



# Dependant and Temporary Full Fee Paying Overseas Student (FFPOS) Procedure for MACS Schools

## 1. Purpose

This procedure outlines the application, approval, and enrolment process for school-aged children on temporary visas, and those listed as dependant on a parent's student visa seeking to enrol in a Melbourne Archdiocese Catholic Schools Ltd (MACS) school. It was developed to support principals in MACS schools manage Full-Fee Paying Overseas Students (FFPOS) in line with system policies, compliance obligations, and fee structures.

## 2. Scope

MACS schools must adhere to this Dependant and Temporary Full Fee Paying Overseas Students (FFPOS) Procedure. This procedure has been informed by the Enrolment Policy for MACS Schools and Enrolment Procedures for MACS Schools.

This procedure applies in MACS schools, including specialist schools operated by MACS subsidiary, Melbourne Archdiocese Catholic Specialist Schools (MACSS) and school boarding premises operated by MACS schools. It applies to those seeking to enrol school-aged children classified as Dependant Students or Temporary Students under relevant subclasses. The completion of the [MACS International Enquiry Tracker Form](#) is required for approval and enrolment for relevant visa sub-classes including:

### 2.1. Dependant Students

Dependant students are children listed as dependants on their parent's student visa, including:

- Subclass 500 Student – Higher Education Sector
- Subclass 500 Student – Vocational Education and Training (VET)
- Subclass 500 Student – ELICOS (formerly 570)
- Subclass 500 Student – Non-Award

Children who are listed on their parent's Contributory Parent visas are also considered dependent students:

- Subclass 173 Contributory Parent (Temporary)
- Subclass 884 Contributory Aged Parent

Fee-liable Dependant Students are charged the [International Students – Dependant FFPOS Fee Schedule](#).

**Note:** some dependant students may be fee exempt if their parent(s) are studying at a Victorian university for research purposes and can adhere to the enrolment procedure at the individual MACS school. These visas include:

- Subclass 500 Student – Higher Education (Australian Government or Victorian Education Institution Scholarships)
- Subclass 500 Student – Postgraduate Research (must supply university sponsorship paperwork)
- Subclass 500 Student – AusAID and Defence.

*Fee-exempt Dependant Students are out of scope for this procedure – please refer to the [Enrolment Policy for MACS schools](#).*

**Further note:** Children who hold a Subclass 500 – Schools Sector visa as the **primary visa holder** are considered ‘**Standard Students**’ and must be enrolled at a **CRICOS-registered school**.

- CRICOS refers to the Commonwealth Register of Institutions and Courses for Overseas Students, which sets minimum standards for schools enrolling students who hold a Subclass 500 visa under the Schools Sector.
- MACS schools that are not CRICOS-registered are not authorised to enrol these students. Doing so would breach visa conditions and regulatory requirements.

*Standard [International] Students are out of scope for this procedure – please refer to the relevant school’s policies for CRICOS.*

## 2.2. Students in Australia on Temporary or Short Stay Visas

Some children may also hold a short stay temporary visa, tourist visa, or visitor visa.

A stay/study period of up to three months is allowed with the [International Students – Dependant FFPOS Fee Schedule](#) for the below visas:

- Subclass 400 Temporary Work (Short Stay)
- Subclass 408 Temporary Activity (*if visa is for under three months*)

All other short-term visas are also limited to stay/study period of up to three months, but are subject to the [International Students – Temporary FFPOS Fee Schedule](#). These include:

- Subclass 417 Working Holiday
- Subclass 462 Work and Holiday (Temporary)
- Subclass 600 Visitor
- Subclass 601 Electronic Travel Authority
- Subclass 602 Medical Treatment
- Subclass 651 eVisitor
- Subclass 675 Medical Treatment (Short Stay)
- Subclass 676 Tourist (Short Stay)
- Subclass 771 Transit
- Subclass 773 Border
- Subclass 943 Crew Travel Authority
- Subclass 944 APEC Travel Authority

## 2.3. Additional notes

To ensure accurate reporting and compliance, MACS schools should conduct a VEVO check for all students on visas in the week of Census to confirm the student’s visa status.

As MACS receives Commonwealth Government General Recurrent Grant (GRG) funding, applications for students on a bridging visa will be assessed according to the visa subclass they are transitioning to, not the subclass previously held. The applicable fee schedule will reflect the new visa category.

**Note:** for funding and Census purposes, if a student is on an active bridging visa with no limitations on study, they are to be reported as a “student on a visa” (i.e. not an “overseas student”) on Census and are therefore eligible for government funding.

