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# Saint Stephen's College

CRICOS Provider Number PR 01938G

## International Student Guide

2010

*(Information contained in this document will be regularly reviewed)  
and updated on our College Website: [www.saintstephenscollege.net.au](http://www.saintstephenscollege.net.au)*

A warm welcome to our wonderful Saint Stephen's College.

I am very pleased to welcome you to one of the friendliest, safest and productive schools in Australia. Our College has been providing an excellent standard of education for boys and girls from 5 years of age to 18 years of age for a decade. We pride ourselves on helping students to their best academically and in a range of other activities. Our achievements are the result of hard working and dedicated staff and, most importantly, a community of students who encourage each other to do their best.

Our College is a busy place. Every day we have students learning in classrooms, playing sport, performing in musical groups, dancing, debating, and a wide range of other activities. It is my hope that every student will finish every day with new skills and an appreciation of their own potential.

We are very keen to expand our community by welcoming more high quality international students. We want to teach and learn from students from other countries and cultures. I know the students who have visited us in the past have made solid friendships. They left us with better language skills, an understanding of Australian culture and, in many cases, qualifications that provided them with opportunities in Australia or in their home country. You will have an opportunity to experience the same success at Saint Stephen's.

I look forward to welcoming you in person as we begin what I believe will be a long and fruitful association.

Yours sincerely

A handwritten signature in blue ink that reads "Jamie Dorrington". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jamie Dorrington, BA DipEd, MA, MEdAdmin, MBA  
**Headmaster**

Welcome to Saint Stephen's College International Student Guide!

I am sure you will find this guide helpful throughout your transition into Saint Stephen's College.

As the person responsible for the pastoral care of international students; I wish to personally open my door to you and your family, adult carers and friends at any time.

Saint Stephen's College recognises we are all members of a greater global community, and as such, aims to develop that global awareness in all its students and staff. Our policy is to foster the knowledge, skills and values that equip young people to involve themselves in human society, and the different environments in which people live.

We invite students from various countries, cultures, religions and nationalities to be part of our student population. We encourage international students to join our College in Years 1 to Year 6 (Junior School) Years 7 and 8 (Junior High School) and Years 9 to Year 12 (Senior School).

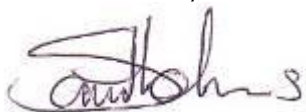
The diversity in our College encourages all students to actively participate as a 'world citizen'. Our learning environment relies heavily on co-operative learning and action, sharing responsibilities, critical thinking and communication.

We aim to create and manage a supportive College community through exceptional pastoral care. Individual needs are carefully considered, whilst progress and development are continually monitored. It is our desire to provide all children with the foundations for achievement in all areas including social, emotional and behavioural wellbeing in the College environment, as well as for the world of tomorrow.

Moving to another country and starting a new school is often filled with trials and tribulations, especially in the beginning as we attempt to quickly learn 'the way'. There are no greater learning experiences than 'just being there and doing it'. In all areas, I aim to help you learn the Saint Stephen's way and make your education both enjoyable and beneficial.

I look forward to working with you and your families as we embark on our shared journey as members of the Saint Stephen's College family.

Yours sincerely



Sam Holmes  
**Assistant to the Headmaster**  
**International Education**

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## CODE OF PRACTICE

### 1. *Saint Stephen's College*

- 1.1 Saint Stephen's College is an independent, co-educational, Christian day school on the Gold Coast, Queensland, catering for students from Preschool through to Year 12.
- 1.2 We aim to develop a global perspective and build a community who share international links and partnerships by forming relationships that enhance our understanding of cultural diversity. We welcome students of many cultural and religious backgrounds and from various countries.
- 1.3 Saint Stephen's College exists to provide quality educational experiences to students in a Christian setting. We believe the growth of young people is best achieved from a holistic viewpoint with social, emotional, physical, intellectual, cultural and spiritual growth underpinning this approach.
- 1.4 We believe every young person has a right to achieve at his/her highest level in all he/she endeavours, and that these attempts should be highly valued and encouraged. These programmes which demonstrate the uniqueness and potential of each child.
- 1.5 We believe each child is a unique individual with his/her own unique potential. We work hard with teachers and parents/adult carers (whether that be in Australia or overseas) to develop each child's talents and attributes by supporting them to achieve their dreams. We encourage each child to develop their natural talents and to acquire new skills during their time at the College.
- 1.6 In support of its approach to learning, Saint Stephen's College believes that young people learn best in an environment in which they feel valued and happy. Happiness and self-worth are the cornerstones of all growth and learning, regardless of age.

