

Overseas Students Requirements for Entry Policy

Overseas Students Policy	Last Review and Approved	January 2023
	Next Review Due	2024

1. Introduction

- 1.1. Citipointe Christian College (the College) will consider enrolment applications from students wishing to 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 in the English language in order demonstrate the English language proficiency standard needed to enter mainstream classes.
- 1.2. A copy of this policy is located on the College's website¹ and in the International Student Handbook.

2. Scope of the Policy

- 2.1. This policy applies to college staff, agents, international students and their parents/legal guardians.

3. Policy

- 3.1. Applications for enrolment must be made on the relevant application form for mainstream or Secondary School Preparation Program (SSPP):
 - Mainstream - Application for Overseas Student Admission²
 - SSPP - Application for Admission Secondary School Preparation Program³
- 3.2. This must be correctly completed, and must be accompanied by the documents requested on the application form, including:
 - i. Certified copies of the student's last 2 semesters' school report, including a copy of the latest Student Report;
 - ii. A completed Reference Form 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;
 - iii. Certified evidence of date of birth;
 - iv. Written evidence of proficiency in English as a second language^[1]
 - v. Certified copies of passport biodata page with name, photo identification, passport number and expiry date;
 - vi. Letter of Offer from another registered provider (if applicable);
 - vii. Completed Homestay Application Form (if applicable);
 - viii. Enrolment Application Fee;
 - ix. Application to the Queensland Assessment and Curriculum Authority (QCAA) for relaxation of completed Core requirements (if applicable).

Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.

- 3.3. Applications from overseas 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.
- 3.4. An application for enrolment can only be processed when all of the above are submitted.

¹ <https://citipointe.qld.edu.au/international/policies/>

² Primary Years P-6 - Course Code: 071487F

Junior Secondary Studies Years 7-10 - Course Code: 097391M

Senior Secondary Years 11-12 - Course Code: 010045D

³ Course Code: 043173A

^[1] Preparatory to Year 3 and SSPP are exempt from this requirement.

- 3.5. 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 school may require relevant testing of the applicant to assess the application.
- 3.6. Where an applicant must undertake ELICOS studies⁴ prior to commencing his/her mainstream course, the College can only enrol the student in ELICOS for the maximum course duration registered on CRICOS. That is 50 weeks.
- 3.7. Where an applicant is to be enrolled in a mainstream course⁵ the College can only enrol the student for the maximum course duration registered on CRICOS. That is:
 - i. 7 years for Preparatory-Year 6
 - ii. 4 years for Years 7-10
 - iii. 2 years for Years 11-12

Note: There are four terms per year, each of approximately ten weeks, with 2-3 week holiday periods between terms. The long summer holiday of 7-8 weeks occurs during December and January.

- 3.8. Onshore 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.
- 3.9. Offshore 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.
- 3.10. An interview may be required with the Principal or delegate.
- 3.11. **Academic Requirements**

Citipointe Christian College 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:

Citipointe Christian College: Mainstream Entry Requirements

Primary Years Preparatory – Year 6

- Course Code: 071487F
- Length of course: 7 years from Preparatory – Year 6

Note: There are four terms per year, each of approximately ten weeks, with 2-3 week holiday periods between terms. The long summer holiday of 7-8 weeks occurs during December and January.

Requirements for entry into mainstream classes

The College accepts a very limited number of overseas students into its Primary school. Entry into mainstream classes is dependent on the student fulfilling the following requirements:

- For entry to Preparatory to Year 3, evidence of application to schoolwork and age-appropriate achievement in literacy and numeracy areas of the curriculum. There is no English requirement for entry.
- For entry to Years 4, 5 & 6 evidence of application to schoolwork and age-appropriate achievement in literacy and numeracy areas of the curriculum. Students may be requested to be tested through the Australian

⁴ Course Code: 043173A

⁵ Primary Years P-6 - Course Code: 071487F

Junior Secondary Studies Years 7-10 - Course Code: 097391M

Senior Secondary Years 11-12 - Course Code: 010045D

Education Assessment Services⁶ or an equivalent English language and learning standard assessment provider. Students must satisfy⁷ all the requirements of the assessment for their age and Year level.

- For entry to Year 4, students may be required to demonstrate at least Level 4 English language proficiency on the Primary EAL/D Bandscales or be required to undertake intensive English language instructions and/or external language tutoring;
- For Years 5 & 6, students may be required to demonstrate at least Level 4+ English language proficiency on the Primary EAL/D Bandscales or be required to undertake intensive English language instructions and/or external language tutoring.

Preparatory to Year 6 students must demonstrate acceptable attendance, behaviour, effort and attitude to the Christian environment of the College.

Junior Secondary Studies Years 7-10

- Course Code: 097391M
- Length of course: 4 years from Years 7-10

Note: There are four terms per year, each of approximately ten weeks, with 2-3 week holiday periods between terms. The long summer holiday of 7-8 weeks occurs during December and January.

