



# Student Eligibility Policy - Overseas/Domestic Tours, Immersion & Country Placements

## CONTEXT:

Saint Ignatius' College Riverview is committed to the spiritual, academic, personal and physical growth of each student through a schooling culture which is aspirational. Saint Ignatius' College supports organised Immersions, Country Placements and discretionary tours. Discretionary tours are non-compulsory activities that include Exchange Programs, Subject Study tours and Co-Curriculum tours (e.g. sporting or music tours, camps, Jesuit carnivals). Discretionary tours may take place overseas or domestically.

This document establishes the College's policy with respect to the eligibility of a student to be considered for, or participate in, an Immersion, Country Placement or a discretionary overseas/domestic tour. Please note, this policy is only concerned with the eligibility of a student to be considered for an Immersion, Country Placement or discretionary overseas/domestic tour. Each Immersion, Country Placement or discretionary overseas/domestic tour will also have its own selection process for determining which students are ultimately selected to participate.

## PRINCIPLES:

### **Distinction between Immersions/Country Placements and other discretionary tours**

The College makes a distinction between Immersions/Country Placements and other discretionary tours (overseas or domestic) such as Exchange programs, Subject Study tours and Co-Curriculum tours (e.g. sporting or music tours, camps, Jesuit carnivals) when assessing the eligibility of a student under this policy.

Immersion and Country Placements offer students the opportunity for growth and transformation through the experience of Ignatian service and accompaniment. Immersion require those involved to work alongside people who are fighting the injustices of our world; to experience a totally different way of living; to reflect on the experience, discerning and naming those transformative moments.

Immersion and Country Placements are at the heart of Ignatian Formation at the College hence the eligibility policy for Immersion and Country Placements is broader and less restrictive than that which applies to other discretionary tours under this Policy.

## **Possible Reasons for ineligibility and Rationale for that ineligibility**

### Outstanding Fees and Charges

It is the expectation of the College that families that have outstanding fees and charges on their school fees account will pay their outstanding fees in priority to the cost of any discretionary overseas/domestic tour or Immersion or Country Placement.

Furthermore, where a family is already having difficulty meeting their obligation to pay the school fees and other charges as and when they fall due in accordance with their Enrolment Contract, it is expected that they will not further exacerbate the problem by seeking to add the cost of a tour to their obligations.

All fees and charges must remain up to date at all times up until the commencement of the tour.

### Families who are receiving, or have received, Bursary assistance

When the family of a Bursary recipient submits their initial or annual review application, they are stating to the College, "These are our assets, this is what we can honestly afford to contribute to tuition or boarding fees this year." There are no undisclosed other options or other sources of funds.

The Bursary & Welfare Committee has limited funds available and is therefore unable to assist with the cost of discretionary tours. Furthermore, the College and the Bursary and Welfare Committee do not support a family using funds from alternate sources (e.g. Grandparents) to meet the cost of such tours as the expectation is that any alternate sources of funds would first be used to meet tuition and/or boarding fees, thereby reducing the amount of bursary assistance required and enabling the limited bursary funds to serve other families in need.

In the case of a family that has previously received Bursary assistance, if the family now has their own funds, or an alternate source of funds (e.g. Grandparents), to meet the cost of such tours then the expectation is that those funds would first be used to repay some of the bursary assistance the family previously received, rather than expending those funds on a discretionary tour. This would enable the Bursary and Welfare Committee to use those funds to serve other families in need.

### Extended Fee Payment Plans

When a family applies to the College for Financial Assistance in the form of an extended fee payment plan, they are saying to the College that they are unable to meet their obligation to pay tuition and boarding fees in full as and when they fall due. By agreeing to an extended payment plan, the College is allowing the family to build up an outstanding debt to be repaid over time. Outstanding debt carried by the College in this way impacts the College's cashflow, may involve a direct cost to the College (e.g. interest expense) and otherwise diverts College resources away from alternate uses.

Where a family is on an extended fee payment plan, the College and the Debtors Committee do not support a family using funds from alternate sources (e.g. Grandparents) to meet the cost of such tours as the expectation is that any alternate sources of funds would first be used to meet tuition and/or boarding fees, thereby reducing the amount (or timeframe) of financial assistance required and enabling the College to either assist other families in need or redeploy those resources elsewhere.

