

International Student Program

(Ratified by School Council: September 2025)

PURPOSE:

To ensure all international students receive a high-quality education in a safe learning environment within government schools accredited to provide education services to international students.

The Department has established a robust Quality Assurance Framework that includes a School Accreditation System, Quality Standards, and Review Program which provide schools with a policy framework for the delivery of high-quality programs to international students.

Glen Waverley Primary School is an accredited school and ensures that international students receive a high-quality education experience through a high level of support and care in a safe, welcoming and engaging learning environment.

GUIDELINES:

Glen Waverley Primary School is accredited to offer high quality learning in a caring environment to fee paying international students (students holding visas as specified in the International Student Visa Fee Table)

The International Education Division of the Department of Education (DE) manages applications from international students in consultation with our school.

Government Schools must abide by DE guidelines, and as such, Glen Waverley Primary School must;

- be accredited to enrol international students
- be audited at least once during each four-year accreditation period
- apply for re-accreditation every four years during the same year as their school performance review
- ensure the program does not affect the school's provision of its normal education programs and deny a local student access to educational programs

Families that would like to enrol their child/ren as an International student must;

- submit a complete application form to the International Education Division
- receive an offer of a place from the International Education Division after the Principal agrees to accept the child(ren)
- pay relevant, published fees (as specified by Ministerial Order and available at <https://www2.education.vic.gov.au/pal/international-student-program/policy>)
- comply with their student visa conditions.

IMPLEMENTATION:

- The Principal is the appointed International Student Leader and contact point for the International Education Division.
- On enrolment of an International Student, the school will make available detailed information about the school including the student Code of Conduct, school uniform and cost of classroom materials (book pack).
- The school will provide the International Student with an orientation program.
- The School is responsible for monitoring a student's progress and welfare, providing ongoing support wherever necessary.
- The School will provide opportunities for students to practice the English language which may include support programs such as Targeted Student Learning and/or Language Lift for additional support.
- Place the students in the best class that fits their age and academic ability. The choice of grade level will allow for the difference between schooling systems overseas and in other states of Australia.

International Student Program ESOS Accreditation Guide

Glen Waverley PS will implement the following standards in order to comply with the Education Services for Overseas Students (ESOS) Act (2000) and International Student Program Quality Standards

<https://www2.education.vic.gov.au/pal/international-student-program/guidance>

1. Introduction and legislative framework
2. Marketing and recruitment
3. Admissions
4. Homestay arrangements (Level 2 schools only)
5. Supporting students – Adjusting to life and study in Australia
6. Supporting students – Safety
7. Supporting students – Learning and Engagement
8. Transfers and cancellations
9. Administrative requirements

RELATED LEGISLATION AND DOCUMENTATION:

- Victorian Government Schools, International Student Program
<http://www.study.vic.gov.au/>
- Ministerial Order 819 – Fees for Services to Overseas Students
https://www.study.vic.gov.au/_data/assets/pdf_file/0016/2365/MinisterialOrder819.pdf
- Education, Training and Reform Act 2006
- <https://www.legislation.vic.gov.au/in-force/acts/education-and-training-reform-act-2006>
- Education Services for Overseas Students (ESOS) Act 2000
- <https://www.legislation.gov.au/Details/C2020C00039>
- Migration Act 1958
- <https://www.legislation.gov.au/Details/C2019C00339>

RELATED POLICIES:

Enrolment Policy

Student Engagement and Wellbeing Policy

English as an Additional Language (EAL) Policy

Child Safe Policy and Guidelines

POLICY EVALUATION:

Evaluation will be conducted by the Principal Class every two years.

DUE DATE FOR REVIEW:

Due for review in September 2027