

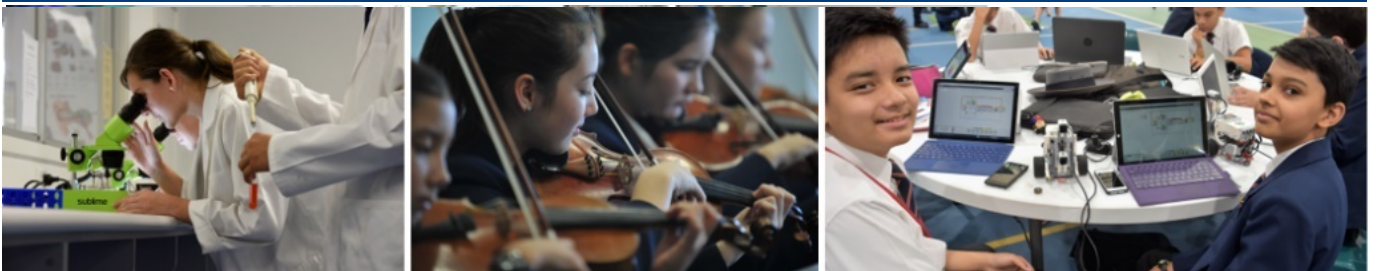


CANTERBURY
COLLEGE

Waterford Queensland
Australia



International Student Enrolment Information Handbook



canterbury.qld.edu.au



The better prepared the stronger

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Acknowledgement

This International Student Enrolment Information Handbook has been compiled from various online resources and from student feedback for which we are most grateful.

The acceptance and understanding of a culturally diverse world is paramount in enabling Canterbury College students to face the challenges of a global future.

Canterbury College welcomes enrolments from international students. Our international students experience our diverse range of extra-curricular, cultural, academic and pastoral programs within our Australian setting.

These students are an important group within the wider Canterbury community and the college recognizes the contribution they make to our student population. The College provides specialist staff trained in English as a Second Language for those students requiring support.

Canterbury College is bound by the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 under registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

CRICOS Registered Courses

High School Preparation	Non AQF Award (at least 10 weeks)	Course Code 085660E
Junior Secondary (Years 7-10)	Junior Secondary Studies (4 years)	Course Code 086186G
Primary Education (Prep to Year 6)	Primary School Studies (7 years)	Course Code 086185G
Senior Secondary Studies (Years 11-12)	Senior Secondary Certificate of Education (2 years)	Course Code 023343J

International Students Preliminary requirements

- (a) Depending on the student's English language ability, the student may be required to successfully complete an ELICOS (English Language Intensive Course for Overseas Students) course.
- (b) As a condition of enrolment, the student authorises Canterbury College to check visa entitlements electronically via VEVO (Visa Entitlement Verification Office) for the duration of enrolment on the Department of Home Affairs website.
- (c) As a condition of enrolment, from Year 10 onwards, the student agrees to allow Canterbury College to open a learning account in the student's name with the Queensland Curriculum and Assessment Authority (QCAA), and for the student to be assigned a Learning Unique Identifier (LUI) for certification of studies purposes.
- (d) As a condition of enrolment, the student agrees to abide by all College policies for the duration of enrolment and to disclose any medical or health conditions that may affect studies or student welfare. These policies are in the International Student Enrolment Information booklet and include:
 - International Student Welfare and Accommodation Policy
 - International Student Complaints and Appeals Policy
 - International Student Monitoring of Course Progress and Attendance Policy
 - Code of Conduct / Charter of Values
 - International Student Transfer Request Assessment Policy
 - International Student Deferment, Suspension and Cancellation Policy
 - International Student Refund Policy.
 - International Student Application Entry Requirements Policy
- (e) As a condition of enrolment, the student/Parents/Guardians agree to disclose any essential information relating to additional support or care the student might require because of an existing medical condition, including the need for prescribed medication; disability, including learning disorder, or other need for specialized support. Failure to do this may result in cancellation of enrolment.
- (f) As a condition of enrolment, the student/Parents/Guardians agree that all students for whom the provider holds a Confirmation of Accommodation and Welfare (CAAW) must maintain approved arrangements for the entire duration of enrolment, irrespective of the age of the student.

Enrolment Criteria

Canterbury College will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the College, and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.

All students applying to Canterbury College are assessed on the following criteria:

- Availability of a place in the academic year level nominated in the Application
- The student's behaviour, attendance and commitment to study
- The student's age
- The student's English proficiency level
- Satisfactory completion of the academic year level prior to the year level nominated in the Application.

Intensive English / High School Preparation Program (HSP)

Depending on the student's English language ability, the student may be required to successfully complete an HSP.

Canterbury College offers an HSP for students entering Year 7 to Year 11. Our HSP Program prepares students for the Australian Curriculum, by developing the language skills needed to integrate into Middle or Senior School (Years 7 – 12).

Students can expect a high degree of individual support and care as they undertake the first stage of their international education. Our HSP Course offers a comprehensive language foundation, providing students with over 5 hours a day of structured core content including ESL English, Mathematics, Science and Physical Education.

Progression from HSP into mainstream academic classes will be based on test results in reading, writing, listening and speaking as indicated below.

International Student Application Entry Requirements

As part of the application process, international applicants will need to provide evidence of the following:

- The student has attended an English speaking school in their own country and achieved sound results in both oral and written English, OR
- The student has attended an English preparation course in Australia and achieved sound results in both oral and written English.

Students who do not have English as their first language will need to meet the following language requirements:

Year Level (mainstream)	IELTS	NLLIA	ISLPR	TOEFL	Canterbury College Band Scales	Other
4-6	-	4	1+	-	-	To be negotiated
7	4		1+	31	4	To be negotiated
8	4		1+	31	4+	To be negotiated
9	4.5		1+	32	5-	To be negotiated
10	5		2	35	5+	To be negotiated
11	5.5		2+	46	6	To be negotiated
12	6		3	60	6+/7	To be negotiated

Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course of High School Preparation before beginning mainstream studies.

Please note that the College will also conduct on-site Interviews and English Testing prior to prospective students commencing their study. This assists the College in determining the student's English levels across Reading, Writing, Listening and Speaking. It is a requirement that the Head of College is satisfied that the student can immediately achieve sound English results for the appropriate year level of entry.

Steps to International Student Enrolment

Step 1 – Submit Documentation

International students applying for enrolment at Canterbury College are required to provide the following documentation as well as evidence of satisfactory levels of academic achievement appropriate to the entry Year level requested on the Application Form:

- a) Completed Canterbury College Application Form
- b) Evidence of English language proficiency appropriate to the registered courses being offered (as described previously)
- c) Certified translations into English of the student's Academic Transcripts for the past two years
- d) Certified translations of any certificates of public examinations (where applicable)
- e) A photocopy of the photo page of the student's passport.
- f) If already enrolled at an Australian school, a Letter of Release from that school together with academic reports (if applicable).

An application for enrolment can only be processed when all information has been provided.

Step 2 – Interview

Where logistically possible, the student is interviewed face-to-face by the Deans of Junior, Middle and Senior Schools. In cases where the student is not local, the interview is conducted via skype or WeChat.

