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](mailto:international@edumail.vic.gov.au) Web: [www.study.vic.gov.au](http://www.study.vic.gov.au/)

**How to Complete this Form**

The International Student Program in Victorian government schools requires every school which enrols 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/](http://www.education.vic.gov.au/school/principals/curriculum/Pages/internataccredit.aspx) [principals/curriculum/Pages/internataccredit.aspx](http://www.education.vic.gov.au/school/principals/curriculum/Pages/internataccredit.aspx)

Please complete and email this form to the International Education Division at [international@edumail.vic.gov.au](mailto: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: 2017: 2018: 2019: 2020: |
| **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:

|  |
| --- |
| **Regional Office Representative’s Comments:**  The following maximum enrolment for (Name of school) has been agreed. |
| Maximum Enrolment: 2017: 2018: 2019: 2020: |
| 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

**Section D - Regional Office Confirmation**

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 or scheduled involvement in a School Performance Framework priority review.

Executive Director Signature: Date: