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Non-Resident (Overseas) Student Handbook

A School of the Corporation of the Synod of the Diocese of Brisbane,
trading as
Anglican Church Grammar School
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1. Education Services for Overseas Students Act and the National Code

Anglican Church Grammar School will be bound by the provisions of the *Education Services for Overseas Students (ESOS) Act 2000* and the *National Code, 2007*.

The Educational Services for Overseas Students Act (ESOS) 2000 is the primary Australian Government legislation governing international student education in Australia. The Department of Education, Employment and Workplace Reforms administers the ESOS Act and provider compliance with the Act.

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code) provides nationally consistent standards for the conduct of registered providers and the registration of their courses. These standards set out specifications and procedures to ensure that providers of education and training courses can clearly understand and comply with their obligations under The National Code. Following a comprehensive evaluation, The National Code, 1 July 2007 will replace the previous document.

For general information on how to study in Australia, go to the Australian Government Department of Immigration and Citizenship (DIAC) website at www.immi.gov.au under 'Visas and Immigration'.

The ESOS Framework

THE ESOS Framework - ensures the provision of quality education for and the protection of the rights of overseas students. The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding experience. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and include the *Education Services for Overseas (ESOS) Act 2000* and *The National Code*.

Under *The National Code 2007*, Anglican Church Grammar School is required to provide students with a description of the ESOS framework prior to enrolment. The Framework is summarised below and is also available at: http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork_pdf.pdf

2. Definition of an Overseas Student

Overseas students wishing to study in Australia are able to undertake a registered course or part of a registered course on a full-time basis with an Australian education provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students defines an overseas student as:

A person (whether within or outside Australia) who holds a student Visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations. Where the student is under 18 years of age and the student is required to exercise rights or enter obligations as a legal person, this term may refer to the student's parent or legal guardian.

Depending on the country of origin, students can apply for Visas on-shore or off-shore. Most students in non-government schools will hold Visa subclass 570 or 571 (primary and secondary school). Students with these Visas are Full Fee Paying Overseas Students (FFPOS) and are required to pay fees which fully cover the cost of providing their education, including a capital component.

Student Responsibilities

As an overseas student on an overseas Visa, you have responsibilities to (irrespective of age):

- Satisfy your student Visa;
- Maintain your Overseas Student Health Cover (OSHC) for the period of your stay;
- Meet the terms of the written agreement with your provider;
- Inform your provider within seven days if you change address;
- Maintain satisfactory course progress and attendance levels, in accordance with attendance policy;
- Maintain approved accommodation, support and general welfare arrangements as directed by your provider.

Student Rights

The ESOS Framework protects your rights, including:

- The right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider.
- If you are under 18 years of age, to ensure your safety, you will be granted a Visa only if there are approved arrangements in place for your accommodation, support and welfare while studying in Australia (Public Interest Criterion 4012A & Visa condition 8532).
- Your right to sign a written agreement with your provider before or as you pay fees, setting out the services provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- The right to receive the education for which you paid. The ESOS Framework includes consumer protection that will allow you to receive a full refund or to be placed in another course if your provider is unable to teach your course.
- The right to know:
 - how to use your provider's student support services;
 - who the contact staff members are who will assist you while you are studying;
 - if you can apply for course credit; when your enrolment can be deferred, suspended or cancelled;
 - your provider's definition for 'satisfactory progress' in the courses you study;
 - if attendance will be monitored for those courses;
 - what will happen if you want to change providers; and
 - how to use your provider's complaints and appeals process.

3. About Anglican Church Grammar School

A School of the Corporation of the Synod of the Diocese of Brisbane trading as The Anglican Church Grammar School (Churchie) with CRICOS Code Provider Number: 00487E is situated in Brisbane, the capital city of the State of Queensland. Situated on Oaklands Parade, East Brisbane, the School encompasses buildings and sporting arenas on approximately 62 acres within close proximity to the Brisbane CBD.

The School has an inclusive enrolment policy. Churchie is an independent boys' school for day and boarding students, providing education focused on the particular needs of boys from Reception to Year 12 (5 – 18 years of age).

The School demonstrates its educational leadership, offering the students innovative teaching methods in a wide and varied curriculum, state-of-the-art science facilities, exposure to leading edge technology, purpose-built classrooms including a business studies centre, vocational education and training programs, outdoor education, and an extensive co-curricular program.

Churchie aims to be at the leading edge of education in Australia. The School's services are recognised for their quality in terms of diversity and depth, as well as the innovative integration of academic, spiritual, personal development and community service aspects of the educational process.

Churchie offers three registered courses of study to overseas students. One of the 9 GPS schools of Queensland, Anglican Church Grammar School offers opportunities in a vast array of sporting pursuits at the highest possible standards. The School's population encases approximately 1800 students from Reception through to Year 12. Full time boarding is offered between Years 7-12. While the School has a non-selective enrolment policy, students applying from overseas will need to provide evidence of the completion of an International English Language Test (or approved alternative) and evidence of satisfactory conduct and attendance at the student's previous school.

