

FOUNTAIN College

# Admission Policy

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FOUNTAIN College CRICOS Provider Code: 03370E

## ***Policy Title: Admission Policy***

### **POLICY STATEMENT**

The purpose of this policy is to provide guidelines to assist FOUNTAIN College to:

- produce high quality, effective and fair admission services to overseas students;
- ensure that admission policy and procedures complies with the *Education Services for Overseas Students (ESOS) Act 2000*; the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (*The National Code 2007*); and

### **SCOPE**

This policy sets out the terms and conditions under which students are enrolled at FOUNTAIN College. FOUNTAIN College retains the right to alter the notice from time to time to meet changing conditions. A place in the College is subject to agreement by parents and students to abide by the College's policies, as developed and amended from time to time. Such policies are designed to enhance and assist in the delivery of educational programs.

### **ADMISSIONS POLICY**

#### **ENTRY REQUIREMENTS**

1. **ENGLISH REQUIREMENT:** Students from a non-English speaking background will be required to have *either* attained a score of 5.5 in the IELTS test *or* have an equivalent English language qualification recognized by FOUNTAIN College, to be eligible for admission.
2. **ACADEMIC REQUIREMENT:** Students who want to study in the secondary section of FOUNTAIN College must provide last two (2) years' academic reports from present or previous school they've studied in their home country. The College will offer a place for those students who have satisfied the following criteria;
  - i. the reference or supporting information provided by the student's school or College indicates no significant concern regarding record of attendance, punctuality, general behaviour or attitude to study
  - ii. the academic reports indicating no significant concern for the aptitude for the proposed study,
  - iii. (If required) an informal guidance interview between a member of the College staff and the student to satisfy (i) and (ii).

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## ENROLMENT PROCEDURES

1. Parents are encouraged to send the following documents four (4) months before New Year classes start in order to initiate the admission request;
  - 1.1. A signed Overseas Student Enrolment Form
  - 1.2. Last two (2) years' academic reports from present/previous schools
  - 1.3. A copy of IELTS score (if applicable)
    - 1.3.1. Applying students who don't meet English requirements for admission may study English Language in another institution. Those students must provide an offer letter from The English Language Institution that they have applied for. Completing English Language course doesn't guarantee the student to meet FOUNTAIN College's English Language requirement (Please refer to Entry Requirements above)
  - 1.4. The application fee (non-refundable AUD\$100 GST inclusive) for admission
2. As far ahead as practicable an interview (face-to-face or phone) is arranged which the parents or guardian and student attend.
3. Evaluation of application and interview will guide the College Admission Office whether or not to offer a place to the applying student.
4. FOUNTAIN College will send Offer/Refusal Letter in written to the address provided in the application.
5. FOUNTAIN College may send Conditional Offer Letter saying that those students who meet academic requirements but not English requirements are required to attain a score of 5.0 in the IELTS test. Those students may not be required to pay Tuition fees until Confirmation of Enrolment is requested by the student.
6. Once an offer of a place has been accepted, parents will be required to fill out an enrolment form which includes Student Contract and details of current fees if the student is under 18.
7. Parents who do not receive an offer of a place are encouraged to place their child on the casual vacancy waiting list in case further vacancies arise.
8. In the event that the child does not take up a reservation, the Enrolment Bond will be refunded to parents providing that there is no outstanding debt.
9. The Confirmation of Enrolment in the College will not be issued until the following have been received:
  - the *Refundable Enrolment Bond* (AUD\$ 500)
  - the first instalment of *Tuition Fee* (Please refer to fees section in this document)
  - the signed *Student Written Agreement*
  - the completed *Medical profile and information* form
  - the signed *Acceptance of standards of behaviour* form for students
10. A Confirmation of Enrolment will be issued by FOUNTAIN College for a Student Visa.

## COURSE AND ASSESSMENTS

- o FOUNTAIN College offers only on-site classes and duration of subjects offered at FOUNTAIN College lasts for one academic year.

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- o The Department of Education and Training (DET) regulates the education and training sector's involvement with overseas students studying in Australia on student visas. It does this through the Education Services for Overseas Students (ESOS) legislative framework. It governs:
  - Which providers may be registered
  - The CRICOS registration process
  - Obligations of providers
  - Tuition assurance and consumer protection mechanisms
  - Enforcement and compliance powers
  - Charges providers pay to enrol overseas students.

