



IVANHOE
GRAMMAR SCHOOL
courageous and kind

INTERNATIONAL STUDENT
ADMISSIONS
HANDBOOK



CIS INTERNATIONAL CERTIFICATION



NEAS

International Student Admissions Handbook

Before Your Enrol

Ivanhoe Grammar School welcomes applications from International Students

Things you need to know and do before Enrolling

This Handbook and its Appendices includes important Ivanhoe Grammar School International Policies, Requirements and Procedures

Parents are requested to read this document and the Associated Documents listed in Red and available at www.ivanhoe.com.au before they sign the International Student Agreement.

Parents are requested to visit The Ivanhoe Grammar School Website where instructed to view further information www.ivanhoe.com.au

Who are we, where are we, two campuses

Ivanhoe Grammar School is a leading private school in Melbourne, Victoria, Australia.

A co-educational School with a diverse population, Ivanhoe Grammar School has been welcoming International Students since 1941

We are multi-campus The Ridgeway Campus is in Ivanhoe and the Plenty Campus is in Mernda

The Ridgeway Campus

Established 1915, approximately 10 kilometres from the CBD
Offering the VCE and IB
NEAS endorsed ELICOS Centre

Plenty Campus

Established in 1990, approximately 32 kilometres from the CBD
Lush native gardens and award-winning architecture
Offering the VCE

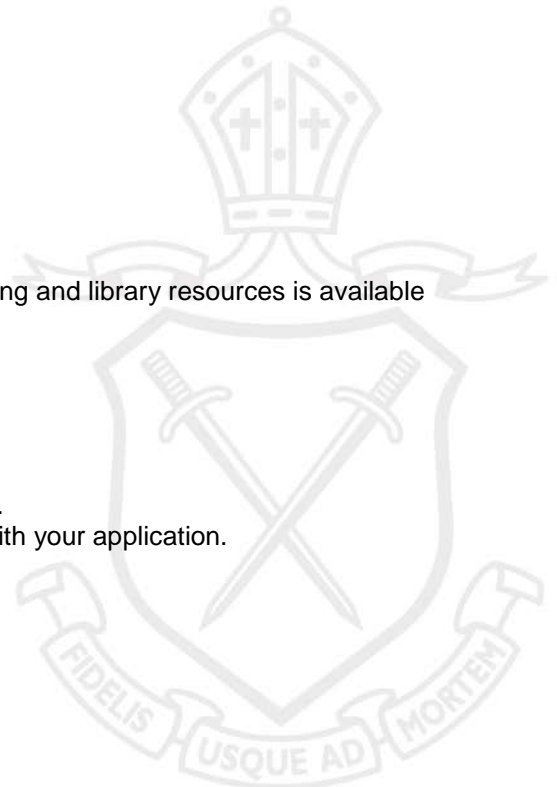
Information about campus location, facilities, equipment and learning and library resources is available on the website.

<http://www.ivanhoe.com.au/our-school/our-campuses>

Enrolment Procedure

All applicants should follow our International Enrolment Procedure.
You can apply directly to the School or engage an Agent to help with your application.
A list of current Agents can be found on our Website

Please refer to International Enrolment Procedure



International Student Entry Requirements for acceptance into a Course

Before offering a place Ivanhoe Grammar School checks English language proficiency in accordance with its documented procedures

All students are required to submit Current School Reports and an AEAS test with their application.

The AEAS test provides an independent assessment of students' actual abilities in: English language proficiency, Mathematical reasoning and General ability.

Ivanhoe Grammar School requires students to have the following English language proficiency. AEAS scores recommending a maximum of 20 weeks of English and minimum Stanine scores of 6 and above for Nonverbal General Ability, and Mathematics Reasoning Ability.

Before offering a place Ivanhoe Grammar School checks English language proficiency in accordance with its documented procedures

Please refer to International Student Entry Requirements

Recognition of Prior Learning (RPL)

Ivanhoe Grammar School ensures the decision to assess RPL or grant course credits maintains the integrity of the qualification and complies with the requirements of the educational framework of the course.

In some instances, students may be eligible for credits for semester units completed in their home countries.

All students of the School in the Senior Years are enrolled in a three year **Victorian Certificate of Education** or **The International Baccalaureate** (VCE/IB Course).

If the student wishes to apply for credit relating to prior study, the procedures outlined in the VCE and VCAL Administrative Handbook are followed.

