

FULL FEE PAYING OVERSEAS STUDENT (FFPOS) POLICY



Maranatha Christian School allows access to its courses by overseas students. The Commonwealth of Australia legislates and proclaims regulations to which providers and students are expected to adhere.

1. Maranatha Christian School seeks to be obedient to the laws of Australia, and affirms its adherence to the principles of Australian democracy.
2. Maranatha Christian School does not enrol Full Fee Paying Overseas Students for profit, but to cater for the perceived need for places in Christian Schools in Australia for students from Christian families in other countries.
3. The school expects Full Fee Paying Overseas Students to strive to adhere to the school's motto "My Utmost for His Glory".
4. The school welcomes FFPOS and wishes them every success with their studies in Australia. There is a wide range of academic subjects and co-curricular activities to choose from and we encourage students to become fully involved in all aspects of school life. Such involvement is enriching to the students and assists in developing a sense of belonging to the school community.
5. Socio Economic Status (SES) of the school is presented in the School Prospectus and on the website www.maranatha.vic.edu.au which includes information about educational qualifications required, standards, local suburban environment, campus locations. Cost of living indicators are discussed in the context of the homestay environment at interview. We serve a middle class community in the Doveton, Endeavour Hills, Berwick and Officer corridors to the south east of Melbourne. SES score for Maranatha is 99.
6. Academic Program:
Maranatha Christian School offers a comprehensive, challenging and robust academic program from ELC to Year 12, including a wide range of subjects from the faculties of Languages (including Indonesian, Mandarin and others (by Distance Education), Mathematics, Science, Humanities, Commerce, the Arts, Information Technology, Technology Studies, Physical Education and Bible Studies. Detailed course descriptions are available in the Course Handbooks for each year level. Maranatha has high expectations for students, and the school consistently achieves results well above average.
7. Maranatha students have an excellent record of academic achievement with excellent academic results achieved at the end of Year 12. A significant number of students enroll at Melbourne, Monash, Deakin and Latrobe Universities, the Victorian University of Technology and TAFE Colleges.
8. Co-curricular Activities
Students are required to participate fully in all aspects of the life of the school. Camps and sporting activities are compulsory and students are also encouraged to be involved in cultural activities including music, drama, clubs and societies.
9. The school is aware of the conditions of entry into Australia and while it attempts to ensure that students comply with these conditions, this is in the first place the students' own responsibility.
10. School fees are charged as per the enclosed Schedule. A statement of school fees will accompany the acceptance advice form.
11. The school will refund school fees as per its Full Fee Paying Overseas Student Fee Refund Policy.
12. Students' fees are indemnified in accordance with Government regulations.

13. The school will only issue acceptance advice forms to students who:
 - a. Have suitable homestay accommodation with a parent or legal Guardian (relative) in Victoria and within reasonably close proximity to the school. The school requires evidence of this arrangement. Such evidence will be kept in the student's personal file at school.
 - b. Have complied with the School's language testing policy
 - c. Have been issued with Course Information Booklets appropriate to their years of study and the Parent Information Handbook current at the time of enrolment.
14. Students will not be offered tuition in English over and above normal classes.
15. The administration fee of \$350 + GST = \$385 per child is payable prior to the preparation of the Certificate of Entry (COE). This fee is not refundable under any circumstances.
16. The Enrolment fee of \$250 per family is non-refundable and is payable on confirmation of the enrolment.
17. The school fee does not cover the student's medical insurance, textbooks, stationery, excursions, camps and the cost of materials used in technology projects. It does not cover school camps.
18. Students must at all times notify the school of any change in their contact details i.e. Australian residential address and telephone number.
19. The information provided by the student to the school may be made available to the Commonwealth and State agencies pursuant to obligations under the ESOS Act 2000 and the National Code.
20. The School does not employ agents.
21. Where an application is received from a prospective full fee paying overseas student's parents such parents or their representative are expected to visit the school or an interview will be conducted via the internet prior to an acceptance advice being furnished.
22. The school does not operate a boarding facility or organise homestay. It is expected that overseas students organise their own home stay with a parent, or a legal guardian who is a relative, in Australia. Where the living arrangements for a student under the age of 18 have changed, or where the school can no longer approve of the student's accommodation the school shall as soon as possible advise DIMA in the prescribed manner.
23. Until the student attains the age of 18, they are required to live with a parent or guardian who is a relative.
24. The school will provide such information as is necessary for the student to settle into the Australian environment as quickly as possible. It sees this as vital to the success of its program and therefore accepts students only in Year 10 or below. This gives students the opportunity to adapt to a new culture and in many cases, a new language prior to commencing the strenuous two-year VCE program. In most cases it is expected that students applying for places will have relatives or close friends with whom they will be accommodated and the school believes that such contacts are invaluable in providing accurate and suitable information about Australian conditions.

