



Student Short-Term Study Program Policy

Document Control

Document Name	Student Short-Term Study Program Policy
Document created by	Director of Risk and Compliance / Child Safety Officer
Document Approval	Leadership Team

Document Management

Relevant to:	Students, Staff, Parents/Caregivers
Related documents include but not limited to:	• PROTECT - Identifying and Responding to Abuse (Reporting Obligations Policy) (2025) • Child Safety and Wellbeing Policy (2025) • Reportable Conduct Policy (2025) • Engaging Families in Child Safety Policy (2025) • Diversity Policy (2022) • Staff Wellbeing Policy (2019) • Feedback Policy (2019) • Grievance Policy (2019) • Whistleblower Policy (2023) • Staff Code of Conduct (2021) • Parent Code of Conduct (2020) • Student Code of Conduct (2025) • Student Wellbeing Policy (2025) • Psychologist Policy (2023) • Against Bullying Policy (2023)
Related Legislation includes but not limited to:	• Occupational Health and Safety Act 2004 (OHS Act) • Occupational Health and Safety Regulations 2017 (OHS Regulations) • Occupations Health and Safety Compliance Codes of practice • Education and Training Reform Act 2006 • Disability Discrimination Act 1992 • Ministerial Order 1359 (2022) • Child and Young Persons Act (2005) • Privacy Act Cth (1988) / Australian Privacy Principles (2014) • Fair Work Act 2009 (Cth) • Safe Work Australia – Model Code of Practice: Managing Psychosocial Hazards at Work
Review	The Policy shall be reviewed every 3 years, or as required

Change History

Author	Date	Change Description	Version
N Visic	Sept 2026	New policy written and endorsed by the Leadership Team and published on SchoolBox.	V1
N Visic	Sept 2026	Update to the policy with “Cancellation and Refund Policy” section updated. Leadership Team reviewed and endorsed and published on SchoolBox and School Website.	V2



Student Short-Term Study Program Policy

Introduction

It is the policy of Sacré Cœur to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Five Goals of Sacred Heart education, which are:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. The building of community as a Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom

1. Short-Term Study Program

The Short-Term Study Program applies to students with a subclass visitor visa of: 600, 601 or 651 visa who are seeking to study in Australia for up to 12 weeks only.

2. Purpose

The purpose of this policy is to establish a framework for the enrolment, welfare, supervision, and educational participation of students undertaking a short-term study experience at Sacré Cœur. Sacré Cœur recognises the educational and cultural value of hosting visiting students from overseas and seeks to provide a safe, supportive, faith-centred and academically enriching experience consistent with:

- The School's Catholic ethos and values
- Victorian Child Safety Standards
- Relevant Commonwealth migration requirements
- Victorian education standards and guidelines
- The principles underpinning Victoria's Temporary Student Program
- Sacré Cœur's relevant policies and procedures

3. Scope

This policy applies to overseas students attending the School for a period of up to twelve (12) weeks. This policy does not apply to students enrolled in full fee-paying international student programs governed by separate enrolment procedures.

4. Definitions

Short-Term Study Student

A student attending the School for:

- A period of up to 12 weeks
- Educational, cultural and language purposes

Parent/Caregiver

A person recognised under Australian law as having parental responsibility for the student.

5. Policy Statement

Sacré Cœur may accept Short-Term Study Program students where:

- Educational benefit exists for the student and the School community
- Appropriate visa and travel arrangements are in place
- Student welfare arrangements are satisfactory
- The School can provide suitable educational experience

- Capacity exists within the relevant year level
- Enrolment aligns with the School's mission and strategic objectives
- Enrolment is at the discretion of the Principal

6. Child Safety

Sacré Cœur promotes the safety, wellbeing and inclusion of all children. All short-term study program students will be treated with dignity and respect, have access to pastoral care, be protected under [Sacré Cœur Child Safety and Wellbeing Program](#), receive orientation prior to commencement and be provided with information about reporting concerns. All students must live with their parents/caregiver's whilst enrolled in the short-term study program. Parents/caregivers are required to drop off/pick up their daughters at the start and end of each school day. The School's International Student Manager will be the student's primary contact throughout the program and contact details will be provided to students at the orientation program. Please refer to the [Child Safe Standards](#) for more information.

