



# **HEATHERTON CHRISTIAN COLLEGE**

## **International Students Information Term and Conditions**





## HEATHERTON CHRISTIAN COLLEGE PREP-YEAR 12 INTERNATIONAL STUDENTS' POLICIES AND PROCEDURES HANDBOOK

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## DEFINITION OF TERMS

<b>FFPOS</b>	Full Fee Paying Overseas Student
<b>HCC</b>	Heatherton Christian College
<b>VCE</b>	Victorian Certificate of Education
<b>VELS</b>	Victorian Essential Learning Standards
<b>LOTE</b>	Languages other than English
<b>AEAS</b>	Australian Education Assessment Service
<b>ELICOS</b>	English Language Intensive Courses for Overseas Students
<b>PRISMS</b>	Provider Registration and International Students Management System
<b>ESOS</b>	Education Services for Overseas Students
<b>DEEWR</b>	Department of Education, Employment and Workplace Relations
<b>CoE</b>	Confirmation of Enrolment
<b>CRICOS</b>	Commonwealth Register of Institutions and Courses for Overseas Students
<b>DIMIA</b>	Department of Immigration & Citizenship
<b>ESL</b>	English as a Second Language

## ABOUT THE COLLEGE

Heatherton Christian College is an Independent Christian co-ed Prep-12 school.

The College was established in 1999 and has experienced steady growth. The teachers are handpicked for their professionalism, are all committed Christians and are experienced in a variety of learning fields. Students' individual learning needs are recognised and catered for. The current enrolment of the College is around 400 students from Prep-Year 12.

Heatherton Christian College is noted for its warm and caring environment, ensuring that students grow academically and spiritually, reaching their full potential. Active parent participation is encouraged.

## FACILITIES

Facilities include beautifully presented and well-resourced classrooms with air conditioning, adjustable desks and large display areas. We have wide open learning areas for group interactions, an attractive assembly hall, brand new double tennis courts and basketball court, netball court, new artificial grassed oval, extensive shaded playground area and a brand new networked computer centre. Recent building additions include a fully equipped woodwork room, science lab and secondary computer lab. The College recently built a new, fully equipped gymnasium and multi-purpose room. A new Trade Skills Centre opened in 2015 comprising of a new industrial kitchen, teaching café, greenhouse and outdoor classroom.

The College is well resourced with a fully resourced library. The College is committed to small class sizes, currently averaging 21 students in Primary and 18 students in Secondary. This enables teachers to spend more quality individual time with each student. Students participate in a wide range of sports. The College employs a Student Counsellor.



More information may be accessed at our College website at <http://www.hcc.vic.edu.au>. The site is updated regularly.

## **COURSE OF STUDIES**

HCC offers international students a high-quality primary and secondary schooling program, leading to the award of the Victorian Certificate of Education (VCE) upon the completion of Year 12. The course is based on the Victorian Essential Learning Standards up to Year 10 and then the VCE, both developed and supported by the Victorian Curriculum and Assessment Authority. The course is based on the Australian Curriculum up to Year 9 and then the VCE, both developed and supported by the Victorian Curriculum and Assessment Authority. Full details of the courses are available in the College's handbooks, published annually.

## **DISTINCTIVES OF OUR CURRICULUM**

- LOTE (French and Indonesian)
- Many options for instrumental tuition
- Outdoor Education program including overnight hikes
- Camps program for Grades 4-Year 12
- House competitions
- Student Representative Council
- Separate chapel services for primary and secondary students
- Small class sizes
- Food Technology/Hospitality/Kitchen Operations/Woodwork/Textiles/Visual Arts/Drama classes
- Community service and work experience program
- Access to Student Counsellor
- Inter-school sport - football, cricket, softball, basketball, beach volleyball, cross-country, athletics, soccer.

Special event days including Daffodil Day, Footy Day, Harmony Day, French and Indonesian Days.

## **EXTRA-CURRICULAR ACTIVITIES INCLUDE**

- Debating
- Soccer Club
- Musical Production
- Lunchtime activities such as computer, library, art, chess
- Overnight ski camp at Mt Hotham
- PFA College community activities
- Academy of Creative Arts
- Twilight house athletics carnival and swimming carnival
- One excursion per term per year level
- School choir and instrumental ensembles
- Student missions trips to Palm Island and Thailand
- Music tour of New Zealand



## EDUCATIONAL RESOURCES AND MATERIALS

International students enjoy facilities of a high quality catering to the curricular and extra-curricular needs of students. HCC uses a wide range of teaching and assessment methods. Further information is contained in the College's prospectus.

Additional individual English classes are available for international students with qualified English teachers and/or the International Student Counsellor at the school.

Facilities at the College include a fully networked computer system (internet is readily available); sports fields/courts; technology centre; new industrial kitchen and café; spacious classrooms; outdoor classroom and library.

Staff are highly qualified, hand picked for their professionalism and experienced in a variety of curriculum areas.

Our learning areas are spacious, air conditioned and architecturally designed. A master plan outlines our future building program.

