



International Student Enrolment Information Guide

2018



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From the Executive Principal



Dear Parent/Student,

King's Christian College offers a complete educational and accommodation service to a number of overseas students from both English and non-English speaking backgrounds. Over the last 36 years, we have been privileged to provide this service as part of our vision to bring cultural appreciation between Australians and people from other nations - particularly Asia. We presently have international students from more than 12 different nations represented at King's.

As you can see from the accompanying information, we offer a comprehensive educational service that prepares students for university entrance. At our two campuses, Reedy Creek and Pimpama, we enrol students from Prep (5 years old) to Year 12 (17-19 years old).

Once the student is competent enough in the English language to make the transition into the College, they will be supported with our English language support program (ESL).

To help the overseas students become comfortable in their new school and to integrate well with Australian students, the College has a policy of enrolling a limited number of students from each nation at each year level.

King's Christian College has developed a fine reputation for the care our staff shows towards our students. Our school program offers the benefits of technological, musical, artistic and sporting opportunities all within the pastoral ministry of a vibrant, Christian community.

In addition, the academic accomplishments of our students, especially our graduating Year 12s, has placed King's as one of the highest achieving schools in the whole state of Queensland.

King's has links with several universities on the Gold Coast, and also with universities in the state's capital, Brisbane which is only one hour's drive away. These universities offer all possible degrees from Bachelor to Doctoral degrees. King's personnel are able to offer advice and help to an international student in their search for a suitable university and its entry requirements to particular degrees. In addition, King's offers on-campus courses in post secondary, vocational education.

In parallel with our educational service, the College has a network of Christian families associated with King's who are willing to open their homes for accommodation to all our international students. This also helps the new student quickly adapt to their new environment.

As you can see, King's is a Christian college offering a comprehensive service to the international scholar; from airport pick-up to accommodation, English language support courses, government-accredited Prep, Primary, Secondary and Post-Secondary curriculum, to advice and information about suitable university education.

Take your time and peruse the enclosed information. If you have any further questions please phone or e-mail us using the contact information on the back of this prospectus.

Mr. Rees Davis *BSc, DipEd, BEd, MEd*
Executive Principal

Code of Practice

EDUCATIONAL STANDARD

King's Christian College (hereafter referred to as King's) has adopted practices, which will maintain high professional standards in the marketing and delivery of its courses, which will safeguard the interests and welfare of course participants.

MARKETING

King's Christian College's marketing materials and promotion of courses and education services are consistent with Australian Consumer Law, and do not make false claims or provide misleading information about itself, the facilities provided, its courses or course outcomes.

STUDENT INFORMATION

Every student of King's will be provided accurate, relevant and up-to-date information prior to student course commencement, which will include a copy of the Code of Practice plus:

- the admissions procedure and criteria
- a copy of the Refund Policy
- a written agreement outlining the total costs and fees payable by students
- facilities and equipment at the King's Christian College campus

RECRUITMENT

The recruitment of students will be conducted at all times in an ethical and responsible manner and consistent with the requirements of the curriculum.

FEES & REFUNDS

King's maintains safeguards for the fees paid by students and there is a fair and equitable refund policy which ensures that overseas students will be protected by the Education Services for Overseas Students (Registration of Providers Financial Regulation) Act 1991. Please refer to the Refund Process and Policy on p16.

COMPLAINTS & APPEALS PROCEDURE

If a student has a grievance in regard to any aspect of study at the college, it should firstly be raised with the International Student Registrar. If the issue is not resolved in this manner, a written statement of concern should be made to the Principal. Should it be necessary this will be taken to the Board of Directors for moderation. Please see the Complaints & Appeals Policy in the appendix.

ESOS LEGISLATIVE FRAMEWORK

The Education Services for Overseas Students Act 2000, or ESOS Act, establishes legislative requirements and standards for the quality assurance of education and training institutions offering courses to international students who are in Australia on a student visa. ESOS also provides tuition fee protection for international students.

King's is committed to offering high quality education services and protecting the rights of international students. Further information about the rights and responsibilities of international students can be found by following these links:

<https://docs.education.gov.au/system/files/doc/other/esosstudentfactsheetv3.pdf>

<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Review/Documents/TPSSStudentBrochure03.pdf>

SANCTION

It is acknowledged by King's that registered training providers who do not meet the obligations of this code or supportive regulatory requirements may, where applicable, have their registrations as training providers withdrawn.

Mr. Rees Davis BSc, DipEd, BEd, MEd
College Principal

About King's Christian College

King's Christian College operates from two campuses on Queensland's Gold Coast. Our Reedy Creek campus was established in 1980 and offers Kindergarten and Pre Prep as well as Primary and Secondary schooling, plus a Trade Training Centre on the same campus. Located just west of the M1 from Robina, the Reedy Creek campus is centrally located on the Gold Coast and convenient to public transport.

The campus is divided into discreet areas for each section of the school. This provides a small school atmosphere within the wider campus. The campus is divided into a Foundation Years Precinct (Early Learning Centre and Prep), Years 1 - 3, Years 4 - 6, High School (Years 7 - 12) and Trade Training Centre.

As a result of a master planned building program, students and staff enjoy excellent facilities, with a state-of-the-art Prep Centre, Early Learning Centre, Sports Centre, auditorium, Industrial Design and Technology Centre, innovative classrooms designed for project-based learning and specialist science, home economics, art, dance, drama and music facilities.

Our Pimpama campus was opened in 2015 in the fast-growing northern Gold Coast region. This campus offers Kindergarten, Pre-Prep and Primary School, with High School due to start in 2019.

The campus is a master-planned 40-acre site, and we have a construction program designed to provide new, state of the art facilities to match student needs as the school grows.

Stage 2 of our classroom facilities opened at the beginning of 2017. This building includes a library, music room and indoor amphitheater as well as eight additional classrooms. The first stage of our Community Centre was completed in late 2017. This stage included an auditorium, café, offices and school reception. Construction of the first High School building will begin in 2018. This building will contain modern, multi-purpose classroom spaces as well as specialist science, home economics and industrial arts facilities.

College Culture

At King's our mission statement is: 'Educating students in Christian leadership for tomorrow's generation'. To achieve this we are very intentional about the culture we cultivate, and the leadership development that takes place across all grades.

The culture within the student body is entrenched in three core values:

- Christ - Love God
- Community - Love People
- Competence - Pursue Excellence

From these core values the school aims to develop the following character traits in every King's students:



Course Information

King's Christian College is a *Commonwealth Register of Institutions and Courses for Overseas Students* (CRICOS) school.

The CRICOS Provider Number is 00341A.

At King's, Primary School is Prep to Year 6; Middle School is Years 7 to 9; and Senior School is Years 10 to 12.

COURSES OFFERED

King's Christian College is pleased to offer the following CRICOS registered courses at our campuses:

Reedy Creek campus:	Pimpama campus:
Primary (Prep-Year 6) CRICOS Course No: 082924K	Primary (Prep-Year 6) CRICOS Course No: 082924K
Junior Secondary (Years 7-10) CRICOS Course No: 082925J	
Senior Secondary (Years 11-12) CRICOS Course No: 082926G	

SENIOR SUBJECT INFORMATION – COURSE CREDIT

King's Christian College will assess all applications for course credit for students enrolling in Senior Secondary Studies.

The student may receive course credit for units completed based on evidence provided of studies undertaken under the relevant state or territory curriculum assessment authority or nationally accredited framework.

King's Christian College assesses and records course credit, according to requirements of the Queensland Curriculum and Assessment Authority (QCAA).

MODE OF STUDY

All courses offered by King's are of a full-time nature. Students are required to attend course(s) face-to-face in school facilities on campus. Depending on course components, a student's course may also include:

- Online learning in class time or after school hours
- Approved excursions or field trips
- Approved work experience program
- Outdoor education activities
- Approved studies that contribute to a student's enrolled course but are delivered by another approved provider

Application & Enrolment Process

STEP 1 - COMPLETE APPLICATION FORM

Please complete the International Student Enrolment Application form, answering ALL QUESTIONS. Please include the most recent academic transcripts, officially translated into English.

STEP 2 - SEND APPLICATION FORM & FEE

Send the completed application form with the application fee (\$200) by mail or email to the following address:

1. BY EMAIL isr@kingscollege.qld.edu.au
2. BY MAIL
The Principal
King's Christian College
Locked Bag 70
Burleigh Post Office QLD 4220, AUSTRALIA

If you are applying through an agent, please return the completed form to your agent for processing.

STEP 3 - ACCEPTANCE LETTER ISSUED

If a place is available in the appropriate year level and the application is successful, a letter of offer will be issued to the applicant. Along with the letter of offer there will be a written agreement and a quote for one year's fees.

STEP 4 - PAYMENT OF FEES

When you receive a letter of offer and you wish to accept, please confirm by returning the signed Written Agreement followed by payment of the required fees as outlined in the quote. Payment can be made by bank transfer or credit card. When transferring a payment please include the account code and student name. Details for bank transfer payments will be provided with the initial quote.

STEP 5 - STUDENT VISA DOCUMENTS ISSUED

When the Written Agreement has been signed and returned and the payment of fees has also been received, the documents needed for a student visa application can be issued. The documents include an Electronic Confirmation of Enrolment (ECoE) and, where necessary, a welfare/accommodation approval (CAAW). These forms must be submitted with your student visa application online with the Australian Department of Home Affairs (DHA) previous known as Department of Home Affairs and Border Protection (DIBP).