25. School's Counselling and Support Services.

- a. The Student Counsellor (a trained psychologist) will arrange appointments with overseas students and monitor their welfare and adjustment to their studies and other students in the school, in association with the students' House Coordinator (Year 7-12) or the Class Teacher (Prep-6). Where necessary, referral to other off campus agencies will be arranged in consultation with parents and /or guardians.
- b. Overseas students have access to the Careers Adviser (Senior School) who will assist them with applications for tertiary studies in Australia if required. The Careers Adviser is also available to assist with work experience, which is conducted during Year 10.
- c. School's Orientation Programme:
 - i) Overseas students generally visit the School with their parents or guardian who is a relative, prior to commencing.
 - ii) On the overseas student's first day he/she is introduced to the Section Head or House Coordinator (Year 7-12) or Class Teacher (Prep-Year 6). They organise for an existing student to care for the new student for the first few days. They contact the overseas student on a regular basis to make sure the student has settled in well.
 - iii) The Section Head (Year 7-12) or the Class Teacher (Prep-Year 6) manage the information sharing between the overseas student and all other staff and personally oversees the orientation process.
 - iv) The student is to be made aware of the following, in an age appropriate manner:-
 - Student support services are available through the Section Head, House Coordinator, or the School counsellor (Year 7-12), or Deputy Principal, Assistant Director of Junior Schools, Class Teacher or the School Counsellor (Prep – Year 6)
 - Local and other legal services available to them in the event that these are required
 - Emergency and health services available within the community
 - Facilities and resources within the community that are available to the student such as libraries, community centres, shopping centres, sports grounds etc.
 - Complaints and appeals processes
 - Requirements for successful course progress and attendance particularly regarding complying with visa conditions.

26. Full fee paying overseas students have access to the same support services that are available to local students.

- a. Students receive assistance in developing study skills appropriate for education in the Australian environment. Such assistance will be given in the first place by the Careers Advisor (Year 7-12) or Educational Support (Prep-6) who at all times must have up to date details of available support services.
- b. House Coordinators (Year 7-12), Class Teachers (Prep-6) are at the forefront of the School's welfare program. Overseas students have ready access to their appropriate House Coordinator (Year 7-12) who is able to assist them in all matters pertaining to their studies, attendance, as well as their social adjustment to Australian Conditions.
- c. The School provides an education support program for all students including FFPOS. All students are assessed as to their special needs and assistance is provided by the Head of Education Support, other teachers and teacher assistants. Instruction in EAL in particular is provided for FFPOS.
- d. Students have access to welfare related support services primarily through the House Coordinators and the School counsellor (Year 7-12) or the Class Teacher or School Counsellor (Prep-6). These are provided at no additional cost. In the event that the school deems it necessary to provide outside assistance to the student this shall be provided at no extra cost to the student.^A
- e. All staff interacting directly with FFPOS students are made aware of the school's obligations under the ESOS framework and potential implications for students of these obligations.
- f. Maranatha staff operate under the Child Safe Policy, compliant with Ministerial Order 870 (located in the Policy and Procedure Handbook). FFPOS receive the same care as Australian resident students at Maranatha.

Grievance Resolution Procedures.