## TEACHING METHODS

Heatherton Christian College utilizes a wide range of teaching methods, including the following methods:

1. Provide regular discussion in pairs, small groups or in the class group on issues arising from reading, themes, current affairs and poetry.
2. Provide opportunities for students to regularly read aloud to the class.
3. Provide activities to develop listening skills.
4. Provide the opportunity for each student to present a verbal report.
5. Organise occasional debates (both formal and informal).
6. Talk individually with students to develop confidence and rapport.
7. Provide opportunities for the students to undertake formal speaking tasks such as interviews, announcements, oral reports, introductions, impromptu speeches, speeches etc.
8. Have the students listen attentively in formal situations such as meetings, speeches, debates etc.
9. Have the students explore ideas and brainstorm in groups.
10. Have the students participate in performances including drama, improvisation, role play, poetry reading and story telling.
11. Make a point of talking about activities which are being planned.
12. Encourage students to set their own investigative questions.
13. In group work supervise to endeavor to ensure that the following come into operation; that students:
  - listen to others
  - speak with confidence
  - respond appropriately to others' ideas
  - dissent without being personally destructive
  - ask questions
  - express doubts, feelings, problems
  - comment and criticise constructively
  - offer suggestions



- express thoughts and ideas logically
  - avoid sexual bias.
14. Practice oral language in real situations where practicable, such as:
    - using the telephone
    - taking a message
    - retelling a story or describing a film
    - reporting to the class about what has been done.
  15. Provide a variety of material for reading.
  16. Show students how to vary reading rate for purpose.
  17. Give students the opportunity to read aloud to practice this skill.
  18. Read aloud to the class to demonstrate how material can be read with expression and sensitivity.
  19. Encourage students to read to each other and discuss what they have read.
  20. Allow set times for students to select materials and to read for themselves.
  21. Provide reading tasks with a focus on the meaning of the text which engages pupils to respond not only to the facts but also the emotional, moral and artistic qualities.
  22. Provide examples of close reading for interpretative, critical response and evaluation for meaning.
  23. Study a number of novels in class.
  24. Study films in class.
  25. Provide for reading and discussion a variety of literary forms.
  26. Deal with some novels, poems and extracts on a theme basis.
  27. Arrange regular discussion of issues and ways of interpreting meaning in poems and extracts on a theme basis.
  28. Address the following areas where relevant:
    - language or the writing style of the text
    - structure of the plot
    - mood, imagery and dramatic effects
    - characterisation and the interpretation of the characters' actions
    - themes and their relevance to current events and to local and topical issues
    - literary devices, techniques and classification.
  29. Use a variety of activities as a response to reading.
  30. Organise a wide-reading program.
  31. Expose students to texts which enlighten and edify, are designed to give pleasure, engage students in the present and the past and are spiritually sound.
  32. Allow students adequate time to share, react, reflect and respond when involved in different reading experiences.
  33. Teach reading strategies which will enable students to interact with texts in various forms such as: songs, non-fiction, fiction, poetry, advertisements, television, graphs, tapes, instructions, medicine bottle labels, street signs, forms, pamphlets, brochures, posters, comic strips, telephone directions, atlases, maps, recipes, 'how to' books, computer software.
  34. Encourage students to use the correct terms when talking about books - author, introduction, preface, index and so on.
  35. Include stories from other cultures.
  36. Encourage students to select material they want to read aloud to the class, including preparation of poems or extracts.
  37. Keep account of books read; give oral reviews and written reviews.
  38. Students share with the whole group something read recently by:
    - reading an extract
    - retelling it
    - dramatising it



- miming it
  - putting it in poetic form
  - illustrating it
  - making a model or chart.
39. Clarify strategies which students can use:
- when they meet unfamiliar words in their reading
  - when selecting appropriate reading material
  - when reading aloud
  - when reading together
  - when researching.
40. Encourage the students to concentrate on meaning, look for clues and guess according to such clues, consult each other and use a dictionary and a thesaurus.
41. Provide activities which encourage students to:
- think deeply about what they read
  - compare reactions and opinions
  - explore emotions and motives of characters in the text
  - enter the imaginative world of the book
  - continue to read with enthusiasm.
42. Provide regular writing sessions.
43. Provide a variety of writing tasks:
- jottings
  - work journal
  - written response to stimulus
  - paragraphs describing objects, people, scenes etc.
  - stories
  - legends
  - 'tall tales'
  - news reports
  - instructions
  - letters
  - editorials
  - short stories.
44. Encourage writing in response to discussion of issues, experiences, stories, films etc.
45. Encourage students to use the *STEPS TO BETTER WRITING* method of paragraph and essay planning and writing after the direct teaching of this method.
46. Through studying examples help students to be aware of differences between various types of writing.
47. Use of word processors to develop style, sequence and checking for correct usage and punctuation.
48. Provide opportunities for publishing.
49. Allow sufficient time for students to prepare, draft, revise and publish work.
50. Allow students to experiment with a variety of forms.
51. Encourage co-operative learning at appropriate times.
52. Direct teaching of punctuation.
53. Direct teaching of grammatical terminology as well as correction of individual students' problem areas.
54. Direct teaching on word usage and manipulation.
55. Study of students' writing giving individual conferencing on problem areas.
56. Training of students to re-read work to identify errors.
57. Training of students to use dictionaries and thesauruses.
58. Direct instruction in spelling rules and exceptions



59. The underlining and correct spelling of words misspelled in the students' work.
60. Chalk and talk.
61. Worksheets and information sheets.
62. Provide guidelines for researching issues.
63. Maintain personal word lists.
64. Teacher modelling.
65. Visualising.