### 2. *Educational Standards*

Saint Stephen's College is committed to providing and maintaining high professional standards in both the marketing and delivery of its education programme. This includes safeguarding the welfare and interests of all students, providing exceptional facilities and resources, and using appropriate and effective methods of instruction. These principles are embedded within the Mission Statement of Saint Stephen's College.

### **3. *Mission Statement***

To provide an educational environment in which Christian ethics and values are promoted and practised overtly; and where academic achievement, orthodox discipline, a gracious social demeanour and full student participation in the spiritual, learning, pastoral and co-curricular functions of the College are fostered. Equally, the College Mission includes the provision of an educational environment in which students will be prepared for a comfortable and successful life as adults in the rapidly changing 'global community' of the 21st Century, by immersing their learning in the digital, inter-active and multi-media medium of their time; and by fostering an understanding of our nation's position in, and obligations to, the international community.

### **4. *Marketing***

Saint Stephen's College will market its programmes with integrity, professionalism and accuracy, avoiding vague or misleading statements. Students will be given accurate information about the courses offered and the facilities provided. When providing information to prospective students no false or misleading comparisons will be drawn with any other institution or course.

### **5. *Student Information***

The International Student guide is sent to the applicant in an International Student Information Package (including the application form) after initial contact is made with the College. The International Student Guide is given again to the student and accompanying family (if possible) upon interview and orientation to Saint Stephen's College. The Student Grievance/Dispute Resolution Policy is explained to all parties. Upon full comprehension and explanation of the policy, the student and accompanying family members sign the acceptance document.

At the time of receiving enrolment forms from Saint Stephen's College, students will be provided with the following:

- 5.1 College 'Code of Practice', 'Information and Policies for international Students'
- 5.2 Admission procedures and entry criteria
- 5.3 Total fees for the programme and what is included within those fees
- 5.4 Information about the Queensland Studies Authority Senior Certificate and Queensland Tertiary Entry Statement.
- 5.5 A copy of the College Information Pack for international students
- 5.6 A checklist of all policies and practises relating to the international student

### **6. *Recruitment***

- 6.1 Recruitment of students will be conducted at all times in an ethical and responsible manner and consistent with the ethos of Saint Stephen's College.
- 6.2 Qualified staff will assess the extent to which the applicant is likely to achieve the outcomes of the course based on the applicant's level of English and academic results.

## SCHOOL FEES PAYMENT

### 7. *Refund Policy for Commencing Students*

- 7.1 All applications for a full or part refund of course money should be made in writing to the Assistant to the Headmaster – International Education, by the person who has a signed agreement with Saint Stephen’s College.
- 7.2 In the case of a refund being granted, payment will be made within four (4) weeks of receiving the written application. A cheque for the amount owing (in the same currency as the initial payment) will be sent to the person who signed the agreement with Saint Stephen’s College.
- 7.3 If there are exceptional circumstances for a student’s failure to start a course, or withdrawal from a course, a written explanation of the circumstances should be made to the Headmaster. The Headmaster may approve a greater amount of refund than defined below in some cases. Each individual case will be decided on its merit and at the Headmaster’s discretion.
- 7.4 Unless there are approved exceptional circumstances, course money paid to Saint Stephen’s College will be refunded in the following manner:
- 7.4.1 If a student does not start a course on the agreed date:
- 7.4.1.1 **If 4 weeks’ notice of cancellation has been received:**
- a) Tuition fees will be refunded.
  - b) Application and enrolment fees are not refunded.
  - c) Bank fees associated with the transfer of funds will be deducted.
  - d) Advance payment of uniform and textbook costs will be refunded.
  - e) Homestay fees in advance will be refunded.
  - f) The homestay placement fee will be forfeited.
- 7.4.1.2 If less than 4 weeks’ notice of cancellation has been received:
- a) Application and enrolment fees are not refunded.
  - b) Bank fees associated with the transfer of funds will be deducted.
  - c) ESL fees will be refunded.
  - d) Four weeks of tuition fees will be forfeited.
  - e) Advance payment of uniform and textbook costs will be refunded.
  - f) Homestay fees in advance will be refunded.
  - g) The homestay placement fee will be forfeited.
- 7.4.2 In all cases, if there is a balance owing from Overseas Student Health Cover (OSHC), the College will make application to the OSHC fund within seven (7) days. The College has no control over how long the OSHC will take to process the claim.

## 8. Refund Policy for Currently Studying Students

**First Year School Fees:** Payment of a full year of school fees and other costs is required to be paid in full prior to attending the College. Please see the appropriate school Fee Schedule in the appendices of this guide.