4. The Academic Program

The School offers a comprehensive academic program with a wide range of subjects within the nine Faculties of English, Mathematics, Humanities, Modern Languages, Science, Health and Physical Education, Information Technology, Art and Religious Education.

The School also offers programs in Vocational Education, Training and Outdoor Education. The details of all the courses offered at the School are contained in the Senior School Curriculum Handbook, available from the Admissions Office.

4.1 Academic Standards

The School sets, and expects, high standards in its academic program. Courses in the final two years at the School (Years 11 and 12) lead to the award of the Senior Certificate and an Overall Position (OP) ranking. Both of these documents are used for entry to Australian universities. Most of the School's students progress to university study after Year 12.

The School's requirement for promotion from Year 10 to Year 11 into an OP pathway is a Grade Point Average (GPA) of 9 or above at the end of Year 10. A student with a GPA of 8 or below in Year 10 will only be permitted to progress to Year 11 undertaking a non-OP pathway.

A system of Academic Review is used to monitor students consistently failing to make a satisfactory effort in their studies. (See the School Handbook which is available on the myChurchie website).

Minimum Course Requirements are set down for Overseas Students by Visa condition 8202 (attached to the Visa of the primary student Visa holder). These are adhered to through Standard 10 of the National Code by this School and necessitate the following basic requirements:

1. satisfactory completion of all coursework with an effort rating average of good to excellent;
2. semester reports (Terms 2 and 4) and interim reports (Terms 1 and 3) are posted and emailed to the parents or are available on the School's intranet;
3. academic performance is monitored by Dean of Students, Form Teacher, Head of Year, Housemaster and Registrar;
4. 80% attendance record, which includes time off with acceptable reasons to explain absence such as provision of a medical certificate. Attendance records are kept in a Synergetic database and made available daily to pastoral staff and summaries are available on demand. Families of students are notified if absence is not explained. Falling below the 70% expectation of attendance would mean the School would report the student for a Visa breach through PRISMS;
5. attendance records are on the School's database and are monitored by Dean of Students and the Registrar throughout each term. Once the attendance rate reaches less than 80% a meeting is held (intervention) with the Registrar, Parent or Boarding Housemaster and the student.

In addition to the above criteria, the following applies to each sub-School:

6. Senior School (Year 7 – Year 12): Average achievement of a 'C+' Level of Achievement (a Grade Point Average of 9 on a 15 point scale) or better across all core subjects); or
7. An effort rating of good to excellent;
8. Preparatory School (Reception – Year 6): Achievement of Year 3 and Year 5 benchmarks as defined by the Queensland Studies Authority.

5. Registered Courses

The Anglican Church Grammar School is registered in the state of Queensland as a Provider in accordance with the conditions of Section 9 of the Education Services for Overseas Students Act, 2000.

- CRICOS Provider Code 00487E;
- The Principal Executive Officer (PEO) is Dr Alan Campbell, the Headmaster of the School;
- The International Student Contact Person is the Registrar.
Email address: admissions@churchie.com.au

The School offers the following registered courses:

- Primary Years P-6 Boys Only (035492G);
- Middle Years 7-9 Boys Only (060794G);
- Senior Secondary 10-12 Boys Only (060804M).

5.1 Entry Requirements for Overseas Students

Academic: To assist overseas students with the selection of suitable subjects and courses, the Dean of Studies is available for consultation. The Dean of Studies is able to help students by assessing their individual needs and matching those needs with the educational outcomes of the available subjects and courses. The School sets and expects high standards in its academic program. Every effort is made when assessing student suitability to ensure that overseas students will achieve successful outcomes in the courses they are undertaking. Students are expected to achieve satisfactory academic results. Results will be reviewed by Academic Staff at the end of each semester reporting period in 4.1.4.

Co-curricular: It is requested that students commit to at least two and no more than four co-curricular activities in any one year. These activities may include selections from Cadets, Music, Drama, Service and/or others including Water Polo, public speaking, Golf, martial arts, Duke of Edinburgh Award, art club, Photography and theatre sports.

5.2 English Language Proficiency

The School expects the student with English as a Second Language (ESL) to sit for the appropriate English language test and the School requires provision of the results. All students need to be able to study in an environment where English is used as the language of learning and teaching.