STEP 6 - ENGLISH LANGUAGE ASSESSMENT

A satisfactory level of English is required before a student can commence enrolment. If unsure about a student's English language level it is best to plan to attend an ELICOS course prior to enrolment after which the applicant must be able to successfully complete an English language assessment. Once a student has arrived in Australia, and prior to commencement of enrolment, an English language assessment can be organised by contacting the International Student Registrar.

STEP 7 - INTERVIEW WITH PRINCIPAL

A student must also complete a successful interview with the Principal BEFORE commencing their enrolment at King's. Please contact the International Student Registrar after arrival in Australia to arrange an appointment for the interview.

STEP 8 - ARRANGE HOMESTAY & AIRPORT PICK UP

When a student visa has been issued, it is important to notify the college of the date and time of arrival in Australia so that appropriate homestay accommodation and airport pick-up can be organised. If the date of travel or commencement changes, please notify the college immediately.

Entry Requirements

International students applying for entry to King's Christian College must have suitable academic qualifications relevant to the course they wish to enter and meet minimum levels of English language proficiency.

For full details, please refer to the Entry Requirements and Enrolment Conditions policies located in the appendix section of this guide.

Applications for enrolment must be made on King's Christian College's International Student Enrolment Application. This must be correctly completed, and must be accompanied by the following documents to support the application:

- a) Copies of Student Report Cards from the previous 2 years of study, including a copy of the latest Student Report;
- b) 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 commitment to studies;
- c) Written evidence of proficiency in English as a second language OR provide proof of intention to study at a language school
- d) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
- e) Completed Homestay Form (if Homestay placement is needed)
- f) Enrolment Application Fee and Enrolment fee

ACADEMIC REQUIREMENTS

The minimum academic requirements are:

Primary School - Evidence of application to schoolwork and age-appropriate achievement in literacy and numeracy areas of the curriculum

Years 7 – 12 - A pass level or "C" grade or better for the majority of core subjects and age-appropriate achievement in literacy and numeracy areas of the curriculum

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

- a) Applicants are assessed individually based on the contents of their report cards and personal references, and may also be required to undertake a language proficiency test set by the school.
- b) If supplied, King's Christian College will assess evidence of English language proficiency presented by a student at the time of application, but reserves the right to confirm the student's English language proficiency through additional tests.
- c) If not presenting appropriate evidence of English language proficiency at the time of application, King's Christian College will assess the student's application for entry based on satisfactory test results as follows:

Acceptable Test	Minimum Test Result	For Entry to
NLLIA or IELTS	Level 3/4 or 4	Prep – Year 3
NLLIA or IELTS	Level 3/4 or 4	Year 4 – Year 6
NLLIA or IELTS	Level 3.5/4 or 4/4.5	Year 7 – Year 9
NLLIA or IELTS	Level 4 or 5	Year 10
	Level 4.5/5 or 5	Year 11
	Level 5 or 5.5/6	Year 12

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

e) If undertaking an intensive English language course before beginning mainstream studies, English language proficiency will be reassessed at the conclusion of the language course to ensure the student's level of proficiency is sufficient to allow them to commence their mainstream course.

Accommodation

Whilst studying at King's Christian College, students must have their accommodation arrangements approved by the college and the Department of Home Affairs. Students under the age of 18 are required to maintain adequate welfare and accommodation requirements as a condition of their student visa.

Students have two options for accommodation arrangements:

- 1) live in college-organised homestay approved by the college OR
- 2) live with a close family member approved by the Department of Home Affairs

Full details on both options, including responsibilities and obligations applicable to both the college and parent/guardian can be found in the policy appendix.

HOMESTAY

Homestay is a very popular form of accommodation. It offers an international student the security and comfort of a real home while they are away from their family, enabling them also to experience the Australian family culture first-hand.

For students who have indicated on their application form that they will live in homestay, King's will organise a suitable homestay placement. All conditions for homestay must be agreed to before moving into a college-organised homestay. A \$250 placement fee is charged by the college to find a suitable homestay.

Please refer to the fee schedule for the cost of a college-organised homestay. The homestay fee is paid direct to the college in advance, either by year or by semester from enrolment commencement.

When living in homestay, students may be asked to participate in some minor household tasks for example, keeping their room tidy, helping with the dishes after a meal, making their own breakfast or lunch.

At King's Christian College all homestay families are chosen carefully by the college's Homestay Officer. They must pass government regulations and requirements to be part of the homestay program. The well-being of our students is very important to us and we do our best to make sure that our international guests enjoy every aspect of their stay at King's.

Students are expected to return to their home country during the summer vacation, which is almost two months in duration, over December and January. Alternate arrangements must be made with the approval of the college's Homestay Officer earlier in the year.

WHAT TO EXPECT IN YOUR HOMESTAY

A homestay organised by the college's Homestay Officer is **expected to provide** the following:

- Three meals a day, plus snacks
- Inclusion (where possible) in all family activities
- Supervision and monitoring of homework and behaviour
- Checking that homework and assignments are up to date
- Regular liaison with the College if there are any issues that need to be dealt with (eg. after school functions or detentions etc)• Regular liaison with subject / year level teachers by attending high school partnership evenings
- When a student is ill, it is the homestay's responsibility to call the college to advise of the student's absence
- Washing and ironing of clothes and uniforms (older students may wish to do their own ironing)
- Minor clothing repairs where possible (eg. hem undone, small tear in shorts etc)
- Provision of heating in winter / fan in summer
- General parental love, care, concern, discipline and direction
- Monitoring / supervising social outings and activities, especially on weekends
- If a family outing includes a meal, then payment of that meal is provided by the homestay family
- In the event of an emergency, provide transport to a doctor or hospital
- Provide transport as requested, if necessary and where reasonable
- Report any socially unacceptable behaviour or extended absences to the college's Homestay Officer

Accomodation cont.

- While hosting a King's Christian College student, the host family agree to have a **maximum** of two homestay students at any one time

Two week's notice must be given in writing to the College's homestay officer, if exceptional circumstances make it necessary for a student to move out of the college-organised homestay. This may only be done with the approval of the college's Homestay Officer.

Fee Schedule 2018

TUITION FEES		
Tuition Fees	Per Semester	Per Year
Primary Prep - Year 3	\$9810	\$19620
Primary Years 4-6	\$9940	\$19880
Middle School Years 7 - 9	\$10250	\$20500
Senior High School Years 10-12	\$10250	\$20500

TUITION FEES INFORMATION

CONSUMABLE FEE - The consumable fee is included in the tuition fee above and covers all compulsory activities, stationery, books, textbook hire, locker hire, student ID cards, technology levy (includes laptop for students in Years 5-12), subject excursions plus transportation for all subject excursions.

SIBLING DISCOUNTS - A discount is offered where there is more than one child from a family enrolled and is applied to the second and subsequent children. This discount will be included on your personal statement.

PAYMENT OF FEES

All fees must be paid in Australian dollars.

Fees can be paid using any of the following options:

- Bank transfer from overseas - details will be supplied in letter of offer
- Paying in person - payments can be made in person at the College's administration office using cash or credit card.
- Paying by direct debit - this type of payment method can be used if residing in Australia.

DUE DATES FOR PAYMENT OF FEES - 2018

Semester 1 fees are due by Friday 12 January 2018 and Semester 2 are due by Friday 29 June 2018.

WHEN LEAVING THE COLLEGE

Please note that when leaving the college, enrolment conditions require that **one term's notice must be given in writing** prior to the removal of a student. In the event of such notice not being given, one term's fees will be charged in lieu thereof.

NON-TUITION FEES (WHERE APPLICABLE) - COMPULSORY	
APPLICATION FEE - \$200 ALL applications for enrolment must be accompanied by a \$200 application fee. This fee is non-refundable and will include an English language assessment.	\$200 for each enrolment
Clubbastics & Fusion Fees Clubbastics (Primary) and Fusion (High School) programs offer a variety of interests including bush skills, chess, horse riding plus others and is incorporated in the school week. Up to \$300 is covered in the tuition fees.	\$300 per year
Queensland CURRICULUM & ASSESSMENT AUTHORITY fees The QCAA fee applies to all international students in Years 11 and 12 who wish to gain entry to an Australian university after graduating. The fee is for the moderation and processing of student work, the calculation of results and the printing of certificates by QCAA.	Year 11 & 12 students only \$438.20 per year *Ends December 2019, new system begins 2020.

Fee Schedule 2018

NON-TUITION FEES (WHERE APPLICABLE) - COMPULSORY

UNIFORMS All uniform items are available at the college's Uniform Shop except for shoes. Purchases can be made with cash or credit card prior to enrolment. Prices include GST. Price quoted is for initial set up only.	\$700 approx. for Prep - Year 6 \$1000 approx. for Years 7-9 \$1100 approx. for Years 10-12
MEDICAL INSURANCE (Medibank Private) As required by Australian law, medical insurance must be purchased for a student on a student visa. This can be arranged for your child for the planned length of their enrolment at King's and must be paid for in full with the first payment of school fees.	\$566 for 12 months (approx) See Medibank Private website for more details
HOMESTAY FEES When the option for homestay is chosen, a student will live in a college-organised homestay. The cost of homestay is \$290 per week and while away from homestay the cost is \$160 per week.	\$7800 per semester \$15600 per year
HOMESTAY PLACEMENT FEE To find a suitable homestay, the college charges a one-off placement fee.	\$250

NON-TUITION FEES (WHERE APPLICABLE) - OPTIONAL

BUS FEES Bus fees are for transportation to and from school each day on a King's Christian College bus.	\$680 per semester \$1360 per year
CANBERRA TRIP (YEAR 6 ONLY) All Year 6 students can participate in the annual trip to Canberra as a culmination of all they have learned about Australian governance during the year. Included in the trip is a stopover of fun in the snow.	\$990 (approximate)
END OF SEMESTER EXCURSIONS (YEARS 7-12 ONLY) At the end of each semester, all high school international students are taken out to enjoy a special treat.	\$65 per semester / \$130 per year
MELBOURNE TRIP (YEAR 9 ONLY) All students from Year 9 can participate in the annual trip to Melbourne as a fun cultural tour together with teachers. The trip is optional with a limited number of places available.	\$620 (approximate)
END OF YEAR CELEBRATION (YEAR 12 ONLY) Year 12 students celebrate with an end of year Formal	\$125
AIRPORT PICK UP SERVICE Airport pick up will be arranged upon request only. This is available at any time for students travelling to / from Brisbane or Gold Coast Airports.	Quote given upon request

FEES SUBJECT TO CHANGE

All fees are quoted in accordance with the 2018 fee schedule. Fees are subject to annual review and may therefore change.

