

School Accreditation Application Form

International Student Program in Victorian Government Schools

To submit an application for school accreditation please complete this form and return it to the International Education Division.

Department of Education and Training
International Education Division
GPO Box 4367
Melbourne VIC 3001 Australia

Tel: +61 3 9637 2990
Fax: +61 3 9637 2184
Email: international@edumail.vic.gov.au
Web: www.study.vic.gov.au



CRICOS Provider Name and Code: Department of Education and Training, 00861K

How to Complete this Form

The International Student Program in Victorian government schools requires every school which enrolls an international student holding a subclass 500 Student - Schools visa to apply for accreditation. The accreditation process establishes two levels of accreditation, to proportionately manage risk and differentiate between the services provided by primary and secondary schools to international students and the variation in school responsibilities.

Level 1 Accreditation is for schools which do not undertake the activities listed below.

Level 2 Accreditation is for schools which undertake any one of the activities listed below:

- actively markets or promotes the ISP and recruits international students.

- provides homestay accommodation and welfare services to international students.

Level 2 accreditation subsumes Level 1 accreditation, given the additional services being provided to international students and the greater level of responsibility exercised by Level 2 accredited schools.

An accreditation support guide to assist schools in completing the application form is available at www.education.vic.gov.au/school/principals/curriculum/Pages/internataccredit.aspx

*Note: Please ensure that all sections of this form are completed and endorsed by your relevant Regional Office before submitting it to the International Education Division at international@edumail.vic.gov.au

Level of Accreditation

Please tick one of the following two options:

Victorian government schools applying for Level 1 accreditation - Yes

Victorian government schools applying for Level 2 accreditation - Yes

School Details

School name:

School Principal Name:

School Principal Telephone:

School Principal Email:

International Student Coordinator (ISC) Name:

ISC Telephone:

ISC Email:

Study Tours Program Participation

School interested in hosting Study Tours and Temporary Students: Yes No

Accreditation Requirement 1: Enrolment Policy and Capacity Information

Section A - Enrolment Capacity Information

Please specify the maximum number of international student enrolment places that the school can accommodate and the corresponding year level, across the next four year period: 2019: _____ 2020: _____ 2021: _____ 2022: _____

School Council President:

I confirm that the school council agrees to enrol international students within the maximum enrolment numbers specified. I also confirm that the school council approves the established policy on the enrolment of international students and the provision of homestay accommodation.

Name: _____ Signature: _____ Date: _____

Accreditation Requirement 2: High Quality International Student Support Services

Section B: School Agreement to comply with the ISP Quality Standards for schools

Principal:

I will comply with the requirements of the ISP Quality Standards for accredited Victorian government schools.

Name: _____ Signature: _____ Date: _____

Section C: School Principal's Attestation

I _____ (Principal name), Principal of _____ (Name of School), declare that the School Council, staff and community are supportive of the delivery of educational services to international students. I will oversee the management and operation of the International Student Program, periodically review the services and support arrangements for all international students in providing a high quality, safe and secure educational experience, and agree to the following:

Fee Disbursement YES

- Accept that the disbursement of international student tuition fees paid to the school by the Department of Education and Training (the Department) covers all tuition costs and additional support services for international students, and that international students will at least be provided with the same standard of education and services provided to other students at their level.

CRICOS Registration YES

- Accept that the school is not an individually registered provider of education services for international students, but provides services under the Department's CRICOS Registration – 00861K, and therefore acknowledges that it cannot enter into agreements with education agents, offer programs or services independently of the Department, or accept or terminate the enrolment of an international student without approval from the Department.

Student Records Maintenance YES

- Accept that all student enrolment data must be recorded and updated on a regular basis within the CASES21 information system, in order to enable the accurate disbursement of funds to the school. The school accepts that if student records are not maintained, the Department may withhold tuition fee disbursements to schools until such records have been updated.

Breach of Visa/Non-payment of Fees YES

- Acknowledge that the Department may request that the School Principal terminate the enrolment of an international student where the student has breached relevant student visa conditions, or where relevant fees owing to the Department have not been paid.

DET Enrolment Policy YES

- Confirm that the school can enrol international students up to the specified enrolment cap without denying a local student placement at the school.

Compliance Audit YES

- Acknowledge that the school will be subject to an independent compliance audit against the ISP Quality Standards every four years. The school commits to take effective action to mitigate risk and take appropriate action on each identified area of non-compliance.
- Acknowledge that if an accredited Victorian government school has been identified for participation in an SPF priority review, the schools participation in an ISP Compliance Audit against the Quality Standards will be brought forward to align with the SPF priority review taking place.

ESOS Risk Mitigation Measures (Level 2 Schools Only) YES

- Acknowledge that where instances of non-compliance with critical ISP Quality Standards (homestay accommodation, welfare support and marketing services) have not been resolved by the school, the IED may temporarily discontinue the placement of any new international students into the school, until such time that the school resolves these instances of non-compliance.

Signature: _____ Date: _____

Section D - Regional Office Confirmation (school to seek Regional Office endorsement)

Regional Office Representative's Comments:

The following maximum enrolment for (Name of school) _____ has been agreed.

Maximum Enrolment: 2019: _____ 2020: _____ 2021: _____ 2022: _____

In endorsing the requested international student enrolment cap, the Regional Office confirms that the school has the capacity to enrol the specified maximum number of international students without denying enrolment to local students in the area, in compliance with the Department's Student Enrolment Policy.

Additional Comments:

Name: _____ Position*: _____

Signature: _____ Date: _____

* Note: Regional Office endorsement can only be provided by the Regional Director, Education Area Executive Director or Senior Education Improvement Leader.

OFFICE USE ONLY

Application reviewed and confirmed as complete, satisfying all accreditation requirements.

Executive Support Officer Signature: _____ Date: _____

I, _____, Executive Director, International Education Division, of the Department of Education and Training, being the CRICOS registered Principal Executive Officer responsible for the International Student Program in Victorian government schools, make the following determination with respect to the attached application for accreditation that:

The school be accredited to enrol up to the maximum preferred number of international student enrolments as specified by the School Principal

OR

The application be referred back to the school and/or International Education Division for additional information

OR

The school be ineligible to apply for accreditation due to current allocation to the Transform Performance Group.

Executive Director Signature: _____ Date: _____