**Second Year School Fees and Subsequent Years:** Fees will be charged on a semester basis ie: Semester 1 (Term 1 and 2) will be charged prior to the start of Term 1 and Semester 2 (Term 3 and 4) will be charged prior to the start of Term 2.

8.1 If a student withdraws from a course prior to the completion date:

**8.1.1 If one terms' notice of withdrawal has been received:**

- a) The current term tuition fees will be charged in full.
- b) The current term ESL will be charged in full and the remainder already paid in advance will be refunded.
- c) Application, Administration, Enrolment and Homestay Placement Fees (if applicable) will not be refunded.
- d) Notification of withdrawal from the course should be made in writing and addressed to the Assistant to the Headmaster-International Education.

**8.1.2 If less than one terms' notice of withdrawal has been received:**

- a) The current term and the following term tuition fees will be charged in full.
- b) Current term ESL will be charged in full and the remainder already paid in advance will be refunded.
- c) Current term Homestay fees (if applicable) will be charged in full and the remainder already paid in advance will be refunded.
- d) Application, Administration, Enrolment and Homestay Placement Fees (if applicable) will not be refunded.
- e) Notification of withdrawal from the course should be made in writing and addressed to the Assistant to the Headmaster-International Education.

**8.1.3 If a student does not complete an enrolled course because of failure to comply with College Code of Behaviour and Conditions of enrolment or student visa conditions:**

- a) The current term and the following term tuition fees will be charged in full.
- b) The current term ESL fee will be charged in full and the remainder already paid in advance will be refunded.
- c) Current Homestay fees (if applicable) will be charged in full and the remainder already paid in advance will be refunded.
- d) Application, Administration, Enrolment and Homestay Placement Fees (if applicable) will not be refunded.
- e) Notification of withdrawal from the course should be in writing and addressed to the Assistant to the Headmaster – International Education.
- f) The Headmaster has the discretion and may approve a greater amount of refund than stated.

- 8.2 Overdue accounts will result in a review of the student's continuing enrolment at the College. Defaults in payments of fees or any other charges renders the parent liable to legal action for the recovery of the unpaid fees or other charges. All legal fees incurred by the College will be charged to parents.
- 8.3 Student fees, for instrumental tuition and extra-curricular activities are charged on a term basis in advance of the child undertaking the activity. These are billed separately by the individual tutors. In the event of a student leaving the College before or during that semester, then those fees are not refundable
- 8.4 Should the purchase of books and uniforms be made and the student does not commence studies at the College, then those books and uniforms (if unused and in pristine condition) can be returned to the College and a full refund will be made. However, if a child commences at the College and uses those books and uniforms, then no refund will be made. However, the College's Uniform Shop may accept the items for sale on behalf of the owner. The Uniform Shop charges a commission for this service.
- 8.5 All refunds will be paid directly, and only to the person with whom Saint Stephen's College has a written agreement, unless written advice to do otherwise is received from this person. The refund will be paid in the same currency as it was received in the initial payment. Fees and Charges will not be refunded through an agency.
- 8.6 Provider Default is covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.
- 8.7 Under the National Code of Practice, Section C 43.3, a person holding a written agreement with the College should be aware that the school's dispute resolution processes do not prevent the student from pursuing other legal remedies. This agreement does not remove the right to take further action under Australia's consumer protection laws.
- 8.8 It is a condition of enrolment at Saint Stephen's College that all College Policies, including the Refund Policy, be fully understood by the person signing an agreement with Saint Stephen's College, prior to signing the agreement.

## 9. Student Grievances/Dispute Resolution Policy

9.1 In the event of a dispute or grievance, students should first try to solve problems through the College's internal dispute resolution processes. Students should follow this process:

|   |                                  |                                 |
|---|----------------------------------|---------------------------------|
| 1. The student should contact the appropriate staff member for an appointment to discuss the issue. Written notes (in English) of the discussion will be kept for the student's record. The student should also note the time and place of meeting, issues discussed and any conclusions drawn. The AHIE should be informed that the meeting took place and be provided with a copy of the student's notes. The AHIE will confirm details of the meeting with the staff member concerned and inform the student, in writing, if the staff member disputes any of the details provided. All appointments are to be made through the Junior/Senior School Student Administration. |                                  |                                 |
| <b>Step 1</b>   |                                  |                                 |
| The AHIE Assistant to the Headmaster to provide guidance, pastoral care and ensure quality outcomes for an international student  |                                  |                                 |
| <b>Step 2</b> ↓   |                                  |                                 |
| <i><b>Academic/Subject Concerns</b></i>   | <i><b>Personal Problems</b></i>  | <i><b>Homestay Concerns</b></i> |
| Class Teacher   | House Tutor                      | Homestay Administrator          |
| ↓   | <b>Step 3</b>                    |                                 |
| <i><b>Academic/Subject Concerns</b></i>   | <i><b>Personal Problems</b></i>  | <i><b>Homestay Concerns</b></i> |
| Head of Department  | Head of House/College Counsellor | AHIE                            |
| <b>Step 4</b>   |                                  |                                 |
| <i><b>Academic/Subject Concerns</b></i>   | <i><b>Personal Problems</b></i>  | <i><b>Homestay Concerns</b></i> |
| Director of Studies   | Head of Pastoral Care            | Headmaster                      |
| 5. If there is no resolution, the student should make an appointment to discuss the issue further with the Assistant to the Headmaster International Education, (AHIE). The student should take a written statement outlining any issues or concerns to this meeting. The AHIE will refer to previous notes from the student's record.  |                                  |                                 |
| 6. If there is still no resolution, the student should make an appointment to discuss the issue with the Headmaster.  |                                  |                                 |
| 7. The student should discuss the problem with the Headmaster. If there is a resolution, details will be noted on the student's record. If there is no resolution, the student will be made aware of other steps available to him/her and his/her rights under legislation in the State of Queensland and the Commonwealth of Australia.  |                                  |                                 |

*NB: These steps may be modified from time to time due to changes in personnel. Students will be provided with written notice of such change. The Student Grievance/Dispute Resolution process is dealt with as high priority and promptly resolved within 10 working days from when the grievance is lodged*

Students should also be aware:

- 9.2 He / she may nominate a support person to accompany him / her at any stage of the dispute resolution process.
- 9.3 Outside assistance may be requested if it is not possible to resolve the dispute internally, via the process above. In this case, Saint Stephen's College is responsible to make the arrangements and discuss the preferred options with the student. The Dispute Resolution Branch, Department of Justice and Attorney-General can provide mediation. There are six Dispute Resolution Centres throughout Queensland. The Brisbane Centre is located on the 13<sup>th</sup> Floor, Central Courts Building, 170 North Quay, and QLD 4000. Contact details are: Tel: +61 7 3239 6269; Fax: +61 7 3239 6284. Students outside Brisbane may use the Toll Free No: 1800 017 288. At present there is no fee for use of this service, but this may change. It is the duty of the provider to arrange representation of which the student approves.
- 9.4 Nothing in the College's Dispute Resolution Policy negates the right of any international student to take action under Australia's consumer protection laws in the case of financial disputes.
- 9.5 Nothing in the College's Dispute Resolution Policy negates the right of any international student to pursue other legal remedies.
- 9.6 If a student is concerned about the actions of the College, the student may approach the Registering Authority, which has the power to cancel the College's registration or course if a breach of registration provision is proved. Concerns about the conduct of the College should be addressed to The Manager, CRICOS Registration, Queensland Department of Education, Office of Non-State Education, PO Box 10533, City East, QLD 4002 Tel: +61 7 3237 1883; Fax: +61 7 3237 0004. All complaints must be made in writing.

## **10. *Education Services Act for International Students***

Saint Stephen's College will be bound by the provisions of the Education Services for Overseas Students Act (ESOS) 2000.

## **11. Student Services**

Saint Stephen's College will ensure that students have access to:

- 11.1 Orientation on arrival, including information regarding:
  - 11.1.1 Accommodation services
  - 11.1.2 Assistance and information about their expected academic progress
  - 11.1.3 Information regarding entry to further study
  - 11.1.4 Ongoing counselling as required in relation to health and family matters
  - 11.1.5 The Assistant to the Headmaster – International Education who will assist the student to adjust to life and study at an Australian institution, and to help resolve problems

## **12. Privacy of Personal Information**

Saint Stephen's College will meet all requirements of the *Privacy Act 2001* in relation to the way it handles personal and sensitive information about students.

## **13. Agents**

Saint Stephen's College will not accept or continue to accept students recruited by agents whom they know, or reasonably expect to be:

- 13.1 Engaged in dishonest practice, including suggesting to international students that they come to Australia on a student visa with a primary purpose other than full-time study.
- 13.2 Facilitating the enrolment of international students who do not comply with the conditions of their student visa.
- 13.3 Engaged in false or misleading advertising and recruitment practices.
- 13.4 Using the ELKE system other than for bona fide students



Sam Holmes

**Assistant to the Headmaster - International Students**

# STUDENT INFORMATION AND POLICIES

## 1. *Accreditation*

- 1.1 Saint Stephen's College is an approved College under the Accreditation of Non-State Schools Act, 2001 and the Education (International Students) Act, 1996.
- 1.2 Saint Stephen's College is registered on the Commonwealth Register of Institutions and Courses for International Students (CRICOS). The CRICOS Provider number is: **PR 01938G**.