## STUDENT ACTIVITIES

Heatherton Christian College strongly encourages the participation of all students, including International Students. This participation may include;-

1. Regular participation in group discussion, involving giving opinions, listening to the viewpoints of others and considering reasons.
2. Presenting short prepared talks to express a point of view, developing to presenting reports on an issue.
3. Presenting prescribed oral tasks both individually and as a member of a group: including monologues, soliloquies, duologues, speeches, role plays, poems, interviews and speeches.
4. Developing non-verbal language.
5. Listening to speakers, tapes or videos to obtain information.
6. Sequencing and developing argument.
7. Developing an opinion and substantiating it.
8. Reading aloud an unrehearsed or a rehearsed piece.
9. Making informed choices of reading material.
10. Wide reading for recreational enjoyment and effective use of libraries.
11. Reading and interpreting texts, discussing responses and providing supporting evidence.
12. Comprehension exercises.
13. Exercises on critical reading of persuasive texts.
14. Writing recounts, reports, narratives, articles, letters, scripts, instructions, explanations, argumentative essays, expository essays, literary essays, poems, advertisements, story boards, newspaper reports, menus, anecdotes showing an awareness of audience and purpose.
15. Writing in different genres.
16. Creating visual diagrams to record information.
17. Developing the ability to write essays by completing exercises.
18. Using creative thinking models to improve their writing.
19. Writing using techniques to maintain interest: suspense, flashback, vocabulary, sentence structure, sequencing and imagery.
20. Editing for clarity, coherence and consistent style and proofreading spelling and punctuation.
21. Critically viewing non-print media.
22. Using the computer as a word processor and the PowerPoint program.
23. Using the computer to research information.
24. Reading a variety of materials to research issues presenting both a written and oral report.
25. Using visuals to interpret writing.
26. Reading a film and analysing the details and their effects.
27. Completing set assignments.

## METHODS OF ASSESSMENT



- Tests / Exams
- Assignments
- Oral Responses
- Written Responses
- Writing Folio
- Dramatic Presentations
- Research Presentations – oral / written
- Reports

## PURPOSE OF THE INTERNATIONAL STUDENTS PROGRAM

Heatherton Christian College does not actively seek out overseas students or promote itself in other countries, being a college primarily intended for students from Christian families in Australia.

However, the College has determined to make a limited number of places available to students from other countries, including children of overseas students at other educational institutions, whose families are strongly oriented towards Christian education.

The purpose of this policy is:

1. To expose the students of HCC to the international community and a variety of cultures.
2. To contribute to the advancement of other nations, and especially to assist students from Christian families who have no access to Christian schools in their home area and children of overseas students already enrolled to study in Australia.
3. To assist overseas Christian students to gain access into Australian universities and institutions of higher learning.
4. To provide a safe learning environment for students from Christian homes wanting to study in Australia.

## STUDENT RECRUITMENT AND PLACEMENT

Students applying for entry are required to have English language proficiency appropriate to the level of entry sought. As guidance, an IELTS score of 5 would be appropriate for entry into Year 10. Evidence of an assessment of an international student's English proficiency must be provided (unless this is clearly not relevant.) In most cases, Heatherton Christian College requires all international students coming from a country where English is not their first language to sit an English Assessment with the Australian Education Assessment Service (AEAS); and based on the recommendations of AEAS may require some ELICOS study before entry. This English Assessment is to be organized by the student's parent/guardian.

For more information on this assessment and/or to organize this assessment, please visit <http://www.aeas.com.au> or contact them as per below.

Tel: (613) 9787 7612

Fax: (613) 9787 2587



Email: [admin@aeas.com.au](mailto:admin@aeas.com.au)

If the student has already been in Australia (or another country where English is the primary language) for a reasonable length of time, this assessment may not be necessary. Whether or not the assessment is required will be determined as part of the pre-enrolment interview process.

Offers of placements in the College for International Students are based on an assessment of the evidence provided by the Principal, in consultation with the International Students Counsellor, and is based on the extent to which the student's qualifications and proficiencies are appropriate for the course.

## MARKETING

Heatherton Christian College does not actively market its education services to recruit overseas students.

However, the College acknowledges that indirect marketing material may be provided to prospective international (overseas) students at some point during enrolment enquiries and therefore, the College is committed to ensuring that any marketing activities undertaken by the College are carried out in such a way that they uphold the integrity and international reputation of the Australian education industry. Specifically, any marketing will:

- be ethical
- be accurate
- not be misleading the student as to qualifications or outcomes of the course.

Additionally, the College will not give false or misleading information or advice in regard to the following:

- misrepresentation of the College's admission policy or admission requirements
- inaccurate information about the location of the College campus
- false comparisons with other schools
- misrepresentations of awards/qualifications (course outcomes)
- claims of association between itself and other providers
- the employment outcomes associated with a course
- automatic acceptance into another course
- possible migration outcomes
- any other claims relating to the College, its course or outcomes associated with the course.