- a. A student with a grievance shall in the first instance contact the appropriate House Coordinator (Year 7-12).
 - b. The House Coordinator shall seek to resolve the grievance in co-operation with the student's legal guardian in Australia.
 - c. Should the grievance not be resolved as a result of the above, the Principal shall, within 10 days of the formal lodgement of the complaint or appeal, call a meeting of the internal review panel consisting of: the student, the student's Guardian, the House Coordinator, the Section Head and the Principal.
 - d. Should the dispute still not be resolved either party may request the involvement of an external arbiter (review panel) by contacting the Australian Independent Schools of Victoria who will be asked to assist in locating a suitable person.
 - e. The student is to be advised of their right to avail themselves of the external appeals process at no extra cost
 - f. These dispute resolution processes do not circumscribe the student's right to pursue other legal processes.
 - g. The school shall maintain the student's enrolment while the complaints and appeals process is ongoing, whether such process is internal or external.
27. A student's Course progress will be monitored and assessed according to the School's Assessment and Reporting Procedures. Overseas students at risk of not achieving satisfactory course progress will be counselled by the House Coordinator and will have access to school Education, and other, Support services.
28. Where a student is assessed as not achieving satisfactory course progress the school shall notify the student in writing of its intention to report the student for not meeting satisfactory course progress requirements. The student shall also be informed of their right to access the school's Grievance Resolution Procedure within 20 days of receipt of the letter.
29. It is a requirement that the school records the attendance of overseas students. It is school policy that all students are required to have 100% attendance rate throughout the year or have acceptable reasons to explain their absence. Where a student is absent for more than 5 consecutive days without approval or where the student is at risk of dropping below an attendance rate of 80%, the House Coordinator is to contact the student and counsel them on the requirement for them to achieve a satisfactory attendance rate of at least 80%.
30. Students achieving an attendance rate of less than 80% will be notified in writing of the school's obligation to report them for not achieving satisfactory attendance. Where a student wishes to dispute their attendance record they may access the school's Grievance Resolution Procedure, but must do so within 20 days.
31. The school is required to notify the Commonwealth Department of Immigration and Multicultural Affairs if a student:
- a. Defers or suspends their studies on any grounds other than illness evidenced by a doctor's certificate or other exceptional compassionate circumstances beyond the control of the student e.g. bereavement.
 - b. There are any changes to a student's enrolment including duration.
 - c. Fails to meet their Visa conditions relating to attendance or academic performance under the Migration Act 1958. (The student will be informed when this is being done.)

Full Fee Paying Overseas Student (FFPOS) Language Testing Policy



The school needs to be satisfied and needs to satisfy the Government that students have a sufficient mastery of the English language to be able to cope with the educational program offered by the school.

1. For the school to be satisfied that the student's standard of English complies with this requirement, a student undertaking Secondary Education Course (Year 7 – Year 11) who wishes to be enrolled at Maranatha will need to provide the school with the results of an AEAS test.
2. The school's entry requirement will be at least an average score, Stanine 4 or above in Literacy, Numeracy and Non- Verbal General Ability test.
3. The school will not issue an Acceptance Advice Form until such a report has been received from the AEAS Test Centre.
4. The cost of the testing, which is believed to be \$480, is the student's own responsibility.

Full Fee Paying Overseas Student (FFPOS) Fee Refund Policy



The Commonwealth Government requires that the school outlines its fee refund policy for overseas students.

1. Total Refunds

- a. In the event that an offer of a place is withdrawn or Maranatha Christian School is unable to provide the course, all tuition fees are fully refundable, unless the offer was made on the basis of incorrect or incomplete information being supplied by the applicant/student in which case Maranatha Christian School reserves the right to retain 10% of the fee for one semester.

2. Partial Refunds

- a. (Note: The Policy of partial refunds applies equally to commencing students and continuing students).

3. Schedule

- a. Where a student after accepting an offer of a place, gives a minimum of four weeks' notice of an inability to undertake the course, all tuition fees paid in respect of the semester are refundable less an administrative fee of 10% provided that the reasons for withdrawing are acceptable to Maranatha Christian School.
- b. Where a student gives less than four weeks' notice of an inability to undertake the course, all tuition fees paid for the semester are refundable less 50% (including an administrative fee of 10%), provided that the reasons for withdrawing are acceptable to Maranatha Christian School.
- c. A student who withdraws from a course for whatever reason within the first four teaching weeks shall be eligible for a refund of 50% (including an administrative charge of 10%).

4. No Refund

- a. A student who withdraws from a course for whatever reason beyond the fourth teaching week of the course shall not be eligible for a refund.
- b. In the event that an offer of a place is withdrawn on the basis of incorrect or incomplete information being supplied by the applicant/student.

5. Grounds for Refunds

A notice of withdrawal due to -

- a. Inability to obtain a student visa;
- b. Illness or disability;
- c. Death of a close family member (parent, sibling, spouse or child);
- d. Political or civil event, which prevents acquittal of fees, may be accepted as grounds for a partial refund of fees as set out in 2(i) and 2(ii) above, provided that adequate documentary evidence is provided in support of any application for a refund.

6. Currency of Refund

- a. Refunds should be reimbursed in the same currency as the fees were originally paid and would normally be made to the person who originally paid the fees.

7. This agreement does not remove the right to take further action under Australian consumer laws.