The purpose of this interview is to converse with the student in English, discuss the school and student expectations, discuss accommodation and welfare, refer the student to relevant policies, subjects and appropriate year level curriculum, extra-curricular activities, and address any questions the student may have.

Agents must ensure that any preparation for the interview takes place prior to the interview date. The agent or parent cannot coach the student during the interview as this will not give the interviewer an accurate assessment of the student's English level and general capability.

Step 3 – Decision

If the interview is successful, the College will notify the Agent or student.

Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits. In cases where report cards are not available or are inconclusive for any reason, the school will require relevant testing of the applicant to assess the application.

Step 4 – Offer of Enrolment

Once an application has been accepted the student will be issued:

1. Conditional Letter of Offer outlining
 - (a) Course Fees
 - (b) Course duration
 - (c) Course description
 - (d) CRICOS code
 - (e) Conditions of Enrolment.
2. Written Agreement outlining
 - (a) Student's contact information
 - (b) Total estimated fees for the duration of the enrolment (tuition and non-tuition fees),
 - (c) Special conditions (if any),
 - (d) Relevant policies around refund, welfare and accommodation, course attendance and progress,
 - (e) Visa requirements for enrolment as an international student
 - (f) Collection of Information - Privacy policy.

Step 5 – Acceptance of Offer

The parent(s)/legal guardian(s) and the student:

- (a) Sign and return the Written Agreement
- (b) Pay fees as outlined in the Letter of Offer
- (c) Supply evidence of OSHC, if OSHC is not purchased through the College.

IMPORTANT: The agent cannot sign documents nor make fee payments on behalf of the student or their parent(s)/ legal guardian(s).

Genuine Temporary Entrant (GTE) criteria

The Genuine Temporary Entrant (GTE) requirement is an integrity measure used by the Department of Home Affairs in its assessment of student visa applicants to ensure that the visa will be used for study purposes only and to verify a genuine intention to stay in Australia temporarily.

To comply with student visa regulations, Canterbury College will assess some applications against the GTE requirements.

In some cases applicants will be asked to apply through an education agent registered with Canterbury College who will assist with the visa application, including GTE assessment.

Students must hold a valid student visa in order to enrol at Canterbury College under this program.

Student Visa 500 Conditions

The Australian Department of Home Affairs has granted you a visa under certain conditions.

You have a responsibility to maintain:

- Satisfactory Academic Course Progress
- Living arrangements approved by the College
- Satisfactory Attendance
- Maintain Overseas Student Health Cover (OSHC)
- Remain with the principal education provider for 6 calendar months, unless issued a letter of release from the provider to attend another institution

Step 6 – Issue of Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation and Welfare (CAAW)

- (a) The College will issue CoE/s, for the courses accepted.
- (b) If accommodation is to be arranged through the College's Homestay Program, the College will issue a CAAW.
- (c) If a distant relative or close family friend has been nominated by the student's family to provide accommodation and welfare, then that arrangement must be approved by the College.

The arrangement will be monitored under the College's Homestay Program, and must comply with the strict laws relating to the protection of children including screening by the Queensland Government. All adults in the household must hold a *Working With Children Blue Card*.

In approved cases, the College will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW).

Step 7 – Student Visa 500 Application

Apply online for your student visa through the Department of Home Affairs website using your CoE and CAAW. Full details on student visa application requirements can be found at www.homeaffairs.gov.au.

The process is complex and applications from certain countries require substantially more documentation and background checks.

During peak periods the Department of Home Affairs may take up to 3 months to process visa application. As you will need to have been issued a student visa before you can commence at the College, you should make sure to allow for visa processing times when planning your visa application.

Step 8 – Grant of Visa

Please provide a copy of the Grant of Visa to the College.

Step 9 – Preparation for Arrival

- (a) Students complete a Student Profile which is used to identify the most suitable homestay family for the student. Factors taken into account are:
 - Allergies
 - Before/After school activities
- (b) Notify the College of flight arrival information
- (c) Arrangements will be made for Airport pickup if required.

Step 10 – Orientation

On the Friday prior to commencement of Term, International Students will participate in:

- Interview with Deans of Junior Middle or Senior School to discuss subjects
- Orientation – Homestay, School and Safety
- Uniform outfitting
- Registration for private Music Studio tuition
- Registration in school clubs and organisations
- Tour of the College Campus
- General information
- ID photo and card
- Laptop registration on College network
- Textbooks issued
- Locker allocation
- Sports trials (if required)

International Student: Tuition Fee Schedule 2018 *(as at 1 January 2018)*

- All fees are based on current fees and are indicative only. Fees are subject to an annual increase of from 2% to 6% depending on economic factors.
- All fees are to be paid in Australian dollars.

Compulsory Tuition Fees

Administrative Fees	
Note 1. Application Fee	\$250
Note 2. Requested change to the terms of enrolment	\$100
Note 3. Enrolment Bond	\$750
Text Book Hire (Years 7 – 12)	\$470
Note 4. Administrative Service Fee	\$900
Note 5. Tuition Fees*	
Tuition Fee – Primary Education Years 1 – 6 (Course Code 086185G)	\$20,825
Tuition Fee – HSP Course (Intensive English) (Course Code 085660E)	\$21,461
Tuition Fee – Years 7 – 10 (Course Code 086186G)	\$21,461
Tuition Fee – Years 11 – 12 (Course Code 023343J)	\$21,606

Compulsory Year Level Program Fees – Charged Semester 1	
Year 6	\$977
Year 11 – Biology Camp	\$315
Year 11 - Hospitality Work Experience	\$240
Note 6. Year 12	\$482

Compulsory Non-Tuition Fees

Note 7. Uniforms*	\$950
Note 8. Homestay Retention Fee	\$550
Note 9. Homestay Fee*	\$15,360
Note 10. Storage of Possessions	\$250
Note 11. Homestay Internet Wi Fi (indicative only)*	\$800
Note 12. Homestay Placement Fee	\$320
Note 13. Homestay Transfers	\$220
Note 14. Overseas Student Health Cover (OSHC)*	\$600
Note 15. School Transfers	\$300
Note 16. Stationery*	\$200
Note 17. Queensland Curriculum and Assessment Authority (QCAA)*	\$425
Note 18. Student Welfare Fee*	\$600
Note 19. Bank Payment Fees	\$25
Note 20. English Proficiency Testing Fee	\$250

* Defines Annual Fee

Notes

Note 1. Application Fee

An Application Fee is payable on submission of a formal Application for Enrolment to the College. This fee is non-refundable and covers the administration costs associated with the initial application.

Note 2. Changes to the terms of Enrolment

If the applicant requests a change to the date of commencement, or to the entry year which requires a new Letter of Offer or a new CoE to be issued, an additional fee of \$100 will apply for each new set of documents.

Note 3. Enrolment Bond

Payable in the first year of enrolment only, irrespective of entry year. The Enrolment Bond is refundable as per the conditions of enrolment. It is not refundable in cases of cancellation of enrolment. The refund is processed via a bank transfer to your nominated account.

Note 4. Administrative Service Fee

Covers the cost of administering the International Students Program. This is an annual fee.

Note 5. Tuition Fee

All Tuition Fees are based on the current fees and are indicative only. Fees are subject to an annual increase of from 2% to 6% depending on the economic factors.