Please refer to International Student Recognition of Prior Learning

Course information

Ivanhoe Grammar School is a day school,

Mode of Study

Students are required to attend Name of School's course(s) face-to-face in school facilities on campus. Depending on course components, a student's course may also include Online learning in class time or after school hours

- Approved excursions or field trips appropriate to course
- Opportunity for students to partake in an approved work experience program
- Outdoor education activities
- Approved studies that contribute to a student's enrolled course but are delivered by another approved provider
- Approved studies that contribute to a student's enrolled course but are delivered by another approved provider (this is applicable to students who study VCE subjects that we do not offer e.g. Chinese SL, German, Italian etc. and also VCE Dance – IB students also have the opportunity to study language subjects that we don't provide

Please visit our website for details regarding Course Content

<http://www.ivanhoe.com.au/international/academic-programs>

The School will monitor record and assess the course progress of each student for the course in which the student is currently enrolled.

The course progress of all students will be assessed on a regular basis throughout the term. Formal Assessments are completed at the end of each semester.

Students enrolled in ELICOS will only transfer to Mainstream classes after attaining satisfactory English skill levels. The transfer to mainstream studies will be determined by the Dean of International Students.

Students are required to attend School from Monday to Friday during School Term.

English as an Additional Language (EAL)

Students are advised to visit the following website and download the current VCE and VCAL Administrative Handbook, via the search window

<https://www.vcaa.vic.edu.au>

The Administrative Handbook states the following

Students from a non-English-speaking background

To apply for EAL status, each student is required to submit an Application for Enrolment in English as an Additional Language Units 3 and 4 form to the school. This is designed to assist schools in evaluating a student's EAL status. Schools should maintain a record of all completed applications. Schools should not enrol a student in EAL unless they have received all documentation verifying that the student meets the EAL eligibility criteria.

A student may be eligible for EAL status if they meet both of the following criteria.

For Criterion 1, the student must fit one of the following:

- On the first day of the academic year, the student must not have been a resident in Australia or New Zealand or other predominantly English-speaking country for more than seven years. The period of seven years is to be calculated cumulatively over the student's whole life. The calculation of time spent in Australia is made from the date of last arrival plus any previous periods of time spent in Australia or any predominantly English-speaking country. This calculation of time should not include time spent out of Australia during school vacations.
- The student is an Aboriginal or Torres Strait Islander person whose first language is not English.

For Criterion 2, the student must fit the following:

- English has been the student's major language of instruction for a total period of not more than seven years over the period of their education. Schools must sight the student's overseas school reports to confirm that the language of instruction was not English during this period.

Term Dates and Holiday Arrangements

Term Dates

Term Dates are available on the school website and in the School Diary

Holiday Arrangements

All students are expected to return home for the duration of the three week mid-year holiday period, and the end of year holiday period (December – January). The School is not able to provide supervision during these periods, and Designated Carer and homestays are not expected to be available at these times. If a family wishes a student to remain in Melbourne during these vacation periods, a parent must come to Melbourne to take responsibility for the supervision and welfare of their Son or Daughter.

Notebook Program

International Students are part of the Schools compulsory Notebook Program

Please refer to International Student Notebook Program

School Fees

The Schedule of Fees for International Students and Business Notice for International Students is available on the school website

Students and Parents are reminded that fees are likely to increase annually during the student's time in the School and the School reserves the right to increase fees during the year.

For full details of applicable refund policies, Parents are referred to the Business Notice for International Students.

Please refer to Business Notice for International Students

Living in Melbourne, Australia

Welcome to Melbourne – the capital city of Victoria.

Ranked as one of the world's most liveable cities, Melbourne is the home, workplace and leisure centre of one of the world's most harmonious and culturally diverse communities. It is a leading education destination for international students.

Melburnians love the city's vibrant energy, restaurants, fashion boutiques, café-filled laneways, cool bars, unbeatable galleries, spacious parks and village-like inner suburbs, each with its own special character. Melbourne is a young city and as such it never sits still. Modern, cutting-edge designs add to the fascinating mix of heritage architecture and ensure the skyline is constantly changing.

Melbourne and its inhabitants are said to be sports mad. We can't get enough sport; we play it, we watch it, we love it. Australian Rules football, cricket and basketball are some of the games that you will see. Watching a game of Australian football with up to 100,000 other spectators is an experience that you must not miss. In your first week in Melbourne you will be required to choose a football team to support as those you meet will often ask you, "What team do you barrack for?"

