

International Students Policy

1. Policy Statement

Kennedy Baptist College is registered to enrol a maximum of 50 international students and is listed with the Commonwealth Government (CRICOS Provider Code 01688K) to deliver courses to international students who are enrolled on a full fee-paying basis in our registered courses.

CRICOS Registered Courses at Kennedy Baptist College:

- Secondary Education Years 7-10 (CRICOS Course Code 0100268)
- Senior Secondary Certificate of Education Years 11-12 (CRICOS Course Code 0100269)

International students enter and stay in Australia on a *Subclass 500 Study Visa* administered by the Department of Home Affairs. Their rights are protected under the *Education Services for Overseas Students (ESOS) Framework*.

International students are responsible for:

- Maintaining satisfactory course progress.
- Maintaining satisfactory course attendance.
- Maintaining living arrangements approved by the College.
- Maintaining Overseas Student Health Cover (OSHC).
- Remaining with the College for six (6) calendar months, unless issued a letter of release from the College to attend another registered provider.

2. Scope

This policy applies to all prospective and enrolled international students and their parents and/or legal custodians.

3. Rationale

The *Education Services for Overseas Students Act (ESOS Act) 2000* and its associated legislative instruments set out the legal framework governing delivery of education to overseas students studying in Australia on a student visa.

The *ESOS Act* regulates the education sector's involvement with international students, protects and enhances Australia's reputation for quality education and provides tuition protection for international students. The ESOS legislative framework is administered by federal and state agencies including the Department of Education.

The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) was established under the *ESOS Act* and sets nationally consistent standards that oversee the protection of international students and delivery of courses to those students by providers registered on the *Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)*.

As a CRICOS registered provider, the College has compliance obligations under the *ESOS Act* and the *National Code 2018*. If the College fails to comply with any aspect of the legislation, specific sanctions may be applied, including loss of CRICOS registration and therefore cancellation of its rights to recruit overseas students.

4. Entry Requirements

The College assess applications for international student enrolment on the following basis:

a. English Language Proficiency Requirements

English language proficiency will be determined by the College as per the *International Students English Language Proficiency Policy*.

b. Academic Requirements

A pass level of “C” grade or better for the majority of core subjects completed in the preceding year level or for partial completion of entry year.

c. Age Requirements

They meet the following age requirements upon enrolment at the College:

Year 7	The student must be less than 14 years of age.
Year 8	The student must be less than 15 years of age.
Year 9	The student must be less than 16 years of age.
Year 10	The student must be less than 17 years of age.
Year 11	The student must be less than 18 years of age.
Year 12	The student must be less than 19 years of age.

d. Accommodation and Welfare Requirements

The College requires all international students to have accommodation and support. The students’ general welfare must be maintained for the duration of their enrolment as per the *International Students Welfare, Support and Accommodation Policy*.

e. Successful Student Enrolment Interview

Interviews will be conducted with suitable applicants by College staff to provide an opportunity to meet key staff and ask questions about the College.

f. All relevant evidence must be provided.

- g. International students will be offered places at the discretion of the Principal, and in accordance with College Policies and Procedures.

5. Marketing Information and Practices

The College will uphold the integrity and reputation of Australia's education industry by ensuring the marketing of courses and services is not false or misleading and is consistent with *Australian Consumer Law*.

The College does not promise international students any possible migration outcomes from undertaking any courses and no guarantees are provided to overseas students for successful education assessment outcomes.

The College does not actively recruit international students contrary to *Standard 7 – Overseas Student Transfers of the National Code 2018*. The College will not encourage students to transfer from other education providers.

6. Recruitment of Overseas Students

The College will recruit responsibly and ensure that international students are appropriately qualified for the course they are seeking to enrol in.