## STUDENT ATTENDANCE AND BEHAVIOUR

International students are expected to be at school each day. The attendance roll is marked twice a day. The attendance roll is monitored each week for non-attendance. To comply with Student Visa requirements, international students are required to attend at least 80% of their classes. Failure to do so may result in disciplinary action. PRISMS is immediately notified if an international student fails to meet attendance requirements or if changes are made to the student's enrolment.

All students are required to comply with College rules and procedures. Attendance at all classes is compulsory.



Information about the grounds on which the student's enrolment may be suspended or cancelled are clearly outlined in the Secondary Student Information Handbook, page 17-20.

Specifically for FFPOS, non compliance in the following areas may lead to a suspension or cancellation of Enrolment and possibly cancellation of Student Visa:

- falling below the 80% attendance requirement (except in extenuating circumstances).
- not informing HCC of changes to accommodation/circumstances.

## CONDITIONS FOR ENROLMENT

The basic conditions for enrolment of an international student are the same as those that apply to local applicants (see the Heatherton Christian College Enrolment Form). However the following points need to be borne in mind:

- international students do not need to be interviewed with their parents
- interview procedures will be tailored to the individual circumstances of each applicant. However, evidence of parental desire for the student to be admitted to the College and willingness to abide by the policies of the College (in the form of a letter and enrolment form in most cases) is required.

## QUALIFICATIONS

International students need to show evidence of competence to enter the level of schooling they wish to commence at the College e.g. certificate of Year 10 completion (or equivalent) for those applying to enter VCE. Before making an offer of enrolment at Heatherton Christian College, an assessment is required by a suitable qualified person as to the extent to which the student's level of attainment is appropriate to the course (Year level). If the student is in Australia, this assessment is to be carried out by Australian Education Assessment Services. If the student is overseas the family must provide evidence of this assessment being undertaken (either through AEAS or another suitably qualified agency) and provide documentation to the college.

## ENGLISH PROFICIENCY

International students need to have a reasonable command of English appropriate to their level of general education. A student's English skills must be sufficient in order to cope in a class situation at the appropriate year level. Where the student's English is deficient, the College may require the student to complete an ESL course before commencing studies here or concurrent with their studies here. The College does not provide any formal ESL courses and in such cases it will be the responsibility of the student or parents to find an appropriate program.

## COURSE PROGRESS AND ATTENDANCE

### Course Progress

The College will monitor, record and assess the course progress of each student for the subjects in which the student is currently enrolled at the end of each semester of enrolment. Students who have begun part way through a semester will be assessed after one full period of attendance. To demonstrate satisfactory progress, students will need to achieve competency in at least 50% of units in any study period. If a student does not achieve competency in at least 50% of units studied in an



assessment period, the International Students Coordinator will meet with the student to develop an intervention strategy for academic improvement. This may include additional supervised study periods, tutorial assistance and other intervention strategies as deemed necessary.

If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, HCC will advise the student in writing of its intention to report the student for breach of visa condition 8202 and that he/she has 20 working days in which to access the College's internal complaints and appeals process.

The College will notify DIBP via PRISMS of the student not achieving satisfactory course progress as soon as practicable where the student does not access the complaints and appeals process within 20 days, or withdraws from the complaints and appeals process, or the complaints and appeals process results in favour of the College.

### **Completion within expected duration of study (course progression)**

As noted in above, the College will monitor, record and assess the progress of each student for the subjects in which the student is currently enrolled. Part of the assessment of progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their subjects within the expected duration of the course. The College will only extend the duration of the student's study where the student will not complete their subjects within the expected duration due to compassionate or compelling circumstances, student participation in an intervention strategy, an approved deferment or suspension of study has been granted in accordance with HCC's Deferment, Suspension and Cancellation Policy. Where the College decides to extend the duration of the student's study, the College will report via PRISMS and/or issue a new COE if required.

### **Course attendance**

Satisfactory course attendance is attendance of 80% of scheduled course contact hours. Student attendance is checked and recorded twice daily, assessed regularly and recorded and calculated over each semester. Late arrival at school will be recorded and will be included in attendance calculations.

All absences from school should be accompanied by a medical certificate, an explanatory communication from the student's carer or guardian, or evidence that leave has been approved by the Year Level Coordinator. Any absences longer than three consecutive days without approval will be investigated. Student attendance will be monitored by the International Student Coordinator over a semester to assess student attendance by calculating the number of hours the student would have to be absent to fall below the attendance on a day-to-day basis. (Any period of exclusion from class will not be included in student attendance calculations.)

Students at risk of breaching Heatherton Christian College's attendance requirements will be counselled and offered any necessary support when they have absences totalling 90% of days during any assessment period fortnight. If the calculation indicates that the student has passed the attendance threshold for the study period, the College will advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the College's internal complaints and appeals process. The College will notify DIBP via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where: the student does not access the complaints and appeals process within 20 days, withdraws from the complaints and appeals process, the complaints and appeals process results in a decision for the College.