For more information on events, dining, shopping and much more in Melbourne, go to the following website for everything to see and do in the city.

www.visitmelbourne.com and/or www.thatsmelbourne.com.au

Unlock Melbourne, the Study Melbourne App

Unlock all that Melbourne has to offer! Created by Study Melbourne, a Victorian Government initiative, and designed specifically for international students arriving in Melbourne. Complete daily tasks, unlock information about the world's most liveable city and soon you'll be living like a local!

<https://www.studymelbourne.vic.gov.au/study-melbourne-news-updates/unlock-melbourne-study-melbourne-app>

Additional costs for transport and entertainment would be AUD\$150 per week.

Homestay

Ivanhoe Grammar School accepts responsibility for approving the accommodation, support and general welfare arrangements for students under the age of 18, where a CAAW has been issued by the school.

Ivanhoe Grammar School does not delegate, outsource or contract out that responsibility.

Ivanhoe Grammar School complies with the Victorian Child Safe Standards.

Ivanhoe Grammar School is not taking over legal responsibility for the overseas student under the age of 18. The parent or person who has custody of the overseas student is at all times legally responsible for the student.

The minimum age for enrolment of an overseas student in homestay accommodation is 13.

Ivanhoe Grammar School will not enter an agreement or arrangement for the provision of homestay accommodation to an overseas student, or issue a CAAW letter to the Department of Home Affairs in circumstances where homestay accommodation will be provided to an overseas student unless Ivanhoe Grammar School is satisfied that the student will be at least 13 years of age at the time of commencing the homestay accommodation

Ivanhoe Grammar School requires all International Students enrolled at the School, irrespective of age, to obtain homestay accommodation approved by the School. Students are not permitted to live independently or without adult supervision.

Many International Students studying at Ivanhoe Grammar School have relatives in Melbourne who can assist in providing homestay accommodation.

Homestays are expected to provide full board and a level of care and supervision appropriate to the age of the student.

The School has an extensive and closely monitored homestay network supervised by the Dean of International Students and the Homestay Coordinator. The Homestay Coordinator makes regular visits to homestays throughout the year.

A Nomination of Homestay Form will be sent with the Letter of Offer, to be completed and returned with the Student Acceptance form. Please refer to International Enrolment Procedures on our website.

Ivanhoe Grammar School must approve Homestay arrangements prior to the issue of the Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation/Welfare Letter (CAAW). Please note, the Homestay and Designated Carer may not be the same person.

If the student is living with their family or a Homestay nominated by their family, the host will need to remain at the nominated address at all times. Students must advise the Dean of International Students if there is any change to your homestay arrangement.

The cost of homestay is approximately AUD\$330 per week for full board

[Please refer to International Student Homestay Requirements](#)

Designated Carer

Ivanhoe Grammar School accepts responsibility for approving the accommodation, support and general welfare arrangements for students under the age of 18, where a CAAW has been issued by the school.

Ivanhoe Grammar School does not delegate, outsource or contract out that responsibility.

Ivanhoe Grammar School complies with the Victorian Child Safe Standards.

Ivanhoe Grammar School is not taking over legal responsibility for the overseas student under the age of 18. The parent or person who has custody of the overseas student is at all times legally responsible for the student.

Ivanhoe Grammar School requires all International Students enrolled at the School, irrespective of age, to have a Designated Carer for the duration of their enrolment.

A Nomination of Designated Carer Form will be sent with the Letter of Offer, to be completed and returned with the Student Acceptance form. Please refer to International Enrolment Procedures on our website.

Ivanhoe Grammar School accepts responsibility for the welfare of students who are not living with a parent.

Ivanhoe Grammar School must approve Designated Carer arrangements prior to the issue of the Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation/Welfare Letter (CAAW). Please note, the Designated Carer and Homestay may not be the same person.

A change of Designated Carer must be approved by the Dean of International Students.

If students are living with their family, the family will need to remain at the nominated address at all times. If students have a Designated Carer nominated by their family, the Designated Carer will need to be available to support the student at all times and cannot leave the country. Students must advise the Dean of International Students if there is any change to their Designated Carer arrangement.

The cost of a Designated Carer is approximately AUD\$220 per month

[Please refer to International Student Designated Carer Requirements](#)

Welfare and accommodation arrangements

Where students under the age of 18 are not being cared for in Australia by a parent or suitable nominated relative, the School will ensure that the arrangements made to protect the personal safety and social well-being of those students are appropriate.

