

Enrolments Office

CRICOS Provider Code:01799C



Overseas Student Enrolment Pack

CODE OF PRACTICE – Information & Policies for Overseas Students

C.O.P. No.	001
Effective Date	September 2015
Replaces	May 2005

A. Code of Practice

Northside Christian College operates as an accredited school under the Queensland Education Act, and will provide regular instruction and teaching programs and co-curricula activities as devised by the College Management from Preschool to Year 12.

Northside Christian College's Aims are

- to foster in each student the knowledge, skills, experiences and character required for genuine success in life beyond school.
- to support and work in partnership with parents, as they raise their children well.
- to build a safe College environment, both in facilities and culture, for our children.
- to provide a God centred, biblical perspective to education.

The College is situated in Everton Park, Brisbane and is approximately 10 kms from the city centre. Transport systems are well developed, including buses, trains, taxis and College bus service. Shopping Centres are within easy reach of the College and nearby services include doctors, physiotherapists, hospitals, pharmacies, hairdressers, banks, post offices, sporting complexes, gyms etc.

Educational standards

Northside Christian College is committed to providing and maintaining the highest professional standards in both the marketing and delivery of its education program. This includes safeguarding the welfare and interests of all students, providing adequate facilities and resources and using appropriate and effective methods of instruction.

Marketing

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

Student Information

At the time of receiving enrolment forms from the College students will be provided with the following:

- College Code of Practice, Information and Policies for Overseas Students
- Admission Procedures and Entry Criteria
- Total fees for the program and what is included within those fees
- Information about the Senior Certificate and university entry requirements
- Copy of the College prospectus

Recruitment

Recruitment of students will be conducted at all times in an ethical and responsible manner and consistent with the requirements of the curriculum. Appropriately qualified staff will assess

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the extent to which the applicant is likely to achieve the outcomes of the course based on the applicant's level of English and academic results.

Refunds

Northside Christian College will have a fair and clearly explained refund policy. See *School Refund Policy*.

Student Grievances

Northside Christian College will have a fair and transparent process for dealing with student grievances. In the event that such grievances cannot be resolved internally, Northside Christian College will advise students of the appropriate bodies from which they can seek further assistance. See *Complaints and Appeals Policy*.

Education Services Act For Overseas Students

Northside Christian College will be bound by the provisions of the *Education Services for Overseas Act 2000*.

Student Services

Northside Christian College will ensure that students have access to:

- Orientation on arrival
- Assistance and information about their academic progress
- Information regarding entry to further study
- Ongoing counselling as required in relation to health and family matters
- A designated student officer who will assist the student to adjust to life and study at an Australian institution, and to help resolve problems.
- A copy of the College Resolution Policy.

Privacy of Personal Information

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

Agents

Northside Christian College does not employ agents to recruit students for or on behalf of the College.

Sanctions

Northside Christian College recognises that if it should not meet the obligations of this code or supporting regulatory requirements, it may have its registration as a provider withdrawn.

B. Information and Policies

Accreditation

Northside Christian College is an approved school under the *Education (Accreditation of Non-State Schools) Act, 2001* and the *Education (Overseas Students) Act, 1996*.

Northside Christian College is registered on the Commonwealth register of Institutions and Courses for Overseas Students (CRICOS). The CRICOS Provider Number is: 01799C.

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Courses

Northside Christian College offers Prep to Year 12 courses. All overseas students are eligible for the Queensland Tertiary Entrance Statement (Provisional) and the Queensland Studies Authority Senior Statement (Provisional) at the end of Year 12.

Entry Requirements

Entry requirements are covered under *Conditions of Enrolment* (part of the Enrolment Pack) and *Minimum Academic and English Language Requirements: "Minimum Academic and English Language Requirements: Overseas Students Policy and Procedures"*.

Payment and Refund of Fees and Charges

A copy of the Fees Structure, including refund policy is part of the Enrolment Pack. Two copies of the Refund Policy are included: One copy for the parents/guardians to keep on record, the other copy to be signed and returned to the College to signify acceptance of the terms listed in the Refund Policy.

Termination and/or Suspension of Enrolment Policy

This area is covered in detail in the "*Deferment, Suspension and Cancellation Policy*".

Dispute Resolution Policy

A copy of the *Complaints and Appeals Policy* is included in the Enrolment Pack.

Policy for Transfer to and from Other Educational Institutions

A copy of the *School Student Transfer Request Policy* is included in the Enrolment Pack.

Other Conditions

Enrolment at Northside Christian College is conditional upon full participation in the complete range of the College curriculum and activities, including those of a specifically religious nature.

Enrolment at Northside Christian College is conditional upon adherence to College Policies as detailed in this document and the College Diary.

All students are required to wear full and correct College uniform during the College day, and when travelling to and from the College.

Further Information

Further information regarding enrolment of overseas students at Northside Christian College may be obtained from:

Northside Christian College
151 Flockton St
Everton Park Qld 4053
Phone: 07 3353 1266
Fax: 07 3353 4628
Email: ncc@northside.org.au