International Students shall incur a minimum charge of one semester Tuition Fee.

All Fees are invoiced in advance and per Semester. Adjustments will be made on the following Semester's invoice.

Note 6. Year 12

Includes fees for Valedictory Dinner and Formal

Note 7. Uniforms

Uniforms are compulsory. The price shown is an estimate only. Any purchase more than the \$950 allocation must be paid for at the time of purchase.

Note 8. Homestay Retention Fee

Payable in the first year of enrolment. This fee is refundable at the end of the home stay, subject to conditions including there being no damage to the Homestay, all Homestay fees have been paid in accordance with contractual obligations.

Note 9. Homestay Fee

This Fee covers homestay accommodation costs for one school year.

It is expected that international students will return to their home country within five (5) days of the end of the academic year and return to their homestay at least three (3) days prior to classes commencing at the start of the following academic year.

No adjustments are made to the Homestay Fee for School Holidays, or if the student leaves early, or fails to provide flight details.

The Homestay payment must be received before the first day of each Semester. A late fee of \$50.00 per week is charged on any balances owing after the first week of term.

Note 10. Storage of Possessions

If a student's personal possessions remain in the homestay from the end of the academic year to the start of the following academic year, an additional fee of \$250 for storage of possessions in the student's absence, will be charged. This fee will also be charged if the possessions remain in the homestay after the student has left the accommodation.

Note 11. Homestay Internet Wi-Fi

Students may wish to purchase an internet plan / pocket Wi-Fi for use in the homestay. Price is indicative only.

Note 12. Homestay Placement Fee

A Homestay Placement fee of \$320 is charged if a student requests a change in homestay.

Note 13. Homestay Transfers

May include transfer between Airport or Homestays. Airport Pickups from Brisbane Airport, or relocation between Homestays is \$120. Airport Pickup from the Gold Coast Airport is \$220.

Note 14. OSHC (Overseas Student Health Cover)

Medical Insurance is required for the duration of the student visa. Price per year is indicative only and subject to change by Medical Provider.

BUPA is the College's preferred supplier of medical insurance. This can be arranged through the College.

Note 15. School Transfers

Estimate of School/Rail Bus transport to and from school (if required). Price quoted is indicative only.

Note 16. Stationery

Stationery is required. Price quoted is indicative only.

Note 17. Queensland Curriculum and Assessment Authority (QCAA)

Queensland Studies Authority charges are applicable to students in Years 11 and 12. Price quoted is indicative only, subject to verification of price set by QCAA.

Note 18. Student Welfare Fee

This fee offsets the costs of the resources allocated to the management of student's welfare while in the care of Canterbury College.

Note 19. Bank Payment Fees

A Bank Payment Fee is applicable if transferring a payment from an international bank account.

Note 20. English Proficiency Testing Fee

A once off fee upon enrolment. The testing may be undertaken and charged at the discretion of the College.

Course Credit

Canterbury College does not offer course credit and entry into any course is subject to the assessment of the school. This also applies to on-shore school transfers, either within Queensland or from interstate, Australia.

International Student Conditions of Enrolment

All students and Parents/Guardians are bound by all rules and regulations as issued by the Head of College, from time to time, for the conduct of the College. Parents/Guardians agree to ensure that their student obeys all rules and regulations.

The College reserves the right to suspend or dismiss from the College, or take any other disciplinary action against any student whose behaviour, conduct, attitude or effort is unsatisfactory, or who fails to obey the rules of the College.

- Parents/Guardians agree to ensure that their student honours all required College commitments - curricular, extra-curricular and Chapel.
- All students and their Parents/Guardians agree to ensure the participation in College teams/groups is given precedence over outside involvements.
- Parents/Guardians agree to ensure that their student is not absent from College unless medically unfit or unless leave has been granted by the Dean of the student's relevant year group. All term dates notified by the College are to be strictly observed.
- Parents/Guardians agree that neither the College nor the Board of Directors nor any member of the staff will be liable in damages for the loss by any student of any personal property.
- Parents/Guardians agree that images of their student may be used by the College for promotional and publicity purposes (unless Parents/Guardians notify the College to the contrary, in writing).
- It is expected that Parents/Guardians will provide the College with any relevant information on the special needs of their student (including medical specialist, and learning needs reports) upon application for enrolment and will advise the College of any changes to those special needs. Non-presentation of known needs at interview or when they subsequently arise could result in the cancellation of the student's enrolment at the College. It is expected that Parents/Guardians will work co-operatively with teaching staff to assist with their student's learning.
- It is the responsibility of all Parents/Guardians to advise the College of any changes in the applicant's health or development, to ensure all personal, sensitive, and health information relevant to the student and held by the College will remain current and up-to-date or changes in family circumstances, which may affect the student at Canterbury College.
- Parents/Guardians will make good any damage to College property or apparatus and any other property caused by their student.
- Students must wear the appropriate College uniform in good and clean condition and in such a way as to show pride in being identified with the College. Tattoos are not permitted on any part of the body.
- Canterbury College must approve the accommodation and welfare arrangements of students for the duration of their enrolment. If the student is transferring to or from another provider, there can be no gaps in their accommodation and welfare. Please refer to the International Student Welfare and Accommodation Policy.



Australian Government International Student Fact Sheet

International education: ensuring quality and protecting students

Australia welcomes international students

The Australian Government wants international students to have a rewarding and enjoyable experience when they come to Australia to study. Australia offers high quality education services and protects the rights of international students to ensure you make the most of your time here.

This fact sheet contains important information for student visa holders about living and studying in Australia, including your consumer rights and responsibilities as an international student and key things you should know before and during your study.

Australian laws protect international students

As a student on a student visa, you benefit from Australian laws that ensure high standards of education, facilities and support services while you are in Australia. You also have rights to information about your course and the institution you wish to study with before and during your enrolment. The Education Services for Overseas Students (ESOS) framework offers you financial protection in case your education institution does not deliver what it has promised you.

You can find out more about the framework at

<https://internationaleducation.gov.au/regulatoryinformation/pages/regulatoryinformation.aspx>.

Before you begin your studies

Choosing a course to study

As an international student, you can only study a course with an education institution listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). All institutions registered on CRICOS have met the quality standards set out in Australian law, which ensures you receive the best possible education services.

CRICOS is a good place to start when you want to find a course or education institution to study with, and can be found at <http://cricos.education.gov.au>.

Last updated 13 April 2016

Opportunity through learning

Using an education agent

International students **do not** have to use an education agent. You can enrol directly with an Australian education institution. Information about what education institutions offer is usually on their websites.

If you want to use an education agent, it's best to pick one used by the institution you want to study at. You can find a list of education agents on the institution's website.

The law requires institutions to use only education agents that act honestly and with integrity. Agents must give you accurate advice about the courses on offer, including entry requirements, and information about living in Australia. You should still be careful and alert when dealing with agents to ensure you enrol in a course that is suitable for you and will help you achieve your learning goals.

In Australia, education agents cannot give you information on visa and immigration matters – only migration agents can do this. You can find out more about using migration agents at the Department of Home Affairs's website at www.border.gov.au/Trav/Visa/Usin.

