



VIRTUTE ET LABORE

St Margaret's and Berwick Grammar School

ENROLMENT PROCEDURES

FOR OVERSEAS STUDENTS

Application Process

To apply for a place at St Margaret's and Berwick Grammar School, the following must be submitted:

- a) Application for Enrolment form
- b) Non-refundable Application Fee
- c) Notarised copy of the student's most recent school report (translated); students applying to enter a specific year level must have successfully completed the year prior to entry or equivalent
- d) Copy of the student's birth certificate or passport
- e) Results of Australian Education Assessment Services (AEAS) assessment*

*All students applying for a place at St Margaret's and Berwick Grammar School who do not have English as their first language are required to sit an AEAS assessment test. This test can be completed either in Australia or in the student's country of origin.

AEAS (Australian Education Assessment Services) Tel: + 61 3 9645 0077 or email: admin@aeas.com.au

When the School has received the required application documentation, the application will be reviewed by the Head of School. Following this, the applicant or appointed Agent will be advised of the outcome. If the application is successful, an offer of a place will be made subject to the following conditions:

1. Satisfactory completion of an English preparation course; the length will be detailed in the Letter of Offer, and based on the AEAS test result.
2. Successful completion of the post ELICOS English test prior to commencement
3. Interview with the Head of School

Letter of Offer

An offer of enrolment will be made in writing. To accept this offer, the tuition fees and other costs must be paid by the due date to confirm the position. If payment is not received by the due date, the offer may be withdrawn. On receipt of the tuition fees, the School will issue Confirmation of Enrolment (COE) and Confirmation of Accommodation and Welfare (CAAW) documents. These are required to obtain a student visa. If a student defers enrolment or is suspended by the School, this may impact upon the student visa end date.

English Language Course

Students applying for a place at St Margaret's and Berwick Grammar School who do not have English as their first language must attend an English preparation course in accordance with the letter of offer. The AEAS test results will recommend the minimum length of time required to improve a student's English level to be competent in the desired year level. Students must attain a satisfactory level of English to ensure they have a good understanding of the language used in the mainstream courses studied at the School. The level of English required for Senior School students (Years 10-12) is aligned with the Victorian Curriculum and Assessment Authority (VCAA) Victorian Essential Learning Standards (VELS) for English as an Additional Language of level S4. The student must also demonstrate a good work ethic and positive attitude to their studies while attending their ELICOS provider.

Accommodation and Welfare

Appropriate accommodation and welfare plays a crucial role in the overall success of an International student. St Margaret's and Berwick Grammar School is a Homestay School and does not approve of International students living alone or in shared accommodation with other students. Homestay programs provide an opportunity for students to experience genuine Australian culture and enables them to immerse themselves in the English language. Homestay is not available to any students under the age of 13 and it is preferred that students aged 13 – 15 live with a parent holding a Student Guardian Visa or a recognised family member.

All international students studying at St Margaret's and Berwick Grammar School must live in approved accommodation. If living with a family member, the School must view the Student Guardian Visa Grant Notice; or Working with Children Check (WWCC) and Police Check for each family member over the age of 18 living in the household. Australian Homestay Network (AHN) can help with recruitment of independent Homestay - to download an application form please click [here](http://www.homestaynetwork.org), www.homestaynetwork.org



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Evidence of accommodation arrangements must be provided to the School prior to commencement at St Margaret's and Berwick Grammar School. All AHN host applicants are personally interviewed and required to complete detailed police security checks, and meet the School's Child Safe Standards. The School will review and approve the agency screened homestay options. Students are obliged to immediately notify the school of any change of address while enrolled at St Margaret's and Berwick Grammar School.

All Students at St Margaret's and Berwick Grammar School have their welfare and wellbeing monitored by specialist staff. If an overseas student is under the age of 18, a parent, legal custodian, or an eligible relative can be nominated to take responsibility for the overseas student's accommodation, welfare and support in Australia, however this is optional. The parent, legal custodian or eligible relative must have an appropriate visa or have applied for a Student Guardian visa (subclass 590). If approved by the Department of Immigration and Border Protection (DIBP), the School will not issue a Confirmation of Accommodation and Welfare (CAAW). If the School accepts responsibility for the student's welfare, a CAAW will be produced with the Confirmation of Enrolment (COE). Copies of Guardian Visa Grant Notice should be provided to the School prior to commencement.

If your family would like to source independent local support services at an additional cost, you can contact International Student Alliance (ISA) as an independent support agency. Applications for independent parent and student support should be made directly to ISA – www.studentguardians.com