



OVERSEAS STUDENTS

WRITTEN ENTRY REQUIREMENTS POLICY

1. Heights College will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the College, 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. As part of the Enrolment Process, applications for enrolment must be made on Heights College Overseas Enrolment Application Form. This must be fully completed, and must be accompanied by the following documents to support the application:
 - Signed Written Agreement
 - Copies of Student Report Cards from the previous two years of study, including a copy of the latest Student Report;
 - 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;
 - A completed Subject Choices Form if appropriate ;
 - Appropriate proof of identity and age;
 - Written evidence of proficiency in English as a second language
 - Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
 - Enrolment Application Fee
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 College 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 College may require relevant testing of the applicant to assess the application. 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 Enrolment Application Form or offered as an alternative point of entry by the College in a Letter of Offer, including evidence of commitment to studies and good student behaviour.
 - a) For Primary students:
 - i) Evidence of application to College work and age-appropriate achievement in literacy and numeracy areas of the curriculum
 - b) For Year 7 – 9 students:
 - i) A pass level or “C” grade or better for the majority of core subjects
 - c) For Year 10-12 students:
 - i) A pass level or “C” grade or better for the majority of core subjects.

English Language Proficiency Requirements

Heights College requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the 2007 National Code of Practice, Section D Standard 2.

If applicable, the College can assess evidence of English language proficiency presented by a student at the time of application. This will include written evidence of proficiency, as well as evidence of speaking and writing skills at age-appropriate levels. Students will be assessed individually based on the contents of their report cards, face to face interview and checking of personal references, and may also be required to undertake a written language proficiency test set by the College.

Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies. Heights College does not provide intensive English Language training.

(Policy last updated 10 February 2016)