REFUND POLICY

Please also refer to the Refund Policy located in the appendix of this guide and included in the Written Agreement.

Term Dates & Attendance

TERM DATES 2018

TERM	FIRST DAY	PUBLIC HOLIDAYS	LAST DAY
ONE	Prep - Year 7 & new students Years 8-12 Tuesday 23 January All returning students Year 8-12 Wednesday 24 January	Australia Day Thursday 26 January Good Friday Friday 30 March Easter Monday Monday 2 April	Thursday 29 March
TWO	Wednesday 18 April	ANZAC Day Wednesday 25 April Labour Day Monday 7 May	Thursday 21 June
THREE	Tuesday 17 July	Gold Coast Show Holiday Friday 31 August	Thursday 20 September
FOUR	Monday 8 October	Queen's Birthday Monday 1 October	Year 12 Friday 16 November Pre-Year 11 Friday 30 November

SPECIAL PROVISION FOR STUDENTS UNDER THE AGE OF 18

Please note that if a student will be travelling to Australia alone, and they are under the age of 18, arrival in Australia must coincide with the dates mentioned in the Welfare/Accommodation approval (CAAW) issued for a student visa. Please check the dates before making flight bookings.

TRAVELLING WITHIN AUSTRALIA DURING ENROLMENT

It is an enrolment condition that international students under the welfare responsibility of King's, are **NOT permitted to travel within Australia without the written permission of the college** and without a suitable chaperone. Application may be made by completing the necessary forms. Please see the college's International Student Registrar.

ARRIVAL & DEPARTURE DATES FOR VACATION PERIODS

If a student is planning to go to their home overseas during vacation time, flight departures and arrivals should be booked early coinciding with college term dates above.

TERM DATES

Please note that one of the enrolment conditions **requires all students to be present on the first and last day of each term.**

Term dates are available on our college website, the International Student Handbook and this guide. Parents and students are responsible to ensure that these dates are adhered to. If students arrive more than 5 days late at the start of a term, in line with DHA regulations, the college is required to make a report to Department of Home Affairs.

Course Content

PRIMARY SCHOOL

The Primary School curriculum is focused upon the teaching of foundational skills and knowledge, whilst developing a love of life-long learning. At King's we believe that formal education should be both academically challenging and interesting. Our air-conditioned classrooms are places of interest, friendship, order, respect and studious work. A thorough primary school education is the best foundation for success in high school and beyond.

In the early years of primary school, from Prep to Year 2, the curriculum has a strong focus on the development of foundational literacy and numeracy skills. With the assistance of a speech specialist, our committed Christian staff provide students with an exceptional foundation to their formal education.

As students progress through Years 3 – 6, there remains a major focus on each student acquiring a sound knowledge of literacy and numeracy skills. Complementing these core areas, students learn contemporary I.T. skills, grown in their knowledge of the arts and most importantly, grow in Christian character.

Core curriculum subjects are taught by classroom teachers and these include:

- English
- Mathematics
- Science
- Humanities and Social Sciences
- Christian Living

Specialist teachers are engaged to teach a variety of other subjects on rotation and these include:

- Art
- Digital Technology
- English Support Classes (ESL)
- Health
- Physical Education
- Languages - Spanish
- Music



PRIMARY SCHOOL ASSESSMENT

King's Christian College is dedicated towards inquiry; toward deep and extended learning processes, and toward more effective assessment practices and feedback on the learning process. Assessment is used to inform planning and practice, guide instruction and lead to improved student learning.

Assessment may take the form of:

Diagnostic Assessment involves teachers assessing prior knowledge before beginning a new inquiry or topic and then students will be given an opportunity to share their prior knowledge.

Formative Assessment (informal) is interwoven with daily instruction and assists the teacher in planning the next stage of learning. It provides regular and frequent feedback to the teacher and the student. It also gives students an opportunity to improve their understanding and to cultivate their enthusiasm for learning.

Summative Assessment (formal) occurs when teachers use evidence of student learning to make judgements on student achievement against goals and standards.

Assessment in the classroom may include:

- Criteria task sheets and clear rubrics.
- Using formative samples of work that provide information about student learning.

Course Content cont.

- Collecting evidence of students' understanding and thinking.
- Documenting the learning process of groups and individuals.
- Engaging students in reflecting on their learning.
- Self and peer assessment.
- Keeping records of assignments and results.
- Processes that make student learning visible.

MIDDLE SCHOOL

Middle School subjects During the Middle School program, students will have the opportunity to study a complete range of subjects, however this depends when a student commences their enrolment in Middle School. In Years 7 and 8, all students study the complete range of subjects. The program is designed to give students a solid grounding in the basics for their secondary school education while providing exposure to a large range of subjects. This then enables students to make informed decisions when choosing electives in Year 9. An information evening and careers expo is held in Term 3 to help students and parents make elective subject choices for Year 9.

YEAR 7 & 8 CORE SUBJECTS:	YEAR 7 & 8 ROTATIONAL SUBJECTS
<ul style="list-style-type: none"> • Christian Studies • English • Geography • History • Mathematics • Physical Education • Science 	<ul style="list-style-type: none"> • Art • Business • Digital Technologies • Drama • Home Economics • Industrial Design and Technology • Japanese • Music
YEAR 9 CORE SUBJECTS:	YEAR 9 ELECTIVE SUBJECTS:
<ul style="list-style-type: none"> • Business • Christian Studies • English • Mathematics • Science 	Creative Arts - which includes a choice of: <ul style="list-style-type: none"> • Art – Digital • Art – Visual • Dance • Drama • Music Humanities - which includes a choice of: <ul style="list-style-type: none"> • Geography • History • Home Economics • Japanese Industrial Design & Technology including a choice of: <ul style="list-style-type: none"> • Graphics • Industrial Skills • Technology Studies Physical Education

Course Content cont.

YEAR 10 COURSE CONTENT

- All students must study English, Mathematics and Christian Studies. Christian Studies gives students the opportunity to work towards attaining Certificate III in Christian Ministry & Theology.
- Please see information about subjects in the Subject Information Booklet.

YEAR 10 SUBJECT CHOICES					
A	B	C	D	E	F
English	Mathematics General	Mathematics Specialist	Chemistry	Physics	Biology
	Mathematical Methods	Legal Studies	Business	Digital Solutions	Accounting
		Food Technology & Textile Design	Dance	Geography	Japanese
		Visual Art	Design	Music	Drama
		Physical Education		Film TV	Engineering
				Pshychology	*Digital Art
		* Recreational Sport		* Industrial Technology Skills	*Industrial Graphics Skills

YEAR 11 & 12 COURSE CONTENT

All students must study English, Mathematics and Christian Studies. Christian Studies gives students the opportunity to work towards attaining Certificate III in Christian Ministry & Theology.

- Students must study five QCAA subjects to obtain an OP score. Subjects marked with an * do not count towards an OP score.
- Please see details of subjects in the Subject Information Booklet (provdied before commencemnt of studies).

YEAR 11 SUBJECT CHOICES					
A	B	C	D	E	F
English	Maths A	Maths C	Chemistry	Physics	Biology
	Maths B	Legal Studies	Business Management	Information Processing & Technology	Accounting
		Home Economics	Dance	Geography	Japanese
		Visual Art	Graphics	Music	Drama
		Physical Education		Film TV	Technology Studies
*English Communication	*Prevocational Mathematics	*Recreational Sport	*Business Studies	*Industrial Skills	*Digital Art

Course Content cont.

YEAR 12 SUBJECT CHOICES					
A	B	C	D	E	F
English	Maths A	Maths C	Chemistry	Physics	Biology
	Maths B	Legal Studies	Business Management	Information Processing & Technology	Accounting
		Home Economics	Dance	Geography	Japanese
		Visual Art	Graphics	Music	Drama
		Physical Education		Film TV	Technology Studies
* English Communication	* Pre-vocational Mathematics	*Recreational Sport	*Business Studies	*Industrial Skills	*Digital Art

HIGH SCHOOL ASSESSMENT

In High School, across all year levels, all assessment items are graded by using a criteria sheet. In the senior school, the criteria sheets for Years 11 and 12, along with student work, are compulsorily vetted by a panel of subject specific teachers from other schools. This process is known as verification and moderation and places strict expectations on schools.

The Middle School criteria sheets are modelled on the senior school documentation so students are trained early to develop confidence in knowing what is expected of them when it comes to completing an assignment or test. Criteria sheet standards need to be met in order to be awarded the appropriate grade. These sheets grow in complexity as a student progresses through a course and through year levels.

Additional handbooks containing further details, for Primary, Middle and Senior School, will be provided upon enrolment.

