



CGGS Admissions Policy: Appendix A

International Admissions

International Student Enrolments

Prospective students and their parents/legal guardians will need to apply for admission to the School and will also need to apply for a student visa from the Australian Government. The [Study in Australia](#) website provides detailed information about how to apply for study in Australia.

Before commencing at Canberra Girls Grammar School (CGGS) all international students must provide evidence of English capability, undertake an interview with the Principal or Deputy Principal (Head of Senior School), and satisfy all Federal Government requirements pertaining to Overseas Students.

Other relevant and important information about international students' rights and responsibilities can also be found through the [Australian Government's Education Services for Overseas Students Framework](#).

Prospective students and their parents/legal guardians should ensure that they meet requirements for a student visa before they accept an offer and pay any tuition fees from an educational facility.

Registered Agents

If the enquiry is from an Agent, the School must ensure that it is one of CGGS's currently registered agents. This agency will be registered on PRISMS and the School website.

If the enquiry is not from a registered CGGS Agent the School will advise that we cannot accept the application and should direct the enquiry to one of our Agents, OR advise the family and student they are welcome to apply directly to the School.

Process

Step 1 - Apply

Applications for enrolment must be made on the approved [Application for Registration](#) online form. This must be correctly completed, and must be accompanied by the following documents to support the application:

- Copies of Student Report Cards from the two most recent 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;
- Appropriate proof of identity and age; and



- Written evidence of proficiency in English as a second language (e.g. AEAS test score which satisfies the School as outlined in International Student Handbook).

Where the above documents are not in English, certified translations in English are required with necessary costs to be met by the applicant.

Additional application requirements:

- A non-refundable Application for Registration fee (AUD\$165) must be paid
- A Security Deposit of (AUD\$500) must be paid. This deposit is refundable less any outstanding charges owing to the School as per the International Student Refund Policy.

An Application for Registration can only be processed once the School has received all supporting documentation and payment.

Applications can be made by the student and their parent/legal guardian, or by a prescribed Agent who has an agreement with the School.

Step 2 - Interview

Upon receipt of the students' Application for Registration form, the School will provide students with the following information:

- Payment receipt for Application Fee and Security Deposit (receipts must be retained by the student for reference)
- International Student Handbook
- Schedule of Fees for International full-fee paying students
- Guide to Courses Handbooks for Years 7 and 8, Years 9 and 10 and Years 11 and 12
- Boarding House Handbook*

*Please note that it is the School's preference for international students to reside in our Boarding House.

An interview with the Principal or Deputy Principal (Head of Senior School) will be organised at a time suitable for the student and their parent/legal guardian and the School's Principal. Interviews can be conducted in person or via Skype. Phone interviews are not preferred but can be utilised as a last resort.

Step 3 - Assessment

Following the interview, the Principal or Deputy Principal (Head of Senior School) will assess the student's application. Applications from international students are assessed on merit and involves evaluating the provided home country school reports and the student's English language proficiency testing results; these must be sufficient for entry to the level of education for which they are applying.



Step 4 – Offer

Should the decision be made by the School to offer a place, a Letter of Offer will be issued outlining the courses in which the student is to be enrolled, and approximate tuition fees applicable based on the current Schedule of Fees.

The Letter of Offer will include supporting documents:

- Receipt of Agreement
- Enrolment Agreement
- Declaration by parents/legal guardians
- Relevant Schedule of Fees for International full-fee paying students for enrolment year
- International Student Handbook, which includes
 - International Student Complaints and Appeals Process
 - Monitoring Course Progress and Attendance Policy
- International Student Refund Policy and process

Step 5 – Accepting Offer

To accept the offer, the student and their parent/legal guardians should read the Receipt of Agreement and Enrolment Agreement carefully prior to signing and returning to the Admissions Registrar within the timeframe specified in the Letter of Offer.

The Admissions Registrar will return a co-signed copy of the Enrolment Agreement for the applicant's records. A parent/legal guardian's signature confirms acceptance of the terms in both agreements.

Step 6 – Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation and Welfare (CAWW)

Once the signed deposit, Receipt of Agreement and Enrolment Agreement have been received, the student will be sent an Electronic Confirmation of Enrolment (eCoE) by email. This will outline the course start date, total course fees and duration of the course, generated from the Provider Registration and International Student Management System (PRISMS), a database developed by the Australian Government to assist the administration of the ESOS Act.

Where appropriate, a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter will also be generated by the School from PRISMS and sent to the student with the CoE to confirm placement in the Boarding House. The CAAW letter confirms the international student is staying at the School's Boarding House and that the School is taking responsibility only for the welfare arrangements of the student, ensuring the living arrangements are safe and adequately meet their needs. The CAAW letter does not override the parents/legal guardian's legal responsibilities for the student.

If the student is applying for their Student Visa through the Department of Home Affairs' online lodgement facility, the details of your CoE will be required to lodge the visa



application. If lodging a paper visa application, the student must provide the CoE prior to the visa being granted.

The student should ensure that requirements for a student visa are met before accepting an offer and paying any tuition fees.

International student transfers

Generally, as per the National Code 2018, a transfer between schools is not possible unless the student has completed six calendar months of their initially approved course of study, or unless certain conditions are met.

Transferring to Canberra Girls Grammar School

The School will not knowingly enrol a student transferring from another registered provider's course prior to the student completing six months of their principal course of study except where:

1. The original registered provider has agreed to the release and has provided a written letter of release and recorded the date of effect and reason for release in PRISMS.
2. The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
3. The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course.
4. Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

Transferring from Canberra Girls Grammar School

Where a student requests a transfer from the School to another school prior to completing six months of their principal course, the School will grant a Letter of Release only where:

1. Written confirmation is received by the School from the proposed registered school provider the student is transferring to, confirming that a valid enrolment offer has been made,
2. Written confirmation is received by the School that the student's parent/legal guardian supports the transfer, and
3. Where the student is not being cared for in Australia by a parent or suitable nominated relative, the valid enrolment offer confirms proposed registered provider will accept responsibility for the student's accommodation, support and general welfare arrangements.

Requests for transfer will be assessed for approval by the School's Principal.

A Letter of Release, if granted, will be issued at no cost to the student and will advise the student of the need to contact the Department of Home Affairs to seek advice on whether a



new student visa is required. The date of effect and reason of the release will be recorded by the School in PRISMS.

There may be some circumstances where a Letter of Release will not be granted. These circumstances will be provided in writing to the student along with details of the appeal process, in accordance with the Complaints and Appeals process

A request for a Letter of Release will be processed and provided to the student within one working week of the receipt of the request.

Deferring, Suspending or Cancelling Study

Suspension of enrolment is not necessarily due to misbehaviour. Suspending, or deferring, enrolment may also be initiated by the student.

Deferment, suspension or cancellation of enrolment may affect the student's visa.

Fair, appropriate, and objective measures are employed for the correction and/or discipline of students, including detention, suspension of, and/or termination of enrolment, after each individual case has been carefully considered.

School expectations of behaviour are given in the School Behaviour Guidelines identified in the Senior School Student and Parent Handbook) as well as at time of interview. The School authority may suspend or terminate an enrolment at its discretion for failure to comply with the Enrolment Agreement, or other serious breaches of the school's rules and regulations.

For information about studying at the School, prospective international families should contact the Registrar.

Phone: +61 2 6202 6420

Email: registrar@cggs.act.edu.au