



**Alkira**  
Secondary College

*Personalised learning for all. Respect for the individual learner.*

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# International Student Program Policy

## **Rationale:**

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.

## **Aims:**

To secure the entitlements of all international students and to globally enhance Alkira Secondary College for its international student program.

## **Policy:**

*There are five categories of international students who may enroll in a government school:*

- **Standard:** full fee paying students.
- **Study Abroad:** shorter term study option
- **Temporary:** students who are visiting Australia on a temporary basis, e.g. as tourists
- **Dependent:** children of persons, usually as tertiary students, who are in Australia
- **Exempt:** these students are exempt from paying tuition and related fees. The categories for exemption are identified in the Ministerial Order based on their purpose of stay and contribution to Victoria. This includes AusAid or Defence Sponsored Scholarship holders.

**Note:** The high majority of students who enrol at Alkira SC will be 'Standard' International Students

In context to our international student program, **Alkira Secondary College will:**

- Adhere to all aspects of the DET International Student Program (ISP) as per the Schools Policy and Advisory Guide, including the marketing and promotion of the Alkira Secondary College's International Student Program.
- 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.
- Identify appropriate strategies, targets and measures of the ISP.
- Monitor and review all aspects of the ISP annually.

- Adhere to all aspects of the Standards of the ISP as provided by DET.
- Provide a safe and nurturing learning environment for all international students.
- Have a strategic focus on maximising the safety and welfare of international students both during and outside of school hours, including vacation time.
- Provide ongoing support for both international student and host stay family to ensure smooth transitions.
- Monitor student attendance, liaise with all interested parties to ensure attendance requirements are met.
- Facilitate a high level of communication with all interested parties for all international students.
- Deliver appropriate educational services and opportunities to international students.
- Provide a strong and viable academic program for all international students.
- Provide targeted managed individual pathways for every international student.
- Identify and organise appropriate homestay accommodation for international students as required under the terms of their visa and application to DET.
- Manage homestays within the parameters of Alkira Secondary College's *Homestay Policy* and the DETs Schools Policy and Advisory Guide.
- Articulate a complaints resolution process.
- Provide translated copies of all relevant policies and documentation to international students

**Students under the International Student Program will:**

- Submit a complete application form.
- Receive an offer of a place in a Victorian Government school.
- Pay relevant, published fees (as specified by Ministerial Order).
- Comply with their student visa conditions.
- Adhere to all relevant aspects of Alkira Secondary College policies.
- Actively engage in Alkira Secondary College programs.
- Actively adhere to attendance requirements.
- Adhere to the requirements of their homestay, as applicable to per Alkira's Homestay Policy.

**References:**

1. DET Schools Policy and Advisory Guide ISP  
<http://www.education.vic.gov.au/school/principals/spag/curriculum/pages/program.aspx>
2. Alkira Secondary College's *Homestay Policy*

**Evaluation:**

This policy will be reviewed as part of the College's three-year review cycle.

This policy was last ratified by School Council in

**February 2017**