Course Attendance and Progress

Overseas students are required to meet and maintain satisfactory course progress and attendance requirements under visa condition 8202 and under Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

COURSE PROGRESS

To demonstrate satisfactory course progress, students will need to satisfactorily achieve in any study period / semester:

- i. In primary school – a minimum pass grade (GL = grade level) in 80% or more of subjects studied in any study period.
- ii. In high school – a minimum pass grade (C-) in 80% or more of subjects studied in any study period.

COURSE ATTENDANCE

Satisfactory course attendance is attendance of 80% of scheduled course contact hours.

For further information, please refer to the Course Progress and Attendance Policy which can be found in the appendix.

Behaviour Management & Student Expectations

King's Christian College has a comprehensive behaviour management policy and program which aims to provide a safe school environment that enhances the wellbeing of all students and staff. An outline of this is given below and should be read in conjunction with Student Expectations contained in the appendix section of this document.

BEHAVIOUR MANAGEMENT OVERVIEW

Purpose

The central purpose of Behaviour Management at King's Christian College is the 'Restoration of Relationships' and to help shape students' character to reflect the character of Christ.

Foundational Scripture

"To lead a life worthy of the Lord, fully pleasing to him, bearing fruit in every work and increasing in the knowledge of God".
(Colossians 1:10)

Specific aims

- To provide a safe and happy environment where students are given the opportunity to realise their God given potential free of bullying and harassment.
- To develop in the students a respect for both staff and their peers.
- To develop in the students self-discipline and individual responsibility for their behaviour.
- To develop a positive environment for both students and parents where effective communication and pastoral support can occur where difficulties exist.
- To praise and appropriately reward students when there has been a change of behaviour and attitude.
- To provide opportunities for friendships (relationships) to be restored
- For students to understand the effect that their behaviour has on themselves and others.
- For students to realise and accept that consequences come as a result of negative behaviour.
- For students to see the importance of change and genuine repentance.

At King's Christian College it is recognised that it is the parents who have overall responsibility for the education and training of their children. With this in mind, parents need to be informed throughout all stages of the behavioural management process, so that they work in partnership with the school.

Students at King's Christian College are expected to meet all behaviour and conduct requirements as explained in the Student Expectations document. Please refer to the policy appendix at the end of this document for full details.

Appendix 1 - Entry Requirements Policy

Entry Requirements and Enrolment Application Assessment Policy

1. King's Christian 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 School, 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.
2. Applications for enrolment must be made on King's Christian College's International Student Enrolment Application. This must be correctly completed, and must be accompanied by the following documents to support the application:
 - a) Copies of Student Report Cards from the previous 2 years of study, including a copy of the latest Student Report;
 - b) 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 commitment to studies;
 - c) Written evidence of proficiency in English as a second language OR provide proof of intention to study at a language school
 - d) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
 - e) Completed Homestay Form (if Homestay placement is needed)
 - f) Enrolment Application Fee
3. Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
4. An application for enrolment can only be processed when all of the above are in the hands of the Admissions Officer.
5. Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.
6. Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application.
7. Onshore applications for Years 11-12, where the student is transferring from another CRICOS registered provider, will only be considered where the transfer, if accepted, allows the student to achieve a successful study outcome at the end of the enrolment.
8. Offshore applications for enrolment in Years 11-12 will not be considered after the Yr 11 course has commenced/ unless the student can complete course assessment before the end of the first semester of Year 11.
9. King's Christian College requires evidence that the applicant's academic ability and English proficiency is sufficient to successfully meet the entry and curriculum demands of the intended course. This is a requirement under the 2018 National Code of Practice, Part B Standard 2.

Minimum academic and English language requirements are as follows:

Academic Requirements

Students must provide evidence of satisfactory academic performance appropriate to entry to the Year level requested on the Application for Enrolment or offered as an alternative point of entry by the school in a Letter of Offer.

- a. For Primary School:
 - i. Evidence of application to schoolwork and age-appropriate achievement in literacy and numeracy areas of the curriculum
- b. For Year 7 – 12 students:
 - i. A pass level or "C" grade or better for 80% of subjects

English Language Proficiency Requirements

- a) Applicants are assessed individually based on the contents of their report cards and personal references, and may also be required to undertake a language proficiency test set by the school.
- b) If supplied, King’s Christian College will assess evidence of English language proficiency presented by a student at the time of application, but reserves the right to confirm the student’s English language proficiency through additional tests.
- c) If not presenting appropriate evidence of English language proficiency at the time of application, King’s Christian College will assess the student’s application for entry based on satisfactory test results as follows:

Acceptable Test	Minimum Test Result	For Entry to
NLLIA or IELTS	Level 3/4 or 4	Prep – Year 3
NLLIA or IELTS	Level 3/4 or 4	Year 4 – Year 6
NLLIA or IELTS	Level 3.5/4 or 4/4.5	Year 7 – Year 9
NLLIA or IELTS	Level 4 or 5 Level 4.5/5 or 5 Level 5 or 5.5/6	Year 10 Year 11 Year 12

- d) Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies.
- e) If undertaking an intensive English language course before beginning mainstream studies, English language proficiency will be reassessed at the conclusion of the language course to ensure the student’s level of proficiency is sufficient to allow them to commence their mainstream course.

Appendix 2 - Enrolment Conditions

Enrolment Conditions

When the parents / guardians of a student accept an offer to study at King's Christian College they will undertake and agree to the following conditions of enrolment:

1. Enrolment

- a) A satisfactory interview with the Principal is essential prior to commencement of enrolment.
- b) The parent/s or guardian/s undertake/s to give complete disclosure of their child's history and will update the College with any changes that would affect the quality of education the College is able to provide.
- c) In the event of a medical emergency arising in which the College considers it impossible or impractical to communicate with the undersigned parent/s or guardian/s, the College will take all reasonable care of a student suffering from illness or accident but it will not be responsible for the costs of any ambulance, medical or dental attention or treatment administered to the student in such an event. Nor will the college be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating the student, including treatment provided by the college nursing staff.
- d) The parent/s or guardian/s agree/s to the use of their child's photo or details for college publications.
- e) The parent/s or guardian/s understand that any information given to the college regarding their child may be made available to Commonwealth and state agencies and the Fund Manager of the ESOS Assurance Fund pursuant to obligations under the ESOS Act 2000 and the National Code of Practice (51.1).
- f) The parent/s or guardian/s will always keep the College informed about the living arrangements of their child especially in the event where they must move to a different address.
- g) International students enrolled at King's, and under the College's welfare responsibility, are not permitted to travel within Australia without the college's approval.

2. In the event of cancellation of enrolment

- a) After commencement, a student's enrolment may be cancelled by the college due to a breach of enrolment or student visa conditions. In this instance there will be NO refund of fees.
- b) In the event where the College cancels a student's enrolment, the parent/s or guardian/s agree/s to cover the airfare for their child's immediate return to their home country. In this instance, the parent/s or guardian/s give permission for the college to obtain information from DHA to disclose the current visa status of their child.

3. Visas

- a) An international student wishing to enrol at King's Christian College must have a current passport and must hold a current student visa during enrolment.
- b) Students on a student visa must attend a minimum of 85% of all teaching lessons and maintain satisfactory academic progress at all times.
- c) Students must comply with the laws of Australia. Failure to do so will lead to the student being expelled from the College (refer #8 & 9 above).

4. Fees

- a) It is a requirement that all fees quoted for the first twelve months of enrolment be paid on, or before enrolment commences, as outlined in the quote provided. All fees must be paid in Australian dollars. Ongoing fees may be paid by semester or by year, in accordance with DHA regulations.
- b) King's Christian College reserves the right to change its tuition fees and homestay fees at any time without prior notice.
- c) The parent/s or guardian/s will agree to be responsible for, and to pay punctually as they fall due, all fees and expenses incurred by their child while enrolled at the college, as outlined in the College prospectus and on statements provided.
- d) The parent/s or guardian/s will agree to give written notice to the College of one full term i.e. no later than the first day of the term at the end of which it is intended that their child/children should leave. If one term's notice is not given in writing, then the payment of one term's fees in lieu thereof will be made. The written notice to leave the College must be delivered to the Principal or his delegate.
- e) I/We understand that all costs incurred from any debt recovery actions will be paid by me/us.

5. Support of College Curriculum and Ethos

- a) The parent/s or guardian/s fully support the Christian values and subscribe to the teaching as set forth in the College prospectus and agree to my/our child submitting to the College's faith assignments; academic, dress and disciplinary regulations as may be instituted by the Principal and the leadership of the College.
- b) The parent/s or guardian/s understand that King's Christian College will not be liable for any loss or damage to property. The College does not insure a student's property of any description.
- c) Every effort will be made to ensure that the enrolled student will not be absent from school without leave of absence being granted by the College and that the term dates, as advertised by the College, will be adhered to. Students absent without leave being granted may forfeit credit for assessments missed during their absence.
- d) Consent is given for the enrolled student to participate in any normal devotional, curricular, sporting and extracurricular activities, conducted by the College such as work experience, camps, excursions and functions.
- e) With reference to the above point, or in the case of an emergency not covered by the above, the parent/s or guardian/s consent to the enrolled student travelling by College bus or any form of public or private transport where such transport is considered in the reasonable opinion of the college to be necessary or desirable.
- f) The parent/s or guardian/s fully support the College behaviour management policy and procedures and that students are not involved in behaviour, either in or out of school, that damages the College community or reputation. Student behaviour must not be contrary to the College culture and expectations.
- g) The parent/s or guardian/s agree to abide by and encourage their child/children to abide by the conditions of enrolment detailed here.