## 2. *Courses*

- 2.1 Saint Stephen's College offers Preschool to Year 12 year levels courses.
- 2.2 All international students are eligible for the Queensland Tertiary Entrance Statement (Provisional) and the Queensland Studies Authority Senior Certificate (Provisional) at the end of Year 12 and new certificate.

## 3. *Entry Requirements*

- 3.1 Saint Stephen's College will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with conditions set by Saint Stephen's College, and taking into account legislative requirements of the State of Queensland and the Commonwealth of Australia.
- 3.2 Applications for enrolment must be made on the approved Application for Enrolment Form. This must be correctly completed, and be accompanied by the following documentation to support the application:
  - 3.2.1 Copies of student report cards (in English) from the previous two years of study, including a copy of the latest student report. The report should include assessments of academic performance and effort.
  - 3.2.2 A completed reference form from the student's current or most recent school principal is also required if student report cards do not record student behaviour or assess commitment to studies.
  - 3.2.3 Completed subject selection form (for Year 7 onwards).
  - 3.2.4 Appropriate proof of identity and age.
  - 3.2.5 Photocopy of passport.

- 3.2.6 Written evidence of proficiency in English as a second language.
- 3.2.7 Completion of English Proficiency Assessment at Saint Stephen's College.
- 3.2.8 Completed homestay placement information and fee, if required.
- 3.2.9 Completed enrolment form.
- 3.2.10 An application fee of AUD\$100.

#### **4. Academic Requirements**

- 4.1 Minimum academic and English language requirements are detailed in the attached Schedule.
- 4.2 Where the above documents are not in English, certified translations in English are required, with necessary translation costs to be met by the applicant.
- 4.3 An application for enrolment can only be processed when all of the above are in the hands of the Director of Admissions.
- 4.4 Applications from international students are processed according to established policy and procedures, and are dealt with on their merits.
- 4.5 Assessment procedures include an evaluation of reports from previous schools in the home country and of English language proficiency, either age-appropriate or sufficient for entry to the level of education applied for. International students who have English as a second language are required to complete an English Proficiency Assessment at the College to determine the appropriate level of ESL support.
- 4.6 Students must provide evidence of two years of academic performance, social skills, commitment and effort appropriate to entry to the year level requested on the Application for Enrolment, or offered as an alternative point of entry by Saint Stephen's College in the Letter of Offer.
- 4.7 Enrolment at *Saint Stephen's College* is conditional upon the acceptance of, and adherence to the 'Conditions of Entry' listed on the Application for Enrolment, and in other College publications.

#### 4.8 For Students Entering Year 1 to 7:

- 4.8.1 Saint Stephen's College requires a full education report on all subjects, particularly academic and English language performance assessments (see English Proficiency Requirements below), for each international student applying to enrol in the College. These reports must cover the previous twelve-month period, at least. Copies of the past two years reports are preferable.
- 4.8.2 With respect to other academic subjects – the student's report is to indicate that the international student is achieving consistently at an above average level in all academic subjects. Indications of effort levels should reflect a serious student.

#### 4.9 For Students Entering Years 8 to 10 and Years 11 to 12:

- 4.9.1 Saint Stephen's College requires a full education report on all subjects, particularly academic and English language performance assessments (see English Proficiency Requirements below), for each international student applying to enrol in the College.
- 4.9.2 These reports must cover the previous twelve-month period (two year period preferable). With respect to Mathematics, Science and indigenous language. Results on current school reports should reflect the equivalent of an Australian SA standard (Sound Achievement or above) on the continuum.
- 4.9.3 The student would therefore be achieving in an above-average category and display effort ratings reflective of adequate or above.

#### 4.10 English Proficiency Requirements for Mainstream Entrance

- 4.10.1 Saint Stephen's College mainstream entrance requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the National Code of Practice, Section C 28:

*The registered provider must obtain evidence that assessment of an international student's proficiency in English has been carried out (unless this is clearly not relevant). Assessment must be done by a suitably qualified person. Evidence of Assessment must meet the requirements of the Migration Regulations.*

- 4.10.2 All international students who speak English as their second language are required to complete an English Proficiency Assessment at the College

before enrolment in mainstream is considered. Those students applying offshore for entry into Saint Stephen's College mainstream classes are to sit for a certified off-shore English test. The preferred offshore testing company for Saint Stephen's College is AEAS (Australian Education Assessment Services). Please contact the College or visit [www.aeas.com.au](http://www.aeas.com.au) for your nearest testing centre. There is an ability to organise to sit the Saint Stephen's College Mainstream Entrance Exam privately. Please contact [sholmes@ssc.qld.edu.au](mailto:sholmes@ssc.qld.edu.au) if you would like to investigate this option.

