



# Hillcrest International Learning Community

## Entry Requirements

---

1. *Hillcrest Christian 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.
2. Applications for enrolment must be made on *the Hillcrest Christian College International Application form*. This must be correctly completed, and must be accompanied by the following documents to support the application:
  - Certified copies of academic reports for the past 2 years, together with explanation of the reporting standards and what is indicative of a 'passing grade' in the reporting system.
  - A copy of English Proficiency assessment report (E.g. IELTS, AEAS or EIKEN Report) for students applying for Yr 9-Yr12
  - 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;
  - Appropriate proof of identity and age;
  - Written evidence of proficiency in English as a second language
  - Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
  - Completed Homestay Application Form
3. Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
4. An application for enrolment can only be processed once the International Department has received a completed online application including all the relevant attachments.
5. Applications from overseas 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.
6. Assessment procedures include an evaluation of reports from previous schools, English language proficiency and a ZOOM interview with the Executive. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application.
7. 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.
8. Offshore applications for enrolment in Years 11-12 will not be considered after the Yr 11 course has commenced/ unless the student can complete course assessment before the end of the first semester of Year 11.

9. Enrolment at Hillcrest Christian College is conditional upon the acceptance and adherence to the International Student Code of Conduct found on the College's international website and in the student handbook, and the College guidelines and rules found on the College website.
  
10. As a condition of enrolment, the student / parent / legal guardian agrees to disclose any essential information relating to additional support or care the student might require because of an existing medical condition, including the need for prescribed medication; or disability, including learning disorder, or other need for specialised support. Failure to do this may result in cancellation of enrolment.

Hillcrest Christian 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 re-assessed prior to the commencement of each course in their enrolment package. This is a requirement under the 2018 National Code of Practice, Part B Standard 2.

**Minimum academic and English language requirements are as follows:**

**ACADEMIC REQUIREMENTS**

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.

- a) For Primary Students (Prep – Year 6): Evidence of age-appropriate academic achievement and application to schoolwork
- b) For Year 7 – 9 students: A pass level or "C" grade or better for the majority of core subjects
- c) For Year 10 - 12 students: A pass level or "C" grade or better for all core subjects

ILC may give special consideration for circumstances that may have adversely affected academic progress if documentation of such be provided. This special consideration will be at the discretion of the Director of International Students.

**English Language Proficiency Requirements**

1. Applicants are assessed individually based on the contents of their report cards, personal references and a video interview, and may also be required to undertake a language proficiency test set by the College.
2. If supplied, Hillcrest Christian College will assess evidence of English language proficiency presented by a student at the time of application but reserves the right to confirm the student's English language proficiency through additional interviews and tests.

As a condition of enrolment, the student is required to meet the following minimum English entry level:

### Prep – Year 6

Prep – Year 2	Students are required to have a basic understanding of key English phrases in order that they can communicate about basic issues of emotional and physical health and safety. For example, asking for a drink or to go to the toilet and being able to let the teacher know if they need medical assistance.		
Years 3-6	AEAS 45+	Pre-Intermediate Level	Students will be assessed based on the academic results of English in their previous 2 years schooling. Students are required to have an introductory level of English so that basic communication between the student and their teachers and fellow students can occur.

### Year 7 – 12

Year Level	English Proficiency Level		
Years 7 - 9	AEAS 65+	IELTS 5.5	Based on academic reports, ILC may allow a student applying for Years 7 – 9 to be informally assessed through the video or in-person interview.
Year 10 - 12	AEAS 70+	IELTS 6	Students wishing to gain entry into Year 10 to 12 must provide a formal English Proficiency Report that show all aspects of English to be above the English Proficiency Levels required.

3. Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language (ELICOS) course before beginning mainstream studies.
4. 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.
5. 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, *Hillcrest Christian College* may choose to apply the *Conditions of Enrolment* outlined the student’s written agreement and the provisions of this *Entry Requirements Policy* – the outcome of which may result in the withdrawal of offer for enrolment on the grounds that entry requirements have not been met.

Alternatively, *Hillcrest Christian College* may (at its discretion, and if appropriate) choose to offer:

- New mainstream enrolments - entry into a mainstream course at a lower year level.
- Continuing mainstream enrolments - opportunity to repeat a year level as part of an academic intervention plan implemented by the school. Refer to the *Student progress, attendance and course duration policy*.