6. Homestay or living with family members

- a) It is essential that accommodation / welfare arrangements meet the approval of the College before enrolment commences. In the case where a student is living with close family relatives, approval will be sought from DHA.
- b) When a student lives in a College organised homestay, the parent/s or guardian/s will undertake to ensure that all homestay fees are paid in advance per semester or per year to the College.
- c) An enrolled student living in a College organised homestay will require College approval to change any welfare and accommodation arrangements.
- d) It is a requirement for continued enrolment that international students remain under the guidance of College approved homestay parents, or the approved close family relatives they are living with.

Note: In this agreement, the expression 'Principal' includes any Acting Principal or his delegate for the time being carrying out the duties of or exercising the authority of the Principal as delegated by the Principal or the Governing Board.

Appendix 3 - Accommodation & Welfare Policy

Accommodation and Welfare Policy for International Students

Care for younger students under 18 years

King's Christian College is a CRICOS-registered provider which enrolls younger students under 18 years of age.

As part of its registration obligations, King's Christian College must satisfy Commonwealth and state legislation, as well as any other regulatory requirements, relating to child welfare and protection for any overseas student enrolled who is under 18 years of age.

These obligations include ensuring that all overseas students under 18 years of age are given age-and culturally-appropriate information on:

- who to contact in emergency situations, including contact number/s of a nominated staff member, and
- how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.

King's Christian College has documented procedures relating to child welfare and safety, and will implement these procedures in the event that there are any concerns for the welfare of a student under 18 years of age.

Accommodation and care options for overseas students under 18 years

King's Christian College approves the following accommodation and care options for overseas students:

1. The student will live with a parent or relative approved by the Department of Home Affairs.
 - a) In this case:
 - i. The School does not provide a welfare letter (CAAW) via PRISMS. The student's family completes Form 157N and provides proof of relationship to Department of Home Affairs at the time of visa application for approval of these arrangements. The Department of Home Affairs must also approve any further change of welfare arrangements.
 - ii. If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a [Student guardian Visa \(subclass 590\)](#), all obligations and conditions of this visa must be met, including:
 - (i) not leaving Australia without the nominating student unless there are compassionate and compelling circumstances and the School has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence, and
 - (ii) advising the Department of Home Affairs of any change of address, passport or other changes of circumstances.
 - a) King's Christian College requires holders of Student Guardian Visas to:
 - i. maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia
 - ii. immediately advise the School of any change to address or contact details
 - iii. immediately advise the School if there are any compassionate or compelling reasons to travel overseas or not be at home for an extended period of time to care for the student.
 - b) If there is a valid reason for travelling overseas, and the School is able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the School will provide documentation approving temporary care arrangements for the student to the student's guardian and for the Department of Home Affairs via PRISMS.
 - c) If there is not a valid reason for travelling overseas, or if the School is not able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the student will need to travel overseas with the holder of the student guardian visa. In this case, the School will advise if compulsory atten-

dance requirements will or will not be affected by the student's absence.

2. The student will live in school approved accommodation and welfare arrangements and King's Christian College will generate the welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE).
 - a) Accommodation options that may be approved by King's Christian College for full fee paying 500 (formerly 571) visa subclass students under 18 years of age include:
 - i. Homestay Program operated by King's Christian College
 - ii. Private accommodation and care arrangements requested by the parent but approved by the School which meet all requirements under relevant state and commonwealth legislation.
 - b) King's Christian College will maintain approval of accommodation and care arrangements until:
 - i. The student completes the course and departs Australia
 - ii. the student turns 18 years
 - iii. any appeals processes in relation to King's Christian College's intentions to cancel the student's enrolment has been finalised (including suspensions, cancellations, course progress and attendance)
 - iv. the student has alternative welfare arrangements approved by another registered provider
 - v. a parent or nominated relative approved by the Department of Home Affairs assumes care of the student
 - vi. King's Christian College has notified the Department of Home Affairs that it is no longer able to approve the student's welfare arrangements and has taken the required action after not being able to contact the student.
 - c) Any accommodation, welfare and other support arrangements for the student must be approved by King's Christian College, including arrangements provided by third parties.
 - d) Accommodation and care arrangements are checked prior to approval and at least every six months thereafter to ensure they are appropriate to the student's age and needs.
 - e) Any adults involved in or providing accommodation and welfare arrangements to the student have a blue card as appropriate (<https://www.bluecard.qld.gov.au/>).
 - f) Any changes to approved arrangements must also be approved by the School. This includes any requests by students under 18 years of age to attend "Schoolies Week" on completion of Year 12.
 - g) If a student cannot be located and the School has concerns for his/her welfare, the School will contact the student's parents / legal guardian and notify the police and any other relevant authorities.
 - h) If a student for whom the School has issued a CAAW refuses to maintain approved arrangements, the School will report this to the Department of Home Affairs and advise the student to contact the Department of Home Affairs to ensure visa implications are understood. (See Department of Home Affairs office addresses at: <http://www.border.gov.au/about/contact/offices-locations/australia>).
 - i) In the event of a significant or critical welfare issue involving the student, and if determined necessary by the school, a parent, legal guardian or approved relative agrees to travel to a designated location within 7 days to assume care of the student until the situation has been resolved to the school's satisfaction.
 - j) If a parent / nominated guardian wishes to assume welfare responsibility, the parent / nominated guardian must notify the school as soon as practicable of their intentions and must provide the school with written evidence of a guardian visa grant.

3. For School vacation periods, students under 18 years of age for whom King's Christian College has issued a CAAW will:
 - i. return home to parents, or
 - ii. continue to live in / is placed in Homestay arranged and approved by the school, or
 - iii. apply for approval to spend the vacation with relatives or a friend's family, or
 - iv. apply to attend a supervised excursion, camp, etc., if all requirements are met in order to attain school approval.
4. Accommodation options for students 18 years and older include: [It is a condition of enrolment that students over 18 years also maintain school approved accommodation arrangements.]
 - i. Homestay Program
 - ii. Private accommodation arrangements requested by parents

5. For School vacation periods, the following accommodation options are available to students 18 years or older:
 - i. Student returns home to parents
 - ii. Student continues to live in / is placed in Homestay, details of which are recoded by the School
 - iii. Student may spend vacation with friend's family or relatives, provided details are given
 - iv. Student may attend a supervised excursion, camp, etc., provided details are given
 - v. Student may travel unaccompanied during vacation periods, provided details are given.

6. Homestay / private accommodation arrangements at King's Christian College:

The Homestay / private accommodation arrangements operated by King's Christian College / approved by King's Christian College meet Queensland legislative requirements for child protection as well as Standard 5 of the 2018 National Code of Practice for Providers of Education and Training to Overseas Students.

These include:

- a) Continuous dates for approved welfare arrangements
- b) Documented procedures for checking suitability of accommodation, support and general welfare arrangements before a student is placed in an approved arrangement, and at least every six months thereafter, covering
 - i. Guidelines for selecting, screening and monitoring each family and ensuring the family can provide age appropriate care and facilities for the duration of the student's enrolment at the school
 - ii. Criteria about accommodation services to be provided, and contract for arrangements about providing accommodation services
 - iii. Orientation program for families new to provision of homestay services
 - iv. Compliant Homestay risk management strategy, reviewed annually, undertaken by school / operator of the homestay program
- c) Blue cards as required for adults living in the homestay / private arrangement, other than overseas students, or who otherwise have regular contact with the student.

Appendix 4 - Refund Policy

Refund Policy

A copy of this policy is provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed as well as comprising part of student's written agreement.

1. This policy outlines refunds applicable to course fees paid to the school including any course fees paid to an education agent to be remitted to the school.
2. Any service fees a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.
3. The enrolment application fee is non-refundable.
4. Payment of Course Fees and Refunds
 - a) Fees are payable according to the invoice provided at the time of acceptance for enrolment and the current Fees Schedule.
 - b) An itemised list of school fees is provided in the school's written agreement [as per NC Standard 3.3.4]
 - c) All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
 - d) Refunds will be paid to the person who enters into the written agreement unless the school receives written advice from the person who enters the written agreement to pay the refund to someone else.
5. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Principal or his / her delegate.
6. Student default because of visa refusal
 - a) If a student produces evidence of visa refusal (or provides permission for the school to verify visa refusal with the Department of Home Affairs) and fails to start a course on, or withdraws from the course on or before the agreed starting day, the school will refund within four weeks of receiving a written claim from the student the total amount of course fees received by the school before the student's default day, minus the lesser of
 - i. 5% of the amount of course fees received, or
 - ii. AUD 500.
 - b) If a student whose visa has been refused withdraws from the course after it has commenced, the school will retain the amount of tuition fees proportionate to the amount of the course the student has undertaken and will refund of any unused tuition fees* received by the school with respect to the student within the period of four weeks after the day of student default.

*Calculation of the refund due in this case is prescribed by a legislative instrument (s.10 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).

7. Student default

Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18).

 - a) Non-tuition fees:

Non-tuition fees will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.
 - b) Non-commencement with no notification of withdrawal:

If the student does not provide written notice of withdrawal, and does not start the course on the agreed starting date, up to one term's tuition fees will be retained from tuition fees received by the school.

c) Non-Commencement with notification of withdrawal:

- i. If the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) 4 or more weeks prior to commencement, the school will refund the amount of tuition fees received less an administration fee of \$600 or other non-refundable fees.
- ii. If the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) less than 4 weeks prior to commencement of the course, the school will refund 70% of the tuition fee.

d) Refunds after commencement of a course:

- i. If tuition fees for up to 1 semester have been received in advance: Where the student (or parent(s)/legal guardian if the student is under 18) notifies the school in writing of withdrawal before completing the semester, no tuition fees will be refunded.
- ii. If tuition fees for more than 1 semester have been received in advance: If fees for more than one semester have been received in advance, and the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18), the school will refund the amount of unused tuition fees less any non-refundable fees eg. Application fee, homestay placement fee, medical insurance, etc, provided that at least 10 weeks written notice of withdrawal has been received.

