



Emmaus College 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 College Enrolment Policy and 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 and Temporary Full-Fee Paying Overseas Student (FFPOS) Procedure is for adult students (parents) with dependant children or students in Australia on temporary or short-stay visas. The completion of the Dependant and Temporary Full-Fee Paying Overseas Student (FFPOS) Application form is required for approval for relevant visa sub-classes including:

Dependants Students:

Dependant students are listed as dependants on their parent's visa. Their parents are university or higher education students or working in Victoria usually.

- 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.

Students in Australia on Temporary or Short Stay Visas

A short-stay Temporary visa - Highly Specialised stream (subclass 400) is for people, who want to travel to Australia to do short-term, highly specialised, non-ongoing work or activity at the invitation of an Australian organisation. A stay period of up to three months is allowed and the dependent fee rate is applied.

Eligible temporary visa subclasses include, but are not limited to, the following:

- 173: Contributory Parent (temporary)
- 600 - 773: three-month study limit
- 400-417 Temporary Work (short stay)
- 408: Temporary (if the visa is under three months)
- 462: Working Holiday
- 417: Working Holiday

Applications for students on a bridging visa will be reviewed in conjunction with their previous visa sub-class.

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

Application Procedure

1. Parent/guardian/carer to gather supporting information.
2. Parent/guardian/carer to apply for enrolment directly to a MACS school submitting all supporting information and the application fee. The annually updated Dependant and Temporary International Student Fee Rates are available on the CEVN website under [Student Support / Cultural Diversity / International Students](#).
3. The College Principal is to submit the application to MACS using the Dependant and Temporary Full-Fee Paying Overseas Student Application Form via FFPOS@macs.vic.edu.au for approval by the Executive Director (or delegate).
4. Upon approval, MACS to issue a letter of offer and will recover the fee from the College's next scheduled government grant instalment.
5. Parent/guardian/carer to accept and pay the full tuition fee in accordance with the relevant fee rate (Dependant International Student Fee Rate or Temporary International Student Fee Rate).

Fee Information

Application fee

Parent's applications to the College must be accompanied by the payment of the application fee for each student. Payment to the College must be made as detailed in the Dependant Full Fee Paying Overseas Students (FFPOS) Application Form. The application fee is non-refundable.

Tuition fees, 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 College 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 by the College.

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 dependent international student to commence school is five years old at 30 April of the year of enrolment.

The maximum age for enrolment at a MACS school at the 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)
College Principal	Accept and manage all enrolments	Report enrolment data to Executive Director through the February and August censuses
	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)
	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)
	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 ffpos@macs.vic.edu.au

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)	
	Exemption for enrolment under the maximum school entry age	College 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/Emmaus College policies

Consent to Transfer Information Form

Enrolment Agreement

Enrolment Policy

Enrolment Form

Enrolment Processes

Enrolment Procedures for MACS Schools

Privacy Policy

Suspension of Students Policy

Negotiated Transfer of Students Policy

Standard Collection Notice

Student Acceleration and Retention Policy for MACS Schools

Student Acceleration Policy

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)

Privacy Act 1988 (Cth)

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

Policy information table

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