FULL-FEE PAYING INTERNATIONAL STUDENTS
PASTORAL AND ADMINISTRATIVE GUIDELINES FOR ASC SCHOOLS
ENROLLING INTERNATIONAL STUDENTS

The following document outlines key-issues that schools should consider prior to enrolling full fee-paying international students (FFPOS). It is expected that a School Council will ensure that these issues have been considered and appropriate procedures are in place for the care and well-being of FFPOS.

1. WHY IS OUR SCHOOL SEEKING TO ENROL FFPOS?

The school should consider the reasons as to why their community will benefit from the presence of FFPOS. For example:

a. the school may provide details concerning the creation of a multicultural and multi-faith community;

b. the school may wish to broaden its curriculum offerings in the upper secondary school, thus expanding its numbers at those year levels, partly through the enrolment of FFPOS;

c. the school may teach two or three Languages Other Than English and see the benefit of enrolling students from countries where those LOTES are the native language, to have native speakers mixing with English speakers in the school;

d. the school may have vacancies that it is unable to fill from the local community, thus FFPOS-will provide a greater income to the school to enable it to offer programs to its students.

2. WHAT CAN OUR SCHOOL OFFER FFPOS?

The school should consider what characteristics it has that would contribute positively to the educational experience of the FFPOS. Characteristics to consider include:

a. Location
b. Curriculum offerings
c. Co-curricular/Extra-curricular programmes
d. Pastoral care support
e. English as a Second Language (ESL) support
f. Accommodation
3. **WHO ARE WE TARGETING FOR ENROLMENTS?**

   a. What countries (and regions within countries) are being considered as the target market(s) for FFPOS and why? Note: schools should consider cultural differences in determining from which countries students will be enrolled. Schools should also endeavour to ensure that at least two students are enrolled from any one country or cultural grouping, so that they can support each other, especially in their early days at the school.

   b. What age groupings will the school enroll as FFPOS and into what year levels? Note: it is Anglican Schools Commission policy that an ASC school may not enroll FFPOS students younger than 12 years of age as at their date of commencement at the school.

   c. At what time of year will the school accept enrolments? Anytime? Beginning of year? Beginning of each term or semester?

4. **HOW WILL WE CARE FOR THE FFPOS? WHAT SUPPORT NETWORK NEEDS TO BE IN PLACE?**

   The following issues should be considered:

   a. What level of ESL support will the school offer FFPOS students?

   b. Will there be dedicated ESL teachers? Will current staff need to be trained in ESL?

   c. What level of English will FFPOS be required to have at the time of their enrolment? For example, Intermediate may be acceptable for students entering Years 8 or 9, but a higher level may be required for a student entering Year 10.

   d. What measures will the school take to assist the FFPOS to engage with other students? For example, the use of United Nations Day and Harmony Day, whereby FFPOS can be valued and seen to be valued for being themselves.

   e. What other support will be provided for students at school, in areas such as personal counseling, assistance with schoolwork and homework, subject advice etc?

   f. What accommodation arrangements has the school put in place? It is assumed that the school will establish a Home stay Programme.

   g. What role will the school play in selecting Home stay families? It is assumed that the school will select the Home stay families. A process should be developed to screen Home stay families, including police and reference checks.

   h. Schools must have evidence of the appropriate Student Visa(s) in place prior to commencement.
i. Schools must have evidence of medical/health (Medicare) levy paid as required by the Commonwealth Government for FFPOS. 
j. Schools must obtain a CRICOS number to confirm registration to enroll FFPOS. 
k. Schools must comply fully with federal legislation regarding the enrolment of international students. 
l. Schools should develop a number of packages specifically for FFPOS including:
   i. An International Students Enrolment Package, with enrolment forms, fee schedule and other details specifically for FFPOS; 
   ii. A handbook for students in Home stays 

m. Sample handbooks for LL and l.ii. are available from the Anglican Schools Commission.

5. **HOW WILL THE TUITION FEES BE SET?**

a. Tuition fees for FFPOS will be determined each year by the School Council as part of its annual budget process. 
b. Tuition fees for FFPOS will comprise three components, although they will be presented as a single tuition fee per year level. The three components will be: 
   i. The tuition fee charged to local students for the relevant year level; plus 
   ii. The equivalent dollar value of the State and Commonwealth recurrent grant per student for secondary students; plus 
   iii. An amount no greater than 30% of the Year 12 annual tuition fee per student to assist towards the extra curriculum and pastoral support to be provided to FFPOS.

Peter Laurence (Rev’d)
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