



## YARRA VALLEY G R A M M A R

# Enrolment Requirements - Policy & Procedures

<b>Policy Name</b>	<b>Enrolment Requirements - Policy &amp; Procedures</b>
<b>Constructed /Reviewed by</b>	Executive/Board
<b>Review</b>	<b>Last Review:</b> March 2024 <b>Next Review:</b> March 2025

Yarra Valley Grammar will consider enrolment applications from overseas 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 Victoria and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standards needed to enter the mainstream classes.

Yarra Valley Grammar welcomes applications from overseas students wishing to undertake study at the School from Prep to Year 12. Please note that commencement at the school outside Term 1 will be approved at the discretion of the school.

It is the school requirement that all overseas applicants sit Yarra Valley Grammar authorised assessment test which provides an assessment of the student's English language proficiency and other academic skills.

Applications for enrolment must be made on the Application for Overseas Student Enrolment form. Applications should be forwarded to [international@yvg.vic.edu.au](mailto:international@yvg.vic.edu.au) or to one of our authorised representatives only. Please note that direct applications or enquires are forwarded to our authorised representatives for vetting and assistance to prospective families. The applications must be correctly completed, and must be accompanied by the following documents to support the application:

1. Certified copies of the school reports for the last two years of study (translated into English) including a copy of the latest Student Report;
2. A completed Yarra Valley Grammar Subject Selection form (where appropriate);
3. English test results to demonstrate proficiency in English as a second language;
4. Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date;
5. Application for Course Credit (where appropriate);
6. Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant;

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A CO-EDUCATIONAL SCHOOL IN THE ANGLICAN TRADITION – ELC TO YEAR 12

Kalinda Road Ringwood Victoria 3134 Australia Telephone +61 3 9262 7700 Email [international@yvg.vic.edu.au](mailto:international@yvg.vic.edu.au) [www.yvg.vic.edu.au](http://www.yvg.vic.edu.au)

ABN 44 004 584 552 CRICOS NO. 00358E

7. An application for enrolment can only be processed when all of the above have been received by the Admissions Office;
8. Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits;
9. Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. Any enquiries from prospective agents enquiring on behalf of families and prospective families are referred to authorised representatives for vetting and admissions advice. Once an offer of a place is made, the enrolment agreement incorporating all compulsory forms must be returned to the school within requested time frames.

### **Academic Requirements**

Students must provide evidence of satisfactory academic performance appropriate to entry to the year level requested on the Application for Overseas Student Enrolment form or offered as an alternative point of entry by the School in a Letter of Offer.

- a. For Primary School:
  - a. Evidence of application to schoolwork and age-appropriate achievement in literacy and numeracy areas of the curriculum
- b. For Years 7 to 12 students:
  - b. A minimum of 85 per cent or equivalent for the majority of core subjects

### **English Language Proficiency Requirements**

- a. Yarra Valley Grammar requires English test results as evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course.
- b. Students should note that they can be required to enrol in a language support program at an additional cost and as recommended by the school. These programs commence prior to commencement at Yarra Valley Grammar and are approved by the school.
- c. The student is required to sit the Yarra Valley Grammar entry test to ensure their readiness to commence at the year level offered.

### **Homestay Placement requirements**

Unless the overseas student is living with a parent or a Department of Immigration approved guardian, overseas students will reside in homestay arrangements during their entire enrolment period, approved by Yarra Valley Grammar. An overseas student must be at least 13 years of age at the time of commencing the homestay accommodation. The Student will be matched with the Homestay family in consideration of their age, amount of supervision required, student's needs, dynamics of the house, cultural background.

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