ESOS framework document is available at FOUNTAIN College's website [www.fountain.wa.edu.au](http://www.fountain.wa.edu.au) and at:

<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>.

- o All subjects offered at FOUNTAIN College may be assessed differently. Please refer to the website [www.fountain.wa.edu.au](http://www.fountain.wa.edu.au). The assessment methods for Year 11 and 12 are given below.
- o FOUNTAIN College usually starts in February but these timeframes may change and confirmation should be sought from the College's Admissions Office or the College website [www.fountain.wa.edu.au](http://www.fountain.wa.edu.au)
- o FOUNTAIN College doesn't grant any course credit for subjects undertaken at other Australian/non Australian institutes.

## YEARS 7 - 10 SUBJECTS

FOUNTAIN College believes that every student has the ability and the right to learn. The College provides positive support for students to achieve their goals by teaching students to take responsibility for their learning. The curriculum provides opportunities for intellectual challenge, the development of appropriate cultural values and social skills, and the fostering of the physical development of students, which will assist them to lead healthy and productive lives. The curriculum encompasses the following learning areas in accordance with the requirements of the School Curriculum and Standards Authority WA:

| SUBJECTS                     | NUMBER OF PERIODS |        |        |         |
|------------------------------|-------------------|--------|--------|---------|
|                              | YEAR 7            | YEAR 8 | YEAR 9 | YEAR 10 |
| ENGLISH                      | 6                 | 6      | 6      | 6       |
| MATHEMATICS                  | 5                 | 5      | 6      | 6       |
| SCIENCE                      | 4                 | 4      | 4      | 4       |
| HUMANITIES & SOCIAL SCIENCES | 4                 | 4      | 4      | 4       |
| RELIGIOUS STUDIES            | 3                 | 3      | 3      | 3       |

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## Admission Policy

|  |    |    |    |    |
|--|----|----|----|----|
| <b>HPE - HEALTH and PHYSICAL EDUCATION</b> | 2  | 2  | 2  | 2  |
| <b>LOTE - LANGUAGES OTHER THAN ENGLISH</b> | 3  | 3  | 4  | 4  |
| <b>ELECTIVES</b>                           | 2  | 2  | 2  | 2  |
| <b>TECHNOLOGIES</b>                        | 2  | 2  |    |    |
| <b>ADVANCED SCIENCE/CODING</b>             | 2  | 2  | 2  | 2  |
| <b>SUPPORT</b>                             |    |    | 2  | 2  |
| <b>ARTS</b>                                | 2  | 2  |    |    |
| <b>TOTAL</b>                               | 35 | 35 | 35 | 35 |

## WACE SUBJECTS

The following subjects are as follows;

- HUMAN BIOLOGY
- BUSINESS MANAGEMENT AND ENTERPRISE
- CHEMISTRY
- ENGLISH
- ENGLISH AS AN ADDITIONAL LANGUAGE/DIALECT
- MATHEMATICS
- APPLIED INFORMATION TECHNOLOGY
- LANGUAGES OTHER THAN ENGLISH (LOTE)
- PHYSICS
- TURKISH

## YEAR 11 ASSESSMENTS & SATISFACTORY COMPLETION OF A UNIT

Subject units can vary from Stages (1, 2 or 3). Achievement of outcomes is based on the teacher's assessment of the student's performance on assessment tasks designated for the unit.

In order to obtain a pass in the unit:

- An overall result of 50% or above must be achieved
- An overall pass (50%) must be also achieved in the coursework component
- An overall attendance of 95% must be recorded for the semester
- All outcomes must be satisfactorily completed

Satisfactory achievement of an outcome means:

- the work is clearly the student's own
- it meets the required standard
- the work was submitted on time
- there was no substantive breach of rules

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A student may receive an 'N' if

- there is doubt about whether the work is the student's own
- the work is not of the required standard
- the student has failed to meet the school deadline
- there has been a substantive breach of rules including school attendance rules

In Units 1 and 2, FOUNTAIN College provides A – E grades for Assessment Tasks which will indicate how well each student has performed in each outcome. These assessments provide a useful record for each student and introduce the way in which assessment will work in Year 12. Grades in Year 11 will be forwarded to the SCSA (School Curriculum & Assessment Authority) to help determine whether students are eligible for the completion of a WACE.

