



# International Student Entry Requirements Policy

1. Northpine Christian College will consider enrolment applications from students wishing to attend the College and apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the College and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.
2. Applications for enrolment must be made on Northpine Christian College's International Student Application Form. The form must be fully correctly completed and must be accompanied by the following documents to support the application:
  - a. Copies of student report cards from the previous two years of study, including a copy of the latest student report translated into English
  - b. Completed reference from the student's current or most recent school Principal is also required if student report cards do not record student behaviour or commitment to studies
  - c. Completed subject choices form if appropriate
  - d. Appropriate proof of identity and age
  - e. Written evidence of proficiency in English as a second language, students will be interviewed by telephone or Skype if unable to attend an interview with the Principal
  - f. Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
  - g. Letter of Offer from another registered provider if applicable
  - h. Enrolment Application Fee
  - i. Application to the Queensland Assessment and Curriculum Authority (QCAA) for relaxation of completed Core requirements if applicable
3. Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
4. An application for enrolment can only be processed when all of the above are in the hands of the College Enrolment Officer.
5. Applications from international students are processed according to established policy and procedures and are dealt with on their merits. Failure to disclose details required as part of the application process may later result in cancellation of enrolment.
6. Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason the College may require relevant testing of the applicant to assess the application.
7. Onshore international applications for Years 11-12, where the student is transferring from another CRICOS registered provider, will only be considered where the transfer, if accepted, allows the student to achieve a successful study outcome at the end of the enrolment.
8. Offshore international applications for enrolment in Years 11-12 will not be considered after the Year 11 course has commenced/ unless the student can complete course assessment before the end of the first semester of Year 11.
9. The College requires evidence that the applicant's academic ability and English proficiency is sufficient to successfully meet the entry and curriculum demands of the intended course. Students undertaking a package of courses will have their academic and English language

capabilities re-assessed prior to the commencement of each course in their enrolment package. This is a requirement under the 2018 National Code of Practice, Part B Standard 2.

### **Minimum academic and English language requirements are as follows:**

#### Academic Requirements

Students must provide evidence of satisfactory academic performance appropriate to entry to the year level requested on the Application for Enrolment or offered as an alternative point of entry by the College in a Letter of Offer

- a. For Primary students - evidence of application to school work and age-appropriate achievement in literacy and numeracy areas of the curriculum
- b. For Year 7 to 12 students - a pass level or "C" grade or better for the majority of core subjects

#### Procedure for Assessing Student's Qualifications, and Language Proficiency

- a. The College requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the 2018 National Code. **It is a condition of enrolment at Northpine Christian College that applicants must be fluent in English prior to enrolment.**
- b. Northpine Christian College will assess evidence of English language proficiency presented by a student at the time of application and reserves the right to confirm the student's English language proficiency through additional testing.
- c. Students should note that if their language proficiency is below that outlined above they will be required to undertake an intensive English language course and be re-assessed for English language proficiency before commencing at the College in mainstream studies.
- d. Students wishing to enter the College below year 10 level are assessed individually based on the contents of their report cards and personal references, and may also be required to undertake a language proficiency test set by the College.
- e. Those students who have undertaken an intensive English language course before beginning mainstream studies, will have their English language proficiency reassessed at the conclusion of the language course to ensure the student's level of proficiency is sufficient to allow them to commence their mainstream course.
- f. Note that where a student cannot, or will not, meet the English language or academic requirements for entry into their first mainstream course, or a subsequent course undertaken as part of an enrolment package, the College may choose to apply the Conditions of Enrolment outlined in the student's written agreement and the provisions of this Entry Requirements Policy - the outcome of which may result in the withdrawal of offer for enrolment on the grounds that entry requirements have not been met. Alternatively, the College (at its discretion and if appropriate) choose to offer:
  - New mainstream enrolments - entry into a mainstream course at a lower year level.
  - Continuing mainstream enrolments - opportunity to repeat a year level as part of an academic intervention plan implemented by the school. Refer to the *Student progress, attendance and course duration policy*.



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