NB: Where less than 10 weeks' notice of withdrawal is received, the school will refund the amount of unused tuition fees less 10 weeks or one term's fees plus any non-refundable fees such as application fee, homestay placement fee, medical insurance, etc.

e) Refunds in the event of a provider initiated cancellation of enrolment:

- i. No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:
 - Failure to maintain satisfactory course progress (visa condition 8202). Please see KCC's Course Progress and Attendance Policy.
 - Failure to maintain satisfactory attendance (visa condition 8202). Please see KCC's Course Progress and Attendance Policy.
 - Failure to maintain approved welfare and accommodation arrangements (visa condition 8532). [If applicable: Please see KCC's Course Progress and Attendance Policy].
 - Failure to pay course fees.
 - Any behaviour identified as resulting in enrolment cancellation in KCC's Behaviour Policy/Code of Conduct.
- ii. Any refund in the case of cancellation of a student's enrolment for failure to maintain Name of School's agreed conditions of enrolment as outlined in the student's written agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care, will be at the discretion of the school.

8. Provider default

[Any default by the school must be compliant with the current provisions of the ESOS Act 2000 and the ESOS regulations 2001 (as amended).]

- a) If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees* received by the school with respect to the student will be made within 14 days of the agreed course starting day.
- b) If for any reason the school is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees* received by the school with respect to the student will be made within 14 days of the school's default day.

- c) In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian government's Tuition Protection Service. For information on the TPS, please see: <https://tps.gov.au/StaticContent/Get/StudentInformation>.

**Calculation of the refund due in this case is prescribed by a legislative instrument (s.7 of Education Services for Overseas Students (Calculation of Refund) Specification 2014). <http://www.comlaw.gov.au/Details/F2014L00907>.*

9. This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

Definitions

- i. Non-tuition fees – fees not directly related to provision of the student's course, including application fee, homestay placement fee, homestay fee, book fees, uniform, bus fees, OSHC fees, ESL fees etc.
- ii. Tuition fees – fees directly related to the provision of the student's course, including tuition, consumables etc.
- iii. Course fees – the sum of tuition fees and non-tuition fees received by the school in respect of the student in order for the student to undertake the course.
- iv. Term – is approximately ten weeks in duration and there are 4 terms in an academic year.
- v. Semester – is half of an academic year and comprises two terms. A semester is approximately 20 school weeks in duration.

NB. Change of Visa Status

If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student's fees for the duration of that year.

Appendix 5 - Course Progress & Attendance Policy

Course Progress and Attendance Policy

Overseas students are required to meet and maintain satisfactory course progress and attendance requirements under visa condition 8202 and under Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

1. Course Progress

- a) The school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) The course progress of all students will be assessed at the end of each study period /semester of enrolment according to King's Christian College's course assessment requirements.
- c) Students who have begun part way through a study period / semester will be assessed according to King's Christian College's course assessment requirements after completing
- d) To demonstrate satisfactory course progress, students will need to satisfactorily achieve in any study period / semester:
 - i. In primary school – a minimum pass grade (GL = grade level) in 50% or more of subjects studied in any study period.
 - ii. In high school – a minimum pass grade (C-) in 50% or more of subjects studied in any study period.
- e) If at the end of a study period a student does not achieve satisfactory course progress as described above, the International Student Registrar will formally contact the parent(s) to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include:
 - i. After hours tutorial support
 - ii. Subject tutorial support in class time
 - iii. Mentoring
 - iv. Additional ESL support
 - v. Change of subject selection, or reducing course load (without affecting course duration)
 - vi. Counselling – time management
 - vii. Counselling -academic skills
 - viii. Counselling - personal
 - ix. other intervention strategies as deemed necessary
- f) A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents.
- g) The student's individual strategy for academic improvement will be monitored over the following study period by [insert role of school staff member] and records of student response to the strategy will be kept. Parents will be kept informed of the student's academic progress while the student is receiving formal intervention.

- h) If the student does not achieve satisfactory course progress by the end of the next study period, King's Christian College will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process. Following the outcome of the internal process, if the student wishes to complain or lodge an external appeal about a decision made or action taken by King's Christian College he/she may contact the Overseas Student Ombudsman at no cost. Please see King's Christian College's Complaints and Appeals Policy for further details.
- i) The school will notify the ESOS agency via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
 - i. the student does not access the complaints and appeals process within 20 days, or the student withdraws from the complaints and appeals process by notifying the Principal of King's Christian College in writing, or
 - ii. the complaints and appeals process results in a decision in favour of the school.

2. Completion within expected duration of study

- a) As noted in 1.a., the school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their studies within the expected duration of the course.
- c) The school will only extend the duration of the student's study where it is clear the student will not be able to complete their course by the expected date because:
 - i. the student can provide evidence of compassionate or compelling circumstances (see Definitions below)
 - ii. the student has, or is, participating in an intervention strategy as outlined in 1.e.
 - iii. an approved deferment or suspension of study has been granted in accordance with King's Christian College's Deferment, Suspension and Cancellation Policy.
- d) Where the school decides to extend the duration of the student's study, the school will report this change via PRISMS within 14 days and/or issue a new COE if required. In this case, the student will need to contact the Department of Home Affairs to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

3. Monitoring Course attendance

- a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours. [NB the National Code St 8 specifies a minimum attendance requirement of 80%, or under certain conditions, of 70% as outlined in St 8.15. School policy can require a higher minimum attendance rate.]
- b) Student attendance is:
 - i. checked and recorded daily
 - ii. assessed regularly
 - iii. recorded and calculated over each study period.
- c) Late arrival at school will be recorded and will be included in attendance calculations.

- d) All absences from school will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal/Head of School.
- e) Any absences longer than [5] consecutive days without approval will be investigated.
- f) Student attendance will be monitored by the International Student Registrar every 10 school days/2 school weeks over a study period to assess student attendance using the following method:
 - i. Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a study period e.g. number of study days x contact hours x 20%. [For example, a 20 week study period with 5 contact hours per day would equal 500 contact hours. 20% of this is 100 hours or 20 school days.]
 - ii. Attendance for any period of exclusion from class will be assessed under King's Christian College's Deferment, Suspension and Cancellation Policy.
- g) Parents of students at risk of breaching King's Christian College's attendance requirements will be contacted by email or phone and students will be counselled and offered any necessary support when they have absences totaling 82-85 % in any study period.
- h) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, King's Christian College will assess the student against the provisions of Item 3.i. (below). Where the student has failed to meet the minimum attendance requirement, and Item 3.i. does not apply, the school will promptly advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process
- i) The school will notify the ESOS agency via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
 - i. the student does not access the complaints and appeals process within 20 days
 - ii. the student withdraws from the complaints and appeals process by notifying the Principal of King's Christian College in writing,
 - iii. the complaints and appeals process results in a decision in favour of the school.
- j) Students will not be reported for failing to meet the 80% attendance threshold for a study period where:
 - i. the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per Definition, below , and
 - ii. the student's attendance has not fallen below 70% for the study period.
- k) The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study days x contact hours x 30%, or number of study days x number of days per week x 30%.
- l) If a student is assessed as having nearly reached the threshold of 70% attendance for a study period, the International Student Registrar will assess whether a suspension of studies is in the interests of the student as per Name of School's Deferment, Suspension and Cancellation Policy.
- m) If the student does not obtain a suspension of studies under the King's Christian College's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance for the study period, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.h – 3.i.

4. Definitions

- a) Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:
- i. serious illness, where a medical certificate states that the student was unable to attend classes
 - ii. bereavement of close family members such as parents or grandparents (with evidence of death a certificate if possible)
 - iii. major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 - iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
 - v. where the school was unable to offer a pre-requisite unit
 - vi. inability to begin studying on the course commencement date due to delay in receiving a student visa.

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

- b) Expected duration – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
- c) School day – any day for which the school has scheduled course contact hours.
- d) [If applicable] Study period – King's Christian College defines a "study period" for the purposes of monitoring course attendance and progress as a semester.

Appendix 6 - Student Expectations

The College encourages co-operative behaviour with a common concern for the well-being of all. As a Christian College the promotion of Biblical standards is very important. Students are expected to exhibit good manners, respect for others, self and property.