## **YEAR 12 ASSESSMENTS**

In Year 12 student assessment is determined by internal school assessment and end of year examinations

### **School Based Assessments**

- These are the assessments set by the school outlined in the syllabus from the SCSA.
- The forms of these assessments are chosen by the subject teacher from a list provided by the SCSA.
- The results are sent to the SCSA.
- They may contribute to College Assessments.
- They are part of the regular teaching and learning program; they are completed mainly in class time in a limited time frame.

### **Examinations**

- end of year examinations are prepared by the SCSA.
- They are conducted at the school by external supervisors.
- The examination for a subject starts and finishes at the same time for all of the schools in Victoria doing that subject.
- The examinations are collected and assessed by SCSA.

## **ASSESSMENT PROCEDURES**

There are a number of different types of assessment procedures used by class teachers at FOUNTAIN College. Analysis of student performance is conducted by participation in class, practical activities, and oral & dramatic presentations. Analysis of written work is conducted by research reports, assignment, essays, journals, map work, comprehension exercise, bookwork, tests (e.g. written, oral and aural class tests). Any of these assessment procedures can be used for both formative and summative purposes. The judgements as a result of these procedures are communicated to parents in reports.

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The procedures outlined above are now discussed in more detail.

**Informal assessment:** The ongoing monitoring of student learning behaviours during the everyday classroom program, (e.g. anecdotal records, work samples, observation of practical activities, criteria checklists, notes on student's reading, discussions during reading and writing, group work).

**Formal assessment:** The systematic approach planned to occur at different stages of schooling or at specific points in a period of learning, used to identify a student's strengths and areas of needs and will inform the planning of teaching and learning programs, (e.g. observation records, oral performances and presentation, writing logs, practical tests running records, word recognition, indicator checklist)

**Norm-referenced assessment:** comparing the achievement of one student with that of the other students in a particular group, such as the class, year level within a school. It is a comparative assessment method and provides a mechanism for sorting and ranking students according to their performance on given tasks, (e.g. graded tests, assignments, Achievement Improvement Monitor (AIM))

**Criterion-referenced assessment:** measuring student achievement against the standard of pre-determines criteria or objectives. It begins with detailing the expected outcomes of the course or unit of work. The indicators of these outcomes- the knowledge, skills and attitudes- are then set down in some detail and communicated to the students. The assessment process then involves determining whether or not the student has reached these pre-set objectives. Reporting is based on the criteria themselves, (e.g. Marie Clay's Observation Survey (Reading Recovery), Diagnostic Inventory or Basic skills).

**Self and peer assessment:** procedures which enable students to develop an understanding of how they learn. By reflecting on their own achievements and those of their classmates, they are able to set realistic learning goals for themselves. Such reflective forms of assessment also contribute to the development of classrooms as collaborative learning communities, (e.g. work folios, learning logs, group work notes, journals, personal reports, self assessment sheets, peer assessment pro formas, sharing time).

The guardians who reside in Australia are notified about the results of these procedures in reports. If the parents reside in overseas and the student's guardian is College's staff member, the reports will be forwarded to the parents in overseas. Students' work, attitudes, co-operation, promptness with assignments are subject to continuous assessment, and formal reporting to parents takes place each half year. An academic rating is given indicating the standard of achievement, as well as, a written report relating to attitude, effort, suggestions for improvement, etc.

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The information given above is current as of printing date of this document. Please refer to webpage for confirmation of these details.

## STUDENT PASSING/FAILING CRITERIA

ESOS does not allow a student to fail in meeting academic requirements in more than 50% of their course on two successive study periods before requiring a student to be reported. According to the National Code a student may be reported via PRISMS.