7. Duty of Care

Duty of Care is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps that Sacré Cœur may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk. Duty of care applies to all members of the school's leadership team, teaching and non-teaching staff members, casual relief teachers, volunteers and contractors engaged by the school. In having a duty of care to our students, Sacré Cœur will:

- Ensure compliance with the Child Safe Standards
- Provide suitable and safe premises
- Provide an adequate system of supervision
- Implement strategies to prevent bullying
- Ensure that medical assistance is provided to a sick or injured student
- Manage employee recruitment, conduct and performance

Sacré Cœur has policies and procedures to manage common risks within the school environment (including physical and online environments).

8. Eligibility Requirements

Applicants must:

- Meet the age expectations of the year level in which they will be placed (Year 1 to Year 8)
- Be developmentally suited to participation in the nominated year level.
- Students must hold a visitor visa subclass 600, 601 and 651 permitting study in Australia for up to 12 weeks
- Any additional permissions required under Australian immigration law
- Interviews will be carried out during the assessment process
- Students will be placed in mainstream classes with appropriate support according to individual needs

For more information, please refer to <https://www.study.vic.gov.au/en/international-student-program/schools-and-programs/temporary-student>.

9. Application Requirements

Applications must include:

- Completed online Application Form
- Copy of passport
- Copy of valid visa (if granted)
- Evidence of English proficiency (if available)

- Emergency contact details
- Medical information
- Evidence of health and travel insurance
- Parent declaration for photographic permissions
- Local excursion and sport permissions

10. Enrolment Assessment

Sacré Cœur will consider:

- Availability of places
- Academic suitability
- English language abilities
- Student wellbeing needs
- Behavioural history
- Capacity to provide appropriate educational and pastoral support

Acceptance of an application does not guarantee enrolment until a formal **Letter of Offer** has been issued.

11. Orientation Program

All enrolled students and their parents/caregivers will attend a orientation session with the International Student Manager who will formally induct them into the school community, provide a tour, class attendance, ensuring that they are aware of the school policies and procedures on SchoolBox and other relevant information related to their Short-Term Study Program.

12. Student Conduct

Short-term students must comply with, including, but not limited to:

- The School's Student Code of Conduct
- Student Behaviour Management Policy and Procedures
- Student Wellbeing Policy
- ICT Acceptable Use Policy
- Child Safety Policies and Procedures
- Student Attendance Policy requirements

Any serious misconduct or breaches of relevant school policies or procedures may result in suspension or cancellation of the short-term study program enrolment.

13. Health, Medical and Insurance Requirements

Parents/caregivers must disclose all relevant student medical information, provide Australian emergency contact details, ensure appropriate health insurance coverage is maintained and authorise emergency medical treatment. Sacré Cœur requires medical documentation/information prior to commencement of their short-term study program.

14. Fees

The School may charge fees covering

- Application and placement
- Teaching resources (including applicable devices)
- Tuition fee
- Uniform (optional)
- School Camp and Excursion
- Excursions and activities

Please refer to the **Short-Term Study Program Information Booklet** for relevant fees and charges. All fees must be paid in full once families accept the offer of enrolment.

15. Cancellation and Refund Policy

- All tuition fees and associated charges must be paid in full upon acceptance of the offer of enrolment
- No refund will be granted once the student has commenced the Short-Term Study Program.
- If a student and/or accompanying parent visa application is unsuccessful, the full tuition and resource fees paid will be refunded, less a 10% administration fee. Evidence of the visa refusal may be required
- No refund will be granted for cancellations received in writing within four (4) weeks of the commencement date of the Short-Term Study Program.
- Requests for cancellation received in writing more than four (4) weeks before the commencement date may be eligible for a partial refund, at the School's discretion and only in compassionate or compelling circumstances.

16. Attendance

Sacré Cœur will monitor attendance and wellbeing throughout the student's enrolment in line with the School's policies and procedures. Where concerns arise, the School will contact parents/caregivers to inform them of the concerns, implement support measures to help the student and review the student's continued participation in the short-term study program.

17. Privacy

Personal information collected through the application and enrolment process will be managed in accordance with [Sacré Cœur's Privacy Policy](#).

18. Complaints

Students and families may raise concerns through [Sacré Cœur Complaints Policy](#). Complaints relating to enrolment, welfare, behaviour, or academic matters will be managed fairly, confidentially and promptly and in line with the School's policies and procedures.