ITEMS	IELTS	AEAS
Full Names	<i>International English Language Testing System</i>	<i>Australian Education Assessment Service</i>
Suitability	On and Off-Shore Over 15 years	On and Off-Shore only 8-17 years
Tests	4 Modules: Listening 30 mins Reading 60 mins Writing 60 mins Speaking 10 mins	4 Tests: A. English: - Spelling - Vocabulary - Reading Comp - Written Essay - Oracy B. Non-Verbal Reasoning C. Mathematical Ability D. Additional Information
Time taken	2hr 40mins	3 - 3.5 hours

Reporting/ Individual Rating	<p>As 9 Bands:</p> <p>Churchie requires: Band 5 (Years 7 - 9) Modest User</p> <p>Band 6 (Years 10 - 12) Competent User</p>	<p>As 4 Levels:</p> <ol style="list-style-type: none"> 1. Beginners Score 0-25 2. Intermediate Score 46-60 3. Upper Intermediate 61-70 4. Advanced Score 80+ <p>Churchie requires Score 46+ (Years 4 - 6) and 61+ (Years 7 – 12)</p>
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Availability: General	300 Test Centres in 130 countries For information go to: www.ielts.org	AEAS is based in Victoria, Australia Phone: 03 9645 0077 Off-Shore testing centres are available. For information go to: www.aeas.com.au
Cost	approx \$AUD400.00	approx \$AUD400.00

6. Enrolment Process

- Complete the Application for Admission Form, which can be accessed online through the School's website www.churchie.com.au. Certified translated copies of the student's academic records, results of an English proficiency test (refer to 5.2), a copy of the student's passport and Visa details, birth certificate and a reference from previous school need to be provided to the School with the Application for Admission. They can either be attached to the Application Form or sent separately as an email attachment to admissions@churchie.com.au
- Pay the non-refundable Enrolment Application Fee for Overseas students.
- If a place at the required year level* is available, the School will invite the prospective student to an interview with the Head of School and on the completion of a successful interview, request payment of the non-refundable Enrolment Confirmation Fee of AUD\$2,100.00. (+ 1% for payment by credit card)
*Entry year Levels are Reception (Prep Year), Years 4, 6, 7, 8, 10. Boarding commences at Year 7 and from 2018 onwards will be Reception (Prep Year), Years 3, 5, 7, 10.
- Approximate course costs are available on the CRICOS website. Three courses are available (Primary Years – P to 6, Middle Years – 7 to 9 and Senior Secondary – 10 to 12).
- Please note, school fees (including Tuition and Boarding, if applicable, and Levies) for Overseas students are required 12 months in advance (approximately one third of course cost) – see current Schedule of Fees: Overseas Student Fees. (Current fee details available from www.churchie.com.au). Fees are payable by the first day of the Term in which the student commences at the School.
- An Enrolment Agreement will be enclosed with the letter confirming a place at the School and outlining the requirements of the Written Agreement between the family and the School, as required by the ESOS Act Standard 3 of The National Code. Both parents (and the Fee Payer if applicable) should sign the Enrolment Agreement, and return it to the School. The Headmaster will counter-sign the Enrolment Agreement, and the School retains the original copy on file. One copy will be returned for your family records.
- When the Enrolment Confirmation Fee has been paid, the student is added to the PRISMS website. PRISMS will generate a Confirmation of Enrolment certificate (CoE) and a Student Welfare Letter. If boarding at the School, the School will forward an application form for you to apply for a Student Visa. Please state clearly the office to which you will apply for this Visa – i.e. on-shore (within Australia) or off-shore (e.g. country of birth).

Education Agents

The School has its own Marketing and Admissions Departments. Considering this, we do not pay a commission to Education Agents. The School's preference is to communicate directly with the family of the student. While the School could choose to use Education Agents in the future as set out in Standard 4 of the National Code, the School chooses not to at this stage.

6.1 Further School Entry Requirements

Overseas students applying for enrolment are required to provide the following records showing satisfactory completion of prerequisite levels of education, satisfactory levels of academic achievement and English language skills appropriate to the registered courses being offered. Copies of original documents should be translated and certified. English test results can be verified from the awarding institution e.g. IELTS, AEAS:

- translated and certified copies of school reports for the past two years;
- a reference from the student's previous Head of School;

- copies of any certificates of public examinations (if applicable) should be translated into English;
- original Certificate (this will be copied and the original returned) of an International English Language Testing System (IELTS) or their equivalent, administered by the student's school or an accredited agency, e.g. Australian Education Assessment Services - AEAS. Details of AEAS test centres may be found on their website: www.aeas.com.au;
- students applying on-shore should contact an English Language Preparation Centre for an English Language proficiency assessment and provide a report. The School prefers the IELTS (for students 15 years and over) or AEAS assessments (for students 6 – 14 years);
- students transferring from another Australian Provider should supply membership details of their Overseas Student Health Cover and expiry date;
- a Letter of Release from previous provider is helpful and required if the student is leaving that provider after less than 6 months.

The documentation listed above must accompany a completed Application for Admission form with the appropriate Application Fee. Following favourable consideration of all documentation and subject to vacancies at the required year level, the School will make an offer of interview for a possible place.