- The type of visa held prior to the bridging visa, or the visa being applied for, does not affect Commonwealth funding eligibility – what matters is the visa that is in effect on Census Day. Therefore, schools must confirm:
  - The student is the holder of a bridging visa (subclass WA/010, WB/020, WC/030, WD/04#, or WE/05#).

- The bridging visa is active on Census Day.
- The VEVO check shows “No limitations on study” under the Study condition(s).
- All students on active bridging visas would be considered ONLY as a “student on a visa” for Census purposes. They would not be reported as an “overseas student” (i.e. student is not FFPOS).

However, because monitoring when a student moves between fee-liable and non-fee-liable status is administratively complex and impractical, MACS applies full fee-paying status to students on a bridging visa who are applying for a visa that normally requires full fees (such as a student visa). This approach ensures consistency and reduces the complexity of tracking visa transitions.

For all visa sub-classes, please refer to current version of [VCEA Schedule of Visa Subclasses and Conditions for Enrolment of Overseas Students](#).

If after reading this Procedure and/or the Visa Fee Table, schools are still unsure whether an international student should be enrolled under this procedure or their fee status, please contact [International@MACS.vic.edu.au](mailto:International@MACS.vic.edu.au) for further information and advice.

Students who are categorised/charged as Fee-liable Dependant Students or Temporary FFPOS must enrol via this procedure and obtain MACS Office endorsement and approval ahead of enrolment.

This procedure supports MACS schools in ensuring compliant, transparent, and equitable enrolment of non-CRICOS Full-Fee Paying Overseas Students.

### 3. Application procedure

#### Stage A: Enquiry and Intake (5-10 working days)

1. All international student enquiries (family/agent) must be submitted via the [MACS International Digital Enquiry Form](#).
  - **If Temporary FFPOS only:** application must be received 12 weeks prior to proposed enrolment date.
2. MACS Office reviews the enquiry for completeness within 3 working days.
3. Once all required information and documentation are confirmed, MACS Office assigns the enquiry to the relevant school and notifies the principal/admin within 24 hours.
  - If submitted by an agent\*:
    - MACS Office checks if the agent is already approved (i.e., has a current Education Agent Agreement).
    - If not, the agent is vetted for identity, business registration, reputation, compliance history, and understanding of MACS’ values and child safety standards.
    - The agent must sign the Education Agent Agreement and Child Safety Code of Conduct and complete any required onboarding/training before proceeding.
4. School confirms capacity to accept the student within 2-3 working days (once this confirmation is received, the MACS office will notify the family/agent).
5. **Note:** *Only agents formally engaged by MACS (with a signed, current Education Agent Agreement) may act on behalf of prospective students. MACS Office and Schools must verify agent status before accepting applications from third parties. Agents must comply with all MACS policies and procedures, the ESOS Act / National Code, and relevant legislation. Breaches may result in termination of the agent’s appointment and/or rejection of applications.*

#### Stage B: Eligibility Review (2-5 working days)

5. MACS Office validates visa status and eligibility (using [VEVO](#) and the [VCEA Schedule of Visa Subclasses](#)) within three working days.
6. **If Temporary FFPOS only;** school must complete a [pre-approval checklist](#) with at least 12 weeks notice before first enrolment (new [checklist](#) per program/term).

7. **If Temporary FFPOS only**; Once pre-approval is completed and confirmed, school review the [compliance checklist](#) and then drafts their [MACS Temporary FFPOS Risk Register](#).

### **Stage C: Eligibility to Enrol and Offer (5-10 working days)**

8. MACS Office reviews all relevant documentation (including any escalations for high-risk cases) to process the application.
9. MACS Office issues a Letter of Enrolment Eligibility to the school (if the student is classified as temporary FFPOS; this must not be given to the family until after the risk assessment has been completed) within 7 working days.
10. Finance is notified and an invoice is generated within 3 working days.

### **Stage D: Risk and Compliance Review (7-15 working days)**

11. School reviews all relevant supporting documents and confirms enrolment capacity for each FFPOS; school also ensures all financial documents, media consent forms, enrolment agreements, and/or codes of conducts are complete/signed.
  - Schools must confirm that any agent involved is a MACS approved agent and that a current Education Agent Agreement is in place.
  - Agents, where involved, must also have adequate onboarding and sign the Child Safety Code of Conduct.
12. **If Temporary FFPOS only**; School to submit risk register to [Risk@macs.vic.edu.au](mailto:Risk@macs.vic.edu.au) for review and also complete the [compliance checklist](#) items when ready.
13. **If Temporary FFPOS only**; MACS Office to review Risks and Compliance Checklist; with consultation/escalation to Risk, Legal, Child Safety, Finance, and Student Services teams as required. MACS Office to provide review feedback and recommendations within 10 business days.
14. **Endorsement from MACS Office and approval by SMSL**; Further escalations to Regional General Managers, Chief of Regional Operations, and Director of Education Excellence only as required.