Ivanhoe Grammar School is compliant with the Victorian Child Safe Standards and will ensure that all the arrangements to provide or approve appropriate accommodation, support and general welfare for the student, including any service provision by third parties, meet the Child Safe Standards.

Where Ivanhoe Grammar School has issued a CAAW, Ivanhoe Grammar School will not delegate, outsource or contract out the responsibility for approving the accommodation, support and general welfare arrangements for a student who is under the age of 18.

When Ivanhoe Grammar School accepts responsibility for the welfare arrangements of an overseas student under the age of 18, a CAAW letter is created at the same time as a Confirmation of Enrolment (CoE).

Ivanhoe Grammar School signs a CAAW to confirm they are placing an overseas student into, or are approving, arrangements they consider suitable.

Ivanhoe Grammar School is not taking over legal responsibility for the overseas student under the age of 18. The parent or person who has custody of the overseas student is at all times legally responsible for the student.

Ivanhoe Grammar School nominates the beginning and end dates of the period for which they are willing to accept responsibility for approving accommodation, support and welfare arrangements for an overseas student under the age of 18. These nominated dates must cover the length of the CoE plus seven days at the end

The minimum age for enrolment of an overseas student in homestay accommodation is 13. Ivanhoe Grammar School will not enter an agreement or arrangement for the provision of homestay accommodation to an overseas student, or issue a CAAW letter to the Department of Home Affairs in circumstances where homestay accommodation will be provided to an overseas student unless Ivanhoe Grammar School is satisfied that the student will be at least 13 years of age at the time of commencing the homestay accommodation

The School will advise students who are issued with a CAAW (Confirmation of Appropriate Accommodation/Welfare Arrangements) that they may not travel to Australia before the nominated Welfare Start Date.

The Dean of International Students is the first point of contact for students and Parents/Guardians in all student welfare matters.

[Please refer to International Students Accommodation, support and welfare Requirements](#)

Ivanhoe Connect

Ivanhoe Connect is also a forum for Parents/Guardians to receive and approve important information including Student Reports, Parent/Teacher interviews, Annual Record Checks and approve School

All new Parents/Guardians to the School receive an email with login details within 48 hours of their child starting school.

Ivanhoe Grammar School has a number of policies relevant to students and Parent/Guardians which can be found on Ivanhoe Connect. In particular, students and Parents/Guardians should be aware of the Wellbeing Policies that comply with the Safe Schools Standards

Support Services for our International Students

The School will conduct an Orientation Program with new students on arrival.

The Ivanhoe Grammar School International Student Handbook

- support services available and personnel involved in delivery of these services,
- legal services available,
- emergency and health services available, facilities and resources,
- complaints and appeals processes, and visa conditions relating to course progress and attendance.
- How to access these services to assist them in meeting course requirements and maintaining their attendance
- How to resolve accommodation issues.
- Advised that support services are provided at no additional cost.

Students receive an International Student Safety Card

Students will complete an online Safety Presentation

If the School refers the student to external support services, the School will not charge for the referral (although the service itself may involve a cost to the student/family).

The School has and implements a policy and procedure for managing critical incidents, (Crisis Management and Recovery Plan)

Ivanhoe Grammar School has a documented International Student Immediate Response for managing emergency situations when accommodation, support and welfare arrangements are disrupted

The Dean of International Students is the official point of contact for all International Students and may refer students to other support staff as appropriate.

Student transfers

Students wishing to transfer from another provider are required to read the Ivanhoe Grammar School Student Transfer Requirements

[Please refer to International Student Transfer Request Requirements](#)

Attendance

Ivanhoe Grammar School requires all Students, to attend 100% of classes, assemblies and co-curriculum activities, as a condition of Enrolment.

Student attendance is: checked and recorded daily, assessed regularly, recorded and calculated over each Semester. Late arrival at school is recorded and will be included in attendance calculations

All absences from school will be included in absentee calculations and should be satisfactorily explained, by email or phone call from the student's Designated Carer or homestay parent for a short absence, or by a medical certificate for an absence of more than two consecutive days, or evidence that leave has been approved by the Dean of International Students/Head of Senior Years.

Any absences longer than 5 consecutive days without approval will be investigated by the school. Students will be strongly discouraged from leaving early for holidays or returning late. Such missed time will be counted as absences, except in special compassionate circumstances, where a written letter explanation will be required from Parents. Students will be reminded to book airline flights early.

