



Overseas Students: Recruitment Policy

This Policy explains the information provided by Cranbrook School (the School) to Overseas Students and intending Overseas Students prior to accepting the Overseas Student for enrolment.

Rationale

Standard 2.1 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (National Code) requires the School, prior to accepting an Overseas Student or intending Overseas Student for enrolment, to make comprehensive, current and plain English information available to the Overseas Student or intending Overseas Student on:

- The requirements for an Overseas Student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience requirements, and course credit if applicable;
- The CRICOS course code, course content and assessment methods, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods;
- Course duration and school holiday breaks;
- Course outcomes such as qualification, award or other outcomes;
- Campus locations and facilities, equipment and learning resources available to students;
- The details of arrangements with another provider, person or business who will provide the course or part of the course;
- Indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of the course, and the School's cancellation and refund policies;
- The grounds on which the Overseas Student's enrolment is deferred, suspended or cancelled;
- The Education Services for Overseas Students Framework, including official Australian Government material or links to this material online;
- Policies and processes the School has in place for approving the accommodation, support and general welfare arrangements for younger Overseas Students; and
- Accommodation options and indicative costs of living in Australia.

Cranbrook School's Policy

It is the School's policy to ensure that, prior to accepting Overseas Students for enrolment, the School provides comprehensive, current and plain English information to the Overseas Student or intending Overseas Student on all matters required of the School by National Code Standard 2.1.

Cancellation and Refunds

Standard 2.1 of the National Code requires the School to have documented cancellation and refunds policies available for our Overseas Students or intending Overseas Students: see [Overseas Students: Deferment, Suspension and Cancellation Policy](#) and [Overseas Students: Refund Policy](#).

English Language Proficiency and Educational Qualifications

Standard 2.2 of the National Code requires the School to have a documented policy and process for assessing whether an Overseas Student's English language proficiency and educational qualifications are sufficient for to enable them to enter the course: see [Overseas Students: English Language Proficiency and Educational Qualifications Policy](#).

Recognition of Prior Learning

Standards 2.3, 2.4 and 2.5 of the National Code requires the School to have and implement a documented policy and process for assessing, recording and granting recognition of prior learning (RPL) and course credit: see [Overseas Students: Course Credit Policy](#).

Provision of CRICOS Course Information

The School's CRICOS course codes are:

- 075829A Primary Level;
- 041413F Junior Secondary Level; and
- 041414E Senior Secondary Level;

Modes of study at the School are in person / face to face.

The course duration follows the School's term dates and are located on the School's website.

Where Overseas Students have the option to choose either some or all of their subjects (predominantly electives in Years 9 and 10, and most subjects for Years 11 and 12), outlines of the relevant courses are provided to students in advance of commencement, and are available on request prior to enrolment.

School Holiday Breaks

The School's holiday breaks are at the end of each school term and are published on the School's public website.

Course Qualifications

Upon completion of the course, a successful Overseas Student will receive the appropriate Course qualification. For example, successful completion of the Senior Secondary Level course will provide an Overseas Student with a NSW Higher School Certificate qualification.

Tuition and Non-Tuition Fees

The School ensures that it provides information on the indicative tuition and non-tuition fees, including advice on potential changes to fees over the duration of the course, and the School's cancellation and refund policies prior to enrolment and commencement of the Overseas Student.

The School's tuition fees and boarding fees are available in written agreements, on the School's public website and are available on request. Some information about other costs such as fees for excursions, uniform, stationary and books, and optional activities is detailed the Information for Overseas Students Booklet, and further information is available on request.

If the School enters into an arrangement with one or more other providers to provide a course jointly, the arrangement will be one where:

- the student pays their tuition fees to the School and not directly to the other providers; or
- both be in writing and provide for the receipt and disbursement of any tuition fees paid by students directly to any of the other providers.

Any tuition fees paid by students directly to any of the other providers is taken to have been paid directly to the School.

Campus Location, Facilities and Equipment

The School's courses for Overseas Students are offered at 5 Victoria Road, Bellevue Hill (Senior School) and 6 Kent Road, Rose Bay (Junior School).

The School's facilities and equipment include:

- Classrooms;
- Boarding Houses;
- Gymnasiums;
- Swimming Pool;
- Libraries;
- Science Laboratories;
- Design and Technology workshops;
- Tennis Courts; and
- Gardens, Ovals and Outdoor Play Spaces.

Record Keeping

The School maintains evidence of compliance with this policy by maintaining records of information provided to Overseas Students in accordance with this Policy. Records will be maintained in accordance with the Overseas Students: Records Management and Retention Policy.

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