If you think your education agent might be behaving dishonestly or unethically, you should stop using them immediately and contact your education institution directly.

Written agreements or contracts between the student and institution

Under Australian law an education institution must have a written agreement with you outlining the services they will provide, all the fees you are required to pay, and conditions for refunds of money you pay for the course.

The written agreement is a legal contract. You should read it carefully and make sure you fully understand what it says before signing it. You and your education institution must follow whatever is set out in the written agreement once you have accepted it, so you should keep a copy of it. Should you ever make a complaint about your institution, you will need to refer to your written agreement. You can find out more about making complaints on page 6 of this fact sheet, **Making complaints and getting help**.

Your rights before you enrol

Even before you enrol with an education institution, under Australian law you have the right to:

- receive current and accurate information about the courses, entry requirements, all fees and modes of study from your institution and your institution's agent before you enrol
- sign a written agreement with your institution before or at the time you pay fees. You do not have to pay the institution any money or fees until you accept the agreement
- seek a refund in certain situations for course money you have paid. Information about refund arrangements must be included in your written agreement
- get the education you paid for. The law includes tuition protections that will allow you to be placed in another course or receive a refund if your institution is unable to teach your course
- (known as a provider default), visit <https://tps.gov.au/> for more information
- access complaints and appeals processes
- request to transfer to another institution and have that request assessed by your institution.

Paying your tuition fees

From 14 December 2015, changes to Australian law give international students more choice about how they pay their fees. Previously you could not pay more than 50 per cent of your fees before you started a course. Now you can choose to pay more than 50 per cent of your tuition fees before you start. For example, you or the person who is paying your fees may decide this is a good idea if the Australian dollar exchange rates mean you will save money by paying more of your fees early.

Your education institution may ask you if you would like to pay more than 50 per cent of your fees before you start your course. This is your choice. Your institution cannot require you to pay more, unless you are doing a short course of 25 weeks or less. If your course is longer than 25 weeks, you cannot be asked to pay more than 50 per cent of your tuition fees before you start.

Your institution may wish to organise a payment plan so you can start regularly paying the rest of your tuition fees once you start the course. Your written agreement should include an itemised list of all the fees you will be charged for your course, including your tuition fees and how they will be paid, and refund arrangements.

In Australia there are also very strong protections for students' fees, which you can learn more about on page 5 of this fact sheet under Protecting your tuition fees.

What happens if you can't start the course because your visa is refused?

If you have paid fees to an education institution and your visa is refused, you are entitled to a refund. Under Australian law, the institution is allowed to keep either 5 per cent of the tuition fees you paid or \$500, whichever is the lowest amount, and must refund you the rest.

What happens if you decide you don't want to start or continue the course?

If you change your mind and do not want to start the course, you may be entitled to a refund.

If you have a written agreement with the institution, the amount of your refund will depend on the written agreement, which should tell you what will or will not be repaid to you.

If you do not have a written agreement, you have the right to receive some of your fees back. Under Australian law, the institution is allowed to keep either 5 per cent of the fees you paid or \$500, whichever is the lowest amount, and must refund you the rest of the tuition fees you paid them.

During your studies

Support services for you in Australia

Under Australian law your education institution must offer you support services to help you adjust to study and life in Australia, achieve your learning goals and maintain satisfactory progress in your learning. This support is available because we recognise that Australia may be a new environment for students, with different laws, culture and customs. Your education institution must give you advice on:

- support and welfare services available at the institution
- legal services
- emergency and health services
- facilities and resources
- complaints and appeals processes
- any student visa condition that relates to the course you are studying.

Many education institutions also offer career advice services. You should ask them whether they can help advise you on working and careers.

Welfare for students under 18 years of age

If you are under 18 years of age, you will only be granted a visa if there are adequate arrangements in place for your accommodation, support and general welfare. This is for your personal safety and applies for the length of your student visa or until you turn 18.

If you are under the age of 18 your visa application must demonstrate that you will be accompanied by a parent, legal custodian or an eligible relative. If you will not be living with one of these people, your education institution can agree to be responsible for approving your accommodation, support and general welfare arrangements while you are in Australia on a student visa.

If your education institution has approved your living and general welfare arrangements, but you wish to change them, you must have the approval of your institution before you do so. This is because your institution must advise the Department of Home Affairs as soon as possible about changes to living and welfare arrangements for students under 18.

If you don't have your institution's approval, this may be reported to the Department of Home Affairs. If this happens, you will be in breach of student visa condition 8532 and your visa may be cancelled.

For more information about visa requirements for students under the age of 18, visit:

<http://www.border.gov.au/Busi/Educ/Educ/Welfare-requirements-for-student-visa-applicants-under-18> and <http://www.border.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students>.

Your responsibilities as an international student in Australia

Your student visa

As an international student on a student visa, you must:

- comply with your student visa conditions
- ensure you have and continue to maintain your Overseas Student Health Cover (OSHC) for as long as you stay in Australia on a student visa
- tell your institution if you change your address or other contact details
- meet the terms of your written agreement with your education institution
- maintain satisfactory course progress and attendance.

Information about visa conditions for student visa holders is available on the Department of Home Affairs's website at www.border.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students, or call 131 881 on Monday – Friday from 8.30am to 4pm inside Australia (except public holidays).

Academic integrity and misconduct

The Australian Government and education institutions take issues of academic integrity very seriously. Education institutions have many ways of detecting cheating or plagiarism in exams and assessments.

Using ghost writing services, asking someone to take an exam in your place, or any other kind of academic misconduct will result in serious action being taken against you. Your enrolment or student visa could be affected, or cancelled altogether.

If you are struggling with your studies, it's best to ask your institution what support services they can offer you.

Your consumer rights and protections

Protecting your tuition fees

Australia is widely recognised as a world leader in protecting the tuition fees of international students through its Tuition Protection Service (TPS). The TPS assists international students whose education institutions are unable to fully deliver their course of study, and ensures that international students are able to either:

- complete their studies in another course or with another education institution, or
- receive a refund of their unspent tuition fees.

In the unlikely event your education institution is unable to deliver a course you have paid for, they have obligations to offer you an alternative course or, if you do not accept the alternative course, pay you a refund of your unspent prepaid tuition fees. If your institution is unable to meet these obligations for some reason, the TPS will assist you in finding an alternative course or getting a refund if a suitable alternative is not found.

For more information on the TPS, visit www.tps.gov.au. If you are a student whose provider is unable to fully deliver your course, you can call (02) 6271 3440 for assistance.

Working in Australia

Australian workplace laws provide basic protection and entitlements for all workers in Australia, including workers from overseas. International students have the same entitlements to minimum wages and conditions as Australian workers, as well as superannuation and workers' compensation under Australian workplace laws.

The minimum wages and conditions to which an employee is entitled are set out in awards (also known as modern awards). Awards apply to employees depending on the industry they work in or the job that they do. Awards don't apply when a business has an enterprise agreement or other registered agreement that covers the employee's working conditions. For more information on awards and agreements, visit www.fairwork.gov.au/awards-and-agreements.

Australian laws also protect you from being discriminated against at work, for example because of your race, when you are applying for a job, about to begin a job, or any time during your employment. For more information about discrimination at work, visit

<https://www.fairwork.gov.au/employeeentitlements/protections-at-work/protection-from-discrimination-at-work> or <https://www.humanrights.gov.au/>.