### **Stage E: Enrolment and Onboarding (5-20 working days)**

15. Upon acceptance, parent/guardian pays the full tuition fee (directly to the school) within 7 days.
16. School enrolls student(s) according to standard school processes, including the collection and storage of all information in line with recordkeeping requirements, privacy, and security requirements within three working days.
17. School develops and implements a supervision and integration plan for the program, including staff-to-student ratios, a suitable timetable, integration into daily learning, and protocols for attendance, movement, and wellbeing (for Temporary FFPOS; at least 1 month before the start of the enrolment(s)/program).
18. School ensures child safety and community engagement requirements are met, including completing and storing all background checks (if relevant), conducting staff and family briefings, delivering cultural induction sessions, and obtaining signed Codes of Conduct from all parties, before enrolment commences.
19. School schedules orientation and onboarding (including student support contacts and induction materials), before enrolment commences.
20. **If Temporary FFPOS only**; School must have completed all mandatory items in the [compliance checklist](#) actioned before the start of the enrolment(s)/program.

### **Stage F: Recordkeeping and Ongoing Monitoring (ongoing)**

21. MACS office ensures all forms, checklists, applications, *Eligibility to Enrol* letters, risk assessments, compliance checks, and related documentation or correspondence are uploaded to MACS office electronic document and records management system (EDRM) for secure recordkeeping.
22. Compliance reports are prepared each term.
23. Ongoing monitoring of student progress and wellbeing is conducted, with regular feedback from students, families, and agents.

## Stage G: Hardship and Critical Incident Review (if applicable)

24. Panel reviews hardship applications or critical incidents within 10 business days.
25. Outcomes are communicated and recorded in MACS office EDRM.

## 4. Fee information

### 4.1. Application fee

Each application must be accompanied by payment of the full application fee for every student applying.

- The application fee is non-refundable and must be paid as detailed in the [Dependant and Temporary Full Fee Paying Overseas Students \(FFPOS\) Enquiry Tracker Form](#).
- Applications will not be processed until the application fee is received in full.

### 4.2. Tuition fee, levies, and ad hoc charges

#### Payment

Tuition fees, levies, and ad hoc charges are payable directly to the individual MACS school. Accepted payment methods include credit card, bank draft, bank cheque, money order, BPay (within Australia only), or telegraphic transfer.

#### What fees cover

Tuition fees cover the cost of instruction and standard school services. Additional school fees/levies and ad hoc charges may include items such as curriculum resources, technology, camps, swimming programs, excursions, sacramental programs, and other activities. However, these can vary by school.

- Some schools include a broader range of items in their levies upfront, while others may charge separately for certain activities throughout the year.
- Costs for books, uniforms, visa applications, travel, and any activities not covered by international tuition fees and school fees/levies remain the responsibility of the student's family.

#### Billing and payment schedule

Tuition fees are invoiced in advance and are payable prior to Confirmation of Enrolment.

- Dependant:
  - Fees are payable by semester (two terms); A minimum of one semester's fees must be paid prior to the student's commencement, unless visa expires prior to semester completion.
  - If the student does not enrol for a full school year, fees are pro-rated but always rounded up to the next full term (minimum charge: one term or 25% of the annual fee) unless otherwise agreed.
- Temporary:
  - Fees are payable in full prior to enrolment.
  - Fees are charged by full weeks, rounded up to the next whole week.
  - The minimum charge is one week (2.5% of the annual rate, based on a 40-week school year).
- No partial weeks or terms are charged for local school fees/levies. The same rounding applies to domestic school fees and levies for these students unless otherwise agreed.

#### Non-payment

All fees and charges must be paid in full by the due date specified on the invoice. Failure to pay fees by the due date may result in the termination of the student's enrolment, in accordance with MACS policy, procedures, and relevant legislation.

## Refunds

If a student withdraws from the school before the end of the paid period, a pro-rata refund of tuition fees may be provided, less any non-refundable fees (such as the application and/or refund administration fee).

## Fee changes

Tuition fees, levies, and charges are reviewed annually and may be subject to change. Families will be notified of any changes in advance of the new school year.

# 5. Terms and conditions

## Application requirements

The [Dependant and Temporary Full Fee Paying Overseas Students \(FFPOS\) Enquiry Tracker Form](#) must be fully completed, with all required documentation attached, and the non-refundable application fee paid, before the application will be processed.