Students applying off-shore may find it useful to complete an AEAS assessment overseas (see Section on ESL testing). This provides a full profile of the student including family history, general ability, mathematical reasoning, student's personal interests and goals and an English Language proficiency assessment. AEAS will make a recommendation on the length of English language course required (if necessary) and the appropriate school entry level in Australia. A copy of this report is forwarded to the School. The recommendations of the AEAS consultant are considered when offering places to students prior to meeting with them.

7. Australian Government Regulations

Students must comply with the requirements of the Department of Immigration and Citizenship (DIAC) regarding regulations governing international student entry to Australia. They should also seek prior approval of DIAC before commencing a new course or changing courses if they are already studying with another Australian Education Provider. Students can visit the DIAC Website www.immi.gov.au/students/ for further information about their Visa conditions and obligations. Comprehensive information for Overseas Students wishing to study in Australia may be found at this website or the Education Services for Overseas Students, (ESOS) regulatory requirements <https://aei.gov.au/Regulatory-Information/Pages/Information-for-Students.aspx>

A student Visa (Subclass 572) will only be granted if the students meet key requirements. These include a genuine temporary entrant requirement, your financial capacity, English language proficiency, likely compliance with the conditions of your Visa and any other matters considered relevant to assessing your application.

Students attending the School on student Visas should familiarise themselves with the requirements of DIAC as outlined at www.immi.gov.au/students and in the online Visa application <http://www.immi.gov.au/e Visa/students.htm#b>. Some of these requirements are stated below and on the following page.

A student Visa will be issued with some of the following conditions:

No.	Description
8105	<p>You cannot work more than 40 hours per fortnight* when your course is in session (other than work which has been registered as a part of the course).</p> <p>Note: No work limits apply during recognised periods of vacation offered by your education provider.</p> <p>You cannot undertake work until you have commenced your course in Australia.</p> <p>*A fortnight means any period of 14 days commencing on a Monday and ending at the end of the second following Sunday.</p>
8202	<p>You must remain enrolled in a registered course (unless you are an AusAID/Defence student or secondary exchange student in which case you must maintain full-time enrolment in your course of study or training).</p> <p>Note: a registered course is one that is on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). See: CRICOS</p> <p>You must maintain satisfactory attendance in your course and course progress for each study period as required by your education provider.</p>
8501	<p>You must maintain adequate arrangements for health insurance during your stay in Australia.</p> <p>Note: Under policy, this means that you must maintain Overseas Student Health Cover (OSHC).</p>
8516	<p>You must continue to satisfy the requirements for grant of your student Visa. This means, for example, that your main course of study must continue to be a course in the education sector that matches your student Visa, and that you must continue to have sufficient financial capacity to support your study and stay in Australia.</p>
8517	<p>You must maintain adequate schooling arrangements for your school-age dependents who joined you in Australia on a student dependent Visa for more than 3 months.</p>
8532	<p>If you have not turned 18 you must maintain adequate arrangements for your accommodation, support and general welfare for the duration of your stay in Australia. To maintain adequate arrangements for welfare you must stay in Australia with: your parent or legal custodian or accommodation, support and general welfare arrangements that have been approved by your education provider. Note: You must not change those arrangements without the written approval of your education provider.</p> <p>If your welfare arrangements are approved by your education provider you must not travel to Australia until your welfare arrangements are due to commence.</p>
8533	<p>You must notify your education provider of your residential address in Australia within 7 days of arriving in Australia. You must notify your education provider of any change in your residential address within 7 days of the change. You must notify your education provider of a change of education provider within 7 days of receiving the electronic Confirmation of Enrolment certificate or evidence of enrolment.</p>

It should be noted by intending applicants that as a registered provider, the School is obliged to provide specific non-compliance information to the Department of Immigration and Citizenship (DIAC) via the PRISMS website. Examples of non-compliance reporting will include:

- i. Non commencement of study:
 - the student has not, or will not undertake any period of study with you in this enrolment.
- ii. Termination of student studies prior to completing the course. (ie prior to the CoE end date):
 - student left provider - transferred to course at another provider. A Letter of Release will be provided by this School on request to a student who commenced but did not complete a course at the School and who wishes to change course provider in the first six months. This letter will address the student's commitment to studies, attendance record and payment of fees;
 - student completed the course early;
 - student notifies of the cessation of studies;
 - provider decides to cease student enrolment;
 - non-payment of fees;
 - disciplinary reasons;
 - student has died;
 - student is no longer holding a student Visa;
 - provider is unable to deliver course.
 - You are reminded that you need to continue to abide by the conditions of your student Visa, including maintaining enrolment in a registered course, for your Visa to remain valid.