Students will not be reported for failing to meet the 80% threshold where: the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g. medical illness supported by a medical certificate and has not fallen below 70% attendance. The



method for calculating 70% attendance is the same as that outlined above, on a daily basis. If a student is assessed as having nearly reached the threshold for 70% attendance, the International Students Coordinator will assess whether a suspension of studies is in the interests of the student as per Heatherton Christian College's Deferment, Suspension and Cancellation Policy. If the student does not obtain a suspension of studies under HCC's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined above.

## Definitions

a) *Compassionate or compelling circumstances* – circumstances beyond the control of the student that are having an impact on the student's progress. These could include:

- i) serious illness, where a medical certificate states that the student was unable to attend classes;
- ii) bereavement of close family members such as parents or grandparents;
- iii) major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies;
- iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports);
- v) where the College was unable to offer a pre-requisite unit;
- vi) inability to begin studying on the course commencement date due to delay in receiving a student visa.

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

b) *Expected duration* – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.

c) *School day* – any day for which the College has scheduled course contact hours.

## FEES FOR INTERNATIONAL STUDENTS

Under the terms of legislation of the Commonwealth Parliament, students seeking to come to Australia on student visas must be classified as Full Fee Paying Overseas Students (FFPOS). For such students, the College is obliged to recover the full cost of providing education to them. Hence the fees for FFPOS are considerably higher than those charged to local students, and no concessions are available.

Current figures are obtainable from the College, but FFPOS fees and charges include:

1. An enrolment fee, payable on enrolment.
2. Tuition fees, to be paid in advance by the beginning of each term.

Tuition fees cover normal lessons, books and stationery items, excursions and instrumental lessons. They do not cover the cost of uniforms.

The College undertakes to provide to FFPOS students the same educational, spiritual and social opportunities that all its students enjoy without discrimination and to provide the same written reports on the students' progress to their parents/guardians as are provided to local parents/guardians.

Please see Appendix 1 for a breakdown of current fees and charges.

## Refund of Fees



*Fee Refund Policy:* Heatherton Christian College's policy is to provide a full refund of any unexpended portion of fees already paid. This refund is calculated on a strict pro rata basis, i.e. – the refund would equal the number of teaching weeks remaining in an academic year divided by 40 weeks, multiplied by the annual fee paid. This refund is subject to the provision of a penalty equivalent to one term's (10 weeks) fees in lieu of notice for cases where the required term's notice of departure (or non-commencement) could have been given and was not. This notice period applies to school fees and homestay. This agreement and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

The enrolment fee is non refundable.

The student will be provided with a statement that explains how the amount has been worked out.

Refund Policy:

- Full fee paying overseas students will pay fees one term in advance.
- One term's notice is required of the student of his or her intention to withdraw from the College. If less than the required notice is given, then the amount of fees payable for the period of shortfall in notice will be charged to the family.
- If fees have been paid in advance and a refund is required, the refund will be direct credited back into the bank account provided, once all outstanding fees have been deducted.

If you think you are eligible for a refund of fees or course related costs, please contact the College office, and the matter will be referred to the College bursar.

## **INDEMNITY ARRANGEMENTS**

Heatherton Christian College has in place a bank guarantee from the Commonwealth Bank to cover default by the College in the event that the College fails financially.

In the unlikely event that Heatherton Christian College is unable to deliver a course in full, a refund will be offered of all course money that has been paid to date. The refund will be paid within two weeks of the day on which the course ceased being provided. Alternatively the student may be offered enrolment in an alternative course by Heatherton Christian College, at no extra cost to the student.

## **SPECIAL SERVICES FOR INTERNATIONAL STUDENTS**

### **Orientation**

All FFPOS students will be given help to adjust to the College and its program, the expectations of the Victorian education system and Australian society in general. This assistance will be tailored to the individual student's needs and will be overseen by a staff member of the College designated as the International Students Counsellor.

During the initial interview of each FFPOS student his or her special needs will be ascertained and appropriate members of staff and the school community will be allocated to each child to ensure effective integration. Regular interviews will be conducted to ensure that this process is effective.

International students will also complete a 'returning student' questionnaire prior to them returning to their home country, to assist the College with collecting data with a view towards continuous improvement of our International Student Programme.



## Counselling

The member of staff designated as the International Students Counsellor will be available to assist and advise international students about any problems related to their study and life at the College, including study skills, College academic requirements, choice of courses, future tertiary studies and general welfare. The Counsellor will call in other members of staff to assist in this process as appropriate; for example, the VCE Coordinator, the College Chaplain(s), etc.

We recognise that international students have special problems relating to culture, language and different education skills. As the College is located in a very multicultural area of Melbourne it draws families of many nationalities and therefore in many cases will be able to find people from similar ethnic backgrounds to assist particular students. Each overseas student will be closely monitored to ensure that they are making satisfactory progress integrating into the College community. If there are any specific problems requiring specialist care, an appropriate expert will be found. This will be paid for by the FFPOS.

Special attention will be given by the VCE and Careers Coordinator to ensure that each international student undertakes the appropriate subjects to enter tertiary course most suited to the child.