The Fair Work Ombudsman (FWO) helps employers and employees to understand their rights and responsibilities at work. The FWO can also investigate suspected breaches of workplace laws. To find out what you should be paid and learn more about your minimum workplace entitlements you can visit www.fairwork.gov.au. You can also call 13 13 94 from 8am to 5.30pm Monday to Friday inside Australia (except public holidays). Getting help to resolve a workplace issue will not automatically affect your student visa.

You are limited to 40 hours of work per fortnight when your course is in session, and unlimited hours in out of session periods. This is to ensure you are mainly focused on your studies. Work conditions for student visa holders can be found on the Department of Home Affairs website at www.border.gov.au/Trav/Stud/More/Work-conditions-for-Student-visa-holders

Changing education institutions or courses

If you are not satisfied with the course you are doing and wish to transfer to another education institution, before you make the decision to enrol with another institution you should be aware that there are rules about what you can or cannot do.

If you haven't completed six months of your principal course (the main course of study you are undertaking), Australian legislation says that you can only change institutions if:

- your original institution can no longer provide the course you enrolled in, or
- you have a letter from your original institution saying they will release you, or
- you have a government sponsor and that sponsor writes a letter saying they support your change of course.

In other words, you will usually need your institution's permission if you want to transfer before you have completed six months of your principal course.

Your original institution can only provide a letter of release if:

- you have a letter from another institution saying they have made you an enrolment offer
- where you are under 18, you have the support of your parent or legal guardian, or the institution wishing to enrol you says they will take responsibility for your welfare.

You should read and understand your institution's transfer policy, as it should clearly state the reasons that you may or may not be granted a transfer. Your education institution must assess or consider your request to transfer against this policy.

If you are not satisfied with your institution's decision, you can appeal through their internal appeals and complaints handling process. If you are not satisfied with the outcome of that internal appeal process, your options are outlined in the section below, **Making complaints and getting help**.

If you are thinking about changing your course, you need to ensure that you continue to meet the conditions of your student visa. Further information about the impact of changing courses or education institutions is available on the Department of Home Affairs's website at <http://www.immi.gov.au/Study/Pages/changing-courses.aspx>.

For more details about the legislative requirements around transferring courses, you can visit: <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Pages/ExplanatoryguideD7.aspx>

Making complaints and getting help

If you have a complaint about your institution, you should talk to them first. Your education institution must have complaints and appeals processes in place to help students resolve their issues.

If you cannot resolve your complaint with an institution, there are other actions you can take. You will need to find out whether your institution is a private or government type by searching them and looking at the Institution type field on the CRICOS website at <http://cricos.education.gov.au/Institution/InstitutionSearch.aspx>

If your institution is a private (non-government) organisation, you can take your complaint to the Overseas Students Ombudsman (OSO). Refer to the Overseas Students Ombudsman website at <http://www.ombudsman.gov.au/about/overseas-student-ombudsman-landing-page> for more information about how the OSO can help students, or call 1300 362 072.

If you are studying with a government education institution, which includes most universities and TAFEs, the external appeal body will most likely be the ombudsman for the state or Commonwealth. Your education institution can give you the best information about the appropriate external appeals process for their institution. You can find the contact details of all Australian ombudsmen at www.ombudsman.gov.au/about/our-history/state-and-territory-ombudsmen.

Questions?

If you have any questions or concerns that haven't been answered in this fact sheet, you can submit an enquiry at <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-OverseasStudents-ESOS-Legislative-Framework/ESOSenquiries/Pages/Default.aspx>

Find out more and connect on social media

Study in Australia is the official Australian Government website for international students. You can connect with it through:

- Website: <https://www.studyinaustralia.gov.au/>
- Facebook: <https://www.facebook.com/studyinaustralia>
- Twitter: <https://twitter.com/futureunlimited>
- YouTube: <http://youtube.com/afutureunlimited>

The **Fair Work Ombudsman** gives you information and advice about your workplace rights and obligations. You can connect with it through:

- Website: <https://www.fairwork.gov.au/>
- Facebook: <https://www.facebook.com/fairwork.gov.au>
- Twitter: https://twitter.com/fairwork_gov_au

Canterbury College Charter of Values



The poster features a yellow background with a blue border. At the top left is the Canterbury College crest, which includes a shield with a cross and an open book, with the motto 'FORUM QVO PARATI' below it. To the right of the crest, the text 'CANTERBURY COLLEGE' is written in a serif font, followed by the tagline 'The better prepared the stronger' in a smaller font. The main title 'Charter of Values' is written in large, bold, purple letters with a white outline. Below the title, there are seven circular callouts, each with a colored border and a title in a matching color. Each callout contains a value, a quote, and a brief description. The values are: Respect (blue border), Integrity (purple border), Compassion (red border), Scholarship (green border), Community (orange border), Social and Environmental Responsibility (dark blue border), and Conclusion (teal border). A small red cross emblem is located in the bottom right corner of the poster.

CANTERBURY COLLEGE
The better prepared the stronger

Charter of Values

Respect
"Do to others as you would have them do to you."
Respect yourself and treat all others with respect, courtesy and consideration regardless of their position.

Integrity
"Be honest and trustworthy"
Be sincere and truthful as you do your best. Be accountable for your own actions and ensure consistency between what you say and what you do.