4.10.3 Saint Stephen's College will use, as a measure of assessing English Language Performance (against the national Languages and Literacy Institute of Australia), ESL Bandscales (Saint Stephen's College will consider International students entering years 1 to 7 if they have the English skills to cope with the set curriculum with ESL Support) and will accept international students who are assessed as having a Level or Bandscale 4 or above, performance for mainstream entrance. An Assessment Exemplar can be forwarded by mail to the parents of the student in the information pack, and is to be used by the College ESL Tutor as a means to assess the student. A written report, in English, verifying that the international student compiles with a Bandscale 5 (or above) on the Bandscale should accompany the Application for Enrolment form. In the case of a student requesting acceptance before their arrival into the country, offer will be made conditional to this assessment outcome. Saint Stephen's College International Intensive English course has a beginner level of English for entrance

4.10.4 In the case of AL4 applicants 16 years of age or older, as of 1 April, 2004, Migration Regulations must be met. In other cases, Saint Stephen's College accepts results from the following:

**STANDARDS FOR ENTRY INTO SENIOR CLASSES**

| ACCEPTABLE TEST | MINIMUM TEST RESULT |
|-----------------|---------------------|
| NILLIA          | 4                   |
| IELTS           | 4                   |
| ISLPR           | 2-                  |
| TOEFL           | 4                   |

4.11 Verification of Academic Records

Saint Stephen's College will only accept academic records that are originals or certified copies. In the case where the College is suspicious of any documents, the College will attempt to contact the school or language centre to confirm the details and legitimacy of the documents.

**VISA CONDITIONS**

## **1. Attendance**

- 1.1 It is a condition of the Student Visa that the student is enrolled as a full time student. It is a mandatory condition that this student must attend at least 80% of the contact hours for each term or semester of your course. Attendance at Saint Stephen's College is monitored twice daily on a manual roll system, as well as a computer system. If an international student is absent and have not contacted the College prior to 9am, a phone call from the AHIE will be made to the host family to verify this absence. If the student is unable to provide an acceptable reason for this failure to attend school the student will be required to make an appointment with the Headmaster accompanied by the AHIE to justify their enrolment in Saint Stephen's College.
- 1.2 When an international student's attendance falls to 90% of the contact hours for the semester, a letter alerting this fact will be sent to the student, parent and host family. The letter requests the student to make an interview for an Attendance Counselling session with the AHIE within 5 school days.
- 1.3 If the student's attendance falls to 85% of the contact hours for the term, a second letter alerting this fact will be sent to the student and the parent. This letter requests the student and parent (host parent, or 3 way telephone conversation with interpreter) to make an appointment with the AHIE and the Headmaster to justify their absence and continued enrolment at Saint Stephen's College.
- 1.4 If the student's attendance falls below 80% of the contact hours for the term, Saint Stephen's College will inform DIAC via PRISMS.

## **2. Academic Requirement**

- 2.1 It is a condition of the Student Visa that the student achieves at a satisfactory or above standard in the subjects studied. Please read the detailed College requirements for the specific courses within Saint Stephen's College in this International Student Guide.
- 2.2 If a student looks to be falling below a satisfactory standard in academic of effort ratings in more than one core subject throughout the first term of a semester, the teacher of this subject alerts the AHIE.
- 2.3 The AHIE sends a letter alerting the student and parent to this situation. The letter requests that the student makes an appointment to discuss this situation with the AHIE and the class teacher. Throughout this first step of academic counselling the student is offered tuition from the class teacher and strategies are discussed as to how the student can improve before the end of semester report.
- 2.4 If the end of semester of semester report shows that the student is achieving at a below satisfactory standard in academic of effort ratings in more than one core subject, a second letter is sent with the progress report to the student and the parent. This letter requests that the student must attend a meeting with the Headmaster, the Director of Studies and the AHIE to discuss the semester report card. Mandatory conditions of the continuation of enrolment are discussed (such

as compulsory attendance to after-school tutorials, preliminary draft dates, etc. The student is placed on a monitor card for 3 weeks and must check this card in daily with the AHIE. If the card deems to illustrate a change in behaviour and improvement of effort and academic results, the student can cease to use a monitor card. "Touch Base" checks will be made via email with the teachers of the international student.

- 2.5 If the student continues to demonstrate below a satisfactory effort or achievement ratings in more than one core subject, the student is reported to DIAC via PRISMS for breaching the academic requirement component of their student visa.

