



International Student Entry Requirements Policy

PURPOSE OF THE POLICY

The purpose of this policy is to outline Rockhampton Girls Grammar School's guidelines in relation to entry requirements for international students.

POLICY

Rockhampton Girls Grammar School will consider enrolment applications from students wishing to apply for a student visa, subject to compliance with minimum requirements and conditions set by the School 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.

Applications for enrolment must be made on the Rockhampton Girls Grammar School *International Enrolment Application* form. This must be correctly completed and must be accompanied by the following documents to support the application:

- Copies of Student Report Cards from the previous two years of study, including a copy of the latest Student Report
- 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
- A completed Subject Choices form if appropriate (Years 9 – 12)
- Appropriate proof of identity and age
- Written evidence of proficiency in English as a second language
- Certified photocopy or certified scanned copy of passport page with name, photo identification, passport number and expiry date
- Payment of International Enrolment Application Fee

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

An application for enrolment can only be processed when all of the above are in the possession of the Enrolments Officer.

Applications from international students are processed according to established policy and procedures, and are dealt with on their merits.

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.

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 School in a Letter of Offer.

Primary School International students: must provide evidence of application to School work and age-appropriate achievement in literacy and numeracy areas of the curriculum.

Year 7 – 12 International students must provide evidence of a pass level or C grade or better for the majority of core subjects.

Course Credits

Rockhampton Girls Grammar School will assess all applications for entry into the School. Course credit may only be offered as outlined below:

- For students transferring up to Year 10, the School does not offer course credit and entry into any course is subject to the assessment of the School
- For students transferring in Year 11 and the beginning of Year 12, the student may receive course credit for units completed based on evidence provided of studies undertaken under the relevant curriculum assessment authority or nationally accredited framework

English Language Proficiency Requirements

Rockhampton Girls Grammar School requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the 2007 National Code of Practice, Section D Standard 2.

This evidence may be presented as evidence of previous study in English as the medium of instruction, or as results of an acceptable English language proficiency test. Students should note that if their language proficiency is below that expected by the School, they may be required to undertake an intensive English language course before attending Rockhampton Girls Grammar School.

Students wishing to enter the school below Year 10 level are also required to provide this evidence.

POLICY RELEASE DETAILS

Date of Policy	Updated 2015
Approved by	Board April 2015
Review Date	As required by International Education
Access	Public Availability – RGGS Website

RELATED POLICIES AND DOCUMENTS

Rockhampton Girls Grammar School Enrolment Procedures for International Students on website www.rggs.qld.edu.au

Board of Trustees of Rockhampton Girls Grammar School *trading as*
Rockhampton Girls Grammar School
CRICOS Provider No: 00508E