



Entry Requirements for International Students Policy

1. Enrolment Application Process

- (a) Brisbane Boys' College will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the College, and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.
- (b) Applications for enrolment must be made by completing the Brisbane Boys' College online Enrolment Form available on the Brisbane Boys' College website at: <https://www.bbc.qld.edu.au/join-us/international-admissions/>. An application for enrolment form can also be requested by contacting the Admissions Office at admissions@bbc.qld.edu.au. The application for enrolment must be correctly completed, and must be accompanied by the following documents to support the application:
 - (i) Copies of Student Report Cards from the previous two (2) years of study (if applicable), including a copy of the latest Student Report;
 - (ii) A completed Reference Form from the student's current or most recent school Principal is also required if student Report Cards do not record student behaviour or commitment to studies;
 - (iii) A completed Subject Choices Form if appropriate;
 - (iv) Appropriate proof of identity and age;
 - (v) Written evidence of proficiency in English as a second language
 - (vi) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
 - (vii) Letter of Offer from another registered provider if applicable
 - (viii) Completed Boarding Application Form
 - (ix) Enrolment Application Fee
 - (x) Application to the Queensland Assessment and Curriculum Authority QCAA) for relaxation of completed Core requirements if applicable.
- (c) Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
- (d) An application for enrolment can only be processed when all of the above have been provided to the Admissions Office.
- (e) Applications from international students are processed according to established policy and procedures and are dealt with on their merits. Failure to disclose details required as part of the application process may later result in cancellation of enrolment.

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- (f) Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the College may require relevant testing of the applicant to assess the application.
- (g) Onshore applications for Years 11-12, where the student is transferring from another CRICOS registered provider, will only be considered where the transfer, if accepted, allows the student to achieve a successful study outcome at the end of the enrolment.
- (h) Offshore applications for enrolment in Years 11-12 will not be considered after the Year 11 course has commenced/ unless the student can complete course assessment before the end of the first semester of Year 11.

Brisbane Boys' College will use this information to assess the suitability of the applicant to undertake the courses for which they have enrolled. It must be noted that following the assessment of an application, the College may recommend a year level other than the year requested on the enrolment application as more appropriate for the student. If this recommendation is accepted by the student/parents, then no change to the College's recommendation will be considered after the student commences.

Students assessed as not meeting the requirements for entry will not be offered confirmed places. Exceptions may be made for students accepted to undertake High School Preparation courses in Brisbane prior to attending Brisbane Boys' College. It is possible to package the English course with the student's primary course of study so that a student visa to cover both courses may be applied for. Details of recommended High School Preparation Course providers can be found on the Brisbane Boys' College website at: <https://www.bbc.qld.edu.au/join-us/international-admissions/> and in the Brisbane Boys' College International Student Handbook at: <https://www.bbc.qld.edu.au/community/policies/>.

Brisbane Boys' College requires evidence that the applicant's academic ability and English proficiency is sufficient to successfully meet the entry and curriculum demands of the intended course. Students undertaking a package of courses will have their academic and English language capabilities. This is a requirement under the 2018 National Code of Practice, Part B Standard 2.

Minimum academic and English language requirements are as follows:

2. Academic Requirements

1. Applicants are assessed individually based on the contents of their report cards and personal references and may also be required to undertake a language proficiency test set by Brisbane Boys' College.
2. Students must provide evidence of satisfactory academic performance appropriate to entry to the year level requested on the Application for Enrolment or offered as an alternative point of entry by the College in a Letter of Offer.
3. To be considered for enrolment into Brisbane Boys' College, students at all entry levels must demonstrate grades equivalent to a pass/C grade or higher over all subjects in school reports provided unless an Individual Education Plan (IEP) has been provided by the parents and the College has agreed to relax minimum course requirements and provide educational support not accessible in the student's country of origin. Such IEPs may carry additional course costs which will be discussed with each family prior to offering a place at the College.

3. English Language Proficiency Requirements

1. Where English is not the student's first language, students must demonstrate a satisfactory result in an approved English proficiency assessment taken within the past six months; and where English is being studied as an academic subject at their current school, a pass of 75% or higher is generally required. Students may be required to undertake a language proficiency test set by the College.
2. If supplied, Brisbane Boys' College will assess evidence of English language proficiency presented by a student at the time of application however reserves the right to confirm the student's English language proficiency through additional diagnostic testing.
3. If not presenting appropriate evidence of English language proficiency at the time of application, Brisbane Boys' College will assess the student's application for entry based on satisfactory English language proficiency test results as follows:

Year Level	AEAS Score	IELTS	ISLPR (4 skills at)	NLLIA Bandscale
Prep – Year 1			Level 2	1-2
Year 2 - 3			Level 2	3-4
Year 4 - 6	25-35		Level 2	4
Year 7	35-45	4	Level 2	5
Year 8	46-52	4.5	Level 2	5
Year 9	53-60	5.5	Level 2	5
Year 10 - 12	61-65	6	Level 2+	5

- (i) Where certificates of results for an accepted assessment of English proficiency are submitted with enrolment forms (e.g. IELTS, ISLPR or TOEFL), these certificates must be certified original documents unless provided directly to the College via the testing authority (e.g. AEAS assessment). Further information about AEAS is available at: <https://aeas.com.au/home/welcome/>
- (ii) Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies.
- (iii) Those students who have undertaken an intensive English language course before beginning mainstream studies, will have their English language proficiency reassessed at the conclusion of the language course to ensure the student's level of proficiency is sufficient to allow them to commence their mainstream course.
- (iv) Note that where a student cannot, or will not, meet the English language or academic requirements for entry into their first mainstream course, or a subsequent course undertaken as part of an enrolment package, Brisbane Boys' College may choose to apply the *Conditions of Enrolment* outlined in the student's written agreement and the provision of this *Entry Requirements Policy* – the outcome of which may result in the withdrawal of the offer for enrolment on the grounds that entry requirements have not been met.
- (v) Where EAL support has been listed as a condition of offer, additional testing will be completed following commencement to determine the frequency and structure of support to be provided.

4. Statement regarding course credit

Brisbane Boys' College will assess all applications for course credit for students enrolling in Senior Secondary Studies. 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. Brisbane Boys' College assesses and records course credit, according to requirements of the [Queensland Curriculum and Assessment Authority \(QCAA\)](#).

For students transferring from interstate within Australia into Year levels from Preparatory to 10, Brisbane Boys' College does not offer course credit and entry into any course will be subject to the assessment of each student by the College.

5. Review and version control register

Version	Authorising Officer	Approval Date	Effective Date	Change History/Superseded Documents	Next Review Date
1	Director of Admissions	23 rd February 2020	23 rd February 2020	Scheduled review	1st January 2022
2	Director of Admissions	17 th August 2022	17 th August 2022	Pg 2 – inserted in s1(b) - <i>Failure to disclose details required as part of the application process may later result in cancellation of enrolment.</i> Pg 3(3) – replaced Minimum English Proficiency test results table Pg 3 – inserted s3(3)(iii) and (iv)	1 st January 2023