GOVERNMENT OF WESTERN AUSTRALIA

Department of
Education

Enrolment Framework for Students with a Visa in Public Schools

Effective: 1 January 2027

Version: 4.0

The PDF contains the following documents

Document 1

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Education

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All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education employees. (cc) BY

1 Framework

1.1 Enrolling students with a visa

The enrolment process for students with a visa depends on the visa held by the student. This framework describes the enrolment process and conditions for the following groups of students with a visa:

- a student who is a permanent resident with local enrolment entitlement
- a student who is a temporary resident with local enrolment entitlement, including
  - a secondary exchange student
  - a student who is the dependant of a tertiary Student visa holder with a full scholarship
- an overseas student who has a temporary visa without local enrolment entitlement, including
  - a student with a tuition fee waiver who is the dependant of a PhD or Masters by Research student
  - a student who is required to pay a tuition fee
- a school-aged international student on a Student visa 'Schools sector'.

Guidance

Local enrolment entitlement allows a student with a visa to enrol on the same basis as a student who is an Australian citizen. They can enrol at a local intake school provided the address of their usual place of residence is in that school's local intake area.

Some students with a temporary visa do not have local enrolment entitlement.

The Director General has provided approval for all principals to accept enrolment applications from parents of overseas students. Overseas students who reside in a school's local intake area do not have a guaranteed enrolment at that school if a place is not available.

The Director General will continue to approve individual schools to enrol a school-aged international student. The enrolment process for an international student is different to the process for an overseas student.

1.2 Permanent resident

The principal will:

- request evidence that the student is a permanent resident
- sight and copy evidence provided
- manage the enrolment in accordance with the Enrolment in Public Schools procedures.

Guidance

Permanent residents can apply to enrol at a public school. They have the same rights as Australian citizens. The permanent visa subclasses are listed in the Enrolment options for visa holders and the Visa subclass list (staff only).

A student born in Australia is an Australian citizen if at least one parent was a permanent resident when their child was born. Further information is available for parents at the Department of Home Affairs: Immigration and Citizenship and for school staff at Find the enrolment process and conditions for a student with a visa (staff only).

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1.3 Temporary resident with an enrolment entitlement

1.3.1 Student has a temporary visa with local enrolment entitlement

The principal will:

- request evidence of the student's temporary resident visa
- prior to approving an enrolment application, confirm that the enrolment entitlement is specified in the Visa subclass list (staff only).
- sight and copy the evidence provided
- manage the enrolment in accordance with the Enrolment in Public Schools procedures.

Guidance

The School Education Regulations 2000 specify the enrolment conditions for temporary visa holders. The temporary visa subclasses and enrolment conditions that are listed in the Enrolment options for visa holders and the Visa subclass list (staff only) comply with the requirements of the School Education Regulations 2000.

Students who are temporary residents with a visa that have a local enrolment entitlement can apply to enrol at a public school. They have the same enrolment rights as an Australian citizen or a permanent resident.

A student born in Australia is a temporary resident if the parents were temporary residents when their child was born. They have the same visa subclass as their parents. These students have an Australian birth certificate. Further information is available for parents at the Department of Home Affairs: Immigration and Citizenship and for school staff at Find the enrolment process and conditions for a student with a visa (staff only).

Students who have a bridging visa maintain the same enrolment conditions that apply to their previous temporary visa subclass unless they have a valid application for a protection visa.

457 and 482 visa holders have a local enrolment entitlement. They pay a family tuition fee of $4 000 per year regardless of the number of Pre-primary to Year 12 children enrolled at a public school. No family tuition fee is payable if the oldest child is in Kindergarten. TAFE International Western Australia (TIWA) manages the tuition fee directly with the family.

1.4 Temporary resident with an enrolment entitlement

1.4.1 Student is a secondary exchange student

Prior to considering an application for enrolment, the principal will:

- make the decision to participate or not in an International Secondary Student Exchange Program (ISSEP) following an approach from a Student Exchange Organization
- confirm the Student Exchange Organization is approved and listed on the TAFE International Western Australia (TIWA) website
- sight and copy the student's completed Acceptance Advice for Secondary Exchange Student (AASES) form prior to completing the enrolment in accordance with the Enrolment in Public Schools procedures.

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Guidance

The Acceptance Advice for Secondary Exchange Student (AASES) form is used for processing the student's visa and shows the student is a secondary exchange student. The student's accommodation and welfare arrangements are the responsibility of the registered Student Exchange Organization.

Secondary exchange students enrol for between three months and one year at the school listed on the AASES form or at another school with the agreement of the principal and the Student Exchange Organization.