- iii. The School may wish to also address possible termination of enrolment in this letter, for example:
- following finalisation of the appeals process, we will discuss the possibility of terminating your enrolment; or
 - depending on the outcome of the appeals process, you may be notified of termination of your enrolment at Anglican Church Grammar School;
 - if your enrolment is terminated, or if you wish to seek re-enrolment with another education provider, you should do this within 28 days of termination of enrolment at Anglican Church Grammar School to avoid possible Visa cancellation.
- iv. Non-compliance with Visa conditions:
- if a student is no longer able to achieve 80% attendance for the remainder of a semester reporting period;
 - if a student has failed to achieve satisfactory academic results for the semester or course.
- v. Deferring or suspending a student enrolment:
- compassionate or compelling circumstances;
 - student misbehaviour.
- vi. Student requests a change to existing enrolment:
- student wishes to cancel the current CoE and create a replacement CoE with different information, or if the student wishes to be granted an extension to their original study period.

NB: From 13 April 2013, automatic and mandatory cancellations of student Visas are abolished, and "section 20" notices, previously a requirement for notifying a student of intention to report, no longer exist.

As a result of legislative changes to the Migration Act, from 13 April 2013, automatic and mandatory cancellations of student Visas are abolished, and "section 20" notices, previously a requirement for notifying a student of intention to report, no longer exist.

Schools are still required to notify students who have not achieved satisfactory attendance or course progress in writing and to advise them they have 20 days in which to appeal the School's decision in accordance with the school's Complaints and Appeals Policy.

The written notice should also inform the student of the need to continue to abide by the conditions of their student Visa, including that they maintain enrolment in a registered course.

The written notice must NOT advise the student that they need to contact the Department of Immigration and Citizenship (DIAC) within 28 days of receiving the letter of intention to report. (DIAC will instead initiate contact with the student if necessary for further discussion).

If the student decides not to appeal, or appeals and a decision is made in the School's favour, the School still is required to report the student in PRISMS for not achieving satisfactory attendance or course progress as soon as practicable.

If the School is also terminating the student's enrolment, the written notice should advise the student, if they wish to seek re-enrolment with another provider, they should do this within 28 days of termination of enrolment to avoid possible Visa cancellation.

8. Queensland Government Regulations

Under the provisions of the *Education Services for Overseas Students (ESOS) Act, 2000*, students, their parents and guardians should be aware that:

- ESOS laws set out clear roles and responsibilities for education institutions wanting to teach overseas students and protect overseas students coming to Australia on student Visas;
- students concerned about the conduct of the School may take the matter to an independent complaints handling body. This will be the relevant Overseas Student Ombudsman. Visit the state ombudsman's website or www.oso.gov.au, for more information.

9. Health Cover Levy

The Overseas Student Health Cover (OSHC) Levy is required by the Commonwealth Government and is payable prior to commencement at the School. Students must maintain current OSHC for the period covered by their Visa. Medibank Private Health Insurance is the School's preferred provider for OSHC. The School can organise the private medical health insurance cover for students during the enrolment process.

It is the responsibility of the student's family to seek refund from the medical insurance authority in the event the student leaves the School prior to the completion of his course or Visa expiry.

10. Accommodation/Welfare Arrangements

The School undertakes welfare responsibilities for overseas students under 18 years of age, enrolled in one of our approved courses of study, by requiring them to live in the boarding facilities provided by the School unless residing with at least one parent in Brisbane. The School does not operate a homestay program.

Boarders at the School are entitled to boarder weekends (up to 4/semester) and if they do not have a parent or guardian to reside with for the weekend, they can stay in the Boarding House. For mid-semester and end of semester holidays, (Overseas) Students are encouraged to return home if parents are not resident locally. On occasions when this is not possible, there can be supervised arrangements in which a guardian is appointed by a parent, in writing, using the School's Boarding Leave Form and End of Term Travel Form for Overseas Students. These forms are available to parents on the School's intranet at myChurchie.com.au. This is consistent with our Leave provisions for all boarders (domestic and Overseas Australian students) as set out in the Boarders' Handbook which is also available at myChurchie.com.au

The School will notify DIAC, in writing, of any changes to the welfare arrangements for a student. Additionally, students are required to obtain their education provider's approval to change these arrangements if they wish to do so after commencing their course of study.

The offer of a place in the School's boarding facilities, as a boarder, does not ensure acceptance as a day student after the student has commenced at the School. Such a change shall only be permitted when the student is in the full-time care of at least one parent who is living in Brisbane. All such requests for change of status from boarder to day student should be made in writing to the Registrar.

11. Transfer of Students from another Education Provider

Churchie will only enrol a student who has already completed another course in Australia with a registered provider if we are satisfied that:

- the student has demonstrated a commitment to studies in that course;
- the student has a good attendance record for that course;
- the student has paid all fees for that course.

The School will require a letter from a student's current provider for any overseas student wishing to enrol who did not complete the course of study with that provider. Transfers within 6 months are discouraged. The Letter of Release must address the student's commitment to studies, attendance record and payment of fees.

Entry requirements as stated in previous sections will apply.