### **3. *Suitable Academic Progression***

- 3.1 Please see the specific academic requirement stated for the course studied at Saint Stephen's College.
- 3.2 Students must demonstrate a minimum sound achievement in the core subjects (Maths, English and Science) before they are able to move onto the next level/grade.
- 3.3 If a student is deemed to demonstrating an above average work ethic, however, are still unable to meet the demands of the next level of the course, alternative pathways are discussed with the student, the parent, the careers officer and the AHIE.
- 3.4 Alternate pathways could include modifying course requirements, traineeships and apprenticeships, learning enrichment, etc.

## **FEES, CHARGES & OTHER POLICIES**

### **1. *Fees and Charges***

**Please be aware that there are two (2) Semesters and four (4) Terms per year and all fees are quoted in Australian Dollars (AUD).**

**As stated previously in this guide, the payment of school fees is to take place as per the following:**

**First Year School Fees: Payment of a full year of school fees and other costs are required to be paid in full prior to attending the College. Please see the relevant Fee Schedule in accordance to the course being studied or applied for.**

**Second Year School Fees and Subsequent Years: Fees will be charged on a semester basis ie: Semester 1 (Term 1 and 2) will be charged prior to the start of Term 1 and Semester 2 (Term 3 and 4) will be charged prior to the start of Term 2.**

**For information pertaining to refunds of fees and other charges, please see the School Fee Payments section within this guide.**

**All Fee Schedules have been included for your information in the Appendices of this Guide.**

### **2. *Student Accommodation Policy***

- 2.1 Students must reside in College-approved living arrangements if students live in a homestay situation. Students must have an active adult carer. Adult carers are required to assume a parental role and work with the College to support all aspects of College life. Adult carers are required to attend College functions, information sessions, parent/teacher evenings and meetings at the College as requested (refer Code of Ethics and Good Conduct Guidelines for Homestay Programmes).
- 2.2 Homestay is managed by Australian Homestay Network (AHN).
- 2.3 Homestay Accommodation – If an international student wishes to live in a homestay accommodation situation, this **MUST** be organised by Saint Stephen's College. Saint Stephen's College uses the non-profit government organization "AHN" to manage the homestay program. Saint Stephen's College are ultimately responsible for the welfare of the students under 18 years old in Homestay for the period that the student visa has been issued. Saint Stephen's College will sign a welfare and accommodation agreement with DIAC to ensure that this care is appropriate and complies with government regulations and conditions of the student visa.
- 2.4 Living with a Parent – Students who are living with a parent whilst they are studying at Saint Stephen's College must be aware that the parent is required to read and sign their commitment to the Saint Stephen's College Parent Values statement. This will be given and explained to you on enrolment by the AHIE.

- 2.5 Living with a Custodian and Nominated Carer – Only a parent of the student or a person who has custody of the student is allowed to nominate the carer for the student. A person who has custody of the student minor is defined in the migration regulations as a person who has the right to have daily care and control of the student and the right and responsibility to make decisions concerning their daily care and control. The only persons who may be nominated as a carer by a parent or by a person who has custody of the student, is a RELATIVE of the student who is AT LEAST 21 years old and who is of good character. A relative eligible to be nominated as a carer means a brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece or nephew, step-grandparent, step-aunt, step-uncle, step-niece or step-nephew. To establish that a nominated carer is of good character, the student will be required to provide evidence of police clearance of the carer in the country or countries in which they have resided for more than 12 months in the past 10 years after the age of 16. The nominated carer MUST have a current Blue Card and provide it to the College, along with a copy of their passport on enrolment.

### **3. *Termination and/or Suspension of Enrolment Policy***

- 3.1 Fair, appropriate, and objective measures are employed for the correction and/or discipline of students, including detention, suspension of, and/or termination of enrolment, after each individual case has been carefully considered. These measures are determined by the Headmaster and reviewed, from time to time, by the College Board.
- 3.2 The Headmaster may suspend or terminate an enrolment at its discretion for failure to comply with the 'Conditions of Entry', or other serious breaches of the College's rules and regulations (as stated on the enrolment form).
- 3.3 In the event of termination of enrolment by the College, the Department of Immigration and Multicultural and Indigenous Affairs (DIAC) will be notified immediately, and arrangements will be made for the return of the student to parental / custodial care as soon as possible, with expenses to be met by the person with whom the College has a signed Agreement.
- 3.4 In the event of termination of enrolment by the College, a refund, less any relocation expenses for the student and/ or monies owed by the student, will be due as per the Refund Policy.
- 3.5 Please refer to the College Behaviour Management Policy for further details.

