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The Roman Catholic Trust Corporation of the Diocese of Cairns trading as Mount St Bernard College, Herberton

Mount St Bernard College Course Entry Requirement Policy

1. *Mount St Bernard College, Herberton* will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the School, 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 **International Student Enrolment Package**. This must be correctly completed, and must be accompanied by the following documents to support the application:
 - Copies of Student Report Cards from the previous 2 years of study, including a copy of the latest Student Report;
 - 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;
 - A completed Subject Choices Form if appropriate
 - 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
 - Application for Course Credit if School grants Course Credit

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 when all of the above are in the hands of the Admissions Officer.
5. Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.
6. 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 school may require relevant testing of the applicant to assess the application. Minimum academic and English language requirements are as follows:

Academic Requirements

1. 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 school in a Letter of Offer.
 - o For Years 7 – 12 students:
 - A pass level or “C” grade or better for the majority of core subjects

English Language Proficiency Requirements

1. Mount St Bernard College, Herberton requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the 2007 National Code of Practice, Section D Standard 2.

English Language Testing

Applicants are required to demonstrate that they have studied English as a subject for at least the previous two years either at school or externally.

If applicable, Mount St Bernard College can assess evidence of English Language proficiency presented by a student at the time of application.

The following English language proficiency levels are required to be demonstrated for direct entry to the international student program. International English Language Testing System (IELTS) testing sites can be found at: www.ielts.org

Year level	General IELTS (Overall)	AEAS	ISLPR (4 skills at)	NLLIA Bandscales (4 scores at)
8	4	46-52	1+	4
9	4.5	46-52	1+	4+
10	5	53-60	2	5
11	5.5	61-65	2+	5+
12	6	70+	3	6

What happens when direct entry English language proficiency requirement is not met?

Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course at an accredited independent education provider before beginning mainstream studies.

Students wishing to enter the College below year 10 level are assessed individually based on the content of their report cards and personal references, and may also be required to undertake a language proficiency test set by the school.