

Draft INTERNATIONAL STUDENT POLICY

1. RATIONALE

The *International Student Policy* provides an overview of The Friends' School's commitment to international students and the School's responsibilities, policies, procedures and guidelines specific to the international students enrolled at the School.

2. VISION FOR THE ENROLMENT OF INTERNATIONAL STUDENTS

The Friends' School seeks to help our students develop as people who will think clearly, act with integrity, make decisions for themselves, be sensitive to the needs of others and the environment, be strong in service and hold a global perspective.

All students bring unique perspectives to the School community. International students are no exception. They add their life experiences to the community when joining the School, with an outlook that can be different from local students at the School. The School will fully embrace these differences in order for all students and staff to gain a better understanding of the world around us, and to develop an informed, constructive, compassionate and empathetic global perspective.

It is our aim that international students will weave themselves into the fabric of the School, embracing all that it has to offer - personally, and through the curricular and co-curricular programs.

3. DEFINITIONS AND ACRONYMS

3.1. International Student Program

At the Friends' School the title *International Student Program* refers to the combined marketing efforts, recruitment, admissions processes, compliance requirements, resources, activities, communications and services that exist to support the enrolment, education, wellbeing and experience of all international students.

3.2. International Students

At the Friends' School an international student is defined as any student studying at the School, whose home (place of family residence) is outside of Australia. This will include students studying in Australia:

- 3.2.1. on a Student Visa 500 (SV500) also known as Full Fee Paying Overseas Students (FFPOS) and residing in boarding or School approved accommodation, including homestay
- 3.2.2. on a Student Visa 500 (SV500) and residing with one parent or legal guardian/custodian who is in Australia on a Guardianship Visa. It is expected that the parent or legal guardian/custodian will also be approved by the Department Home Affairs as a 'Nominated Guardian'
- 3.2.3. on a Student Visa 500 (SV500) and residing with a 'Nominated Guardian' who is a Home Affairs approved relative, other than a parent or legal custodian. The Nominated Guardian must also be approved by the Principal (see

International Student Welfare Policy). The Nominated Guardian must reside full time in Hobart

- 3.2.4. on a Temporary Residency Visa (TR Visa) with parents living overseas. Typically, the principal TR Visa will be issued to a parent or legal guardian and the student will be a dependent of that Visa. The student may be living in boarding or School approved homestay. Fee structure dependent on type of Visa
- 3.2.5. who are Permanent Residents of Australia (PR Visa), and parents are living overseas. Typically, the principal PR Visa will be issued to a parent or legal guardian and the student will be a dependent of that Visa. The student may be living in boarding or School approved homestay. Local student fee structure applies
- 3.2.6. who are Australian Citizens (AC) (pay local fees) and parents are living overseas. The student may be living in boarding or School approved homestay
- 3.2.7. who are newly arrived at the School and in Australia, and will live with their parents and family in Hobart. English may or may not be the first language of the student and/or family. The student and family may require support as they familiarise themselves with all aspects of life and education at The Friends' School, Hobart and in Australia

3.3. ESOS ACT 2000

The Education Services for Overseas Student Act 2000 (ESOS Act 2000) sets out the legal framework governing delivery of education to international students in Australia on a Student Visa 500 (SV500). Link <https://www.legislation.gov.au/Series/C2004A00757> . The School must be compliant with the ESOS Act at all times in relation to enrolling students on a Student Visa 500.

(Source: <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations>)

3.4. Overseas Students

The ESOS Act refers to 'overseas students', which it defines as students studying on a Student Visa 500(SV500). The Friends' School chooses to not use the term 'overseas students'. A student's home will be overseas and that student will be referred to as an 'international student', as defined in 3.2 and also an SV500 student if studying on a Student Visa 500.

3.5. The National Code (2018)

National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) provides nationally consistent standards for the conduct of registered providers and the registration of their courses. The Standards set out requirements and procedures to ensure providers of education and training to students studying on a Student Visa 500 can clearly understand and comply with their obligations under the National Code. Link <https://www.legislation.gov.au/Details/F2017L01182> The School must be compliant with the National Code 2018 at all times in relation to enrolling students on a Student Visa 500.

(Source: <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations>)

3.6. CRICOS

The Commonwealth Register for Institutions and Courses for Overseas Students (CRICOS) is a register of Australian education providers that recruit, enrol and teach students studying on a Student Visa 500 (SV500). Providers in all education sectors (e.g. Higher Education, Foundation, VET, ELICOS, Schools, Non-Award), must be CRICOS registered to enrol students studying on a Student Visa 500. Link <http://cricos.education.gov.au/>

3.7. Guardians

The Friends' School will only use the term 'Guardian' in the case of an adult/s who has/have been legally appointed as the 'Legal Guardian' of an international student. See 3.3 of *International Student Welfare Policy* for the School's position on 'Guardians'.

3.8. 'Nominated Guardian'

A 'Nominated Guardian' is an immediate relative (e.g. grandparent, sibling of parent, sibling of student over the age of 21 years) of a student, and who is resident in Australia and has been approved by the Department of Home Affairs as an appropriate person to be responsible for the welfare and accommodation of the student. See 3.3 of *International Student Welfare Policy* for the School's position on 'Nominated Guardian'.

