

# International Student Information Booklet



CRICOS 01748C

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INTERNATIONAL EDUCATION PROGRAM

## ENTRY REQUIREMENTS

### COURSES OFFERED:

Matthew Flinders Anglican College provides the following courses for overseas students:

|   |                         |
|---|-------------------------|
| Primary School Studies                    | Prep - 6 (063483K)      |
| Junior Secondary Studies                  | Years 7 - 10 (098474M)  |
| Senior Secondary Certificate of Education | Years 11 - 12 (098475K) |

None of the courses contain work -based training.  
None of the courses have contractual arrangements with other providers.  
VET courses are not available to student visa holders.

Details of courses offered at the College may be found in the Learning section of the website [www.mfac.edu.au](http://www.mfac.edu.au)

### ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

Students should be sufficiently proficient in English to successfully meet the curriculum demands of the course, as placement is in mainstream classes. An IELTS score of 5.0 or equivalent is indicative of the level required.

Prior to application for admission to the College, all students whose first language is not English are required to provide evidence of English Language proficiency with their application for registration. Students may be tested for English language proficiency overseas through arrangements with Australian Embassies or through other approved assessment services.

Please see Policy on Entry Requirements, below, for further information

### CONDITIONS OF ACCEPTANCE

a)

Policy on Entry Requirements

COURSES OFFERED:

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|                               |                         |
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ADMISSION CRITERIA:

1.! Matthew Finders Anglican College will consider enrolment applications from students wishing to apply for a Student Visa,

Minimum academic and English language requirements are as follows:

#### Academic Requirements

- 1.! 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.
  - a)! For Primary School:
    - i)! Evidence of application to schoolwork and age -appropriate achievement in literacy and numeracy areas of the curriculum
  - b)! For Year 7 ÷12 students:
    - i)! A pass level or ÓÓ Year Level or better for the majority of core subjects

To assist overseas students with the selection of suitable subjects and courses, the Director of Curriculum and Head of Middle School/Senior School are available for consultation. They are able to help students by assessing their individual needs and matching those needs with the educational outcomes of the available subjects and courses. The College sets and expects high standards in its academic program. Every effort is made when assessing student suitability to ensure that overseas students will achieve successful outcomes in the courses they are undertaking. Students are expected to make a good effort and achieve satisfactory academic results. Results will be reviewed by Academic Staff at the end of each semester reporting period.

#### English Language Proficiency Requirements

- 1.! Applicants are assessed individually based on the contents of their report cards and personal references, and may also be required to undertake a language proficiency test set by the school.
- 2.! If supplied, Matthew Finders Anglican College will assess evidence of English language proficiency presented by a student at the time of application, but reserves the right to confirm the student's English language proficiency through additional tests.
- 3.! If not presenting appropriate evidence of English language proficiency at the time of application, Matthew Finders Anglican College









- f)! Refunds in the event of a provider initiated cancellation of enrolment: No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:
- i)! Failure to maintain satisfactory course progress (visa condition 8202).
  - ii)! Failure to maintain satisfactory attendance (visa condition 8202).
  - iii)! Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
  - iv)! Failure to pay course fees.
  - v)! Any behaviour identified as resulting in enrolment cancellation in Matthew Finders Anglican College's Behaviour Policy/Code of Conduct available on the College website.
  - g)! If Matthew Finders Anglican College cancels a student's enrolment for failure to maintain agreed conditions as outlined in the student's written agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care, any refund of tuition fees will be at the discretion of the school.

#### 8.1 Provider default

[Any default by the school must be compliant with the current provisions of the ESOS Act 2000 and the ESOS regulations 2001 (as amended).]

- a)! If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some

## COMPLAINTS AND APPEALS POLICY

A copy of this policy will be provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed, and again during orientation or within 7 days of the commencement of student attendance of the enrolled course.

### 1.1 Purpose

- !"! The purpose of Matthew Finders Anglican College's Complaints and Appeals Policy is to provide a student or parent(s)/legal guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint involving Matthew Finders Anglican College, or an education agent or third party engaged by Matthew Finders Anglican College to deliver a service on behalf of Matthew Finders Anglican College.
- #"! The internal complaints and appeals processes are conciliatory and non -





## SCHOOL-INITIATED CHANGES IN ENROLMENT

### 5.1 School -initiated exclusion from class

- a) Matthew Finders Anglican College may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in Matthew Finders Anglican College's Behaviour Policy/Code of Conduct.
- b) Students may also be excluded from class for failure to pay fees that he/she was required to pay in order to

- iv) Any behaviour identified as resulting in cancellation in Matthew Finders Anglican College's Behaviour Policy/Code of Conduct
- b) Where Matthew Finders Anglican College intends to cancel the enrolment of a student it will first issue a letter which notifies the student and parents of this intention. The letter will also provide details of the reason/s for the intended cancellation, as well as information about how to access Matthew Finders Anglican College's internal appeals process. Further information about the appeals process in the event of a school-initiated cancellation is outlined below.
- c) Matthew Finders Anglican College is required to report any confirmed breach of course progress and attendance requirements to the Department of Immigration. Where a student is reported for breach of visa condition, his/her

## ACCOMMODATION

Students may live with relatives over the age of 21 years who have a suitable character check and who possess a suitable length of visa, or those studying in Years 10-12 may be accommodated in homestay situations.

## HOMESTAYS







Any changes to approved arrangements must also be approved by the College. Note: Matthew Flinders Anglican College will NOT agree to requests by students to attend 'Schoolies Week' on completion of Year 12.

If a student cannot be located and the College has concerns for his/her welfare, the School will contact the student's parents / legal guardian and notify the police and any other relevant authorities.

If a student for whom the School has issued a CAAW refuses to maintain approved arrangements, the College will report this to the Department of Immigration and advise the student to contact the Department of Immigration to ensure visa implications are understood. (See Department of Immigration office addresses at: <https://immi.homeaffairs.gov.au/help-support/contact-us>).

Overseas students requesting to transfer prior to completing the first six months of their first registered school sector course:

- 1.1 Overseas students are restricted from transferring from their first registered school sector course of study for a period of six months. This restriction also applies to any course(s) packaged with their first registered school sector course of study.



## PRIVACY NOTICE

Please refer to <https://www.mfac.edu.au/our-college/policies/> to access our current Privacy notice

## COURSE PROGRESS AND ATTENDANCE POLICY

Overseas students are required to meet and maintain satisfactory course progress and attendance requirements under visa condition 8202 and under Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

### 1.1 Course Progress

- a)! The school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b)! The course progress of all students will be assessed at the end of each study period /semester of enrolment according to Matthew Finders Anglican College's course assessment requirements
- c)! Students who have begun part way through a study period will be assessed according to Matthew Finders Anglican College's course assessment requirements after completing one full study period.
- d)! Years P-6 - overseas students must demonstrate academic progress each semester which allows them to progress to the next year level;  
Years 7-10 - overseas students must demonstrate academic progress each semester which allows them to progress to the next year level;  
Years 11 and 12 - To demonstrate satisfactory course progress for the Senior Secondary Course, students must progressively accrue sufficient credit in Units in Years 11 and 12 to remain eligible for a Queensland Certificate of

- i)! The Head of Admissions will notify the ESOS agency via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
  - i.! the student does not access the complaints and appeals process within 20 days,
  - ii.! or the student withdraws from the complaints and appeals process by notifying the Principal of Matthew Flinders Anglican College in writing, or
  - iii.! the complaints and appeals process, including any external appeal made by the student, results in a decision in favour of the school.

- i)! The school will notify the ESOS agency via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
  - i.! the student does not access the complaints and appeals process within 20 days
  - ii.!



