



# Overseas Students – Enrolment

## Policy and Procedures

Name of Document	Overseas Students – Enrolment Policy and Procedures (v6)
Status	APPROVED by Executive
Date of Approval	30 October 2025
Owner	Head of Marketing and Community Relations
Contact	Registrar
Review Cycle	One (1) year
Date for Review	October 2026

## Overseas Students – Enrolment Policy and Procedures

---

### 1 PURPOSE

The purpose of this policy is to outline measures taken by MLC School regarding the enrolment, tuition, and wellbeing of overseas students.

### 2 SCOPE

This policy applies to prospective overseas students and those overseas students attending MLC School.

### 3 POLICY STATEMENT

MLC School is committed to following the ESOS Framework Requirements in relation to enrolment for overseas students.

### 4 KEY PRINCIPLES

The key principles of this policy are:

- I. That the terms and conditions set out in the Prospectus and on the Application form and all associated documents, may be altered or amended from time to time by MLC School, and their provisions subject to any such amendments shall continue to apply during the whole period that a student continues to attend MLC School.
- II. Overseas students on Student Visas must abide by the mandatory conditions that are attached to the issuing of such a Visa by the DHA.

## 5 DEFINITIONS

TERM	MEANING
ESOS	Education Services for Overseas Students.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students.
DHA	Department of Home Affairs.
DEWR	Department of Employment and Workplace Relations.
Overseas Student	An Overseas student refers to a student who enters Australia on a 500 sub-class student visa (or on a bridging visa attached to a substantive visa with study provisions), either with the primary purpose of that student undertaking a course of study, or as the dependant of another overseas student.

## Overseas Students – Enrolment Policy and Procedures

---

### 6 PROCEDURES

The purpose of this document is to provide clearly defined procedures for the application process for overseas students and outline the terms and conditions of enrolment.

#### 6.1 The Application Process

1. To be considered for a place at MLC School, an Overseas Student Application Form must be completed and submitted to the Enrolments Office with the following additional documentation attached:
  - A copy of the student's passport.
  - A copy of the student's current Visa (if applicable).
  - A copy of the student's latest two school reports (translated).
  - A copy of the student's AEAS Test results (required for entry in Year 5 and above)
  - A copy of the student's Intensive English College Reports (if applicable).
  - A copy of educational and/or medical assessment reports where relevant; and
  - A cheque or completed credit card form for the non-refundable Application Fee of \$A550.00 payable to MLC School.
2. Once the student has been accepted to MLC School, parents and/or carers are required to complete the MLC School Overseas Student Enrolment Contract.
3. Enrolment Entry Levels:

There are regular entry points for overseas student admission to the School:

- Kindergarten – Early Stage 1.
- Year 3 – Stage 2.
- Year 5 – Stage 3.
- Year 7 – Middle Years.
- Year 11 – HSC or IB Diploma Programme.

Entry into other years can be made on request depending on availability.

## 6.2 Procedure For Overseas Students Entering MLC School

1. All overseas students must, before an offer of a place is made, undertake a language assessment and learner profile test. These will determine whether the student's English is at an acceptable level to process with an offer of enrolment.
2. An interview at the School with the student, parents or nominated carer is required before enrolment is finalised.
3. Admission to the School is conditional upon the Principal or her delegate being satisfied as to the suitability of the applicant. Either during or after the interview, parents will be notified if a place will be offered to the applicant at MLC School.
4. If a place is offered, families will be required to pay the non-refundable Final Enrolment Fee of \$A3,900.00, the non-refundable Overseas Student Levy of \$A2,000.00, sign an enrolment agreement (Enrolment Contract) and arrange Overseas Student Health Care to cover the student for the duration of study at MLC School.
5. The signed acceptance and payment should be returned to MLC School within 10 days of the letter of offer to confirm the enrolment and allow the drafting of a Student Welfare letter to enable the student to obtain a student Visa.
6. The final enrolment fee is separate from the tuition fees and is non-refundable.

### 6.3 Enrolment Fees & Charges

1. All fees are reviewed annually.
2. No student may commence until all initial charges (application fee, final enrolment fee, overseas student levy and required tuition fees) have been paid.
  - A non-refundable application fee of \$A550.00 is payable at the time of lodging the application form.
  - A non-refundable final enrolment fee of \$A3,900.00 and non-refundable overseas student levy of \$A2,000.00 is payable for enrolment by the date nominated in the formal letter of offer. If the fee is not received by the due date, then it will lapse.
  - All enrolment fees and charges include GST.
  - All students entering for Term 1 each year are required to pay an instalment towards the following year's fees by the end of Term 3, Week 4. The instalment is the equivalent of the current term's fee. Existing families are not charged, and if more than one daughter is starting, only payment for the eldest child is required.
3. Terms and Conditions of Enrolment

All overseas students are enrolled at MLC School on the following conditions:

- That the School will be notified of any intention to change accommodation and/or welfare arrangements for the student and will need to approve such changes.
- That where a student resides in a Homestay, MLC School reserves the right to inspect the accommodation to ensure it is in the best interests of the student. All Homestay residence must be organised through MLC School's approved provider (see Overseas Student Accommodation, Support General Welfare Policy & Procedures).
- That the student registers a satisfactory attendance of at least 80%. Compliance with this is mandatory or MLC School is obliged to report the student under section 19 of the ESOS Act.
- That the student informs the Registrar with whom and where they will spend the School Holidays.
- That the student has an appointed Legal Guardian aged 25 years or above (see Guardianship) if not living with parents regardless of the student's age.
- That the student has Private Health Care cover.
- That the student continues to make satisfactory progress in her studies.