3.9. Parent

For the purpose of all CRICOS Policies the term parent will be used collectively to describe parents and/or legal guardians (custodial guardians) of a student. 'Parent' **does not** include 'Nominated Guardians'.

4. SCOPE

4.1. The International Student Policy is intended to include:

- 4.1.1. the School's Board of Governors
- 4.1.2. Principal
- 4.1.3. the Principal's Committee
- 4.1.4. all staff
- 4.1.5. international students and their parents/guardians
- 4.1.6. education agents
- 4.1.7. third party providers of services to international students including but not limited to other education providers such as ELICOS courses and VET courses, health and welfare services, sporting or co-curricular clubs which are independent of the School, private tutors
- 4.1.8. homestay host families
- 4.1.9. volunteers who work at the School and/or with international students, including in settings other than School ground

4.2. International Student Policy will have three classifications:

4.2.1. SV500 Policy

SV500 Policies will focus only on students studying on a Student Visa 500. This policy will address requirements specific only to students studying on an SV500 under the ESOS Act and/or the National Code 2018. The names of such policies will be prefixed with SV500 e.g. *SV500 Complaints and Internal Appeals Policy, SV500 Student Transfer Policy*.

4.2.2. International Student Policy

International Student Policies will focus on all and only international students. These policies can also include sections focused specifically on students studying on

a SV500, which meet the requirements of the ESOS Act and/or National Code 2018 and will be prefixed with 'International' e.g. *International Student Accommodation Policy, International Student Welfare Policy.*

4.2.3. School Policy

School policies are inclusive of both international and domestic students. Such policies may include sections specific to all international students and/or students studying on a SV500 e.g Homestay Policy, Attendance Policy, Critical Incident Management Policy.

5. POLICY

- 5.1.** All international students and/or their parents/legal guardians, are covered by (protected by and subject to) School policies, which also cover domestic students and/or their parents.
- 5.2.** The Friends' School's policies must at all times reflect the School's aims, values and duty of care for all students.
- 5.3.** The School's policies, procedures and guidelines, which address students studying on a Student Visa 500 (SV500) must at all times be compliant with the following legislation:
 - 5.3.1. The Education Services for Overseas Student Act 2000 (ESOS Act 2000)
 - 5.3.2. National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
 - 5.3.3. National Code 2018 Factsheets
 - 5.3.4. Tuition Protection Scheme (TPS)
 - 5.3.5. Education Act 2016 (Tasmania)
 - 5.3.6. Registration to Work With Vulnerable People (WWVP)
 - 5.3.7. Children, Young Persons and Their Families Act 1997 (Tasmania)
 - 5.3.8. National Child Protection Legislation
 - 5.3.9. Right to Information Act 2009 (Tas)
 - 5.3.10. Personal Information and Protection Act 2004 (Tas)
 - 5.3.11. Australian Consumer Law
- 5.4.** The School's international student policies, procedures and guidelines must reflect the recommendations, standards and values of the following:
 - 5.4.1. Australian Govt. Schools International Homestay Standards
 - 5.4.2. Australian International Education and Training Agent Code of Ethics
- 5.5.** The School's commitment to international students and CRICOS compliance extends to ensuring that all international students and parents/guardians, School staff, homestay host families, Education Agents representing the School, volunteers, third party education providers and any third party service providers:
 - 5.5.1. Are informed of their rights and responsibilities in relation to international students
 - 5.5.2. have access to and are familiar with international student policies

- 5.6.** The K-12 International Student Coordinator is responsible, on behalf of the Principal, for ensuring that:
- 5.6.1. all international student policies are compliant with the relevant legislation
 - 5.6.2. CRICOS Registration policies, procedures and guidelines are compliant with the relevant legislation
 - 5.6.3. the various staff responsible for implementing all international student policies are advised of their responsibilities, have ready access to the policies, relevant procedures and guidelines, and understand what is required of them
 - 5.6.4. staff are advised of any changes to legislation and/or pending and/or updates to policies, procedures or guidelines
 - 5.6.5. third party providers of services, both on campus and off campus, are aware of their responsibilities and rights in relation to CRICOS compliance, and are CRICOS compliant in their own right
 - 5.6.6. SV500 Students are informed and understand their rights and responsibilities under the ESOS Act 2000 and National Code 2018
 - 5.6.7. the parents/legal guardians of SV500 students are informed of their rights and responsibilities, and those of their children, under the ESOS Act 2000 and National Code 2018

6. ASSOCIATED GUIDELINES AND PROCESSES

- 6.1.** Please refer to *Appendix 1: The Friends School Register of International Student Policy, Procedures, Guidelines, Processes and Forms*. The Register will identify which policies, procedures, guidelines, processes, and forms specifically address:
- 6.1.1. only SV500 students and which Standard of the National Code 2018, or part there-of, that they address (a numbered cross-reference will be provided)
 - 6.1.2. all international students, and may also include sections specific to students studying on an SV500. The register will identify which Standard of the National Code 2018, or part there-of that they address (a numbered cross-reference system will be provided)
 - 6.1.3. all students (inclusive of domestic students), and may include sections specific to all international students and/or students studying on an SV500. The register will identify which standards of the National Code 2018, or part there-of, that they address (a numbered cross-reference system will be provided)