

Policy and Procedure Register updates

Summary of changes to:

Temporary Residents Admissions policy

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
☐ Change of policy/procedure requirements	☐ Audit/review recommendation	
☒ Change to legislation/delegations	☒ Due for review	☒ Other
The Temporary Residents Admissions (TRA) policy and procedure suite, including all supporting documents, is now due for a cyclical review. The updated procedure aims to incorporate several key policy and service environment changes, including: - Reducing red tape for schools, regions, and applicants (and their families) - Changes to the Department's customer complaints processes - Decision-making requirements under the <i>Human Rights Act 2019</i> - Australian Government Migration Strategy (released December 2023)		
2. Summary of changes		
• Refined principles • "Enrolment" subheading removed – information added to "Parental linkage" subheading and under "Requirements" heading to address repetition • "Changes to Australian visas" subheading removed to streamline visa condition information • "Temporary removal and withdrawal" subheading removed to streamline enrolment information – covered in the TRA Terms and Conditions of Application • Fee Exemptions categories are in a separate supporting document. • Supporting materials include: ○ TRA categories of fee exemptions (New) ○ TRA Terms and Conditions of Application ○ Department of Education International schedule of visa subclasses and enrolment conditions • Decommissioned: ○ Fee exemptions policy		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		☒ Yes ☐ No
<i>If yes, select the type of change: (select all that apply)</i>		
☒ Revised responsibilities	☒ New/additional responsibilities	☐ Removed responsibilities
Position title	Summary of change	Page#

Director-General or delegate	May grant fee waivers on compassionate and compelling grounds.	2
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4. Communication and support for implementation

TRA held a Masterclass on 24 March to support school and region understanding alongside two info-drop sessions on 19 and 21 May to collect feedback on the suite. These were advertised through ConnectedEd. Communications will continue through ConnectEd articles, OneSchool dashboard broadcasting, and OnePortal and EQI website updates. School staff will also be supported by the development of a training package for school enrolment officers to guide enrolment processes for temporary residents through the Education Futures Institute.

For further assistance, please contact:

- Policy/procedure contact:

Temporary Residents Admissions, International Student Programs

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Policy effective: 6 October 2026, version 2.0