## Accommodation/Home Stay Policy

As the College does not actively seek international students, it does not usually take the responsibility of finding accommodation for students. This is usually the responsibility of the parents or guardians. Normally FFPOS students will be staying with relatives or friends arranged by their parents.

The following procedures have been put place at Heatherton Christian College to enable it to discharge its responsibilities under DIMIA requirements to approve accommodation/welfare arrangements for all international students under the age of 18 years enrolled at Heatherton Christian College.

All students under 18 years of age must have acceptable arrangements for their accommodation, support and general welfare for the duration of their student visa or until the student turns 18 (whichever happens first).

All students under 18 years of age have three options. They may either:

- a) live in Australia with their parent or legal custodian; or
- b) live in Australia with a relative over 25 years of age who is nominated by their parent or legal custodian; or
- c) live in Australia under a welfare arrangement that has been approved by Heatherton Christian College (only available to students over the age of 15 and in Year 10 or above).

**Option (a):** If the student's parent or legal custodian is providing welfare for the student during the student's stay in Australia this should be indicated on the visa application form. A parent, legal custodian or relative who will be the student's guardian may apply for a Student Guardian Visa and stay in Australia as the student's carer. In this instance the College does not issue a Confirmation of Accommodation and Welfare (CAAW) letter and is not responsible for the student's accommodation, support and welfare arrangements for the duration of the student's visa or until they turn 18 years of age (whichever happens first).

**Option (b):** If a relative living nearby is providing the welfare and accommodation for the student during their stay in Australia, the student's parents and/or legal custodians will need to give their



permission for this arrangement and the relative must be nominated on the visa application form and be one of the following: brother or sister, stepbrother or stepsister, step-parent, grandparent, step-grandparent, blood relative, aunt or uncle, steppaunt or step-uncle, niece or nephew, step-niece or step-nephew, spouse; and also be aged over 25 years of age, be eligible to remain in Australia until the student's visa expires or the student turns 18 (whichever happens first) and be of good character. In this instance the College does not issue a Confirmation of Accommodation and Welfare (CAAW) letter and is not responsible for the student's accommodation, support and welfare arrangements for the duration of the student's visa or until they turn 18 years of age (whichever happens first).

**Option (c):** Heatherton Christian College will organise a welfare and accommodation arrangements. In this instance, the College will issue a CAAW letter which gives an undertaking to take full responsibility for the welfare and accommodation of the student. In assuming this responsibility, the College will approve appropriate accommodation, support and welfare arrangements for the student for the duration of the student's visa or until they turn 18 years of age (whichever happens first).

HCC will also provide assistance in providing accommodation for international students if the parents or guardians of the student request help. Normally this would involve finding accommodation for the international student with a family in the College community. Families hosting international students at HCC that the College has arranged, whether from the College community or outside the College community, will need to demonstrate to the Principal or his/her delegate that the accommodation and welfare for the FFPOS provided is appropriate. To be granted approval to host an international student the approved accommodation provider must supply a current police check and attend an interview with the Principal or his/her delegate. Families wishing to accommodate international students must supply the names of at least two referees to the Principal or his/her delegate, which will attest to the character of the family.

The interview process will clarify and outline the expectations of the College and the international students' family with regard to accommodation costs. Day to day College procedures will also be discussed.

If the College is requested to arrange accommodation the Principal or his/her delegate will also visit the home of the family wishing to accommodate the students to view first hand the proposed accommodation of the international student and also interview the family. All adults living at the home that is providing accommodation for the international student must provide a current police check to Principal or his/her delegate, at the providers' expense, prior to the FFPOS taking residence. Payment for accommodation is to be arranged directly through the international student's family/guardians and the accommodation provider.

The Principal or his/her delegate will review and monitor accommodation and welfare arrangements of all FFPOS at least twice a year. During periodic meetings with the child the College shall ascertain whether the home stay arrangements continue to be satisfactory.

International students and their families should be aware that they would need to allow approximately \$A300 per week for a student's living expenses.



## Notification of Change of Address/Contact Details

International students must inform Heatherton College of their residential address within 7 days of arriving in Australia. Heatherton Christian College is required by law to keep residential addresses up to date. International (overseas) students are required to notify the College office of any change in address or contact details immediately, in not less than 7 days. If this does not happen, it may lead to the automatic cancellation of the international student's student visa.

## Grievance Procedures

If an international student has a grievance about any matter relating to their life and study in the College, the following procedures should be followed:

1. Contact the immediate person involved; e.g. teacher. All efforts will be made to resolve difficulties within the College between the student and their parents with the staff.
2. If the problem is not resolved, an appeal may be made to the Counsellor of that section of the College, and then to the Principal.
3. If a dispute or grievance remains after these steps have been taken, the student (or parents) may request that it be dealt with by a panel consisting of members of the College Board, the Principal (or his delegate) and an independent person appointed for the purpose (usually an older pastor not connected to the College or Kingston City Church).

The International Students Counsellor will be available to assist the student in this process and act as a mediator where necessary. All grievances will be dealt with in a timely fashion i.e. within 10 working days of the formal lodgment of the complaint or appeal and supporting information, and all reasonable measures will be taken to finalise the process as soon as practicable.

