St Mary’s Anglican Girls’ School encourages the enrolment of overseas students. They are an important part of our school as they enrich our culture and bring a greater understanding and appreciation of other communities’ lives and values.

ENROLMENT

Students with the appropriate visas are allocated places via the standard, non-discriminatory enrolment procedure. The maximum number of international students that St Mary’s can have enrolled at any one time is specified by the Department of Education Services. Pre-enrolment information, including the rights and responsibilities of both parties, is outlined in the International Students Brochure, Fees and Charges and Enrolment Application.

CURRICULUM

Although the academic progress of all students at St Mary’s Anglican Girls’ School is carefully monitored, the school provides additional mentoring and support for international students through the International Students Coordinator and the Boarders Academic Support Officer. Each meet regularly with the international student to ensure that the student is satisfying the course requirements. The school’s Late Assignment note, Missed Homework note, Cause for Concern letters and the more formal Interim Reports are used to notify the student’s parents in a timely fashion that the student has not met progressive performance expectations.

CARE

International students enrolled at St Mary’s Anglican Girls’ School are required to reside in the school’s boarding house. This ensures that the appropriate accommodation, care and support are available whilst the international students are away from their family home. Additional mentoring and support for international students are provided by the school’s counsellors and the International Students Coordinator.

All international students are to have a local, family-appointed guardian. The school will take responsibility for the care and wellbeing of the international student once she has been signed in to the boarding house by the guardian and the school will relinquish responsibility when the guardian signs the student out at the end of the academic term or for approved weekend leave.

ATTENDANCE

If an international student’s attendance record falls below 80% in any semester, the Department of Education, Employment and Workplace Relations is notified.

COMPLAINTS MANAGEMENT

All international students are given a leaflet outlining their rights, responsibilities and the mechanism for resolving complaints. The parents of international students are provided with the same information and required to acknowledge its receipt.
If a dispute arises over whether a student’s enrolment should be terminated, the international student will remain enrolled at St Mary’s Anglican Girls’ School until the dispute is resolved.

The final arbitrator for disputes is the Commonwealth-appointed Overseas Students Ombudsman.

**COMPLAINT RESOLUTION FLOWCHART**

- International Student
- Complaint
- International Students Coordinator
  - Yes
    - Resolved?
  - No
    - School Principal
      - Resolved?
        - Yes
        - No
          - Chair of the Board of Governors
            - Resolved?
              - Yes
              - No
                - Overseas Students Ombudsman

Written confirmation of resolution