English level required

For entry to Years 7-10, students may be required to be tested through the Australian Education Assessment Services⁸ or an equivalent English language and learning standard assessment provider, for language and academic ability. Students must satisfy all the requirements of the assessment for their age and Year level. For entry to Years 7-9 this is the equivalent of Level 5+ and for Year 10 it is Level 6 on the Secondary ESL/D Bandscales. Results of the assessment should indicate above average academic ability. Additional testing at the College may also be required.

Entry pre-requisites for the course

Overseas students entering the Junior/Middle Secondary course must demonstrate above average academic ability and have completed the equivalent prior Year level in their home country or within Australia eg for a student to enter Year 10, they must have completed the equivalent of Year 9. Students must demonstrate acceptable attendance, behaviour, effort and attitude to the Christian environment of the College.

Senior Secondary Years 11-12

- Course Code: 010045D
- Length of course: 2 years from Years 11-12

Note: There are four terms per year, each of approximately ten weeks, with 2-3 week holiday periods between terms. The long summer holiday of 7-8 weeks occurs during December and January.

English level required

For entry to Years 11-12, students may be required to be tested through the Australian Education Assessment Services⁹ or an equivalent English language and learning standard assessment provider, for language and academic ability. Students must satisfy all the requirements of the assessment for their age and Year level. For entry to Years 11-12 this is the equivalent to Level 6 on the Secondary ESL/D Bandscales. Results of the assessment should indicate above average academic ability. Additional testing at the College may also be required. Entry to Year 11 can only occur at the start of Term 1.

Entry pre-requisites for the course

Overseas students entering the Senior Secondary course must demonstrate above average academic ability and have completed the equivalent prior Year level in their home country or within Australia eg for a student to enter Year 11, they must have completed the equivalent of Year 10. Students must demonstrate acceptable attendance, behaviour, effort and attitude to the Christian environment of the College.

⁶ www.aeas.com.au

⁷ A pass or "C" year level or better for the majority of core subjects

⁸ www.aeas.com.au

⁹ www.aeas.com.au

Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course and/or external language tutoring to fully participate in mainstream studies.

Citipointe Christian College International: Secondary School Preparation Program (SSPP) Entry Requirements

- Course Code: 043173A

Entry pre-requisites for the course

Learners entering the Secondary School Preparation Program (SSPP) must demonstrate above average academic results in their prior studies if intending to enter the mainstream at Citipointe Christian College on completion of SSPP.

Above average academic results are not required if the student is to study SSPP only without an offer to the mainstream course. They must have successfully completed Primary School or its equivalent with some English language instruction. Students wishing to enter Year 11 after their SSPP course, must have successfully completed the equivalent of a Queensland Year 10 course.

- 3.12. Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language (ELICOS) course before beginning mainstream studies. The amount of ELICOS study undertaken cannot exceed the College's maximum course duration registered on CRICOS, as specified in paragraph 3.6 (above).
- 3.13. 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.
- 3.14. 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 the student's written agreement and the provisions of this policy, the outcome of which may result in the withdrawal of offer for enrolment on the grounds that entry requirements have not been met.
- 3.15. Alternatively, the College may (at its discretion, and if appropriate) choose to offer:
 - i. New mainstream enrolments - entry into a mainstream course at a lower year level.
 - ii. Continuing mainstream enrolments - opportunity to repeat a year level as part of an academic intervention plan implemented by the College (refer to the *Overseas Student Progress, Attendance and Course Duration Policy*).

4. Legislative Provisions and Related Documentation

Legislative Provisions

- Privacy Act 1988 (Cth)
- Education Services for Overseas Students Act 2000 (Cth)
- Education (Accreditation of Non-State Schools) Act 2017 (Qld)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)
- Education (Overseas Students) Act 2018 (Qld)

This policy is to be read in conjunction with other College policies and guidelines ie

- [5.1 Privacy of Information](#)
- [6.1.9 COVID-19 Return to On-Campus Learning Compliance](#)
- [7.1 Student Protection Policy](#)
- [10.3 11.6 Anti-Discrimination Policy](#)
- [11.4 Grievances Disputes and Complaints](#)
- [Overseas Student Complaints and Appeals Policy](#)
- [Overseas Student Conditions of Enrolment](#)
- [Overseas Student Critical Incident Policy](#)

- [Overseas Student Deferment, Suspension and Cancellation Policy](#)
- [Overseas Student Homestay Policy](#)
- [Overseas Student Intervention Strategy for Failure to Meet Progress, Attendance and Completion Within Expected Duration](#)
- [Overseas Student Progress Attendance and Course Duration Policy](#)
- [Overseas Student Refund Policy](#)
- [Overseas Student Transfer Policy](#)
- [Overseas Student Welfare and Accommodation Policy](#)

5. Policy Review

5.1. This policy will be reviewed annually unless otherwise advised.