1.5 Temporary resident with an enrolment entitlement

1.5.1 Student is the dependant of a tertiary student visa holder with a full scholarship

The principal will:

- request the Scholarship letter from TAFE International Western Australia (TIWA) to the parent, the Student visa holder, which confirms
  - the parent's tertiary scholarship details have been verified
  - the child is listed as a dependant on the parent's Student visa
- manage the enrolment in accordance with the Enrolment in Public Schools procedures.

Guidance

A Scholarship letter from TAFE International Western Australia (TIWA) is sufficient to show the child has a local enrolment entitlement. They have the same enrolment rights as an Australian citizen or a permanent resident. Parents are able to approach a school directly with their Scholarship letter.

The student's enrolment entitlement and tuition fee conditions are for the duration of the parent's tertiary scholarship as stated in the Scholarship letter from TIWA.

1.6 Overseas student

1.6.1 Student has a temporary visa without an enrolment entitlement

Prior to approving an enrolment application, the principal will:

- request evidence of the student's temporary resident visa
- confirm the enrolment conditions and tuition fee specified in the Visa subclass list (staff only).

Guidance

The Director General has provided approval for all principals to accept enrolment applications from parents of overseas students.

The School Education Regulations 2000 specify the enrolment conditions for overseas students. The enrolment conditions that are listed in the Enrolment options for visa holders and the Visa Subclass List (staff only) comply with the requirements of the School Education Regulations 2000.

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Overseas students are temporary residents who do not have an enrolment entitlement at a local intake school. Overseas students who reside in a school's local intake area may not be able to enrol at that school.

1.7 Overseas student

1.7.1 Student has a tuition fee waiver and is the dependant of a PhD or Masters by Research student

The principal will:

- sight the new TAFE International Western Australia Public School Placement Form: Dependant of PhD or Masters by Research Student with a Fee Waiver
- provide the school's enrolment application to the parent
- consider the enrolment application for a particular student to
    - determine whether there is available classroom accommodation for the student at an appropriate Year level
    - confirm whether English specialist language or disability support will be required to provide a suitable education program
- advise the parent in writing of the outcome of their application
    - if the application is approved, complete Section B of the Public School Placement Form so the parent can advise TAFE International Western Australia (TIWA)
        - that their children can enrol at school
        - of any requirement for specialist English language or disability support so that additional fees can be determined
    - if the application is declined, apply section 3.5.1 of the Enrolment in Public Schools procedures
- manage the approved enrolment of a student where additional fees are payable for specialist support in accordance with the advice from TAFE International Western Australia (TIWA)
- finalise the enrolment of a student when you see the Authority to Enrol from TIWA
- advise the parents in writing that the school and TAFE International Western Australia (TIWA) must be informed of any change to their visa or any request to transfer to another school.

The Director of Education will:

- review a principal's decision to decline an enrolment at the request of the parent in accordance with section 3.5.1 of the Enrolment in Public Schools procedures.

Guidance

The overseas tuition fee is waived for the dependant of a Masters by Research or PhD Student visa holder who is undertaking study at a Western Australian university.

The new TAFE International Western Australia (TIWA) Public School Placement Form: Dependant of Postgraduate Student with a Fee Waiver:

- confirms the parent's 500 Student visa details
- includes confirmation of the parent's postgraduate course by the university
- allows the parent to lodge an enrolment application at a school.

The Director General has authorized principals to consider enrolment applications for overseas students with a fee waiver and, wherever possible, offer places to those students who reside in the local intake area or close to the school. Principals may assist the parent to enrol at another school when their enrolment application is declined.

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Students with a tuition fee waiver receive per student funding allocations under the student centred funding model. They are not funded for specialist English language or disability support.

Parents are responsible for paying fees for specialist English language or disability support for their child if required. These fees are determined, invoiced and managed through TAFE International Western Australia (TIWA).

TAFE International Western Australia (TIWA) will provide an Authority to Enrol the student. This:

- confirms the school's acceptance of the admission
- confirms that where specialist English language or disability support is required, it and will be provided by the school
- provides an authority for TIWA to manage the fee collection from parents for specialist English language or disability support each year.

Enrol a dependant of a PhD and Masters by Research student (subclass 500) (staff only) provides information for schools, including information about the new Public School Placement Form.

