



# St Leo the Great Dependant Full-Fee Paying Overseas Student (FFPOS) Procedure

St Leo the Great is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated, and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). The Dependant Full-Fee Paying Overseas Student Procedure and Application form are informed by the St Leo the Great Enrolment Policy and St Leo the Great Enrolment Procedures.

## Purpose

The procedure outlines the application process for international parents studying or planning to study in Victoria and who wish to enrol their child in a school governed and operated by MACS.

## Scope

The Dependant Full-Fee Paying Overseas Student Procedure, including the completion of the Dependant Full-Fee Paying Overseas Student form, applies to the following visa sub-classes:

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

Children of parents who are studying at a Victorian university for research purposes are fee-exempt and can complete the enrolment procedure at the individual MACS school – that is, students applying for or holding a 500 Student – master’s and doctorate or 500 student – AusAID and Defence visa.

## Application Procedure

1. Parent/guardian/carer to gather supporting information.
2. Parent/guardian/carer to apply for enrolment directly to a MACS school with all supporting information and the application fee.
3. Parent/guardian/carer will be required to pay an enrolment application fee to MACS at the time of submission of the application. The annually updated Dependant International Student Fee Rate is available on the CEVN website under [Student Support / Cultural Diversity / International Students](#).
4. Principal to submit a Dependant Full-Fee Paying Overseas Students (FFPOS) Application form, together with the enrolment application fee, submitted to the MACS regional general manager for approval by the Executive Director (or delegate).
5. Upon approval, MACS to issue a letter of offer and invoice.
6. Parent/guardian/carer to accept and pay tuition fees.

## Fee Information

### Application fee

Applications must be accompanied by the payment of the application fee. Payment must be made as detailed in the Dependant Full fee Paying Overseas Students (FFPOS) Application Form. The application fee is non-refundable.

### Tuition fee, levies and ad hoc charges

Tuition fees, levies and ad hoc charges must be made payable to the individual MACS school and can be paid by direct debit, credit card, bank draft, bank cheque, money order, BPay (within Australia only) or telegraphic transfer. The preferred method of payment is direct debit set up at the

time of enrolment. Tuition fees do not include fees and charges for books, uniforms, stationery items, school trips, camps, visa application or travel costs, excursions, or school activities.

## Terms and Conditions

The Dependant Full fee Paying Overseas Students (FFPOS) Application Form will not be processed unless all relevant sections have been completed, all requested documentation is attached, and the application fee is received

The student's parent or legal guardian must sign the Dependant Full-fee Paying Overseas Students (FFPOS) Application Form where stated in the parent's/guardian's/carer's declaration section.

## Age requirements

The minimum age for a dependant international student to commence school is five years old as at 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

## Roles, responsibilities, and reporting

| Role      | Responsibility  | Reporting requirement (if applicable)   |
|-----------|---|---|
| Principal | Accept and manage all enrolments  | Report enrolment data to Executive Director through the February and August censuses  |
| Principal | Determine if sufficient evidence exists to support minimum age exemption for enrolment  | Submit application to the relevant Regional General Manager for approval by the Executive Director (or delegate)  |
| Principal | Determine if sufficient evidence exists to support maximum age exemption for enrolment  | Submit application to the relevant Regional General Manager for approval by the Executive Director (or delegate)  |
| Principal | Determine if student has a visa class that falls under Full Fee Overseas Paying student | Submit application to General Manager, Learning Diversity for assessment and approval by the Executive Director (or delegate) at <a href="mailto:ffpos@macs.vic.edu.au">ffpos@macs.vic.edu.au</a> |

## Delegations and authorities

| Role                             | Description of power/function   | Limitations/conditions   | Reporting requirement (if applicable) |
|----------------------------------|---|--|---------------------------------------|
| Executive Director (or delegate) | Approval for students who are Full-Fee Paying Overseas Students (FFPOS) | Prior written approval of the Executive Director (or delegate, Director, Learning and Regional Services  |                                       |
| Executive Director (or delegate) | Exemption for enrolment under the maximum school entry age              | Principal to send completed application form and all supporting documents to the relevant Regional General Manager for approval by the Executive Director or delegate (Director, Learning and Regional Services) |                                       |

# Definitions

## **Melbourne Catholic Archdiocese Schools Ltd (MACS)**

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries, MACSS and/or MACSEYE (as the context requires).

## **MACS school or school**

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS, directly or through MACSS (as the context requires). References to schools or MACS schools also includes boarding premises of schools operated by MACS and specialist schools operated by MACSS.

## **Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS)**

Melbourne Archdiocese Catholic Specialist Schools Ltd, a wholly owned subsidiary of MACS established to conduct and operate specialist schools.

## **Parish**

Parish refers to the local parish as defined by its geographical boundaries and student location is based on home address.

## **Priority parish**

A priority parish is defined as a parish included in the catchment area of a school. Children living within a priority parish receive priority in enrolment over children who reside outside the priority parish catchment area.

# Related policies and resources

## **Supporting documents**

Dependant Full fee Paying Overseas Students (FFPOS) Application Form

## **Related MACS policies**

Consent to Transfer Information Form  
St Leo the Great Enrolment Agreement  
St Leo the Great Enrolment Policy  
St Leo the Great Enrolment Form  
St Leo the Great Enrolment Processes  
Enrolment Procedures for MACS Schools  
St Leo the Great Privacy Policy  
St Leo the Great Suspension of Students Policy  
St Leo the Great Negotiated Transfer of Students Policy  
St Leo the Great Expulsion of Students Policy  
Standard Collection Notice  
Student Acceleration and Retention Policy for MACS Schools  
St Leo the Great Student Acceleration Policy  
St Leo the Great Student Retention Policy

## **Resources**

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

# 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)*

## Policy information table

|                                 |  |
|---------------------------------|--|
| <b>Responsible director</b>     | Director, Learning and Regional Services |
| <b>Policy owner</b>             | General Manager, Learning Diversity      |
| <b>Approving authority</b>      | Executive Director                       |
| <b>Assigned board committee</b> | Education Strategy and Policy            |
| <b>Approval date</b>            | 10 May 2023                              |
| <b>Risk rating</b>              | High                                     |
| <b>Date of next review</b>      | May 2025                                 |
| <b>Publication details</b>      | CEVN website                             |

| POLICY DATABASE INFORMATION |   |
|-----------------------------|---|
| <b>Assigned Framework</b>   | Enrolment of Students                                       |
| <b>Related documents</b>    | Refer to Supporting Documents listed above                  |
| <b>Superseded documents</b> | Dependant Full-Fee Paying Overseas Student Information form |