes to fees over the duration of the course, and the College's cancellation and refund policies prior to enrolment and commencement of the student.

The College's tuition fees are available in our written agreements and are available on request.

The College's non-tuition fees are detailed in our written agreements and are available on request.

If the College enters into an arrangement with one or more other providers to provide a course jointly, the arrangement will be one where:

- the student pays their tuition fees to the College and not directly to the other providers; or
- both:
 - be in writing; and
 - provide for the receipt and disbursement of any tuition fees paid by students directly to any of the other providers.

Any tuition fees paid by students directly to any of the other providers is taken to have been paid directly to the College.

Campus Location, Facilities and Equipment

The College's courses for international students are offered at 815 Riversdale Road, Camberwell, Victoria 3124.

As part of the College's educational program, international students may undertake educational experiences in locations other than the Camberwell campus, such as overseas study tours, or overseas trips / excursions.

The College's facilities and equipment include:

- Science labs
- Learning Centre
- Gymnasium

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- Sports grounds
- Music Centre
- Auditorium
- Visual Arts
- Health Centre
- Counselling Hub

The College maintains evidence of compliance with this policy by maintaining records of information provided to international students. Records will be maintained in accordance with our **International Student Records Management and Retention Policy**.

Provision of CRICOS Course Information

The College's CRICOS course code is **04313F**

A course content outline is provided to an international student at the same time as the written enrolment agreement.

Modes of study at the College are:

- in person/face-to-face, or
- remote learning if mandated by state and/or health authorities.

The course duration follows the College's term dates and are located on the College's website.

RESPONSIBILITY

- Principal
- Director of Business Services and Advancement
- Head of Admissions

RELATED LEGISLATION

- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Act 2000 (Cth)
- Migration Regulations 1994
- Education Services for Overseas Students Regulations 2001 (Cth)
- Migration Act 1958 (Cth)

RELATED SIENA COLLEGE POLICIES

- International Student Deferring, Suspending or Cancelling an Enrolment Policy
- International Student Refund Policy
- Younger International Student Policy
- International Student Records Management and Retention Policy
- International Student English Language Proficiency and Educational Qualifications Policy

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- Recognition of Prior Learning Policy

RISK

In the Committee's deliberations it is important to consider the College's main strategic processes and the identification of associated risks. Some sample questions are included for referral. Answers are to be documented as part of the policy.

1. **Faith and Catholic Identity.** Identify any risks to Catholic Identity or Dominican charism of the school. How will this policy harm or enhance either?
2. **Reputation.** Identify if there are any reputational risks to the College. How will this policy impact Siena and wider communities?
3. **Financial.** Identify any financial risks to the College. How will this policy impact the financial stability of the College?
4. **Contemporary Learning and Teaching.** Identify any risks to learning and teaching. How will this policy impact the academic performance of the College?
5. **Wellbeing.** Identify any risks to safety and wellbeing. How will this policy impact the mental and physical wellbeing of the College community?
6. **Community Engagement.** Identify any risks to building community engagement. How will this policy impact community relationships?
7. **Governance and Leadership.** Identify any risks to governance and leadership in the College. How will this policy affect the strategic direction of the College?

Do any risks identified above warrant changes to the proposed policy? If so the policy should be referred back to the developer/s.

NEXT REVIEW

May 2025

POLICY LOCATION

<https://sienacentral.siena.vic.edu.au/homepage/3452>
www.siena.vic.edu.au

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