## PARENT- SCHOOL COMMUNICATIONS

At FOUNTAIN College, high priority is given to developing and maintaining parent/teacher communication. Ongoing and varied forms of communication are greatly valued and give parents and teachers the opportunity to actively participate in the life of the College. Parents should feel free to communicate with the school about the progress of students. At the same time, Fountain College uses internet based software called **Coolsis**. Parents and students are given access to **Coolsis**. **Coolsis** is used by teachers to post information about student academic progress, discipline issues and other school related matters. **Coolsis** is one of the primary methods in which students and their parents can receive up to date information about their child's academic and social conduct no matter where they are. Other forms of formal and informal contact between the school and home are listed below:

- Two interim reports (for term 1 and term 3)
- Two semester assessment reports (for semester 1 and semester 2)
- Parent / Teacher Interviews (3 times a year – Term 2 – 4)
- Parent / Teacher Seminars (if need arises)
- Student Diary
- Newsletters
- Occasional circulars regarding school activities, special performances, camps, excursions, etc.
- Orientation day for new students and their parents

## COURSE COMPLETION WITHIN THE EXPECTED DURATION OF STUDY

- FOUNTAIN College does not offer distance learning. Furthermore, FOUNTAIN College students must be full time and it does not accept part time students.
- **Duration of study:** All students are expected to satisfy the learning outcomes for each year level.

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## FEES

- The scale of fees for each academic year will be set by the College and notified to parents in the preceding year.
- The College Management reserves the right to alter the scale of tuition fees during the course of the academic year. Any such increase shall come into effect 28 days after written notification of any such increase has been provided to the parents.
- In addition to fees, the cost of books and stationery (dependent on subjects selected) and uniform, is to be met by the parents.
- School fees do not include camps and excursion costs.
- For full fee paying overseas students, accounts are rendered twice a year.
- Tuition fees will be charged on a pro-rata basis for those students who commence during any school term.

|                                    | SECONDARY      | WACE            |
|------------------------------------|----------------|-----------------|
|                                    | (Year 7 to 10) | (Year 11 to 12) |
| Tuition Fees                       | AUD\$ 13,200   | AUD\$ 13,200    |
| Enrolment Bond                     | AUD\$ 500      | AUD\$ 500       |
| Application Fee<br>(GST Inclusive) | AUD\$ 100      | AUD\$ 100       |

**Table:** Tuition Fees for Secondary Students at FOUNTAIN College

**Enrolment Bond** is received per child to maximum of 2 children. (If family has more than 2 children maximum bond payable is \$1000). This is a once of payment and is refundable when child graduates or is withdrawn from the school, providing that there is no outstanding debts.

**Application Fee** is a non-refundable once of payment which will apply to all new applicants.

**Tuition Fees** don't cover any costs related to accommodation, transportation, books and stationery.

**Tuition Fee discounts** are as follows; Second Child 20%; Third Child 30%; Fourth Child 40%

## PAYMENT OF FEES

- Accounts are rendered in January for terms 1 and 2 (semester 1), and mid-year for terms 3 and 4 (semester 2). Fees are due by the first day of each semester.
- Accounts may be paid by:
  - i. cheque or cash within 30 days of the rendering of the account
  - ii. direct credit to FOUNTAIN College bank account
  - iii. credit card (Visa or MasterCard)
- Where accounts are more than 60 days in arrears, the school may at its discretion obtain a report concerning the parents' commercial activity or credit standing from a credit reporting agency providing such information, and the parents hereby agree and consent to any such application by the College.

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### **NON PAYMENT OF FEES**

- Where accounts or any part thereof are outstanding for more than 14 days, any further account rendered to parents shall become due and payable immediately upon such account being rendered.
- The College reserves the right to discontinue the enrolment of a student if an account remains outstanding for more than 30 days.
- The College may charge interest on all outstanding accounts at the interest rate prescribed from time to time pursuant to the Penalty Interest Rates Act 1983.

### **REFUND POLICY**

- The application fee is not refundable.
- A Cancellation Fee equivalent to 20% of the tuition fee will be charged if a student has successfully applied for a Student Visa but then cancels within 30 days before the proposed commencement date. .
- Application and Confirmation Fees, Health Insurance and Tuition Fees are refundable in full if a visa application is rejected.
- After commencement at the school, there will be no provisions for refund of any paid fees in the event that a student wishes to terminate his/her studies at FOUNTAIN College.
- Refunds will be made in Australian dollars payable to the party making the original payment.
- Students being suspended, expelled and sent home will not have any of their paid fees refunded.
- Applications for refunds must be received by FOUNTAIN College in writing, addressed to International Student Officer, 12 Karri Way, Ferndale WA 6148. Refunds will be processed within four weeks.
- Tuition fees are not transferable to other institutions or students.
- Bank charges are deducted from refunds made by electronic transfer or bank draft.
- Parents are to provide one term notice in writing that their child/children will be removed or not be returning to the FOUNTAIN College otherwise one term tuition fees may be charged at the College's discretion.
- If a student cancels his/her course because they were refused a student visa, all course fees will be refunded as per sections 28-29 of the ESOS Act (supporting documentation is required).
- In the unlikely event that FOUNTAIN College cancels or is not able to run a course for which you have enrolled (subject to your placement test results and whether a suitable alternative course at FOUNTAIN College can be offered), any remaining tuition fees will be refunded within two (2) weeks.
- This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