### Previous recipient of Financial Assistance for an Immersion or Country Placement

In order to broaden the accessibility of Immersions and Country Placements to as many students as possible, the College offers Financial Assistance to families to assist with the cost of an Immersion or Country Placement.

In seeking such financial assistance, a family indicated they did not have the financial means to meet the cost of the Immersion or Country Placement themselves. Having received such assistance, it is therefore inappropriate for a family to subsequently apply for a discretionary tour and indicate they are able to meet the costs of that tour (including using funds from alternate sources).

## **ELIGIBILITY:**

### **Immersion and Country Placements**

The following students are ineligible to be considered for, or participate in, an Immersion or Country Placement:

- Students of families with outstanding fees and charges on their account

### **Discretionary Overseas Tours**

The following students are ineligible to be considered for, or participate in, an overseas discretionary tour such as an Exchange program, Study tour or Co-Curriculum tour:

- Students of families with outstanding fees and charges on their account
- Students of families that are (or have previously been) in receipt of a Bursary
- Students of families on an extended fee payment plan
- Students of families that have previously received Financial Assistance for an Immersion or Country Placement

### **Discretionary Domestic Tours or Camps - Cost is more than \$1,500**

The following students are ineligible to be considered for, or participate in, a domestic discretionary tour such as an Exchange program, Study tour or Co-Curriculum tour or camp where the cost of the tour or camp is more than \$1,500:

- Students of families with outstanding fees and charges on their account
- Students of families that are (or have previously been) in receipt of a Bursary
- Students of families on an extended fee payment plan
- Students of families that have previously received Financial Assistance for an Immersion or Country Placement

### **Discretionary Domestic Tours or Camps – Cost is \$1,500 or less**

The following students are ineligible to be considered for, or participate in, a domestic discretionary tour such as an Exchange program, Study tour or Co-Curriculum tour or camp where the cost of the tour or camp is \$1,500 or less:

- Students of families with outstanding fees and charges on their account

### **PROCEDURES:**

#### *Expressions of Interest*

The tour leader or the Ignatian Centre, in the case of Immersions and Country Placements, (“**Tour Organiser**”) is to seek expressions of interest from students who wish to be considered for the tour or Immersion/Country Placement.

A copy of this Eligibility Policy shall be distributed by the Tour Organiser with all other information regarding the proposed tour and Parents and Students shall be advised to consider this Eligibility Policy before deciding to lodge an expression of interest.

#### *Operations Office to check Student Eligibility*

The Tour Organiser will send the Operations Office a list of names of the students who have expressed an interest in being considered for the tour.

The Operations Office will check the eligibility of each student in accordance with this policy and advise the Tour Organiser of any student who is INELIGIBLE. The reason for a student’s ineligibility shall not be disclosed by the Operations Office to the Tour Organiser.

Before determining a student is ineligible, the Operations Office may make contact with the family and seek to address any issue that may impact the student’s eligibility.

The Operations Office shall be responsible for advising the family of the student’s ineligibility and the reason for that ineligibility under this policy. Such notification shall be given prior to the Tour Organiser being advised of the student’s ineligibility.

#### *Eligibility to be re-checked prior to Tour departure*

As Fees must be up to date at all times, the Operations Office shall be responsible for periodically checking the on-going eligibility of students going on any tour and advising the Family and Tour Organiser if a student is no longer eligible for the tour.

*Eligibility Policy to be discussed with Families seeking Bursary or Financial Assistance*

As this Student Eligibility Policy will directly impact a family who accepts an offer of Bursary Assistance or Financial Assistance, this Student Eligibility Policy, and the constraints it applies to families in receipt of such assistance, shall be discussed with the family during the interviews and other discussions around possible Bursary Assistance or Financial Assistance to the family.

When an offer of Bursary Assistance or Financial Assistance is made to a family, a copy of this Student Eligibility Policy shall also be issued to the family so that the previous discussions about this policy are confirmed in writing and so that there can be no misunderstanding as to the additional constraints that will apply to the family should they accept the assistance being offered.

**ASSOCIATED POLICIES AND DOCUMENTS:**

Excursions and Tours Policy

Immersion Policy



**FURTHER INFORMATION**

Further information or assistance about anything contained in this document can be sought from the Director of Operations.

Date approved: 11 April 2018

