



RTO NO. 30526

ST JAMES COLLEGE

*A Catholic School in the
Edmund Rice Tradition*



EDMUND RICE EDUCATION
AUSTRALIA
CRICOS NO. 00715J

Address: 201 Boundary Street
Spring Hill QLD 4000
Australia

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Email: school@stjamescollege.qld.edu.au

INTERNATIONAL STUDENT ACCEPTANCE REQUIREMENTS

To begin the application process, students and/or their agent should obtain a copy of the International Handbook which contains the following information:

- Junior and Senior Subject lists
- Uniform requirements and prices
- Explanation of fees
- Copy of the College Policies relating to International Students
- Copy of ESOS Framework which gives information relating to the rights and responsibilities of the International Students in Australia.
- International Application Form

Before an application can proceed, the College must be in receipt of the following:

- \$250 Application Fee (non-refundable). Please refer to the 'Payment Slip' on the last page of the International Application Form.
- A fully completed and signed International Application Form
- Certified copy of the student's passport
- Certified copy of the student's visa
- Certified copy of the student's Reports from previous schools in both Australia and home country.
- Certified copy of the student's Reports from English Courses undertaken in Australia

Completed applications may be emailed to international@stjamescollege.qld.edu.au or sent via post to:

**St James College
The International Department
201 Boundary Street
SPRING HILL QLD 4000**

Once the application has been reviewed, the student will be contacted to advise them whether the College will proceed with their application. If this is the case, the student will be given time to attend the school for an entrance test and interview.

Following the interview, the student will be contacted to advise them if they have been offered a place at the college. In the case of an offer of enrolment being made to the student, an International Student Written Agreement will be issued advising the student what conditions they will need to meet to be eligible to take up the offer. This Agreement will need to be signed by the student and their parents/guardians before proceeding to the next stage.

When a signed Written Agreement has been received by the College, the following will need to occur:

- Payment receipt of a semester's tuition fee. The Invoice could also include fees such as Overseas Health Cover (OSHC) and Queensland Curriculum and Assessment Authority (QCAA) Levy. This levy is for Years 11 & 12 students only.
- An electronic Confirmation of Enrolment (eCoE) will be issued upon receipt of Acceptance, Payment and all conditions have been met.
- Orientation on the history, traditions and expectations of the college
- Subject selections with the Deputy Principal
- Uniforms to be purchased.

ENGLISH LEVEL REQUIRED

Students who do not have English as their first language will need to meet the following English language requirements as a minimum depending on year level of entry.

Year Level	IELTS	NLLIA Band Scales	ISLPR	TEFL	Other
7 – 10	4.5	4	2/2+(average)	500	To be negotiated
11 – 12	5.0	5	2+/3 (average)	550	

EDUCATIONAL QUALIFICATIONS

Students who follow academic and career advice given to them by appropriate members of the college staff have the opportunity of graduating with a Senior Secondary (High School) Certificate. Those who meet the guidelines of the Queensland Curriculum and Assessment Authority (QCAA) may also graduate at the end of Year 12 with a Queensland Certificate of Education (QCE).

COURSE CREDIT

Students applying to enter mainstream high school for any year level must provide evidence of their completion of the previous year of high school. Documentation will be required for both on and offshore studies. Student applying to enter the High School Preparation (HSP) program will sit an entrance test to assess the appropriate year level in which to be placed. St James College will assess all applications for entry into the school. Course credit may only be offered as outlined below.

Students transferring from interstate entering Year 7-10, the college does not offer course credit and entry into any course is subject to the assessment of the school. For students transferring from interstate in Year 11 and the beginning of year 12, 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.