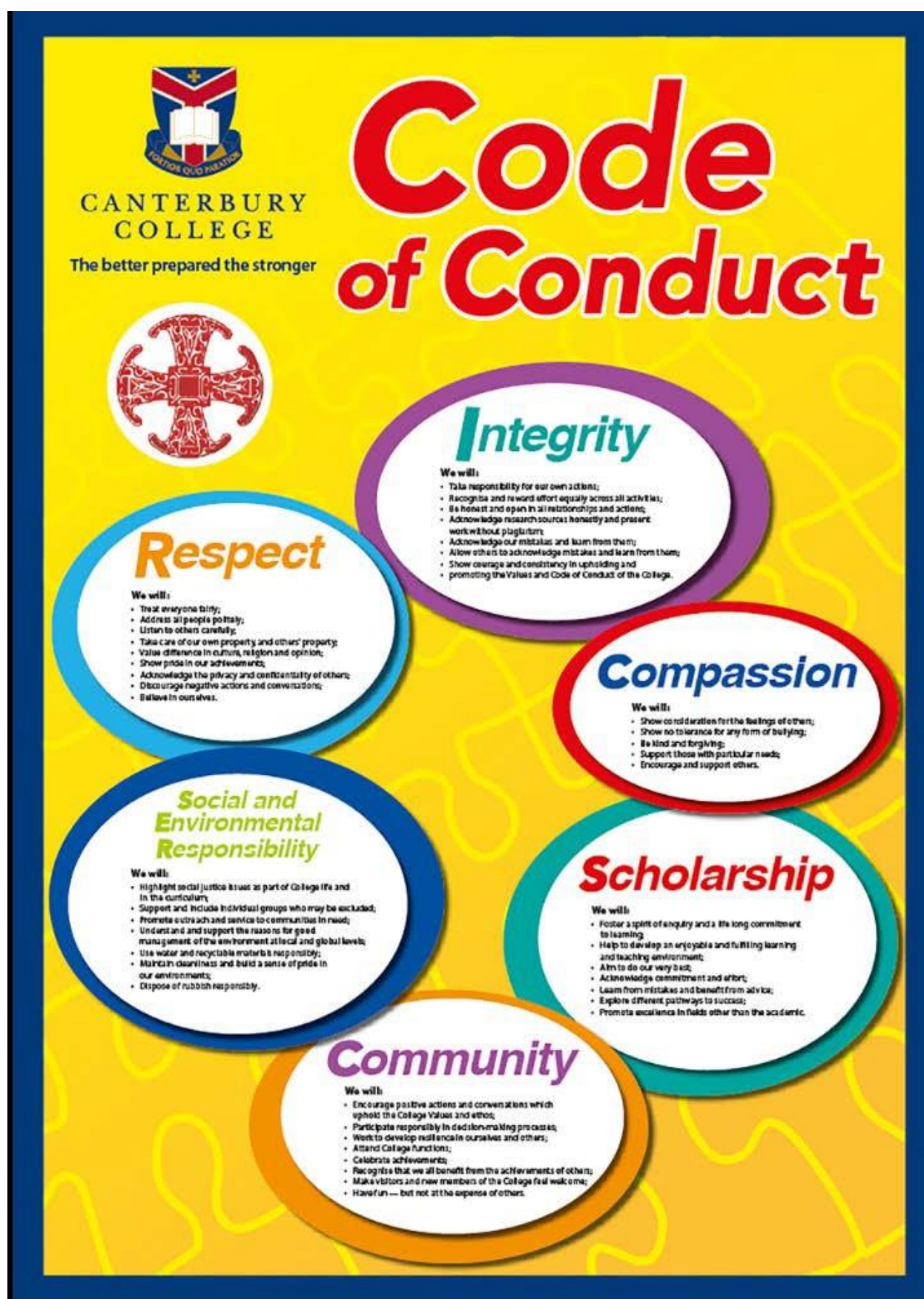
Compassion
"Care for others"
Show empathy by seeking to understand the viewpoint of others and how they are feeling.

Scholarship
"Live to learn and learn to live"
Cultivate a love of knowledge and be diligent as you aim for excellence.

Social and Environmental Responsibility
"Justice for all"
Promote fairness, acknowledge the rights of others and make a difference for good. Act to protect the natural environment and support global justice.

Community
"Celebrate our life together"
Act for the good of the whole College community and seek to promote happiness for yourself and others in all common activities.

Conclusion
In applying these aspirational values we will practise them in a spirit of **grace** and **forgiveness** ready to acknowledge our mistakes, learn from them and give others the opportunity to do the same. Our determination to be true to these ideals will require **self-discipline** and **moral courage**.



The poster features a yellow background with a blue border. At the top left is the Canterbury College crest, which includes a shield with a cross and the motto 'FORTIOR QUID PAREAT'. Below the crest, the text 'CANTERBURY COLLEGE' is written in a serif font, followed by the tagline 'The better prepared the stronger' in a smaller font. To the right of the crest, the title 'Code of Conduct' is written in large, bold, red letters with a white outline. Below the title, there are six circular callouts, each with a different colored border and a title in a matching color. Each callout contains a list of 'We will' statements. The callouts are: 'Respect' (blue border), 'Integrity' (purple border), 'Compassion' (red border), 'Social and Environmental Responsibility' (dark blue border), 'Scholarship' (teal border), and 'Community' (orange border). The background of the poster is decorated with faint, stylized yellow patterns.

CANTERBURY COLLEGE
The better prepared the stronger

Code of Conduct

Respect

We will:

- Treat everyone fairly;
- Address all people politely;
- Listen to others carefully;
- Take care of our own property and others' property;
- Value difference in culture, religion and opinion;
- Show pride in our achievements;
- Acknowledge the privacy and confidentiality of others;
- Discourage negative actions and conversations;
- Believe in ourselves.

Integrity

We will:

- Take responsibility for our own actions;
- Recognise and reward effort equally across all activities;
- Be honest and open in all relationships and actions;
- Acknowledge research sources honestly and present work without plagiarism;
- Acknowledge our mistakes and learn from them;
- Allow others to acknowledge mistakes and learn from them;
- Show courage and consistency in upholding and promoting the Values and Code of Conduct of the College.

Compassion

We will:

- Show consideration for the feelings of others;
- Show no tolerance for any form of bullying;
- Be kind and forgiving;
- Support those with particular needs;
- Encourage and support others.

Social and Environmental Responsibility

We will:

- Highlight social justice issues as part of College life and in the curriculum;
- Support and include individual groups who may be excluded;
- Promote outreach and service to communities in need;
- Understand and support the reasons for good management of the environment at local and global levels;
- Use water and recyclable materials responsibly;
- Maintain cleanliness and build a sense of pride in our environments;
- Dispose of rubbish responsibly.

Scholarship

We will:

- Foster a spirit of enquiry and a life long commitment to learning;
- Help to develop an enjoyable and fulfilling learning and teaching environment;
- Aim to do our very best;
- Acknowledge commitment and effort;
- Learn from mistakes and benefit from advice;
- Explore different pathways to success;
- Promote excellence in fields other than the academic.

Community

We will:

- Encourage positive actions and conversations which uphold the College Values and ethos;
- Participate responsibly in decision-making processes;
- Work to develop resilience in ourselves and others;
- Attend College functions;
- Celebrate achievements;
- Recognise that we all benefit from the achievements of others;
- Make visitors and new members of the College feel welcome;
- Have fun — but not at the expense of others.