1.8 Overseas student

1.8.1 Student has a temporary visa and is required to pay a tuition fee

The principal will:

- sight the new TAFE International Western Australia Public School Placement Form: Dependant of Fee-paying Visa Holder
- provide the school's enrolment application to the parent
- consider the enrolment application for a particular student to
    - determine whether there is available classroom accommodation for the student at an appropriate Year level
    - confirm whether English specialist language or disability support will be required to provide a suitable education program
- advise the parents in writing of the outcome of their application
    - if the application is approved, complete Section B of the Public School Placement Form so the parent can advise TAFE International Western Australia (TIWA):
        - that their children can enrol at school
        - of any requirement for specialist English language or disability support so that additional fees can be determined
    - if the application is declined, apply section 3.5.1 of the Enrolment in Public Schools procedures
- manage the approved enrolment of a student where fees are payable in accordance with the advice from TAFE International Western Australia (TIWA)
- finalise the enrolment of a student when you see the Authority to Enrol from TIWA
- advise the parents in writing that the school and TAFE International Western Australia (TIWA) must be informed of any change to their visa or any request to transfer to another school.

The Director of Education will:

- review a principal's decision to decline an enrolment at the request of the parent in accordance with section 3.5.1 of the Enrolment in Public Schools procedures.

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Guidance

All overseas tuition fees are published annually by TAFE International Western Australia at TIWA - School tuition fees.

The new TAFE International Western Australia Public School Placement Form: Dependant of Fee-paying Visa Holder:

- confirms the parent's temporary visa details
- allows the parent to lodge an enrolment application at a school.

The Director General has authorised principals to consider enrolment applications for overseas students who pay tuition fees and, wherever possible, offer places to those students who reside in the local intake area or close to the school. Principals may assist the parent to enrol at another school when their enrolment application is declined.

TAFE International Western Australia (TIWA) will provide an Authority to Enrol the student. This:

- confirms the school's acceptance of the admission
- provides an authority to enrol the overseas student at the school
- provides an authority for TIWA to manage the fee collection for each year, including specialist English language or disability support fees.

Students who have a bridging visa maintain the same enrolment conditions that applied to their previous temporary visa subclass. Overseas students with a bridging visa continue to pay overseas tuition fees unless they have a valid application for a protection visa.

Schools and parents need to inform TAFE International Western Australia (TIWA) when an overseas student requires specialist English language or disability support. Additional fees apply when specialist support is required.

Enrolling a dependant of a parent with a fee-paying visa (staff only) provides information for schools, including information about the Public School Placement Form.

1.9 International student (excluding Canning College)

1.9.1 International student holds a student visa 'schools sector'

The principal will:

- confirm that the school is approved to enrol international students
- consider a placement request from TAFE International Western Australia (TIWA) for an international student
- confirm that the school has a place available for the international student if their visa is granted
- confirm the Confirmation of Enrolment (COE) and the Student visa are in the student's name prior to finalising the enrolment
- confirm that welfare and accommodation arrangements are in place for the international student
- refer any concern regarding the international student's welfare to TAFE International Western Australia (TIWA), including concern about their attendance, behaviour or academic achievement.

Guidance

The Education Services for Overseas Students (ESOS) legislative framework governs the registration process and compliance requirements for international students in Australia. International students hold a 'Schools Sector' Student visa. They are not a dependant on their parent's visa. They pay overseas tuition fees.

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Principal's must ensure that the Director General has approved the school to enrol international students with a Student visa 'Schools sector'.

The principal's acceptance of a placement request for an international student means that the 'Schools Sector' Student visa applicant can be issued with, firstly, the Letter of Offer and, subsequently, the Confirmation of Enrolment (COE) by TAFE International Western Australia (TIWA). These are required so the visa application can be completed. The student is expected to enrol at the school when their visa is granted.

International students who do not reside with their parents may reside with a local guardian, confirmed by the Department of Home Affairs, or live in approved homestay or residential accommodation.

Enrol an international student (subclass 500S - Schools sector) (staff only) provides information for schools.

1.10 International student at Canning College

The principal of Canning College will approve and manage enrolments of eligible international students:

- in Years 10 to 12
- beyond the age of mandatory education.

2 Contact information

In the first instance, general enquiries about enrolment should be directed to the school concerned or the local Education Regional Office.

POLICY

Policy manager

Assistant Executive Director, Public Schools Planning

Policy contact officer:

Manager, Schooling Planning

Telephone: (08) 9264 4322

(To be contacted for general Enrolment in Public Schools Policy and Enrolment in Public School Procedures enquiries).

For information on specific topics, please refer to the Contact Information in the Enrolment in Public School Procedures or contact the local education regional office.

3 Review date

1 January 2030

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4 History of changes

Effective date	Last update date	Policy version no.	Ref no.	Notes
This table will be completed by the Governance Unit.				
18 July 2022	18 July 2022	3.0	D21/0300816	The Enrolment Policy and Procedures have undergone a major review, endorsed by Director General on 3 March 2022 (D22/0157409)
18 July 2022	11 February 2025	3.1	D26/0394970	Minor change, inconsequential changes.
1 January 2027		4.0	D26/0855847	Major review of Framework approved by Director General 13 October 2026 (D26/0/801672)

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