The application form must also be reviewed and signed by the student's parent(s) or legal guardian(s) in the declaration section. Unsigned or incomplete applications will not be considered.

## Eligibility to Enrol Letter (Letter of Offer)

Submission of an application does not guarantee an offer of enrolment. All applications are subject to review and approval by MACS and the relevant school, in line with system policies and available capacity.

## Conditions of enrolment

Enrolment is conditional upon payment of all required fees, compliance with school and MACS policies and the maintenance of a valid visa for the duration of enrolment. Families must provide written notice to the school if they wish to withdraw their child.

## Non-compliance

Failure to comply with the terms and conditions of enrolment, including non-payment of fees or breach of school and/or MACS policies, may result in termination of enrolment.

## Privacy and data collection

All personal information provided will be managed in accordance with the MACS Privacy Policy and relevant privacy legislation.

## Changes to terms

MACS reserves the right to amend these terms and conditions from time to time. The most current version will be published on the MACS website.

# 6. Age requirements

The minimum age for a dependant or temporary international student to commence school is five years old as of 30 April of the year of enrolment.

The maximum age for enrolment at a MACS school at commencement of school is as follows:

- entering Year 9 – the student must be less than 17 years of age
- entering Year 10 – the student must be less than 18 years of age
- entering Year 11 – the student must be less than 19 years of age
- entering Year 12 – the student must be less than 20 years of age

## 7. Roles and reporting responsibilities

Role	Responsibility	Reporting requirement (if applicable)
<b>Principal</b>	<ul style="list-style-type: none"> <li>Receive and acknowledge international student enquiries</li> <li>Determine if student has a visa class that falls under Full Fee Overseas Paying student</li> <li>Complete pre-approval and compliance checklists</li> <li>Draft and submit risk register</li> <li>Confirm enrolment capacity and documentation</li> <li>Determine if sufficient evidence exists to support maximum age exemption for enrolment</li> <li>Develop integration and supervision plans</li> <li>Schedule orientation and onboarding</li> <li>Monitor student progress and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>Acknowledge receipt to family/agent</li> <li>Submit enquiries to <a href="mailto:International@macs.vic.edu.au">International@macs.vic.edu.au</a> for assessment and approval</li> <li>Submit pre-approval and compliance forms to MACS Office – <i>Temporary FFPOS only</i></li> <li>Submit risk register to <a href="mailto:Risk@macs.vic.edu.au">Risk@macs.vic.edu.au</a> – <i>Temporary FFPOS only</i></li> <li>Submit maximum age exemption application to the relevant General Manager (Region) for approval by the Executive Director (or delegate) – <i>if relevant</i></li> <li>Report enrolment data via ICON/ESIS</li> <li>Provide feedback via surveys/term reports</li> <li>Report enrolment data to Executive Director through the February and August censuses</li> </ul>
<b>MACS Office (Central)</b>	<ul style="list-style-type: none"> <li>Oversee and coordinate all international enrolments</li> <li>Review and approve applications</li> <li>Ensure compliance with policy, legal, risk, child safety, finance, and student wellbeing requirements</li> <li>Maintain central records and reporting</li> </ul>	<ul style="list-style-type: none"> <li>Notify schools of decisions</li> <li>Issue eligibility letters</li> <li>Maintain central records</li> <li>Prepare compliance reports</li> <li>Escalate high-risk cases as required</li> </ul>
<b>MACS Office (Regional)</b>	<ul style="list-style-type: none"> <li>Approve escalated or high-risk enrolments</li> <li>Oversee hardship and critical incident reviews</li> <li>Support schools with complex cases</li> </ul>	<ul style="list-style-type: none"> <li>Record decision in EDRMS communicate to MACS Office (central) and schools</li> </ul>
<b>Director, Education Excellence</b>	<ul style="list-style-type: none"> <li>Oversee system compliance and integrity</li> <li>Final approval for escalated or high-risk cases</li> <li>Oversee compliance and system integrity</li> </ul>	<ul style="list-style-type: none"> <li>Record decision in EDRMS; communicate to MACS Office and schools (as relevant)</li> </ul>
<b>Agents / Third Parties and Families</b>	<ul style="list-style-type: none"> <li>Submit complete enquiries and documentation</li> <li>Attend orientation and comply with codes of conduct, as well as all relevant MACS and legislative requirements</li> <li>Disclose any sub-agents or third-party involvement.</li> <li>Third parties only: Hold a current, signed Education Agent Agreement with relevant MACS Schools</li> </ul>	<ul style="list-style-type: none"> <li>Declare any third-party assistance</li> <li>Respond to school/MACS requests for information</li> <li>Participate in feedback surveys</li> <li>Provide feedback on student experience</li> </ul>

## 8. Definitions

Definitions of standard terms used in this Procedure can be found in the [Glossary of Terms](#).

