Guidelines for International Students
International Students Policy Statement

BACKGROUND
Over recent years the number of international students visiting Unley High School has increased. There are several categories of students:

- Study Tours eg, Otaki High School in Japan.
- Study Abroad Programs for students here for 6 months to one year.
- International full fee-paying students who are referred through the International Education Services, usually here through to year 12.
- Formal Exchange programs such as Rotary, AFS, Southern Cross.

This policy is designed to ensure that international students participate in a quality educational experience that is rewarding and that school procedures relating to their enrolment and involvement in school life at Unley High School are clearly articulated.

This document is the result of consultation with staff, students and parents within the guidelines established by International Education Services, Department of Education and Children’s Services. Students who have temporary or permanent resident status (eg Refugees) are not part of this policy.

The points addressed in this policy statement are:

- School support structures
- Enrolment procedure
- Uniform
- Payment of Fees
- Curriculum offered and assessment procedures
- Extra support

Terms used:
UHS - Unley High School
IES - International Education Services
DECS - Department of Education and Children’s Services
DIAC - Department of Immigration and Citizenship
SACE - South Australian Certificate of Education
ESL - English as a Second Language
LOTE - Languages Other Than English
SCHOOL SUPPORT STRUCTURES

International Students Faculty

Staff members representing the International Students are the Deputy Principal, the International Student Coordinator, Administration Officer, teachers from LOTE, ESL, other subject learning areas.

It is the responsibility of this committee to ensure that fair and equitable process occurs and that all international students are assisted in accessing appropriate curriculum and cultural support.

The faculty will advise the Principal of the overview of international student enrolment and request, from time to time, an appropriate allocation of time to successfully administer and support the international student program. Accumulated funds may be used at the discretion of the Principal.

A ‘buddy’ system has been established which allows selected students to be trained to support international students during the period of their attendance at Unley High School. Buddies are recognised with appropriate acknowledgement.

ENROLMENT PROCEDURE

International students wishing to enrol will need to make a formal application with IES. Enrolment confirmation will be subject to the student having a level of English appropriate to the nature of the visit. On confirmation of enrolment the student will be required to complete an UHS Enrolment Form.

Induction and Orientation: International students will participate in an induction program in the first few days of starting at the school. They will also be provided with an orientation tour of the school. They will also be introduced to year level managers, student counsellors and subject teachers.

Timing: In general, international students will only be accepted into UHS at the beginning of each term. Any variation to this will need to be specifically negotiated with the Principal.

Support and Language Ability: Upon enrolment, the ESL Coordinator will be required to assist where a student requires further language support. The Coordinator will also be required to assist in the assessment of language ability using the ESL scales. In the event that a student requires extra assistance, the school will advise subject teachers so that they are aware of any potential difficulties.

Validation: International students enrolling at UHS must present their Passport and current Visa. A photocopy of this will be retained on file.
Fee-paying students can only be referred via IES. International students must inform the school of the date for finishing their studies at UHS. Any variation to this date from that stated in the Letter of Offer must be advised by the appropriate authority, the students’ Agents.

Lockers: As part of the orientation program, each international student will be allocated a locker and a combination lock issued by the school. This lock is to be returned at the time of signing out or an appropriate fee will be charged.

Student Identification: As part of the orientation and enrolment procedure, international students will be issued with a student ID card.

‘Buddies’ for international students will be organised by the Coordinator.

Progress Review: Academic and social progress will be reviewed on a regular basis by the Coordinator, Year Level Manager and others if required. This information is reported to IES (and DIAC) if necessary.

UNIFORM

All long-term international students are expected to wear the appropriate uniform, as specified in the School Planner. Students will be required to purchase their uniform through the school’s Uniform Shop. The school will guarantee to buy back the uniform at second hand rates at the completion of the student’s stay at UHS.

PAYMENT OF FEES

Full-Fee-paying Students: The school receives a proportion of payments made to IES. These funds cover the provision of tuition and normal school fees including excursions that are part of the required curriculum. Sporting fees, Year Book, Uniform and any additional fees such as additional Internet use are to be paid directly by the student.

Non-Fee-paying Students: Students who enrol as part of reciprocal exchange programs, eg Rotary, AFS, Southern Cross, are not required to pay any tuition fees. In the event of a student not returning all books and materials on leaving the school, the sponsoring organisation will be charged the costs involved.
Short-term visitors may wear their own school uniform, in place of the UHS uniform as approved by the appropriate Administration Team member.

‘Home Stay’ accommodation for long-term students is arranged through IES. All enquiries should be directed to IES.

**CURRICULUM**

UHS will undertake to enrol students in subjects which are appropriate to their abilities and aspirations which are available from the list of subjects published in the appropriate UHS Curriculum Handbook.

Assessment & Reporting: The International Student Coordinator will ensure any additional assessment and reporting requirements that a student may need to present upon return to their own country is provided in the required report format for these students.

SACE: If an international student is undertaking a course which has SACE Stage I or II recognition, then the student will be registered in SACE as part of the enrolment process.

Monitoring & Review: The International Student Coordinator has the responsibility for monitoring and reviewing the progress of each long-term international student. Home Group teacher, mentors, and subject teachers will be allocated with consideration to the cultural wellbeing of students.

ICT/Internet Access: International students are given access to Internet services and standard credit. They may use non-contact time in order to make email contact with their home country.