Where a student is absent for five consecutive days without approval, is at risk of not meeting attendance requirements before the overseas student's attendance drops below 80 per cent, or otherwise begins a pattern of absenteeism, an intervention strategy will apply.

[Please refer to International Student Course progress, attendance and course duration Requirements](#)

Course progress

Ivanhoe Grammar School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

The course progress of all students will be assessed at the end of each semester of enrolment according to Ivanhoe Grammar Schools course assessment requirements.

Students who have begun part way through a semester will be assessed according to Ivanhoe Grammar School's course assessment requirements after completing one full semester.

To demonstrate satisfactory course progress at the end of each term, students will need to have participated regularly during class, completed scheduled course assignments, tests and activities and attained exit levels required in the modules taken in that term of study.

If at the end of a semester a student does not achieve satisfactory course progress as described above, the Dean of International Students, their Head of House and/or the Head of Senior Years will formally contact the Parent(s)/Guardians to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with the student to develop an intervention strategy for academic improvement.

[Please refer to International Student Course progress, attendance and course duration Requirements](#)

Grounds on which a student's enrolment may be deferred, suspended or cancelled

Ivanhoe Grammar School may initiate a deferment, suspension or cancellation of studies for a student on the grounds of misbehaviour by the student. Deferment, Suspension or Cancellation of studies will occur as the result of any behaviour identified as resulting in suspension or expulsion in Ivanhoe Grammar School Rules and Guidelines, published in the Ivanhoe Grammar School Student Diary

All students of the School are made aware of the daily school rules, regulations and expectations via meetings with Well Being Staff and the issuing of a School Student Diary.

The School Student Diary includes the following information
School Rules and Guidelines. Student Code of Conduct, School Policies and Dress Code including the guideline for

Tattoos - Tattoos must not be visible whilst wearing any form of the School uniform (including bathers)
Motor Vehicles -.Permission to drive a car to School may be given by the Head of Campus, provided application in writing is received from a parent or Designated Carer. Students must have turned 18 and possess a Victorian Driving Licence. This privilege is restricted to Year 12 students only and passengers may not be carried unless specific application, including a listing of names, is made. No students may drive in Term 4. Students are not permitted to use vehicles during the school day.

The School Rules and Guidelines state clearly that it is the duty of all students to know the rules and to accept them in the spirit of co-operation and goodwill.

The list and contents of rules are referred to by wellbeing staff on a regular basis for all students. International Students in particular are made aware of these rules as part of their orientation to the School.

Parents are referred to item 5 of the Business Notice for International Students, Continued Enrolment.

Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students can visit the Department of Immigration Website <https://www.homeaffairs.gov.au/Trav/Stud> for further information about their visa conditions and obligations.

Please refer to Ivanhoe Grammar School International Student Deferment, Suspension and Cancellation Requirements

Complaints and appeals

Internal

From time to time students enrolled at the School may be concerned or disagree with School decisions relating to their academic study, discipline or enrolment. In such cases all students have the opportunity to appeal the decision or lodge a complaint regarding the processes followed if they feel that they have been unfairly treated.

External

The Overseas Students Ombudsman is a specialist role of the Commonwealth Ombudsman

The Commonwealth Ombudsman can investigate complaints about problems that intending, current or former international students may have with private schools, colleges or universities (education providers) in Australia.

The Commonwealth Ombudsman provides a free service, is independent and impartial, and does not advocate for the student or the provider—that means the Ombudsman does not take sides, can investigate your dispute and may recommend that your provider change a decision or action.

<http://www.ombudsman.gov.au/about/overseas-students>

Please refer to International Student Complaints and Appeals Requirements

Complying with Student Visa Requirements

Students can visit the Department of Home Affairs Website <https://www.homeaffairs.gov.au/Trav/Stud> for further information about their visa conditions and obligations.

Description of ESOS Framework

Parents/students are required to view a description of the ESOS Framework

Education Services for Overseas Students (ESOS) framework

<https://internationaleducation.gov.au/regulatoryinformation/pages/regulatoryinformation.aspx>

Tuition Protection (TPS) Brochure for Students

<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Review/Documents/TPSStudentBrochure03.pdf>

Education Agents

The School has signed agreements with agents in most of our source countries. These agents have a good knowledge of the School and are ready to assist with Enrolment and visa application processes. Families can request the names of suitable agents in their home country from the School. A list of School Agents can be found on the school website

Privacy

Personal information about you is collected during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. This information is recorded in PRISMS and includes your name, date of birth, gender, address, email address, phone number, country of birth, nationality, passport number, and course details. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment may be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service or state and territory agencies, in accordance with the Privacy Act 1988. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. Further information about the Australian Government Department of Education and Training's privacy policy can be obtained at <http://education.gov.au/privacy>.