### **Agent**

A person or organisation formally engaged by MACS, with a current Education Agent Agreement, to support prospective students and families in the application and enrolment process. Agents must comply with all MACS policies, the National Code, and relevant legislation.

### **Bridging Visa**

A temporary visa allowing a student to remain in Australia while their substantive visa application is processed. For funding and Census purposes, students on an active bridging visa with no study limitations are reported as “students on a visa” and are eligible for government funding.

### **CRICOS**

The [Commonwealth Register of Institutions and Courses for Overseas Students](#). A register of Australian education providers approved to offer courses to overseas students. Only CRICOS-registered schools may enrol students who are primary holders of a Subclass 500 – Schools Sector visa.

### **Dependant Full-Fee Paying Overseas Student (Dependant FFPOS)**

A school-aged child listed as a dependant on a parent’s student visa (e.g., Subclass 500 Student – Higher Education Sector, VET, ELICOS, Non-Award; Contributory Parent visas). Fee-liable dependant students are subject to the [International Students – Dependant Fee Schedule](#). Fee-exempt dependant students (e.g., those whose parent(s) hold certain scholarships or research visas) are out of scope for this procedure.

### **Education Agent Agreement**

A formal contract between MACS and an agent, outlining the agent’s responsibilities, compliance obligations, and adherence to MACS policies and child safety standards.

### **Eligibility to Enrol Letter (*Letter of Offer*)**

A formal letter issued by MACS Office confirming a student’s eligibility to enrol as a dependant or temporary FFPOS. This letter must not be provided to the family until after the risk assessment is completed.

### **Fee-liable Student**

A student who is required to pay international tuition fees as set out in the relevant MACS fee schedule. This includes most dependant and temporary overseas students unless specifically exempted.

### **Fee-exempt Student**

A student who is not required to pay international tuition fees due to specific visa conditions (e.g., parent(s) studying at a Victorian university for research purposes with appropriate sponsorship). Fee-exempt students are out of scope for this procedure.

### **GRG**

General Recurrent Grant: Commonwealth funding provided to support the operating costs of eligible students enrolled in non-government schools. GRG eligibility is generally determined based on visa subclass and census submission.

### **SRG**

State Government Recurrent Grant: State Government funding for eligible students, typically aligned with similar criteria as GRG, though the state’s classification may vary. Like GRG, SRG cannot be claimed for FFPOS students.

### **Standard Student**

A student who is the primary holder of a Subclass 500 – Schools Sector visa. Such students must be enrolled at a CRICOS-registered school and are out of scope for this procedure.

## Temporary Full Fee Paying Overseas Students (Temporary FFPOS)

A school-aged child holding a short stay temporary visa, tourist visa, or visitor visa, permitted to study for up to three months. Temporary FFPOS are subject to the [International Students – Temporary – Fee Schedule](#).

### VEVO

[Visa Entitlement Verification Online](#). The system used to check visa status and study conditions for students on temporary or overseas visas.

## 9. Related policies and resources

### Supporting documents

Dependant and Temporary Full fee Paying Overseas Students (FFPOS) Application Form  
[VCEA Schedule of Visa Subclasses and Conditions for Enrolment of Overseas Students](#)

### Related MACS policies

Consent to Transfer Information Form  
Enrolment Agreement  
Enrolment Policy for MACS Schools  
Enrolment Form  
Enrolment Procedures for MACS Schools  
Privacy Policy  
Privacy Collection Notice – Students and Parents  
Student Acceleration and Retention Policy for MACS Schools

### Resources

Visa classes: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing>  
[Australian Government Interstate Data Transfer Note for non-government schools](#)

## 10. Legislation and standards

*Child Wellbeing and Safety Act 2005 (Cth)*  
*Disability Discrimination Act 1992 (Cth)*  
*Disability Standards for Education 2005 (Cth)*  
*Education and Training Reform Act 2006 (Vic)*  
*Education and Training Reform Regulations 2017 (Vic)*  
*Education Services for Overseas Student Act 2000*  
*Equal Opportunity Act 2010 (Vic)*  
*Privacy Act 1988 (Cth)*

[Victorian Registration and Qualifications Authority \(VRQA\) minimum standards for schools](#)

## Policy information table

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