



# Padua College Dependant and Temporary Full-Fee Paying Overseas Student (FFPOS) Procedure

Padua College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated, and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). All The Dependant and Temporary Full-Fee Paying Overseas Student (FFPOS) Procedure and Application form are informed by the Padua College Enrolment Policy and Enrolment Procedures.

## Purpose

The procedure outlines the application process for students on a temporary visa seeking to enrol, and international parents on a study visa studying or planning to study in Victoria seeking to enrol their child in a school governed and operated by MACS.

## Scope

The Dependant and Temporary Full-Fee Paying Overseas Student (FFPOS) Procedure is for adult students (parents) with dependant children or students in Australia on temporary or short stay visas. The completion of the Dependant and Temporary Full-Fee Paying Overseas Student (FFPOS) Application form is required for approval for relevant visa sub-classes including:

### Dependants Students:

Dependant students are listed as dependants on their parent's visa. Their parents are usually university or higher education students or working in Victoria.

- 500 Student: Higher Education Sector
- 500 Student: Vocational Education and Training (VET)
- 500 Student: ELICOS500 Student: Non-Award

Children of parents who are studying at a Victorian university for research purposes are fee-exempt and can complete the enrolment procedure at the individual MACS school – that is, students applying for or holding a 500 Student – master's and doctorate or 500 student – AusAID and Defence visa.

### Students in Australia on Temporary or Short Stay Visas

A short stay Temporary visa - Highly Specialised stream (subclass 400) is for people who want to travel to Australia to do short-term, highly specialised, non-ongoing work or activity at the invitation of an Australian organisation. A stay period of up to three months is allowed and the dependent fee rate applied.

Eligible temporary visa subclasses include, but are not limited to, the following:

- 173: Contributory Parent (temporary)
- 600 - 773: three month study limit
- 400-417 Temporary Work (short stay)
- 408: Temporary (if visa is under three months)
- 462: Working Holiday
- 417: Working Holiday

Applications for students on a bridging visa will be reviewed in conjunction with their previous visa sub-class.

For all visa sub-classes, please refer to current version of [CECV Schedule of Visa Subclasses and Conditions for Enrolment of Overseas Students](#).

## Application Procedure

1. Parent/guardian/carer to gather supporting information.

2. Parent/guardian/carer to apply for enrolment directly to a MACS school submitting all supporting information and the application fee. The annually updated Dependant and Temporary International Student Fee Rates are available on the CEVN website under [Student Support / Cultural Diversity / International Students](#).
3. Principal to submit the application to MACS using the Dependant and Temporary Full-Fee Paying Overseas Student Application Form via [FFPOS@macs.vic.edu.au](mailto:FFPOS@macs.vic.edu.au) for approval by the Executive Director (or delegate).
4. Upon approval, MACS to issue a letter of offer and will recover the fee from the school's next scheduled government grant instalment.
5. Parent/guardian/carer to accept and pay the full tuition fee in accordance with the relevant fee rate (Dependant International Student Fee Rate or Temporary International Student Fee Rate).

## Fee Information

### Application fee

Applications from parents to the school must be accompanied with payment of the full application fee for each student. Payment to the school must be made as detailed in the Dependant and Temporary Full fee Paying Overseas Students (FFPOS) Application Form. The application fee is non-refundable.

### Tuition fee, levies and ad hoc charges

Tuition fees, levies and ad hoc charges must be made payable to the individual MACS school and can be paid by direct debit, credit card, bank draft, bank cheque, money order, BPAY (within Australia only) or telegraphic transfer. The preferred method of payment is direct debit set up at the time of enrolment. Tuition fees do not include fees and charges for books, uniforms, stationery items, school trips, camps, visa application or travel costs, excursions, or school activities.

The tuition fees are typically charged in advance and paid by semester. For circumstances where a student commences after the start of the school year, the fees charged are to be pro-rated. A pro-rated refund occurs for students who withdraw from the school prematurely.

### Terms and Conditions

The Dependant and Temporary Full fee Paying Overseas Students (FFPOS) Application Form will not be processed unless all relevant sections have been completed, all requested documentation is attached, and the application fee is received by the school.