The following information is provided to international students or prospective students, before they are enrolled:

- a. The requirement for a student to be accepted into a course, including English language proficiency.
- b. The CRICOS course code, course content, modes of study, and assessment methods.
- c. Course duration and holiday breaks.
- d. Campus location and facilities, equipment and learning resources available to students.
- e. Indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course and the College's cancellation and refund policies.
- f. The grounds on which the student's enrolment may be deferred, suspended, or cancelled.
- g. The ESOS framework, including official Australian Government material or links to materials online.
- h. The policy and process for approving the accommodation, support, and general welfare arrangements for students under the age of 18 years; and
- i. Accommodation options and indicative costs of living in Australia.

This information is outlined in the *International Student Handbook* and available on the College website.

7. Education Agents

The College does not enter into agreements with, or pay commission to education agents, nor does the College use agents to recruit international students.

8. Written Agreements

The College enters into a written agreement with international students and their parents/legal custodians prior to, or at the same time as accepting payment of tuition or non-tuition fees. Regardless the age of the international student, the College requires all Written Agreements to be signed by the international student's parents or legal custodians.

In addition to all the requirements in the *ESOS Act*, the written agreement:

- a. Outlines the course or courses in which the student is to be enrolled, the expected course start date, the location at which the course will be delivered and the modes of study for the course.
- b. Outlines any prerequisites necessary to enter the course or courses, including English language proficiency requirements.
- c. Lists any conditions imposed on the student's enrolment.
- d. Lists all tuition fees payable by the student for the course, the periods to which those tuition fees relate and payment options.
- e. Provides details of any non-tuition fees the student may incur.
- f. An outline of the process for claiming a refund and any specified person(s) who can receive a refund. This also includes what happens in the event a course cannot be delivered by the College.
- g. Sets out the circumstances in which personal information about the student may be disclosed by the College, the Commonwealth, including the Tuition Protection Service (TPS), or state agencies, in accordance with the *Privacy Act 1988* and the College's *Privacy Policy*.
- h. Outlines the College's internal and external complaints and appeals processes, in accordance with the *International Students Complaints and Appeals Policy*.

The College will not act on any decision affecting the student's enrolment that is not made by the parents/legal custodians. The parents/legal custodians with whom the College has a formal written agreement are the primary contact for the College in such matters.

9. Changes in Personal Information

The written agreement includes a requirement that international students must notify the College if there are changes to their contact details including:

- a. The student's current residential address, mobile number, and email address.

- b. Who to contact in emergency situations.
- c. Homestay address.
- d. Parent/legal custodian's contact details.
- e. Overseas Student Health Cover (OSHC); and/or
- f. Student visa.

The College must be notified within seven (7) days of the changes to these details.

Where the College has approved the student's welfare and accommodation arrangements, the student requires the College's approval for any changes to welfare and accommodation arrangements prior to that change.

10. Payment of Fees Before a Course Commences

Section 27 of the *ESOS Act* prohibits the College from receiving more than 50% of an international student or intending international student's total tuition fees for a course before the student has begun the course unless the student or the person responsible for paying those fees chooses to pay more than 50%. The College may also receive more than 50% of the fees before the course starts if the course has a duration of 25 weeks or less.

If the College receives tuition fees for a course before the course has begun, the College must manage those fees in accordance with the requirements of the *ESOS Act*.

Students and their parents/legal custodians must not pay any tuition fees until they have signed and lodged the formal written agreement. If the College receives fees prior to signing the written agreement, the College will immediately contact the student or parent/legal custodian to inform them that the payment cannot be processed (and the enrolment cannot progress) until the signed agreement is received. The College will keep this evidence on the student's file.

The College will maintain all international students' records in accordance with the *Records Retention and Disposal Schedule*.

Version control					
Version	Amendments	Date Reviewed	Endorsed by Board	Next Review	Author of version
1		01/01/2023	01/01/2023		
2		13/07/2017			
3		02/09/2019	13/09/2019	09/2021	
4		02/09/2021	07/09/2021	08/2023	
5	Merged International Students Policy and Written Agreements Policy.	27/11/2023	15/05/2024	08/2025	C Acciano
6	Amended rationale	27/08/2025	17/09/2025	09/2027	C Acciano