Ivanhoe Grammar School Privacy Policy

<https://www.ivanhoe.com.au/privacy-policy>

Further information about Ivanhoe Grammar School

Information regarding enrolment can be found at www.ivanhoe.com.au

Contacting an Ivanhoe Grammar School Agent

Emailing

Mrs Toni Lynch

International Registrar

Email: toni.lynch@ivanhoe.com.au



Links

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The Commonwealth Ombudsman can investigate complaints about problems that intending, current or former international students may have with private schools, colleges or universities (education providers) in Australia.

The Commonwealth Ombudsman provides a free service, is independent and impartial, and does not advocate for the student or the provider—that means the Ombudsman does not take sides, can investigate your dispute and may recommend that your provider change a decision or action.

<http://www.ombudsman.gov.au/about/overseas-students>

Study in Australia - information about living and studying in Australia: www.studyinaustralia.gov.au

Study Melbourne - the Study Melbourne Student Centre (SMSC) is a 'one stop shop' where international students in Victoria can access a range of free support, information and welfare services: www.studymelbourne.vic.gov.au/help-and-advice/support-services/study-melbourne-student-centre

Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) - all the education providers who are registered to teach overseas students in Australia: <http://cricos.education.gov.au/>

Education Services for Overseas Students (ESOS) framework - factsheets about the Education Services for Overseas Students framework: <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

Tuition Protection Service - assists international students whose education providers are unable to fully deliver their course of study: www.tps.gov.au

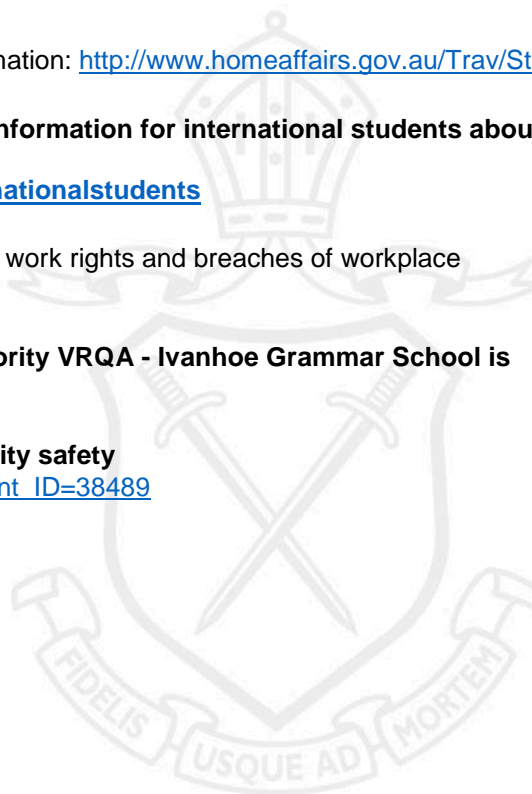
Department of Home Affairs - student visa information: <http://www.homeaffairs.gov.au/Trav/Stud>

Victoria: Consumer Affairs Victoria- provides information for international students about renting in Victoria, and general consumer rights: <https://www.consumer.vic.gov.au/internationalstudents>

Fair Work Ombudsman - takes complaints about work rights and breaches of workplace laws www.fairwork.gov.au/

Victorian Registration and Qualifications Authority VRQA - Ivanhoe Grammar School is regulated by the VRQA www.vrqa.vic.gov.au

Victoria Police, Crime prevention and community safety
http://www.police.vic.gov.au/content.asp?Document_ID=38489



Associated Documents

International Enrolment Procedure
International Student Entry Requirements
International Student Recognition of Prior Learning
International Student Notebook Program
Business Notice for International Students
International Student Homestay Requirements
International Student Designated Carer Requirements
International Students Accommodation, support and welfare Requirements
International Student Transfer Request Requirements
International Student Course progress, attendance and course duration Requirements
International Student Deferment, Suspension and Cancellation Requirements
International Student Complaints and Appeals Requirements