The student's parent or legal guardian must sign the Dependant and Temporary Full-fee Paying Overseas Students (FFPOS) Application Form where stated in the parent's/guardian's/carer's declaration section.

### Age requirements

The minimum age for a dependant or temporary international student to commence school is five years old as of 30 April of the year of enrolment.

The maximum age for enrolment at a MACS school at commencement of school is as follows:

- entering Year 9 – the student must be less than 17 years of age
- entering Year 10 – the student must be less than 18 years of age
- entering Year 11 – the student must be less than 19 years of age
- entering Year 12 – the student must be less than 20 years of age

## Roles, responsibilities, and reporting

Role	Responsibility	Reporting requirement (if applicable)
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Principal	Accept and manage all enrolments	Report enrolment data to Executive Director through the February and August censuses
Principal	Determine if sufficient evidence exists to support minimum age exemption for enrolment	Submit application to the relevant Regional General Manager for approval by the Executive Director (or delegate)
Principal	Determine if sufficient evidence exists to support maximum age exemption for enrolment	Submit application to the relevant Regional General Manager for approval by the Executive Director (or delegate)
Principal	Determine if student has a visa class that falls under Full Fee Overseas Paying student	Submit application to General Manager, Learning Diversity for assessment and approval by the Executive Director (or delegate) at <a href="mailto:ffpos@macs.vic.edu.au">ffpos@macs.vic.edu.au</a>

## Delegations and authorities

Role	Description of power/function	Limitations/conditions	Reporting requirement (if applicable)
Executive Director (or delegate)	Approval for students who are dependant or temporary Full-Fee Paying Overseas Students (FFPOS)	Prior written approval of the Executive Director (or delegate, Director, Learning and Regional Services	
Executive Director (or delegate)	Exemption for enrolment under the maximum school entry age	Principal to send completed application form and all supporting documents to the relevant Regional General Manager for approval by the Executive Director or delegate (Director, Learning and Regional Services)	

## Definitions

### Melbourne Catholic Archdiocese Schools Ltd (MACS)

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries, MACSS and/or MACSEYE (as the context requires).

### MACS school or school

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS, directly or through MACSS (as the context requires). References to schools or MACS schools also includes boarding premises of schools operated by MACS and specialist schools operated by MACSS.

### Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS)

Melbourne Archdiocese Catholic Specialist Schools Ltd, a wholly owned subsidiary of MACS established to conduct and operate specialist schools.

### Parish

Parish refers to the local parish as defined by its geographical boundaries and student location is based on home address.

## Priority parish

A priority parish is defined as a parish included in the catchment area of a school. Children living within a priority parish receive priority in enrolment over children who reside outside the priority parish catchment area.

## Related policies and resources

### Supporting documents

Dependant and Temporary Full fee Paying Overseas Students (FFPOS) Application Form  
[CECV Schedule of Visa Subclasses and Conditions for Enrolment of Overseas Students](#)

### Related MACS policies

Consent to Transfer Information Form  
Padua College Enrolment Agreement  
Padua College Enrolment Policy  
Padua College Enrolment Form  
Padua College Enrolment Processes  
Enrolment Procedures for MACS Schools  
Padua College Privacy Policy  
Padua College Suspension of Students Policy  
Padua College Negotiated Transfer of Students Policy  
Padua College Expulsion of Students Policy  
Standard Collection Notice  
Student Acceleration and Retention Policy for MACS Schools  
Padua College Student Acceleration Policy  
Padua College Student Retention Policy

### Resources

Visa classes: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing>  
[Australian Government - Interstate Data Transfer Note](#) for non- government schools

## Legislation and standards

*Child Wellbeing and Safety Act 2005 (Cth)*  
*Disability Discrimination Act 1992 (Cth)*  
*Disability Standards for Education 2005 (Cth)*  
*Education and Training Reform Act 2006 (Vic.)*  
*Education and Training Reform Regulations 2017 (Vic.)*  
*Education Services for Overseas Student Act 2000*  
*Equal Opportunity Act 2010 (Vic)*  
*Privacy Act 1988 (Cth)*

[Victorian Registration and Qualifications Authority \(VRQA\) minimum standards for schools](#)

## Policy information table

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