- That the regulations and procedures of the School are satisfactorily observed in all respects.
- That the student conforms to the disciplinary authority of the Principal and those to whom authority may be delegated.
- That the student continues to make satisfactory commitment to her studies.
- That the School's term of payment of all tuition and other educational fees are satisfactorily observed.
- That MLC School provides a managed Health Centre where students who are taken ill or are injured are accommodated while contact is made with parents or carers as quickly as possible. If a student needs urgent hospital or medical treatment of any nature and the School is unable to contact the parent/carer after making reasonable efforts, the parent/carer authorises the School to give authority for such treatment. The parent/carer indemnifies the School, its employees, and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- That students are responsible for their personal belongings and the School will not be liable for any loss of these belongings.
- That is the Principal considers that a student is in serious breach of the rules or has otherwise engaged in conduct which is prejudicial to MLC School or its students or staff, the Principal may expel the student permanently or suspend temporarily at their absolute discretion. No refund fees will be granted.
- That if the MLC School Council or the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent and the school has broken down to the extent that it adversely impacts on that relationship, then MLC School, the MLC School Council or the Principal may require the parent to remove the student from the School. No refund fees will be granted.
- That the School reserves the right to amend its academic and other programs at any time without notice to parents. This may include the discontinuance of teaching subjects and other programs.
- MLC School is registered by the DEWR to accept overseas students (CRICOS Provider Number 02328D).



## 6.4 Guardianship

If parents are living overseas, they must nominate a Guardian who is willing to take responsibility for their daughter's welfare in their absence. It is expected that the Guardian would:

- Be at least 25 years of age.
- Be an Australian citizen/Permanent Resident or holder of a current Guardian Visa.
- Speak and understand English.
- Be readily available to discuss matters of concern with both the School and parents.
- Reside permanently in Australia and inform the School if travelling overseas or interstate.
- Attend School functions and events that concern the student, for example Parent/Teacher interview, Speech Day, etc.
- Communicate information to the student's parents.
- Show interest and monitor the academic progress of the student.
- Notify the School of student absences.
- Inform the School of any change to address or contact details.
- Immediately notify the School, in writing, should, for any reason, the guardianship role be terminated.
- As a requirement of entry to MLC School the nominated guardian must complete and sign the Guardian Agreement at an interview with the Registrar and show documentary evidence of Australian Citizenship, Permanent Residency or Guardian Visa holder.

## 6.5 Business Arrangements

1. A place reserved for a student may be offered to another applicant if the enrolment procedure and fee payments are not observed.
2. A term's notice to the Principal, in writing, is required for a student to be withdrawn from the School once she has commenced at MLC School. If no such notification is received by the School at the start of the term prior to the proposed date of exit, one term's fee will be due and payable.
3. Tuition fees are presented in four instalments each year (three instalments for parents with students in Year 12) and are payable within 14 days on presentation of the accounts. Early payment discounts can be claimed if payment is made within 14 days of the commencement of term. Sibling discounts are also available.

In the event of all fees not being paid by mid-term of the succeeding term, all concessions otherwise applicable to the student will be cancelled.

4. A student will be prevented from commencing a new term if fees from the previous term remain unpaid, unless a satisfactory explanation is given and approved, in writing, by the Principal or Chief Financial Officer.
5. If fees are not paid within 14 days of the commencement of term, an administration fee of \$A75.00 will be charged for late payment.
6. Preferred payment of the MLC School tuition fees is by BPAY or via monthly direct debit. Please contact the Chief Financial Officer to discuss.

## **6.6 Duty of Care**

1. A list of overseas students enrolled at MLC School will be distributed by the Registrar at the start of each semester to the relevant academic and pastoral staff.
2. Overseas students enrolled at MLC School will be closely monitored by Luminaries, class/subject teachers, Heads of Year and Stage Coordinators, LED staff and senior academic and pastoral care staff with particular regard towards attendance, academic progress, and welfare/wellbeing.
3. In some instances, these students may be at increased risk due to factors such as isolation, poor language skills, infrequent contact with supportive adults and/or family and financial difficulties and consequently, may require increased access to the pastoral care provisions of MLC School.

## **7 ACTIONS AND RESPONSIBILITIES**

The actions and responsibilities to be undertaken in respect of this procedure are set out below:

### **7.1 Students Are Responsible For:**

1. Registering a satisfactory attendance of at least 80%.
2. Informing the Registrar with whom and where they will spend the School Holidays.
3. Continuing to make satisfactory commitment and progress in their studies.
4. Observing and respecting the School regulations and procedures at all times.
5. Their personal belongings.

## 7.2 MLC School Is Responsible For:

1. Ensuring compliance with all regulatory requirements for the enrolment of an overseas student; and for communicating these to the student's parents in a regular and timely manner.

## 7.3 The Overseas Student's Parents Are Responsible For:

1. Ensuring that they meet all enrolment conditions laid down by MLC School, and for regular communication with the School regarding all academic and welfare issues for their daughter.
2. Ensuring their daughter has a legal guardian who can act for them if the parents are not residents in Sydney.

## 8 RELATED POLICIES & SUPPORTING DOCUMENTS

- ESOS Legislative Framework - <https://www.education.gov.au/esos-framework>
- Overseas Students: Accommodation, Support and General Welfare.
- Overseas Students – English Language Assessment Policy.
- Overseas Students – Changing Education Providers Policy & Procedures.
- Overseas Students – Student Transfer Request Policy.
- Overseas Students – Complaints and Appeals Policy.
- Overseas Students – Deferment, Suspension or Cancellation of Enrolment Policy.
- Overseas Students – Visa Requirements (Course Progress & Assessment) Policy.

## 9 ACCESS

Not restricted.

This document is available to all stakeholders via the School's Community website.

This document is available to all staff via Domus.