### **4. *Policy for Transfer to and from other Educational Institutions***

- 4.1 International students are required to give a full term's notice in writing to the College if they wish to transfer to another educational institution.
- 4.2 This intention must be expressed in writing, and directed to the AHIE.
- 4.3 The written intention must be signed by the parents and the adult carer.
- 4.4 Upon receipt of the written intention, Saint Stephen's College will submit this intention electronically through PRISMS.

### **5. *Other Conditions***

- 5.1 Enrolment at Saint Stephen's College is conditional upon full participation in the complete range of the College curriculum, including activities.
- 5.2 Enrolment at Saint Stephen's College is conditional upon adherence to College Policies as detailed in this document and the enrolment form.

### **6. *Local Area Information***

- 6.1 Upon arrival and your orientation process you will be given some information and paraphernalia about our local area, Coomera, and the Gold Coast.

- 6.2 The Gold Coast spans two local government areas – Gold Coast City and Tweed Shire Council – the population tops 455,000 in one of Australia’s fastest growing communities. Coomera is part of the Gold Coast City Council. As a new arrival to the Gold Coast it is important for you to visit the website [www.gccc.com.au](http://www.gccc.com.au) for local area information.
- 6.3 Gold Coast City and Brisbane have been identified as one of the most desirable places in the world to live ranked on political, social, economic and environmental factors, personal safety, exceptional education and health. As Coomera is also very handy to Brisbane, it is important for you to visit the Brisbane City Council Website, [www.brisbane.qld.gov.au](http://www.brisbane.qld.gov.au)

# STUDENT CODE OF BEHAVIOUR

## 1. ***Respect***

- 1.1 Respect others by always being polite, courteous and responsive.
- 1.2 Respect the property of others, eg equipment, lockers, bags and clothing.
- 1.3 Respect your College environment, eg grounds, classrooms, locker areas and resources.
- 1.4 Respect yourself, behave appropriately and maintain a fine reputation.

## 2. ***Common Sense***

- 2.1 Follow set policies and procedures eg uniform and assignment policies; late arrival / early departure procedures.
- 2.2 Think before acting.
- 2.3 If you are uncertain, don't do it.
- 2.4 Be in the right place at the right time.
- 2.5 Report any concerns to the appropriate person.
- 2.6 Leave valuables at home.
- 2.7 Label personal property.

## 3. ***Prepared to Learn***

- 3.1 Be punctual and bring necessary equipment (including diary).
- 3.2 Complete homework.
- 3.3 Bring a positive attitude and ENJOY.
- 3.4 Remain focussed and follow teacher instructions the first time.
- 3.5 Participate actively.

## FORMAL ENROLMENT PROCEDURE AND ORIENTATION CHECKLIST

| Process  | Tick on Completion and Comprehension |
|--|--------------------------------------|
| Tour of the College  |                                      |
| Discuss Curriculum   |                                      |
| Check Subject Selection  |                                      |
| Checked Reports, BC / Passport   |                                      |
| Outlined process of enrolment, ie: <ul style="list-style-type: none"> <li>➤ <i>IS Refund Policy</i></li> <li>➤ <i>IS Grievance Policy</i></li> <li>➤ <i>IS Fee Schedule</i></li> <li>➤ <i>IS Attendance Requirements</i></li> <li>➤ <i>IS Visa Requirements</i></li> </ul> |                                      |
| Outline Parent/Parent Carer Expectation  |                                      |
| Outline College Expectation: <ul style="list-style-type: none"> <li>➤ <i>Wearing of Uniforms</i></li> <li>➤ <i>Attending College functions</i></li> <li>➤ <i>Policy on Bullying</i></li> <li>➤ <i>Parental / Adult Carer involvement</i></li> </ul>                        |                                      |
| Outline Homestay Expectation Policy  |                                      |
| Outline payment of fees and due dates  |                                      |
| Place offered  |                                      |
| Material return to DOA with forms  |                                      |

### Declaration of Student

**I hereby certify that I have undertaken the orientation process and fully understand all content**

|                                |                             |
|--------------------------------|-----------------------------|
|                                |                             |
| <b>Printed Name of Student</b> | <b>Signature of Student</b> |

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**Sam Holmes, Assistant to the Headmaster – International Education**

Notes:

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## **FURTHER INFORMATION**

Further information regarding enrolment of international students at Saint Stephen's College may be obtained from:

Assistant to the Headmaster – International Education  
Reserve Road  
COOMERA QLD 4209  
Telephone +61 7 55738628  
Fax +61 7 55738688  
Email [sholmes@ssc.qld.edu.au](mailto:sholmes@ssc.qld.edu.au)