Campus Facilities and Campus Map

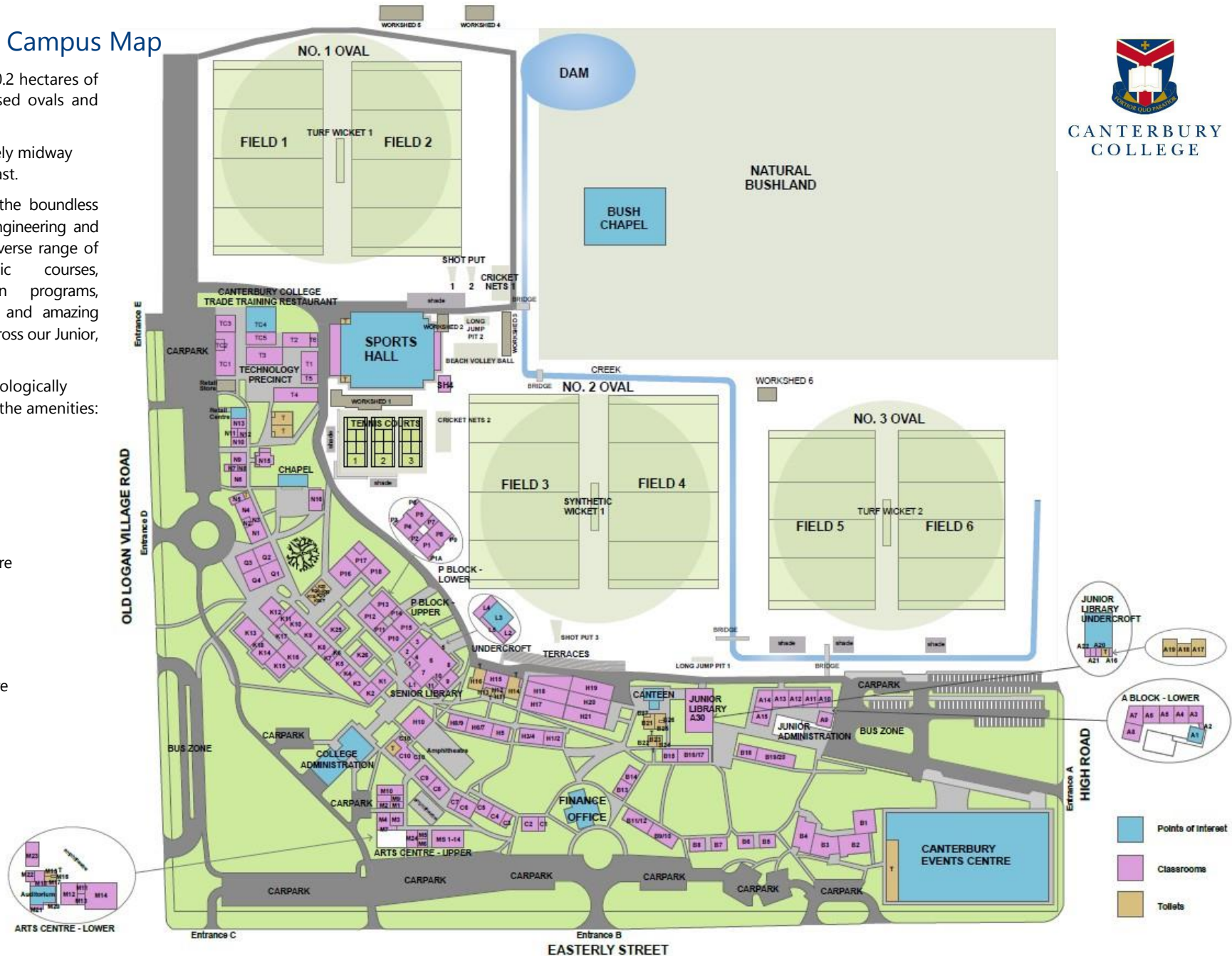
Canterbury College is located on 30.2 hectares of natural Australian bush land, grassed ovals and landscaped grounds in Logan City.

The College is situated approximately midway between Brisbane and the Gold Coast.

Canterbury College offers students the boundless potential of Science, Technology, Engineering and Maths (STEM) learning through a diverse range of engaging innovative academic courses, extracurricular, exciting extension programs, excursions, incursions, competitions and amazing STEM extracurricular opportunities across our Junior, Middle and Senior Schools.

Our facilities include modern, technologically advanced classrooms with state-of-the amenities:

- Digital Hub
- The Canterbury Events Centre
- Performing Arts Centre
- Science Precinct
- English Language specialist Centre
- Farm for Rural Studies
- Two Sports Hall
- Auditorium
- Senior Resource and NEXT Centre
- Junior Discovery Centre
- Canteen
- Six playing fields
- Eight lane Athletics racing track



CANTERBURY
COLLEGE

Subjects

Year 7 and Year 8

- English
- Mathematics
- Science
- Geography
- History
- Health and Physical Education
- Spiritual Development
- Students will also study Languages (French and Japanese) and Art subjects (Art and Music) on a semester rotation
- In Year 8 students also study ITD and FTS on a semester rotation

Year 9 and Year 10

Compulsory Subjects

- English
- Health and Physical Education
- History
- Mathematics
- Science
- Spiritual Development

Elective Subjects *(Choice of three subjects)*

- Business Education
- Dance
- Digital Technology
- Drama
- Extension English
- Extension Mathematics
- Extension Science
- Food and Technology Studies
- French
- Furnishing Certificate I
- Graphics
- ITD
- Languages
- Principles of Animal Production
- Visual Art

Year 11 and Year 12

Compulsory Subjects

English

- English for ESL Learners
- English

Mathematics

- General Mathematics
- Mathematical Methods
- Specialist Mathematics

Spiritual Development

Elective Subjects *(Choice of four subjects)*

Arts

- Dance
- Drama
- Film, Television and New Media
- Music
- Music Extension (Year 12)
- Visual Art

Health and Physical Education

- Health Education
- Physical Education

Languages

- Chinese
- French
- Japanese

Hospitality and Trades

- Food and Nutrition
- Hospitality Certificate II/Kitchen Operations Certificate II

Science

- Biology
- Chemistry
- Physics

Social Sciences

- Accounting
- Ancient History
- Literature
- Geography
- Legal Studies
- Modern History

Technology and Trades

- Furniture Making Pathways Certificate II
- General Construction Certificate I
- Design
- Agricultural Science
- Engineering
- Psychology

VET Pathway Subjects

- Furniture Making Pathways Certificate II
- General Construction Certificate I
- Hospitality Certificate II/Kitchen Operations Certificate II
- Essential English
- Essential Mathematics

Extra Curricular Activities

Junior School

- | | | | |
|-----------------------|-----------------|---------------------|------------------|
| • Athletics | • Cross Country | • Netball | • Swimming |
| • Australian Football | • Dance | • Rugby | • Tennis |
| • Basketball | • Debating | • Soccer (Football) | • Touch Football |
| • Chess Club | • Futsal | • STEM | |
| • Cricket | • Hockey | • Strings | |

Middle and Senior School

- | | | | |
|-----------------------------|-------------------|---------------------|------------------|
| • Athletics | • Cricket | • Rowing | • Tennis |
| • Australian Rules Football | • Cross Country | • Rugby | • Touch Football |
| • Bands | • Dance | • Soccer (Football) | • Volleyball |
| • Basketball | • Debating | • Softball | • Youth Theatre |
| • Cheerleading | • Equestrian | • STEM | |
| • Chess | • Hockey | • Strings | |
| • Choir | • Public Speaking | • Swimming | |

Performing Arts

- | | | | | |
|---------------------------|-------------------------|--------------------|------------------------|---|
| Bands: | • Symphonic Band | Orchestras: | • Symphony Orchestra | • Junior Percussion Ensemble
• All Star Strings
• Allegro Strings
• Junior School Players
• Junior Steppers |
| | • Stage Band | | • Ritornello | |
| | • Concert Band | | • Symphonia | |
| | • Wind Band | | • String Orchestra | |
| | • Chapel Band | | • Junior Strings | |
| Chamber Ensembles: | • Senior & Intermediate | Choirs: | • Senior Concert Choir | |
| | • Percussion Ensemble | | • Cantabile | |
| | • Flute Ensemble | | • Boys Vocal Group | |
| | • Junior Clarinet Choir | | • Treble Voices | |
| | • Senior Clarinet Choir | | • Junior Choir | |
| | • Guitar Ensemble | | • Junior Singers | |



Uniform Expectations

The College uniform is compulsory and a copy of the Canterbury College Uniform Policy and current pricelist is available from our website:



Hats

- College formal hats are to be worn at all times when travelling to or from the College.
- They are to be worn square on the head and girls' hairstyles must not interfere with the appropriate wearing of the hat.
- On formal occasions boys and girls in Prep – 3 wear the blue formal hat
- Boys in Years 4 – 12 wear the grey felt hat
- Girls from Years 4 – 12 wear the white hat
- During the College day students must wear a hat when they are outside the classroom. They may wear either the formal or sports hat.
- For sun safety, the legionnaires cap or wide brimmed hat is compulsory for students in Kindergarten – Year 3.
- Students in Years 4 – 12 have the choice of either the blue sports hat or the College cap for sportswear.

