



<b>Type:</b> Overseas Students - CRICOS Policies and Procedures	<b>Name:</b> Entry Requirements Policy	<b>Policy No:</b> OS-0007
<b>Implementation Date:</b> 2015	<b>Last Reviewed:</b> 2020	<b>Review Date:</b> Biennial

## ENTRY REQUIREMENTS POLICY

1. St Hilda's School will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the School, and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.
2. Applications for enrolment must be made on the Application form for International Students. This must be correctly completed, and must be accompanied by the following documents to support the application:
  - a) Copies of Student Report Cards from the previous 2 years of study, including a copy of the latest Student Report;
  - b) A completed Reference Form from the student's current or most recent School Principal is also required if student Report Cards do not record student behaviour or commitment to studies;
  - c) A completed Subject Choices Form if appropriate;
  - d) Appropriate proof of identity and age;
  - e) Written evidence of proficiency in English as a second language including student work samples in English literacy and numeracy.
  - f) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
  - g) Letter of Offer from another registered provider if applicable
  - h) Completed Homestay or Boarding Application Form
  - i) Enrolment Application Fee
  - j) Application to the Queensland Assessment and Curriculum Authority (QCAA) for relaxation of completed Core requirements if applicable.
3. Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
4. An application for enrolment can only be processed when all of the above are in the hands of the Registrar.
5. Applications from overseas students are processed according to established policy and procedures and are dealt with on their merits.
6. Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application.
7. Onshore applications for Years 11, where the student is transferring from another CRICOS registered provider, will only be considered where the transfer, if accepted, allows the student

to achieve a successful study outcome at the end of the enrolment.

8. Offshore applications for enrolment in Year 11 will not be considered after the Year 11 course has commenced/ unless the student can complete course assessment before the end of the first semester of Year 11.

St Hilda's School requires evidence that the applicant's academic ability and English proficiency is sufficient to successfully meet the entry and curriculum demands of the intended course. This is a requirement under the 2018 National Code of Practice, Part B Standard 2.

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) Prep to 3: Evidence of application to schoolwork and age-appropriate achievement in literacy and numeracy areas of the curriculum
    - ii) Year 4 to 6: Average of 50% in English Language studies undertaken at their current school, as evidenced in school report, and 4 across all macro skills
  - b) For Year Middle/Senior students:
    - i) A pass level or "C" grade or better for the majority of core subjects and English Language Proficiency as evidenced in the table below:

### English Language Proficiency Requirements

1. Applicants are assessed individually based on the contents of their report cards work samples provided and personal references and are also be required to undertake a language proficiency test set by the school.
2. If supplied, St Hilda's School 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, St Hilda's School will assess the student's application for entry based on satisfactory test results as follows:

Year Level	AEAS Score	IELTS Score (Overall)	NLLIA Bandscale	Edutest Score
4	35-45	4	4	Assessed individually
5	35-45	4	4	
6	35-45	4	4	
7	35-45	4	4	
8	46-52	5	4	
9	53-60	5.5	5	
10	61-65	6	5	
11	66+	6	5	

4. Families and agents should note that if the student's language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies. Date of commencement is at the discretion of the School based on student achievement and application in intensive English language course (ELICOS).
5. If undertaking an intensive English language course before beginning mainstream studies, English language proficiency will be reassessed at the conclusion of the language course to ensure the student's level of proficiency is sufficient to allow them to commence their mainstream course.
6. Enrolment and conditions of enrolment are determined by the Principal or relevant Head of Sub School and on the School policies and procedures located <https://www.sthildas.qld.edu.au/admissions/international-student-policies/>