
Full Fee Paying Overseas Students Policy

POLICY

For non-government schools, the State and Australian Governments provide recurrent funding for eligible students only. Accordingly, students who are ineligible for this funding must be charged fees to cover this funding. These students are to be classified as Full Fee Paying Overseas Students.

PURPOSE

This policy document is aligned with the Vision Statement for Catholic Education. Its purpose is to document obligations and the procedures that must be followed to meet those obligations, in order to assist Catholic school and office communities to:

- be responsible in decision-making
- gain the greatest benefit from the possible educational opportunities to be obtained through the participation; and
- avoid activities which are inconsistent with the Vision Statement and ethos of Catholic Education in the Archdiocese of Brisbane.

MANDATORY PROCEDURES

Principals, or their delegates, are to ensure the following procedures are followed:

1. The citizenship and visa status details of all students are required to be collected when an Enrolment application is made to a school. This detail is recorded in the BCE School and Student Administration system as part of a school's enrolment processes.
2. These details determine whether a student is an Australian citizen, a Student on a Visa (Domestic Equivalent), a Full Fee Paying Overseas Student (FFPOS), or a Student on a Visitor's Visa. The Applicant Classification Data Guide must be used to determine the correct Applicant Classification of a Student.
3. If a student is classified as FFPOS, fees must be calculated using the current FFPOS Fee Template as provided by BCE Financial Services.
4. Students on a Primary Student Visa subclass 500 or 571 visa (other than exchange students) must attend a CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students) registered school. These students are also required to be recorded in PRISMS (Provider Registration and International Students Management System).
5. Students on Visitors visas are permitted to study in Australia for a maximum of 3 months. These students do not attract Government recurrent funding. Students on Visitors visas with multiple entry conditions cannot continue to re-enrol at a BCE school for a period greater than 3 months. Instead they must apply for a student visa.
6. Where students initially classified as FFPOS are then granted a Bridging visa, Schools **must** contact BCEO and provide all Visa documentation so that a determination can be made on the student's correct applicant classification and subsequent fee obligations.
7. Normal school fees are to be waived for Exchange Students holding a Primary Student Visa 500 or 571 who enter Australia under the auspices of a Registered Exchange Organisation (REO). However, schools are entitled to charge a small allowance for essential subject levies, as well as books, excursions and uniforms. It must be determined who is responsible for these charges, i.e. whether the school will invoice the student directly or the REO.
8. Schools are required to invoice all Fee Payers one semester's fees and levies in advance and ensure payment is made before enrolling the Student.
9. BCE Financial Services will invoice all schools yearly for the non-funded component of a student's education cost based on information collected in the Australian Government Census and as provided in the BCE School and Student Administration system.
10. It is expected that schools will become familiar with this policy and associated supporting documents and comply with them.

SUPPORTING DOCUMENTS AND REFERENCES:

1. BCE KWeb - Data Guide – Applicant Classification
2. BCE KWeb - How to Confirm Australian Citizenship for Enrolments
3. BCE KWeb – Definition provided by the Australian Government Commonwealth Census Guidelines
4. BCE KWeb – FFPOS Template (Excel)