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## INTERNATIONAL STUDENT ENTRY REQUIREMENTS POLICY

1. The Glennie 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 for Enrolment Form (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 if seeking direct entry to mainstream studies;
  - f) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date;
  - g) Letter of Release from another registered provider if applicable;
  - h) Enrolment Application Fee of AUD\$50.00;
  - i) Application to the Queensland Assessment and Curriculum Authority (QCAA) for relaxation of completed Core requirements if applicable;
  - j) If the student has own private Overseas Student Health Cover (OSHC) then details of this must be provided;
  - k) Assessed written pieces of work in English may also be requested.



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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 11-12, 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 application for enrolment in Years 11-12 will not be considered after the Year 11 course has commenced.
9. The Glennie 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 International Application for Enrolment Form or offered as an alternative point of entry by the school in a Letter of Offer.
  - a) For Year 7 – 12 students:
    - i) A pass level or "C" grade or better for the majority of core subjects
    - ii) Has previously studied English for a minimum of two years



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## English Language Proficiency Requirements

1. The Glennie School requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course.
2. Applicants are assessed individually based on the contents of their report cards and personal references, and may also be required to undertake a language proficiency test set by the school.
3. If supplied, The Glennie 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.
4. If not presenting appropriate evidence of English language proficiency at the time of application, The Glennie School will assess the student's application for entry based on satisfactory test results as follows:

Year Level Entry	Examinations				
	AEAS	IELTS	NILLA	ISLPR	TOEFL (IBT)
7 and 8	61 - 70%	4-5	4+		
9	70%	5-6	4+	1+/2	50
10	75+%	6	5	2+/3	65
11 and 12	80+%	6+	6	3	75

THIS IS A GUIDE ONLY AS THE INTERVIEW DETERMINES THE SUCCESS OF THE APPLICATION. ALL APPLICATIONS ARE ASSESSED ON AN INDIVIDUAL BASIS.

5. 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.
6. 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.

NB: If the student is undertaking an ELICOS or High School Preparation Program (HSPP) prior to commencement of enrolment, the date and year level is subject to English Proficiency Levels being attained by the primary course start date. If English Proficiency Levels are not attained by this date, the student may



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also be required to undertake further intensive English Language Studies before commencing at The Glennie School or may be enrolled in a lower year level commensurate with the students attained English Proficiency.

## **REVIEW AND PUBLICATION OF THE POLICY**

The Glennie School will review the content and use of these guidelines and associated policies and procedures at least once every two years.

The Registrar will ensure that this policy is published on the School's website.

This policy should be checked and updated whenever there is a change in regulations about NC Standard 5, in Department of Immigration regulations, or when existing policies need to be adapted or strengthened.

## **QUESTIONS**

If you have any questions regarding this policy, please contact the Registrar in the first instance; alternatively, you may email [enrol@glennie.qld.edu.au](mailto:enrol@glennie.qld.edu.au) or phone 07 4688 8888.

## **PUBLICATION AND REVIEW DATE DETAILS**

May 2021. Review by May 2022.