

INTERNATIONAL STUDENTS POLICY

Last reviewed: February 2018

Next review date: January 2019
By: Head of Boarding in consultation with ISC

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 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. Pre-enrolment information, including the rights and responsibilities of both parties, is outlined in the International Students Brochure, Fees and Charges and Enrolment Application forms and agreements, and the International Student Handbook.

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 Co-ordinator and the Boarders Academic Support Officer for girls in the Senior School and the Deputy Head of Junior School (Academic) for girls in the Junior School. Each meets 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 and end-of-semester 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, unless they stay with a parent or legal guardian in Perth. 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 Psychologists and the International Students Co-ordinator who are easily accessible to the students.

All international students are to have a local, family-appointed carer. The School will take responsibility for the care and well-being of the international student once she has been signed in to the boarding house by the local carer or parent/legal guardian and the School will relinquish responsibility when the student is signed 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 is notified.

Attendance is monitored through the School's usual processes and checked daily by the International Student Co-ordinator for Senior School students and Head of Junior School and classroom teacher for Junior School students and followed up when absences are not explained.

Under subsection 19 (2) of the ESOS Act, the School is required to notify the Commonwealth when international students have breached their student visa conditions, such as failing to maintain satisfactory course attendance or progress.

COMPLAINTS MANAGEMENT

All international students are given a leaflet outlining their rights and 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 Complaints and Appeals Policy is available on the School's website and is discussed annually by the International Student Co-ordinator with all international students to ensure that they are aware of the procedures should they have a complaint to pursue.

The final arbitrator for disputes is the Commonwealth-appointed Overseas Students Ombudsman and details for contacting the Ombudsman are given in the International Student Handbook that forms part of the orientation and induction processes for all international students managed as they start at the school and annually by the International Student Co-ordinator.

The International Student Conciliator located at the Department of Education is also available to International Students to support parties to resolve disputes through mediation and conciliation and are complementary to the School's internal and appeals process.