PROCEDURES FOR
FULL FEE PAYING OVERSEAS STUDENTS

At Ss Peter & Paul’s Primary School, we welcome and support Full Fee Paying Overseas Students. In doing so, we believe we must meet all requirements of the Commonwealth Department of Immigration, Multicultural & Citizenship (DIAC), and the Department of Education, Science and Training (DEST).

Aims

➢ To fulfil all requirements in the enrolment and education processes associated with Full Fee Paying Overseas Students
➢ To comply with all aspects of the Education Services for Overseas Students Act 2000 (ESOS Act 2000)
➢ To comply with all aspects of the National Code of Practice

Goals

➢ To meet all requirements of the Education Services for Overseas Students Act 2000 (ESOS Act 2000)
➢ To maintain registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
➢ To meet quality assurance standards
➢ To comply with tuition and financial assurance requirements
➢ To encourage overseas students recruited to study in Australia to comply with the conditions of their visas, and to report those who don’t.

Initial Enquiry For FFPOS

For an initial enquiry you will need to follow the following process:

1. Find out type of visa child is coming to Australia on to see if they’re eligible for enrolment as a Full Fee Paying Overseas Student
2. A school enrolment form must then be filled out, together with form for ‘Home Stay Arrangements’ by the parents and returned to the school before the application for enrolment can be accepted.
3. Parents/guardians are given a schedule of fees and refund policy.
4. The school requires financial documents as proof that they have sufficient funds to cover the cost of course fees.
5. 50% of the annual tuition is payable as a deposit. (Partially refundable if the place is not taken.)
6. A letter is then typed on school letterhead ‘To Whom It May Concern’ advising that there is a place available for the student at the school. (This letter is then used by the parent/guardian to arrange medical cover for the student.) This is done through a private medical insurance company and once cover is taken out the school needs a copy as proof.

7. The school must ensure that it has a current ‘Special Risks’ insurance policy with Catholic Church Insurances.

8. The school then processes the Electronic Confirmation of Enrolment (EcoE) on the PRISMS website; https://prisms.deewr.gov.au

A copy of this is given to you and you take it to the Department of Immigration

Once child arrives at the school we require a copy of passport/visa, balance of first term fees. The student’s guardians are given copies of policies etc (as noted on attachment).

If further queries need to be clarified, the following people are very helpful:-

(PRISMS) regarding on-line EcoE – Lil Crawford Phone: (02) 6240 7055

Student Compliance Section – Ian McMillan – 9235 3284

Records

Records kept by the school must include a copy of the overseas student’s:

- Passport and visa status*
- current Australian residential address*
- academic and attendance records
- records of course money paid and yet to be paid
- written agreements between the school and student’s parents/guardians

* The student’s parents/guardians must notify the school immediately of any change

Records must be kept for, at least, 2 years after the student finishes at the school.

Refunds

Pro rata refunds are paid to the parents/guardians of overseas students when the course:

- cannot commence on the agreed commencement day
- stops being provided before completion and
- is not fully provided due to a sanction imposed on the student or when
- the student is withdrawn from the course either before or after the agreed commencement day [if student leaves during a term it will be expected that fees be paid to the end of that term]

If a student is withdrawn from the course, procedures are followed according to the ESOS Act 2000, (11.2).
Responsibilities for under 18-year-old students

The school is no longer able to issue Welfare Letters to students. All children at primary school are to be accompanied by either a parent or family guardian who has applied for a guardianship visa. This visa should be sighted by the school.

Minimum contents of a letter of offer

Letters of offer made to students are used to support student visa applications.

If a letter of offer does not contain the information specified in the table below:

- the department will need to estimate costs based on the highest tuition costs, and
- there may be delays processing applications.

Maximum period for a student visa

A student visa is generally issued for a maximum period of five years. The department will take into account cases where it may be reasonable to apply for a longer period. **Example:** a medical degree may take up to six years to complete and a period of English studies may be required ahead of the principal course.

Providing immigration assistance

The department has guidelines about the type of assistance education provider staff can give to students if they are not registered migration agents.

Reporting breaches of attendance and academic requirements

Education providers are required to report students failing to comply with the attendance or academic requirements of their visa to the department via the Provider Registration and International Student Management System (PRISMS) system.

**Note:** for advice on using PRISM, contact the PRISMS Help Line at the Department of Education, Employment and Workplace Relations by email at prisms@dest.gov.au.

Education providers **must** report students who:

- attend less than 80% of the scheduled contact hours for the course,
- apply for approved leave,
- withdraw from a course, or
- do not obtain satisfactory academic results.

Detailed information about education providers’ reporting responsibilities is contained in the following documents:
Note: these documents are also available on the Help Menu in PRISMS.

- Reporting Overseas Students for Course Non Attendance or Unsatisfactory Academic Results (PDF file, 30kb)
- Recording Student Course Variations in PRISMS (PDF file, 30kb)

References


www.dest.gov.au/esos


www.dest.gov.au

Department of Immigration and Citizenship (DIAC)

www.immi.gov.au

A guide to the Board’s policies, organization and procedures: Endorsement of registered schools to enroll fee-paying overseas students (Chapter 3). Registered Schools Board, 1997

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