1. Students are required to display appropriate behaviour that supports the College and respects the rights of others.
 - Remember to say 'Please' and 'Thank you'.
 - Ask if you wish to borrow something from another student.
 - Speak to teachers respectfully, using the correct tone of voice. Use the teacher's name, Sir, or Miss.
 - Stand when a visitor enters the room.
 - Keep on the left on stairways and verandahs. Walk and do not run along verandahs or concrete paths.
 - Greet any visitor or teacher on campus pleasantly with a 'Good morning' or 'Hello'.
 - Students should stand back to allow adults and teachers to enter a room first; likewise boys are to allow ladies and girls to enter or exit a room ahead of them unless otherwise instructed.
 - If you arrive late to class, first see the teacher and apologise before proceeding to your place.
 - Wait quietly outside your room in two lines until your teacher arrives.
 - If you bring a mobile phone to College, secure it in your locker on silent, or hand it in at the school office.
 - Laptops/iPads are not to be used at Recess or Lunchtime. The library is the place to utilise these devices.
 - Put litter in bins – do not assume that someone else will clean up after you.
 - Any valuables can be handed into the High School Office where they are locked away for the day.
2. Students are to take responsibility for their progress. It is the student's responsibility to catch up class work, homework and assignments missed while absent from school.
 - Be on time.
 - Have ALL books and equipment.
 - Be prepared to learn.
 - Respect the rights of others.
 - Ask for help if you do not understand.
3. College uniform will be worn at all functions and sporting functions unless otherwise directed. See College Uniform Code for more details.
4. Offensive behaviour, including the use of bad language, use of alcohol, gambling, smoking, stealing, vandalism, bullying or causing injury to others, will not be tolerated. Breaking civil law may result in offenders being asked to leave the College. Bubble gum and chewing gum are not permitted at school.
5. Illustrations, pictures, quotations, graffiti and/or tagging must not appear on student items. These will be confiscated and must be replaced by the student. Magazines are not to be brought to school. These, too, will be confiscated. White out and permanent pen markers are not permitted at school. Electronic devices and the like should not be brought to school, if they are and are seen or heard they will be confiscated. Any valuables can be handed into the High School Office where they are locked away for the day.
6. Students are not permitted to use mobile phones between 8:30am and 3:15pm. If they are used they will be confiscated for one day and a subsequent consequence will be issued. All phone calls are to be made through the High School Office only.
7. The College encourages participation in cultural events, the Fusion program and all sporting activities offered. As a participant in such an activity the student must be totally committed to the activity.
8. The College has a 'No Touch' policy in relation to students' relationships. For example students are not to hold hands, hug or kiss.
9. The College expects that students will recognise that there are legal responsibilities involved in their attendance at the College. Except in the case of illness, a student must be in attendance on all days on which the College is open, unless prior arrangements have been made with the Head of Secondary. It is important to notify the College if a decision is made to leave the College. Please note that a Term's notice is required.

Respect for yourself

- Manage your time wisely. Make sure that you are not allowing yourself to be distracted from your studies.
- Take pride in your work, your ipad/laptop and the content that you have on it. At any time you should be able to show your ipad/laptop to your teachers or parents and be proud of what is on the device.
- Utilise the access you have to the fullest potential. Make sure you know how to access the school Learning Management System (Compass) and utilise all functions teachers make available to you.
- All technology in class is to be used in a manner that enhances your learning and studies.
- Be respectful online and take pride in how you respect yourself online.
- Do not tolerate cyber bullying towards you or another person. Refer to the College Bullying policy.
- All images and data loaded by the student must comply with the Camp Dress Code as outlined in the Diary.

Respect for others

- Only store content on your device that is owned and licensed by the school or yourself.
- Understand and respect copyright regulations. If you are unsure ask the College IT staff at the IT Help desk.
- Acknowledge sources of all content, digital or otherwise. Use of copyright materials for school assignments is acceptable if it is relevant. However, clear acknowledgement of the content owner should always be shown and copyrighted content removed once the assignment is completed.
- Treat people with respect offline and online. Refer to the College's Bullying policy.
- Look after your own and others' equipment appropriately.
- Take extra measures to protect and keep College equipment in the best possible condition.
- At all times the laptop must be carried in the laptop bag provided. Do not remove the protective casing from the device.

Appendix 7 - Deferment, Suspension & Cancellation Policy

School Deferment, Suspension and Cancellation Policy

COMMUNICATING WITH FAMILIES ABOUT CHANGES IN ENROLMENT STATUS

- a) All communications regarding changes to enrolment status will be made directly with students and parents, in accordance with the latest contact details provided to the school.
- b) Parents must therefore keep King's Christian College informed of their current contact details, as per the conditions of the student visa.
- c) Where relevant and where approved by the parents, the school may also share copies of correspondence with the child's education agent to help facilitate communication about any changes in enrolment status. However, the parents with whom the school has a formal written agreement are the primary contact for the school in such matters. The school will not act on any decision affecting the student's enrolment that is not made by the parents.

STUDENT-INITIATED CHANGES IN ENROLMENT

1. Deferment of commencement of study requested by student

- a) King's Christian College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - i. illness, where a medical certificate states that the student will be unable to attend classes
 - ii. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - iii. major political upheaval or natural disaster in the home country that has impacted on expected commencement of studies
 - iv. a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologists' reports).
 - v. after undertaking ELICOS studies, the student has not/will not meet the English language benchmark required for entry into the desired course, and the school is willing to defer the student's commencement in the course until a later date when the required benchmark is achieved.
- a) All applications for deferment will be considered within 10 working days.
- b) The final decision for assessing and granting a deferment of commencement of studies lies with the Principal or his delegate. Where a student's request to defer his/her commencement of studies is refused, the student has a right of appeal (see King's Christian College's Complaints and Appeals policy).
- c) Deferment will be recorded on PRISMS within 14 days of being granted.

2. Suspension of study requested by student

- a) Once the student has commenced the course, King's Christian College will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
 - i. illness, where a medical certificate states that the student was unable to attend classes bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - ii. major political upheaval or natural disaster in the home country requiring emergency travel that has/will impact on studies
 - iii. a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologists' reports).
 - iv. Student return to their home country to sit a university exam (or similar assessment) which impacts upon their education

- b) Where there is a significant issue impacting upon a student's attendance or course progress, it is essential that the student or parents contact the school as soon as possible to discuss the concern so that appropriate support can be put in place. Where deemed necessary, this may involve temporarily suspending the student's enrolment so that matters can be resolved without having a negative impact on the student's ability to satisfy their visa conditions.
 - c) Temporary suspensions of study cannot exceed 6 months duration.
 - d) Suspensions will be recorded on PRISMS within 14 days of being granted if the student is under 18 years of age, and within 31 days if the student is over 18 years of age.
 - e) The period of suspension will not be included in attendance calculations.
 - f) Applications will be assessed on merit by the Principal or his delegate.
 - g) Some examples of circumstances that are not considered compassionate and compelling at King's Christian College include:
 - i. Requests for early departure or late return from vacation, including inability to secure cheap flights
 - ii. Leaving early or returning late from holidays in order to attend festivals in the student's home country
 - iii. Returning home to attend family gatherings that occur during term time.
 - h) As part of any assessment of a request to defer or temporarily suspend studies, the impact of the request on the student's ability to complete their intended course of study in accordance with their CoE/s and student visa will be considered. Any implications will be communicated to students.
 - i) All applications for suspension will be considered within 10 working days.
 - j) The final decision for assessing and granting a suspension of studies lies with the Principal or his delegate. Where a student's request to suspend studies is refused, the student has a right of appeal (see King's Christian College's Complaints and Appeals policy).
3. Student-initiated cancellation of enrolment
- a) All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Principal. Please see King's Christian College's Refund Policy for information regarding refunds.
 - b) A student will be deemed to have inactively notified King's Christian College of cancellation of enrolment where:
 - i. the student has not yet finished his/her course/s of study with the school, and
 - ii. does not resume studies at the school within [14 days] after a holiday break, and
 - iii. the student has not previously provided the school with written notification of withdrawal.
 - c) Student-initiated cancellation of enrolment, including "inactive" cancellation of enrolment in 4.b), above, is not subject to King's Christian College's Complaints and Appeals Policy.

SCHOOL-INITIATED CHANGES IN ENROLMENT

4. School-initiated exclusion from class

- a) King's Christian College may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in King's Christian College Behaviour Policy/Code of Conduct.

- b) Students may also be excluded from class for failure to pay fees that he/she was required to pay in order to undertake or continue the course, as stated in the written agreement.
- c) Where King's Christian College intends to exclude a student from class it will first issue a letter which notifies the student and parents of this intention. The letter will provide details of the reason/s for the intended exclusion, as well as information about how to access King's Christian College internal appeals process. Further information about the appeals process in the event of a school-initiated exclusion from class is outlined below.
- d) Excluded students must abide by the conditions of their exclusion from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the Principal or his delegate.
- e) Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.
- f) Exclusions from class will not be included in attendance calculations for the study period and will not be recorded on PRISMS.

5. School-initiated suspension of studies

- a) King's Christian College may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in King's Christian College Behaviour Policy/Code of Conduct.
- b) Students may also be suspended for failure to pay fees that he/she was required to pay in order to undertake or continue the course, as stated in the student's written agreement.
- c) Where King's Christian College intends to suspend the enrolment of a student, it will first issue a letter that notifies the student and parents of this intention. The letter will provide details of the reason/s for the intended suspension, as well as information about how to access King's Christian College internal appeals process. Further information about the appeals process in the event of a school-initiated suspension is outlined below.
- d) Suspended students must abide by the conditions of their suspension from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the Principal or his delegate.
- e) Students who have been suspended for more than 28 days may need to contact Department of Home Affairs. (Please see contact details at: <http://www.border.gov.au/about/contact/offices-locations>.)
- f) Suspensions will be recorded on PRISMS.
- g) The period of suspension will not be included in attendance calculations.

6. School-initiated cancellation of enrolment

- a) King's Christian College will cancel the enrolment of a student under the following conditions:
 - i) Any breach of an agreed condition of enrolment as outlined in the student's written agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care
 - ii) Failure to pay course fees
 - iii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532) [Alternatively schools may decide that they will not cancel enrolment for this reason]
 - iv) Any behaviour identified as resulting in cancellation in King's Christian College's Behaviour Policy/Code of Conduct

- b) Where King's Christian College intends to cancel the enrolment of a student it will first issue a letter which notifies the student and parents of this intention. The letter will also provide details of the reason/s for the intended cancellation, as well as information about how to access King's Christian College's internal appeals process. Further information about the appeals process in the event of a school-initiated cancellation is outlined below.
- c) King's Christian College is required to report any confirmed breach of course progress and attendance requirements to the Department of Home Affairs. Where a student is reported for breach of visa condition, his/her enrolment at King's Christian College will be cancelled and this may impact on the student's visa. Further information can be found in King's Christian College's Course Progress and Attendance Policy.