Shoes

- Students in Kindergarten and Prep wear white sports shoes. Velcro tabs are permitted for students in Kindergarten.
- Students in Years 1 – 12 are to wear standard black leather lace up shoes and white sport shoes.

Shirts

- Boys shirts are to be tucked in at all times.

Ties

- The wide end of boys' ties should be no lower than the belt.

- Girls ties are to be worn tucked under the collar.

Socks

- With shorts, boys in Years 4 – 12 are to wear long socks pulled up.
- Girls in years 4 to 12 are to wear the College girls socks

Shorts/Trousers

- Boys in Kindergarten – Year 3 wear navy shorts. (Tracksuit pants for Kindergarten & Prep and trousers for Years 1 – 3 in winter)
- Boys in Years 4 – 6 wear grey shorts with black belt and may wear trousers in winter.
- Boys in Middle and Senior School have the option of wearing shorts or long trousers in Terms 2 and 3.
- Boys in Middle and Senior School wear long grey tailored shorts with black belts in Terms 1 and 4.
- Boys in Middle and Senior School wear grey tailored trousers with black belt in Terms 2 and 3.

Blazers and Jumpers

- All students in Middle and Senior School must have a blazer with College badges on the left lapel. Blazer sleeves may not be pushed up
- All students in Junior School must have a jumper (blazers optional) and they are only compulsory on formal occasions.
- On days when the weather is very cold, Years Pre – 3 students may choose to wear their full tracksuit over their winter uniform, including jumper, to gain extra warmth.
- Years 7 – 12 students must NOT wear tracksuit tops over their formal uniform.



Optional uniform items throughout the year

- Navy trousers for Prep – 3.
- Grey trousers for Years 4 – 6.
- Ribbed navy tights for Prep – 6 girls.
- Stockings for Middle and Senior School girls except on formal occasions where they are compulsory. Colour – nearly black/charcoal



- Court shoes for Senior girls except on formal occasions when they are compulsory.
- Senior Jersey – Year 12 students (may not be worn as part of the formal uniform, except within the College grounds).
- Black or navy knitted gloves may be worn during winter.

Bags

- College school bags are compulsory for all years.
- Students in Years 4 – 12 have a College sports bag for PE.

Jewellery

- No jewellery is to be worn to College, except one pair of plain gold or silver sleeper or stud (round in shape) earrings if necessary (girls only). One earring only is to be worn in each ear lobe.
- Watches may have either a black, brown, gold or silver band. Brightly coloured bands must not be worn.
- Tooth jewellery is not permitted.
- Students are not permitted to wear body piercing such as eyebrow, nostril, lip and tongue piercing. Plastic studs for body piercings are not permitted.

Tattoos

- **Tattoos are not permitted on any part of the body.**

Grooming

- Boys are expected to be clean shaven at all times
- Side burns may be no lower than the bottom of the ears.
- Boys' hair is to be consistently cut and styled in a conservative manner – hair products, exaggerated hairstyles, stepped cuts, wedges and undercuts are not permitted.
- All hair is to be neatly brushed.
- Boys' hair must be cut off at the collar and must not cover the eyebrows or ears.
- Hair ribbons may be navy, red or white.
- Small elastic hair bands for pony tails must be black or navy.
- Only headbands purchased from the college Uniform Shop are allowed to be worn.
- Students may not attend College with hair that is not their natural colour. This includes streaks and tips. (If a student does attend College with dyed hair, parents will be contacted and the hair will need to be returned to a natural colour as soon as possible.)
- Make up and nail enamel are not permitted to be worn at any time.
- Lip gloss is to be clear and untinted.



International Student Policies

Please refer to the links on the College' website:

International Student Entry Requirements Policy
 International Student Fee schedule
 International Student Fee Policy
 International Student Welfare and Accommodation Policy
 International Student Complaints and Appeals Policy
 International Student Deferment, Suspension and Cancellation Policy
 International Student Monitoring Course Progress and Attendance Policy
 International Transfer Request Policy
 Canterbury College Code of Conduct and Charter of Values
 ESOS Framework.

Extract from Critical Incident Policy

A critical incident is broadly defined as any situation faced by the College community causing its members to experience unusually strong reactions, which have the potential to interfere with their ability to function either at the time the situation arises or later. The necessity of responding promptly and appropriately in such a situation is important in protecting the mental health of students, staff and family.

The full version of the Critical Incident Policy is available upon request: enrolments@canterbury.qld.edu.au

Emergency Evacuation Procedures

Canterbury College uses a system of three alarms that will indicate to staff that there is an emergency situation that needs to be addressed. The warning bell indicates that there is a problem and a meeting needs to take place with the Emergency Committee.

Once an action plan has been established and depending on the incident (fire, bomb threat, gas leak, intruder etc) the staff and students will stay in classrooms, gather in year groupings or meet as an entire school. Emergency procedure Drills are held each term.

International students will receive further information at their student orientation session upon commencement at Canterbury College.

Arrangements with Agents

Canterbury College has arrangements with selected agents.

Please refer to the College website www.canterbury.qld.edu.au for further details.

Living and Studying in Australia

You are encouraged to visit www.studyinaustralia.gov.au, which is the official Australian Government website for advice on studying and living in Australia.

This website provides impartial information on:

Courses
 Education institutions
 Study costs

Living costs
 Application process
 Visa requirements

Employment
 Money Matters
 Help centres in your own country

Collection of Information - Privacy Policy

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose for collecting information is to enable the college to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the college's legal obligations, particularly to enable the college to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools (e.g. Public Health and Child Protection) require that specific information is collected.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The College, from time to time, discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, other discrete bodies within Canterbury College such as the Canterbury Foundation, government departments, Anglican Schools Commission, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enroll or continue the enrolment of your son/daughter.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, pupil activities, and other news is published in College newsletters, magazines, on our website, and in the general media for example newspapers, television).
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Pupils may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the college's duty of care to the student, or where students have provided information in confidence.
9. We may include your contract details in a class list and College Directory. If you do not agree to this you must advise us now.
10. If you provide the college with the personal information of others, such as doctors or emergency contacts we encourage you to inform them that you are disclosing the information to the college and why. That they can access that information if they wish and that the College does not usually disclose information to third parties.



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CANTERBURY COLLEGE
Queensland Australia

Brisbane
Queen Street Mall

Garden City Shopping Centre

Sunnybank

Browns Plains Grand Plaza

CANTERBURY COLLEGE Waterford

Logan Hyperdome

Harbour Town Shopping Centre

Gold Coast
Pacific Fair Shopping Centre
Robina Town Centre

Canterbury College

Australia
CRICOS Provider No 01609C

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