If the above processes have been followed, and the issue is still not resolved, international students can also contact an external agency for dealing with any complaints they may have, the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website [www.oso.gov.au](http://www.oso.gov.au) or phone 1300 362 072 for more information.

Overseas students will be given information on how to access this service as part of their orientation.

## Registered Provider Staff

All staff dealing with overseas students are made aware of their relevant responsibilities as part of operational procedures.

## Use of Personal Information

Heatherton Christian College takes all reasonable steps to ensure that the students providing personal information to the College are aware that the information provided may be made available to Commonwealth and State agencies pursuant to obligations under the ESOS Act 2000 and the National Code.



## WITHDRAWAL, DEFERMENT, SUSPENSION OR CANCELLATION

### Deferment Of Commencement Of Studies

Heatherton Christian College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:

- a) illness**, where a medical certificate states that the student was unable to attend classes;
- b) bereavement** of close family members such as parents or grandparents (where possible a death certificate should be provided);
- c) major political upheaval or natural disaster** in the home country requiring emergency travel that has impacted on studies;
- d) a traumatic experience** which has impacted on the student (these cases should be where possible supported by police or psychologists' reports). The final decision for assessing and granting a deferment of commencement of studies lies with the Principal and will be recorded on PRISMS depending on the students COE status.

### Suspension of study requested by student

Once the student has commenced, Heatherton Christian College will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:

- a) illness**, where a medical certificate states that the student was unable to attend classes;
- b) bereavement** of close family members such as parents or grandparents (where possible a death certificate should be provided);
- c) major political upheaval or natural disaster** in the home country requiring emergency travel that has impacted on studies;
- d) a traumatic experience** which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).

Suspensions will be recorded on PRISMS. The period of suspension will not be included in attendance calculations. The final decision for assessing and granting a suspension of studies lies with the Principal.

### Assessing requests for deferment or suspension of studies

Applications will be assessed on merit by the Principal. All applications for deferment or suspension will be considered within five working days. Exclusion from class (1 – 28 days): Heatherton Christian College may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in Heatherton Christian College's Behaviour Policy. Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal. Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet academic requirements. Exclusions from class will not be recorded on PRISMS. Periods of 'exclusion from class' will be included in attendance calculations as per Heatherton Christian College's Course Progress and Attendance Policy.

### School initiated suspension of studies (28 days or more)

Heatherton Christian College may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in Heatherton Christian College's Behaviour Policy. Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal. Students who have been suspended for more than 28 days are required to return to their home



country by DIBP unless special circumstances exist (e.g. the student is medically unfit to travel). If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal. Suspensions will be recorded on PRISMS. The period of suspension will not be included in attendance calculations.

## **Cancellation of Enrolment**

Heatherton Christian College will cancel the enrolment of a student under the following conditions:

- a) failure to pay fees
- b) failure to maintain approved welfare and accommodation arrangements (visa condition 8532) [Alternatively schools may decide that they will not cancel enrolment for this reason]
- c) any behaviour identified as resulting in cancellation in Heatherton Christian College's Behaviour Policy. The College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIBP which will result in automatic cancellation.

## **Complaints and Appeals**

Student-requested deferment and suspension are not subject to Heatherton Christian College's Complaints and Appeals Policy. Exclusion from class is subject to HCC's Complaints and Appeals Policy. College initiated suspension, where the suspension is to be recorded in PRISMS and cancellation are subject to HCC's Complaints and Appeals Policy. For the duration of the appeals process, the student is required to maintain his/her enrolment and attendance at all classes as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes. If students access HCC's Complaints and Appeals process regarding a College initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply. Extenuating circumstances include:

- a) the student refuses to maintain approved welfare and accommodation arrangements
- b) the student is missing
- c) the student has medical concerns or severe depression or psychological issues which lead the College to fear for the student's wellbeing
- d) the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
- e) the student is at risk of committing a criminal offence; or
- f) the student is the subject of investigation relating to criminal matters.

The use of extenuating circumstances by Heatherton Christian College to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence. The final decision for evaluating extenuating circumstances lies with the Principal.

## **Student Advice**

Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students will be informed to contact the Department of Immigration and Citizenship for advice.



## GOVERNMENT REGULATIONS

It is Heatherton Christian College's desire that international students have a safe, enjoyable and rewarding experience of studying in Australia. The education of international students at Heatherton Christian College is governed by the National Education Services for Overseas Students Act 2000 (ESOS). If an international student wishes to lodge a complaint or appeal against a decision you may contact the Overseas Students Ombudsman [www.oso.gov.au](http://www.oso.gov.au) or phone 1300362072 for more information.