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## REFUND PROCEDURES

- All refunds must be in accordance with the documented refund policies and procedures. Cancellations and withdrawals will only be accepted in accordance with specified policies and guidelines.
- Applications for a refund must be made in writing to the International Student Officer, FOUNTAIN College, setting out the reasons for the request and accompanied by supporting documentation as appropriate.
- The date the written request for refund is received is the effective date of notification for determining the refund guidelines.
- Requests for refunds are to be processed and the parent/guardian advised of the outcome within four weeks of the written request for refund.
- The refund guidelines are used to determine the eligibility for full, proportionate or no refund.
- The parent/guardian is advised in writing of the refund application outcome, and advised of the course fees and refunds complaints/disputes procedures.
- The refund, where appropriate, is processed in accordance with FOUNTAIN College Refund policy as above and made payable to the original fee payee, payable in Australian dollars.

## ACCOMMODATION

Fountain College does not provide accommodation for its students.

## DISCIPLINE

- At the discretion of the Principal the College reserves the right to dismiss or suspend a student for any act of serious or continuous misconduct.
- The Principal reserves the right to remove any student from the College on the grounds of unsatisfactory conduct or performance or any other reason considered by the Principal to be reasonable in all the circumstances.

## SCHOOL FACILITIES

For school facilities and living costs, please refer to FOUNTAIN College's website <http://www.fountain.wa.edu.au>

**Currency:** To exchange foreign currency to Australian currency or vice versa, exchange rates may be taken from the link [http://www.rba.gov.au/statistics/exchange\\_rates.html](http://www.rba.gov.au/statistics/exchange_rates.html)

**Customs:** For any customs issue, the customs website <http://www.customs.gov.au> is useful.

## STUDENT APPEALS

FOUNTAIN College will notify the student if FOUNTAIN College intends to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student that he or she has **20 working days** to access FOUNTAIN College's Complaints and Appeals Policy and Procedure if they wish to appeal the decision made by FOUNTAIN College. If the student accesses this appeals process, the suspension or cancellation of the student's enrolment must not take effect until the process is completed, unless extenuating circumstances relating to the welfare of the student apply, such as in the

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event that FOUNTAIN College reasonably suspects or knows that the student is a danger to themselves or others.

## **THE PRIVACY ACT PROVISIONS AND THEIR APPLICATION AT FOUNTAIN COLLEGE**

- FOUNTAIN College abides by the requirements of the Privacy Amendment Act 2000 (Commonwealth) and amendments. A copy of FOUNTAIN College Privacy Policy is available for viewing on the College website at [www.FountainCollege.vic.edu.au](http://www.FountainCollege.vic.edu.au)
- FOUNTAIN College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose for collecting this information is to enable the College to provide schooling for its students.
- Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
- Laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
- Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. Parents are asked to provide medical reports about their children from time to time.
- The College at times discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches and volunteers.
- In the enrolment process, FOUNTAIN College may request information from a child's current or previous school to assist in the facilitation of the transfer and the provision of the most appropriate educational program at FOUNTAIN College.
- If the information referred to above is not provided, the College may not be able to enrol or continue the enrolment of a child.
- There are times when FOUNTAIN College students are involved in activities that are of interest to the media and that portray the students and the College in a positive manner. Photographs of students may be used in the media, in College documents (newsletters, magazines or website), or in advertising. Photographs are taken with the knowledge of the College, arranged by the Public Relations Manager, or by staff responsible for a particular activity.
- Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
- From time to time the College engages in fundraising activities. Information received from parents may be used to make an appeal to them. Personal information will not be disclosed to third parties for their own marketing purposes without parental consent.

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- If the College is provided with the personal information of others, such as doctors or emergency contacts, parents are encouraged to inform them that they are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

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