The School will issue a Letter of Release to students of this School, upon written request, to any student who started but did not complete a course at the School and who wishes to enrol with another provider. The letter of release will address:

- the student's commitment to studies;
- the student's attendance record and;
- a statement which advises if all Course costs have been paid.

12. Code of Ethics

As a registered provider of courses for overseas students, the School is bound by the code of ethics. The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (referred to as The National Code), was established under the *Education Services for Overseas Students (ESOS) Act 2000* is available upon request from the School or at https://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Documents/National_Code_2007_pdf

13. Financial Administration

Churchie is subject to auditing in accordance with the School Constitution. The School will therefore keep all necessary records that would allow the auditor to be satisfied about the sources of all monies received for providing courses to overseas students and the ways in which the monies are spent.

14. Schedule of Fees and Payment

The School Fees are reviewed each year by the School Council. This body endeavours to set fees which will cover, as far as possible, all expenses except uniforms and other incidental expenses, for example, excursions, private tuition and some camping programs. The Schedule of Fees is available on request from the Admissions Office or from the website: www.churchie.com.au. Choose the Admissions tab and click on School Fees for further information. Approximate course costs (tuition fees only) are available on the CRICOS website www.cricos.deewr.gov.au

The tuition fees for Overseas Students are higher than the fees for Australian students because Australian students receive both Federal and State Government per capita grants. There are also additional administration costs for Overseas students.

It should be noted that Churchie's policy for Overseas Students requires them to attend the School as boarding students or live with their parent/s in Brisbane if attending as day students. Boarding Fees and charges are not included in the total course costs attached to our registered courses with the Department of Immigration and Citizenship. They are summarised below.

Overseas students are required to pay:

- the full year's tuition fees and charges by the first day of the term in which the student commences at the School;
- the full year's boarding fees and charges by the first day of the term in which the student commences at the School.

It is compulsory for all Overseas students to contribute to Medibank Private Health cover. The cost is AUD \$498.00 per annum* (2013 rate) and is payable to Churchie. The School arranges Overseas Student Health Cover (OSHC) on behalf of the student in advance, from the date of their arrival in Australia to the date of departure from Australia. Medibank Private will provide each student with a membership card, clearly indicating that the student is covered by the OSHC as well as other informative material. It is a requirement that the School inform DIAC of all tuition fees paid to the School. This information is uploaded into the PRISMS website.

**Please note: These fees are subject to change.*

14.1 Overseas Students Summary of Fees and Charges

The Schedule of Fees published annually lists all fees, charges and payment options in Australian Dollars.

14.1.1 Application Fee

The Application Fee of \$1,600.00, which is paid with each application for enrolment, is non-refundable and does not guarantee a place at the School.

See Schedule of Fees at <http://www.churchie.com.au/content/?action=getfile&id=1627>

14.1.2 Enrolment Confirmation Fee

The Enrolment Confirmation Fee of \$2,225.00 confirms acceptance of an offer of a place at Churchie and is non-refundable except in the event that a Visa application is rejected.

See Schedule of Fees at <http://www.churchie.com.au/content/?action=getfile&id=1627>

14.1.3 Overseas Student Health Cover (OSHC)

The annual OSHC premium of \$409.10 is compulsory. The School can provide OSHC from Medibank Private for the duration of a student's Visa as per the Visa conditions.

14.2 Course Costs for Tuition (subject to annual review)

Approximate course costs are available on the CRICOS website.

PREP SCHOOL (Reception – Year 6)	Year Level	Per Annum
TUITION		
Tuition Fees	Reception – 6	\$26,077
Building Fund Levy	Reception – 6	\$800
Prep Tablet Levy	4 – 6	\$750
NON TUITION		
Camps and Excursions	2 – 3	\$250
	4	\$520
	5 – 6	\$550
	Reception	\$175
	1	\$235
	2	\$225
Stationery Pack	3	\$145
	4	\$165
	5	\$170
	6	\$195
	Uniform	R - 6

<u>SENIOR SCHOOL Day Students (Years 7 - 12)</u>	<u>Year Level</u>	<u>Per Annum</u>
TUITION		
Tuition Fees	7 - 12	\$30,688
Book Rental Levy	7 - 12	\$210
Building Fund Levy	7 - 12	\$800
Outdoor Education Levy	7	\$280
	8	\$425
	9	\$535
	10	\$725
Technology Levy (Tablet Program)	7 - 12	\$800
NON TUITION		
Stationery Pack	7	\$300
Uniform	7-12	\$1095

<u>SENIOR SCHOOL Boarders (Years 7 – 12)</u>	<u>Year Level</u>	<u>Per Annum</u>
TUITION		
Tuition Fees	7 - 12	\$30,688
Book Rental Levy	7 - 12	\$210
Building Fund Levy	7 - 12	\$800
Outdoor Education Levy	7	\$230
	8	\$365
	9	\$395
	10	\$560
Technology Levy (Tablet Program)	7 - 12	\$800
NON TUITION		
Stationery Pack	7	\$300
Boarding Fees	7 – 12	\$29,016
Uniform	7-12	\$1095

Primary Tuition (Reception (Prep) – Year 6)	\$195,263.00
Senior Tuition (Years 7 – Year 12)	\$196,538.00
Boarding (Years 7 – Year 12 only)	\$180,966.00

Please note: Uniform Costs are not included in the Fees Schedule. A uniform list may be obtained from the Admissions Office/Churchie Shop. Prices may vary as new and pre-owned uniform items are available for purchase.