7. Complaints and Appeals

- a) For the duration of the internal appeals process, King's Christian College will maintain the student's enrolment and the student will attend classes as normal. The Principal or his delegate will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- b) If a student decides to access King's Christian College's complaints and appeals process because they have been notified of a school initiated suspension or cancellation of enrolment under Standard 9, the change in enrolment status will not be reported in PRISMS until the internal complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply (see Definitions below).
- c) Where extenuating circumstances are deemed to exist, a student may still access the complaints and appeals process, but King's Christian College need not await the outcome of this process before changing the student's enrolment status in PRISMS. If the school has issued a CAAW for such a student, welfare provisions under Standard 5.6 are applicable.
- d) The use of extenuating circumstances by King's Christian College to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- e) The final decision for evaluating extenuating circumstances lies with the Principal or his delegate.

8. Student to seek information from Department of Home Affairs

- a) Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students can visit the Department of Home Affairs Website <http://www.border.gov.au/Trav/Stud> for further information about their visa conditions and obligations.

Definitions

- i. Day – any day including weekends and public holidays in or out of term time
- ii. Extenuating circumstances - if the student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

Examples include:

- the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
- the student is missing
- the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing
- the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
- is at risk of committing a criminal offence, or
- the student is the subject of investigation relating to criminal matters.

Appendix 8 - Complaints & Appeals Policy

Complaints and Appeals Policy for International Students

A copy of this policy will be provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed, and again during orientation or within 7 days of the commencement of student attendance of the enrolled course.

1. Purpose
 - a) The purpose of King's Christian College's Complaints and Appeals Policy is to provide a student or parent(s)/legal guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint involving King's Christian College or an education agent or third party engaged by King's Christian College to deliver a service on behalf of King's Christian College.
 - b) The internal complaints and appeals processes are conciliatory and non-legal.
2. Complaints against other students
 - a) Grievances brought by a student against another student will be dealt with under the school's Behaviour Policy/ Code of Conduct.
3. Informal Complaints Resolution
 - a) In the first instance, King's Christian College requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.
 - b) Students should contact their classroom teacher (Primary School) or PC class teacher (High School) in the first instance to attempt mediation/informal resolution of the complaint.
 - c) If the matter cannot be resolved through mediation, the matter will be referred to the Principal/other and King's Christian College's internal formal complaints and appeals handling procedure will be followed.
For Homestay issues see the International Student Registrar; for academic issues, in Primary see the Deputy Head of Primary or Year Level Coordinator and in High School see the Dean of Studies.
4. Formal Internal Complaints Handling and Appeals Process
 - a) The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.
 - b) The student must notify the school in writing of the nature and details of the complaint or appeal.
 - c) Written complaints or appeals are to be lodged with the Principal/other.
 - d) Where the internal complaints and appeals process is being accessed because the student has received notice by the school that the school intends to report him/her for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of receipt of notification in which to lodge a written appeal.
 - e) Complaints and appeals processes are available to students at no cost.
 - f) Each complainant has the opportunity to present his/her case to the Principal/other.
 - g) Students and / or the School may be accompanied and assisted by a support person at all relevant meetings.
 - h) The formal internal complaints and appeals process will commence within 10 working days of lodgement of the complaint or appeal with the Principal/other and will be finalised within 20 days or as soon as practicable.
 - i) For the duration of the internal complaints and appeals process the student's enrolment will be maintained, as required under the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and the student must continue to attend classes.
However, if the [Principal/other] deems that the student's health or well-being, or the well-being of others is at risk he/she may decide to suspend or cancel the student's enrolment before the complaints and appeals process has been accessed or fully completed. In such cases, the student may still lodge a complaint or appeal, even if the student is offshore.
 - j) Once the Principal/other has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome, and a copy will be retained on the student's file.
 - k) If the complaints and appeals procedure finds in favour of the student, King's Christian College will immediately implement the decision and any corrective and preventative action required, and advise the student of the outcome and action taken.

- l) Where the outcome of a complaint or appeal is not in the student's favour, the school will advise the student within 10 working days of concluding the internal review of the student's right to access the external appeals process. However, the school is only obliged to await the outcome of an external appeal if the matter relates to a breach of course progress or attendance requirements. For all other issues, the school may take action (including making changes to the student's enrolment status in PRISMS) in accordance with the outcome of the internal appeal.

5. External Appeals Processes

- a) If the student is dissatisfied with the conduct or result of the internal complaints and appeals procedure, he/she may contact and / or seek redress through the Overseas Students Ombudsman at no cost. Please see: <http://www.ombudsman.gov.au/about/overseas-student-ombudsman-landing-page> or phone 1300 362 072 for more information.
- b) If the student wishes to appeal a decision made by King's Christian College that relates to being reported for a breach of course progress or attendance requirement (under Standard 8), the student must lodge this appeal with the Overseas Student Ombudsman's office within 10 working days of being notified of the outcome of his/her internal appeal.
- c) If the student wishes to appeal a decision made by King's Christian College that relates to:
 - i) refusal to approve a transfer application (under Standard 7), or
 - ii) suspension or cancellation of the student's enrolment (under Standard 9)any choice to lodge an external appeal with the Overseas Student Ombudsman is at the student's discretion. The school need not await the outcome of any external appeal lodged, before implementing the outcome of the internal appeal.

6. Other legal redress

- a) Nothing in the School's Complaints and Appeals Policy negates the right of an overseas student to pursue other legal remedies.

7. Definitions

- a) Working Day – any day other than a Saturday, Sunday or public holiday during term time
- b) Student – a student enrolled at Name of School or the parent(s)/legal guardian of a student where that student is under 18 years of age
- c) Support person – for example, a friend/teacher/relative not involved in the grievance.

Appendix 9 - Privacy Policy

This Privacy Policy sets out how the College manages personal information provided to or collected by it. The College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act.

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the College's operations and practices and to make sure it remains appropriate to the changing school environment.

What kinds of personal information does the College collect and how does the College collect it?

The type of information the College collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- students, parents and/or guardians ('parents') before, during and after the course of a student's enrolment at the College;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the College.

Personal Information you provide:

The College will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than Parents and students provide personal information.

Personal Information provided by other people:

In some circumstances, the College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

Exception in relation to employee records:

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee.

How will the College use the personal information you provide?

The College will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

Students and parents:

In relation to personal information of students and Parents, the College's primary purpose of collection is to enable the College to provide schooling for the student. This includes satisfying the needs of parents, the needs of the student and the needs of the College throughout the whole period the student is enrolled at the College. The purposes for which the College uses personal information of students and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration of the College;
- looking after students' educational, social and medical well being;
- seeking donations and marketing for the College; and
- to satisfy the College's legal obligations and allow the College to discharge its duty of care.

In some cases where the College requests personal information about a student or parent, if the information requested is not provided, the College may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

Job applicants, staff members and contractors:

In relation to personal information of job applicants, staff members and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be. The purposes for which the College uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for the College; and
- to satisfy the College's legal obligations, for example, in relation to child protection legislation.
-

Volunteers:

The College also obtains personal information about volunteers who assist the College in its functions or to conduct associated activities, such as alumni and parent associations, to enable the College and the volunteers to work together.

Marketing:

The College treats marketing for the development of the College as an important part of ensuring that the College continues to provide a quality learning environment in which both students and staff thrive. Parents, staff, contractors and other members of the wider College community may from time to time receive event or fundraising information. College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Who might the College disclose personal information to?

The College may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers, counsellors and sports coaches;
- recipients of College publications, such as newsletters and magazines;
- Parents;
- anyone you authorise the College to disclose information to; and
- anyone to whom we are required to disclose the information to by law.

Sending information overseas:

The College may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with 'cloud' data storage service providers which are situated outside Australia or to facilitate a school exchange. However, the College will not send personal information about an individual outside Australia without: obtaining the consent of the individual (in some cases this consent will be implied); or otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

How does the College treat sensitive information?

In referring to 'sensitive information', the College means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual. Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The College's staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals. The College has in place steps to protect the personal information the College holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Access and correction of personal information

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy. Students will generally be able to access and update their personal information through their parents, but older students may seek access and correction themselves. There are some exceptions to these rights set out in the applicable legislation. Parents are able to view standard personal information the College holds on them and their children through a password protected portal called Parent Lounge. Each family has a unique Username / Password that gives access to information concerning that particular family. Requests to change or update this information can be made through Parent Lounge. If the personal information sought is not readily available in Parent Lounge, you should contact the College in writing. The College may require you to verify your identity and specify what information you require. The College may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

Consent and rights of access to the personal information of students

The College respects every parent's right to make decisions concerning their child's education. Generally, the College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. The College will treat consent given by parents as consent given on behalf of the student, and notice to parents will act as notice given to the student. As mentioned above, parents may seek access to personal information held by the College about them or their child by contacting the College, or viewing standard information available on Parent Lounge. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the College's duty of care to the student.

The College may, at its discretion, on the request of a student grant that student access to information held by the College about them, or allow a student to give or withhold consent to the use of their personal information, independently of their

parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

Enquiries and complaints

If you would like further information about the way the College manages the personal information it holds, or wish to complain that you believe that the College has breached the Australian Privacy Principles please contact the College Principal. The College will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.