



## Visa and English Assessment Requirements

### Assessment Level 1 and 2 Countries

For students enrolling from Assessment Level 1 and 2 Countries (i.e. EU Countries or Hong Kong) the following additional documentation is required:

1. A letter from your English teacher stating that your level of English ability is of a standard that will enable you to cope with the year level that you seek to enrol in, and study at Mercedes College.
2. An essay of introduction which **MUST** be written by the student seeking enrolment in their own handwriting.

This essay will cover the following:

- An introduction about yourself and your family
- Your school life, friends and weekend activities
- Your hobbies, interests and sporting activities
- Why you would like to study at Mercedes College
- Career interests and goals in life

### Other Assessment Level Countries

Students from Countries of other assessment levels will be enrolled into an Intensive English course at the Mercedes Language Centre, on-site at the school.

This course will accelerate the study of English and assist with adjusting to an Australian lifestyle. During this time, students will attend classes at Mercedes College, are able to mix with current Mercedes students and to help to prepare students in basic study skills that are important for the SACE and IB courses. Students will also be taught Mathematics, Science and Physical Education by mainstream teachers in their classrooms.

### Australian Education Assessment Services

**Students have the option to sit an Australian Education Assessment Services (AEAS) test to determine their requirements for the Intensive English Course. The AEAS test is administered in a variety of cities throughout Asia and Australia. For additional information about tests and bookings, please check the AEAS website on [www.aeas.com.au](http://www.aeas.com.au)**

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### Submission of Documents and Enquiries

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**MERCEDES COLLEGE**

COMPASSION LOYALTY JUSTICE INTEGRITY RESPONSIBILITY MUTUAL RESPECT

# International Student Enrolment

Grounds to Defer, Suspend or Cancel an International Student's  
Enrolment at Mercedes College

**Mercedes College**

Grounds to Defer, Suspend or Cancel an International Student's Enrolment at Mercedes College  
2014\_V1\_CRICOS Code: 00365D



## **Deferment**

Mercedes College will consider the deferring of a student's enrolment, before they commence at the school, if suitable evidence is submitted to Mercedes College, showing sufficient reason for the deferment e.g. visa delays, hospitalisation of the student, or other compassionate reasons.

The deferment procedure is that Mercedes College will hold the student's position at the school for the following year (i.e. if the student defers entry at Year 9 and the reason has been accepted by the school, the student's Year 10 position is still confirmed for them in the following year). Deferment of the enrolment is at the discretion of the Principal.

## **Suspension**

Suspension can occur due to either disciplinary or compassionate reasons.

### **Disciplinary Reasons**

If a student has already commenced studies at Mercedes College, a suspension for disciplinary reasons will not exceed two weeks. There is no refund for fees for the suspended period.

### **Compassionate Reasons**

If a student has already commenced studies at Mercedes College, a suspension for disciplinary reasons will not exceed two weeks. There is no refund for fees for the suspended period.

## **Cancellation of Enrolment**

If a student fails to attend 90% of their course, or breaches school policies as outlined in the College Handbook, an intervention process by the school will occur. If the breach is proven to be serious enough and results in the non-compliance of the student's visa, the matter will be reported to DIAC (Australian Government Immigration authorities).

Mercedes College may also impose additional consequences for students found to have seriously breached school policy. Consequences could include the cancellation of an enrolment. Cancellation of an enrolment does not entitle the student to get a refund of their fees. See the Refund Policy (point iii) and Additional Conditions of Enrolment (first dot point) in the International Student Enrolment form.