Extra Support:

Experience has shown that international students often need support in language or specific subjects. UHS will provide ESL support, pastoral care and group meetings to ensure that students are comfortable in their school surroundings.

International visitors will be formally welcomed and acknowledged. This will be done through the medium of formal meetings, assemblies, newsletters, local newspapers and the UHS website.

**FINANCIAL IMPLICATIONS**

- Account generation and management: A budget line is established for international students, differentiating between fees paid for long-term students and international short-term exchanges. The funds paid into these accounts are used for the provision of support and tuition of the international students.
The approval of support payments will be via the Deputy Principal, in consultation with the International Student Coordinator.

The collection of fees and account-keeping and invoice generation is the responsibility of the School Administrative Officer.

Disbursements of accumulated funds: In the event of significant funds accumulating, the International Student Coordinator, in consultation with the Principal and the Finance Committee, may recommend transfer to an identified school account for a purpose identified with the support or provision of programs associated with international students.

**VISA COMPLIANCE**

**Attendance**
Students must maintain 80% attendance. A warning letter is sent to the student’s parents and homestay when he/she has been absent for 5 days in any term. A second warning letter is sent if a student is absent for 8 days.

As soon as a student is absent more than ten days in a term IES are notified which may lead to DIAC notification.

All students who are absent for one day must present a note to explain why. This must be signed by the homestay parents or caregiver. If the student lives independently a Doctor’s note must be shown. For two days or more a Doctor’s note must be shown.

**Academic Progress**
Students must be deemed to be making academic progress. This means they must maintain successful achievement in the majority of their subjects.

**Consequences Of Non-Compliance**
If students are in breach of their visa conditions they will receive a letter from UHS and IES.

Students will be asked to attend an interview with IES where they will be required to explain and why DIAC should not be notified.

**Change of Address**
Students must request permission to change homestay and/or change address. It is a requirement of all students to ensure the school, IES and DIAC are kept informed of students’ current addresses.
Permission to Work

The student visa allows students to undertake part time work. Working hours are to be twenty hours maximum. Students must still undertake full time study.

Attending Courses Outside Of Unley High School

Students who enrol in courses outside of UHS must inform Mr Webster, Mr Trethewey and Mr Hendry of the time and place of the course. If the course is at the School of Languages and is part of their required SACE curriculum then the school can be responsible for the full fees.

School Holidays

All students must ensure the school and IES are aware of their holiday addresses. Students must complete the ‘Permission to Travel’ form which includes written parent permission to travel in the school holidays.

Examination Fees

Students are responsible for covering their examination fees. Fees for SACE are collected by SACE. Students failing to pay their examination fees will not be issued with their SACE certificate. Study Abroad Program students who are not required to meet the SACE requirements do not need to pay this fee.

Independent Living

It is the policy of DECS that international students live in an approved homestay. The policy allows for some students to live independently. Permission to live independently is at the discretion of the Principal of UHS.

At Unley High school the following criteria are used:

1. The student must be over 18 years
2. Student must have a satisfactory attendance record
3. The student must have sound academic results
4. The student must demonstrate the ability to meet deadlines and work independently in a responsible manner.

5. The student must have excellent behaviour in homestay.

6. The student is in Year 12 and has successfully passed Term 1.

To apply for permission to live independently students must first fill in a “Request to Live Independently” form. The request must be approved by the parents, who will counter-sign it. The Principal of UHS has final approval.

**Payment of School Fees**

Full fees must be paid up front or the Department will withdraw services and the student will be required to attend a re-entry meeting with the Deputy Principal and an officer at International Education Services, before recommencing lessons.

**Changing Education Providers**

Student Visas are issued with the provision that a student remains in the school nominated on their letter of offer for their entire ISEC course and the first year of their mainstream program. To change schools after this the student should contact IES and lodge a transfer application, which is counter-signed by their parents and Principals of the respective schools with final approval from IES.

**Smoking**

The legal age for a person to purchase cigarettes in Australia is 18 years of age. A fine from the government is issued to any person under age caught buying cigarettes from any retail outlet. Smoking is not permitted on the school grounds or while in school uniform out of the school at any time.

**Uniform**

All students enrolled at Unley High School are expected to wear the full school uniform. This can be purchased from the Uniform Shop which is open every Tuesday, 8.00 am – 4.00 pm during terms one and four, 8.00 am – 2.30 pm during terms two and three.

**Health Issues**

If the school has concerns about the health of a student and /or the well-being of other members of the school community then the Principal may direct the student to:

- Obtain a medical health clearance from a nominated doctor or specialist, or
• Stay away from school for a period of time to ensure that there is no chance of cross infection.

GRIEVANCE POLICY

If International students have a problem or complaint they should use the UHS grievance procedure and talk with the International Student Coordinator about issues they have. If the problem or complaint is not resolved to their satisfaction they then contact IES and make an appointment to speak with the Executive Manager, IES for advice.

If the problem or complaint is still unresolved or the student is dissatisfied with the outcome the complaint should be formally presented in writing to the Director International Education. Once a decision has been made the outcome will be provided to the student in writing together with advice regarding avenues of appeal.

If a student wants to appeal the decision they should contact an independent reviewer Complaints and Appeals as nominated by DECS to hear the appeal. The students enrolment will be maintained throughout the process.

Extra Information

IES website: www.internationalstudents.sa.edu.au