## APPENDIX 1: CURRENT FEES FOR INTERNATIONAL (FFPOS) STUDENTS PER ANNUM (2018 figures)

<b>OVERSEAS STUDENTS</b>	<b>Year Level</b>	<b>School Fee</b>	<b>Building Levy</b>	<b>Book Levy</b>
PER Child	YRS P to 6	\$18,403	\$325	\$40
PER Child	YRS 7&8	\$18,881	\$325	\$165
PER Child	YRS 9&10	\$20,125	\$325	\$165
PER Child	YRS 11&12	\$20,610	\$325	\$25

### ADDITIONAL COSTS NOT INCLUDED IN SCHOOL FEES:

Enrolment Fee (per student):	Overseas \$700
Technology Levy (per student):	\$150
Book Levy:	Please see table above.
Building Levy (per student):	The building fund levy (see details above) is used to help fund our ongoing building development.
Electives Deposit (Yrs 7-12):	\$800 (refunded depending on elective choices completed)

Some additional costs not included in school fees are the cost of camps, mission trips, school productions, music and end of year events. The costs of these activities are **only applicable to certain year levels**. Please email the College office at [office@hcc.vic.edu.au](mailto:office@hcc.vic.edu.au) for further information relating to these costs.

*\*Please note: Fees are current as of February 2018, but are subject to change.*



## APPENDIX 2: LIVING IN AUSTRALIA

### Money Matters

It's easy for visitors to Australia to access money. There are automated teller machines (ATMs) in most Australian towns and all cities, as well as banks that will cash traveler's cheques. The Australian dollar has become increasingly competitive against major international currencies like the US dollar and the euro, so the country is a less economical destination than it used to be. That said, daily living costs such as food and accommodation are still fairly inexpensive. The biggest cost in any trip to Australia if you want to see a lot of the country will be transport, simply because it's such a huge place.

### ATMs, Eftpos, Credit Cards & Bank Accounts

Branches of the ANZ, Commonwealth, National, Westpac and affiliated banks are found all over Australia and many provide 24-hour automated teller machines (ATMs). Most ATMs accept cards issued by other banks and are linked to international networks. Eftpos (Electronic Funds Transfer at Point of Sale) is a convenient service that many Australian businesses have embraced. It means you can use your bank card (credit or debit) to pay directly for services or purchases, and often withdraw cash as well. Credit cards such as Visa and MasterCard are widely accepted for everything, including getting cash advances over the counter at banks and from many ATMs. Charge cards such as Diners Club and American Express (Amex) are not as widely accepted.

Opening a local bank account is easy for overseas visitors provided it's done within six weeks of arrival. Simply present your passport and provide the bank with a postal address and they'll open the account and send you an ATM card. After six weeks you need to provide more identification (ID), such as a passport, a birth certificate or an international driving license with photo.

### Currency & Exchanging Money

Australia's currency is the Australian dollar, made up of 100 cents. There are 5c, 10c, 20c, 50c, \$1 and \$2 coins, and \$5, \$10, \$20, \$50 and \$100 notes. Prices are often marked in single cents and then rounded to the nearest 5c when you pay.

Changing foreign currency or travelers cheques is usually no problem at banks throughout Australia or at licensed money-changers such as Travelex or Amex in cities and major towns.

### Taxes

The Goods and Services Tax (GST) is a flat 10% tax on all goods and services – accommodation, eating out, transport, books, furniture, clothing etc. There are exceptions, however, such as basic foods (milk, bread, fruits and vegetables). Tax does not need to be manually added, it is automatically built into the cost of the goods.

### Transport in Melbourne

For bus, train and tram timetables, maps and fares call the **Met Information Centre** on 13 16 38 or visit the website at: [www.metlinkmelbourne.com.au](http://www.metlinkmelbourne.com.au). Metcards allow you to travel on any and all Melbourne bus, train and tram services, even if you transfer from one to another.

**Bicycle** – Melbourne's a great city for cycling, as it's reasonably flat and there are good routes throughout the metropolitan area. Two of the best are the bike path that runs around the shores of Port Phillip Bay from Port Melbourne to Brighton, and the bike path that follows the Yarra River from the city for more than 20km.

**Bus** – Generally, buses continue from where the trains finish, or go to places such as hospitals, universities, suburban shopping centers and the outer suburbs, not reached by other services. There



is a bus stop at the front of the College that travels between Southland Shopping Centre and Clayton Railway Station.

**Train** – Suburban trains are faster than trams or buses, but they don't go to many of the inner suburbs. Flinders St Station is the main suburban terminal. During the week, trains start at 5.00 am and finish at midnight. The closest train station to the College is Clayton Railway Station.

**Tram** – Melbourne's trundling trams cover the city and inner suburbs. Tram stops are numbered from the city center. There are also 'light rail' services to some suburbs, including St Kilda, which run along disused rail lines. Be extremely careful when getting on and off a tram; by law, cars are supposed to stop when a tram stops to pick up and drop off passengers, but that doesn't always happen.

## Climate

Melbourne has a temperate climate but the weather can change quickly. Overnight lows in winter can get down to 3 or 4 degrees Celsius while in summer it can be as hot as 40 degrees Celsius.

### Avg. temp

Summer Dec/Jan/Feb	25.2°C
Autumn (Fall) Mar/Apr/May	20.2°C
Winter Jun/Jul/Aug	14.1°C
Spring Sep/Oct/Nov	19.5°C
Avg. temp	19.8°C

### General Information – Victoria

Population	4.95 million
State capital	Melbourne
Population:	3.6 million
International students	94,000

For more information on living in Australia, please refer to the following website:

<http://studyinaustralia.gov.au/Sia/en/LivingInAustralia>. This information can be viewed in a variety of languages.