The School reserves the right to vary this enrolment information as circumstances may warrant from time to time and, upon notice of such change to the Parent, such enrolment information as amended shall take the place of this enrolment information.

14.3 Payment Methods

All fees can be paid by cash, cheque (payable to ACGS), MasterCard, Visa and American Express. Should you wish to pay by International Money Transfer, please contact Accounts Receivable for details – accounts.receivable@churchie.com.au or (07) 3896 2200.

14.4 Refund Policy

The Schedule of Fees published annually lists all fees, charges and payment options in Australian Dollars. The refund policy applies to all course monies paid to the school.

14.5 Application Fee

An Application Fee is paid with each Application for Admission. This fee is non-refundable and does not guarantee a place at the School.

14.6 Enrolment Confirmation Fee

An Enrolment Confirmation Fee is paid after a successful interview with the Head of School and the offer of a place. This fee is non-refundable. The only exception to this is when the student's Visa application is unsuccessful.

14.7 Tuition Fees

The annual tuition fees paid prior to commencement are only refunded in full in the event that a Visa Application is rejected provided that written notification is received from the Australian Embassy or the Department of Immigration and Citizenship.

Enrolment Cancellation

If the student cancels their enrolment prior to commencement at the School for any reason other than Visa rejection then one (1) Term's Tuition Fees will be retained and the balance refunded.

Student Withdrawal

If the student cancels after commencement or withdraws from the School before completion of a course, the Tuition Fees will be refunded on a pro-rata basis, provided that one School Term's notice of cancellation or withdrawal is given in writing to the Registrar as per the School's Enrolment Agreement.

Change of Status

If a student changes status from Day to Boarding, then the parent must give notice to the School by no later than the first day of the School Term prior to the School Term from which the parent requests the change to have effect.

The Enrolment Agreement outlines the conditions for notice in Section 3: Failure to Take up a Place; Section 4: Enrolment Variations; and Section 5: Request to Change Date of Entry.

Student Deferral

If, by agreement with the School, the student starts at the School after the commencement date, the Tuition Fees will be refunded on a pro-rata basis if one Term's notice is given to the Registrar prior to the original start date.

14.8 Non Tuition Fees - Boarding Fees

The annual boarding fees paid prior to commencement are only refunded in full in the event that a Visa Application is rejected provided that written notification is received from the Australian Embassy or the Department of Immigration and Citizenship.

Enrolment Cancellation

If the student cancels their enrolment prior to commencement at the School for any reason other than Visa rejection then one Term's Tuition Fees and one term's Boarding Fees will be retained and the balance refunded.

Student Withdrawal

If the student cancels after commencement or withdraws from the School before completion of a course, the Boarding Fees will be refunded on a pro-rata basis, provided that one School Term's notice of cancellation or withdrawal is given in writing to the Registrar as per the School's Enrolment Agreement.

Change of Status

If a student changes status from Boarding to Day, then the parent must give notice to the School by no later than the first day of the School Term prior to the School Term, from which the parent requests the change to have effect.

The Enrolment Agreement outlines the conditions for notice in Section 3: Failure to Take up a Place; Section 4: Enrolment Variations; and Section 5: Request to Change Date of Entry.

Student Deferral

If, by agreement with the School, the student starts at the School after the commencement date, the Boarding Fees will be refunded on a pro-rata basis if one Term's notice is given to the Registrar prior to the original start date.

14.9 Further Provisions

- 14.9.1 The Enrolment Agreement and Written Agreement do not remove the right to take action under Australia's consumer protection laws.
- 14.9.2 The School's Grievance Policy and Procedures do not circumscribe a student's right to pursue other legal remedies.
- 14.9.3 Refunds will be paid not later than four (4) weeks after receipt of the written application referred to above.
- 14.9.4 Refunds will be paid directly to the persons who entered into the contract with the School unless they give written direction to pay someone else.
- 14.9.5 Refunds will be paid in the same currency in which the fees were paid unless it is impracticable to do so.
- 14.9.6 Provider default is covered by the provisions of the ESOS Act 2000.
- 14.9.7 If there is a balance owing from Overseas Health Cover (OSHC), the student can apply to the OSHC Fund for the refund of any advance premiums paid.

