



POLICY AND PROCEDURE– COURSE CREDIT (INTERNATIONAL STUDENTS)

St Stephen's School CRICOS Provider Number 03719C

1 POLICY STATEMENT

This policy ensures that international students who are continuing their formal education at the School gain as much benefit as possible out of their studies already completed.

2 CONTEXT

Applications for credit must be submitted when enrolling. St Stephen's School will assess all applications for entry into the School.

3 GUIDING PRINCIPLES

Course credit may only be offered as outlined below:

- For students transferring within state or interstate in Years 7, 8 and 9, the School does not offer course credit and entry into any course is subject to the assessment of the School.
- For students transferring from interstate in Years 10, 11 and the beginning of Year 12, the student's prior school level is the primary consideration in placement. The student may receive course credit for units completed based on evidence provided of studies undertaken under the relevant state or territory curriculum assessment authority or nationally accredited framework. The enrolment process will include (where possible) an interview with the prospective student and/or where appropriate the parent/guardian or agent to ensure that the student is placed in the appropriate academic courses. In the case of student transfer from within Australia, these reports will form the basis of placement within the School. The School will include in the Curriculum Booklet an indication of any pre-requisite learning that might preclude a student from attempting studies in a particular subject. Applications for credit transfer of courses will be appraised by the Head of School and the results of this application made known to the student before the application is completed. Any credit transfer attained will be recorded on the School's student database. The School will provide a record of the course credit to the student for acceptance and signing by the two parties.

This document will then be placed on the student's file. In the case of International students where the course credit may lead to a shortening of the student's course, the School will:

- where the course credit is granted before the student visa grant indicate to the student the actual net course duration (as reduced by course credit) in the confirmation of enrolment (eCoE) issued to the student, or
- if the course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 of the ESOS Act.

4 LEGISLATION



St Stephen's School
SERVE GOD SERVE ONE ANOTHER

ESOS Act 2000
National Code 2018

5 REFERENCE MATERIAL/ DOCUMENTS

Department of Education
CRICOS Registration