



Department of  
**Education**

# **Enrolment Framework for Students with a Visa in Public Schools**

Effective date: 18 July 2022

This framework must be read in conjunction with the Enrolment in Public Schools Policy.

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**This framework must be read in conjunction with the Enrolment in Public Schools Policy.**

## 1. Framework

### 1.1 Permanent Resident

The principal will:

- request evidence that the student is a permanent resident;
- sight and copy the evidence provided; and
- 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 entitlements as Australian Citizens. The permanent visa subclasses are listed in the Visa subclass checklist under Determine if a student on a visa can enrol at your school (link for staff use 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 Determine if a student on a visa can enrol at your school (link for staff use only).

### 1.2 Temporary Resident with an Enrolment Entitlement

#### 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 checklist (link for staff use only);
- sight and copy the evidence provided; and
- 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 [Visa subclass checklist](#) (link for staff use only) comply with the requirements of the [School Education Regulations 2000](#).

Students who are temporary residents with a visa that has a local enrolment entitlement can apply to enrol at a public school. They have the same enrolment entitlements 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 [Determine if a student on a visa can enrol at your school](#) (link for staff use only).

Students who have a bridging visa maintain the same enrolment conditions that applied 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 tuition fee is payable if the oldest child is in Kindergarten. [TAFE International Western Australia](#) (TIWA) manages the tuition fee directly with the family.

## 1.3 Temporary Resident with an Enrolment Entitlement

### 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 Organisation;
- confirm the Student Exchange Organisation is approved and listed on the [TAFE International Western Australia](#) (TIWA) website; and
- 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](#).

## 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 Organisation.

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 Organisation.

## 1.4 Temporary Resident with an Enrolment Entitlement

### Student's Parent is 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; and
- 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 entitlements 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.

## 1.5 Overseas Fee-Paying Student

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 checklist](#) (link for staff use only);
- refer the parent of an overseas fee-paying student to [TAFE International Western Australia \(TIWA\)](#) for their child's school placement to be managed; and
- confirm that the school is approved to enrol overseas fee-paying students.

#### Guidance

Overseas fee-paying students are temporary residents who do not have an enrolment entitlement and are required to pay an overseas tuition fee.

## 1.6 Overseas Fee-Paying Student

### International Student - 'Schools Sector' Student Visa

The principal will:

- 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; and
- 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.

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 parent may reside with a local guardian, confirmed by the Department of Home Affairs, or live in approved homestay or residential accommodation.

[International students and welfare arrangements](#) (link for staff use only) provides information for schools.

## 1.7 Overseas Fee-Paying Student

## Other Overseas Fee-Paying Student

The principal will:

- consider a placement request from [TAFE International Western Australia \(TIWA\)](#) for a particular student to:
  - determine whether there is available classroom accommodation for the student; and
  - confirm that a suitable education program can be provided;
- advise [TAFE International Western Australia \(TIWA\)](#) whether or not the placement request is accepted and of any additional educational needs that were identified by the school;
- manage an accepted placement in accordance with the Confirmation of School Placement (COSP) and the [Enrolment in Public Schools procedures](#); and
- advise the parent 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.

### Guidance

All overseas tuition fees are published annually by [TAFE International Western Australia](#) at [TIWA - School tuition fees](#).

Overseas fee-paying students must provide a Confirmation of School Placement (COSP) from [TAFE International Western Australia \(TIWA\)](#) prior to the enrolment being processed by the school. This:

- confirms the school's acceptance of the placement request;
- provides an authority to enrol an overseas fee-paying student at the school;
- provides an authority for TIWA to manage the fee collection for each year; and
- confirms other conditions, such as a tuition fee waiver granted to a student who is the dependant of a current postgraduate student enrolled at a Western Australian university.

Students who have a bridging visa maintain the same enrolment conditions that applied to their previous temporary visa subclass. Overseas fee-paying 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 fee-paying student requires specialist English language or disability support. Additional fees apply when specialist support is required.

## 1.8 Overseas Fee-Paying Student

## Overseas Fee-Paying Student at Canning College

The principal of Canning College will approve and manage enrolments of eligible overseas fee-paying students:

- in Years 10 to 12; and
- beyond the age of compulsory 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:

Director, Public Schools Planning

Policy contact officer:

Manager, Schooling Planning

T: (08) 9264 4318

(To be contacted for general Enrolment Policy and Enrolment Procedures enquires).

## 3. More information

### Supporting content

#### Policy

[Enrolment in Public Schools Policy](#)

#### Procedure

[Enrolment in Public Schools Procedures](#)

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