15. Complaints and Appeals Policy and Procedures

In the event of a dispute or grievance, students should first try to solve problems through the School's internal dispute resolution process. See the School's Grievance Policy available on our website: <http://www.churchie.com.au/content/?action=getfile&id=1657>

There are four steps in the process that should be followed:

Step 1

The student should contact the appropriate staff member for an appointment to discuss the issue. Written notes of the discussion will be kept for the student's file.

- For academic concerns see the Deputy Headmaster- Academic;
- For pastoral concerns see the Housemaster (Senior School); Form Teacher (Middle School) or Class Teacher (Preparatory School).

For boarding concerns, boarders should see the Director of Boarding.

Step 2

If there is no resolution, the student should make an appointment to discuss the issue with the Registrar. The student should take a written statement outlining any issues or concerns to this meeting. The Registrar will refer to previous notes from the student's file.

Step 3

If there is still no resolution, the student should make an appointment to discuss the issue with the Head of School.

Step 4

The student should discuss the issue with the Head of School. If there is a resolution, details will be noted on the student's file. If there is no resolution, the student will be made aware of other steps available to him and his rights under legislation in the State of Queensland and the Commonwealth of Australia.

15.1 Addendum

The Anglican Church Grammar School's Grievance Policy and Procedures deal with conflict, complaints and grievances. An International Student should be aware that the Policy and Procedures will apply to him subject to the following specific provisions:

- 15.1.1 He may nominate a support person to accompany him at any stage of the dispute resolution process.
- 15.1.2 Under the ESOS legislation, education institutions are required to provide students with access to an external statutorily independent complaints and appeals process for matters that cannot be resolved between the student and the education institution internally. The Overseas Students Ombudsman investigates complaints about problems that overseas students have with private education and training institutions in Australia. Their website can be found at <http://www.oso.gov.au>
- 15.1.3 Overseas students reserve the right to take action under Australia's consumer protection laws in the case of financial disputes.
- 15.1.4 Overseas students are able to pursue other legal remedies.

Where there is any inconsistency between the School's *Grievance Policy and Procedures* and this Addendum, the provisions of this Addendum will prevail. See the School's Grievance Policy <http://www.churchie.com.au/content/?action=getfile&id=1657>

16. Standard Collection Notice (Privacy Policy)

It is important that all parents, boys and staff are familiar with the guidelines for complying with the National Privacy Principles. The School is bound by the National Privacy Principles contained in the *Commonwealth Privacy Act* which came into effect on 21 December 2001.

The School is required to handle personal information in accordance with the National Privacy Principles as outlined in the legislation. The Privacy Policy outlines how the School uses and manages personal information provided to, or collected by, the School.

- a. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling and other services for students.
- b. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
- c. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health (and Child Protection) laws (if appropriate).
- d. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act.
- e. The School, from time to time, discloses personal and sensitive information to Approved Third Parties for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, (sports) coaches and volunteers in Churchie Support Groups.
- f. Personal information collected from students is regularly disclosed to their parents or guardians. On occasion information such as academic and sporting achievements, student activities, photographs and other news is published in the School newsletters, magazines and on our website.
- g. Under the *Commonwealth Privacy Act*, an individual has the right to request access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
- h. Information the School collects may be used to seek donations or marketing for the School
- i. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School.
- j. The School will verify student contact details with the parents twice per year.

- k. At the time of signing the Enrolment Agreement, parents or legal guardians are asked to read the following clause:
 "The parent and the Fee Payer consent to the collection, use, disclosure and retention of personal information about the Parent, the Fee Payer and the Student from time to time in accordance with the School's Privacy Policy, a copy of which can be obtained from the School's website."

Further information on your rights can be found on the Australian Privacy Commissioner's website www.privacy.gov.au

The School reserves the right to vary the policy and entry requirements for non-Australian students as circumstances may warrant from time to time and upon notice of such change to the Parent such policy and entry requirements as amended shall take the place of these policy and entry requirements.

17. Counselling

The School provides counselling support to students via a full-time Educational Psychologist. The Psychologist is fully registered in Queensland, is a full member of the Australian Psychological Society and a registered teacher in Queensland. Services provided to students may include personal counselling, academic and cognitive assessment, goal setting and behaviour management. The School has a referral arrangement in place with a clinical psychologist for more on-going or extensive care. Services provided by the external psychologist are at the expense of the parents / care providers of the student concerned.

Students have the right to feel safe and free from harm at all times including while you are a student at this school. Protection for children and young people is of paramount importance in Anglican Church schools. Churchie has policies and procedures which assist us to provide a safe environment for all students and members of our school community. Churchie has nominated the following staff members as Student Protection Officers:

Health Centre Manager – Mrs Suzanne Hood
 Educational Psychologist – Dr Nathan Simmons

We encourage you to talk to a trusted adult, one of our Student Protection Officers, Head of Senior School, Mr Rod Olsen or Headmaster, Dr Alan Campbell about any concern you may have for your safety or the safety of another student.

End