International Student Enrolment Information and Policies 2017
Welcome

Thank you for your interest in the Scots School Albury. Choosing the right school for your child is one of the most important decisions that you will make.

The Scots School Albury is a Uniting Church, independent co-educational Pre-School to Year 12 Day and Boarding school, situated on a spacious campus of 11 hectares with outstanding facilities, in the Albury-Wodonga region.

As a school, we are guided by our motto, Fide et Literis - faith and learning. The Scots School Albury upholds values in the Christian tradition and embraces the broader goals for learning and community of the Uniting Church. Our school is strengthened by people of different faiths and cultural backgrounds who share our core values and add to the richness of school life.

At The Scots School Albury we place our young people at the centre of their educational experience by providing challenges and opportunities that enable them to flourish as individuals, with others, and within the broader community. Our students strive to be resilient, compassionate, ethical, creative, curious, resourceful, inclusive courageous and articulate individuals.

We emphasise the importance of equipping students with the personal and interpersonal skills that benefit themselves and their communities - we empower our students to make a positive impact on others and their world.

Our dedicated and enthusiastic teachers understand that no two learners are the same and work with students to discover their individual talents and nurture them. The diverse opportunities in academic, performing arts, sports and community service areas provide an ideal climate for personal growth and achievement. We have an international outlook, not only through the International Baccalaureate Primary Years Programme, but across the whole School.

Boarding is a fundamental feature of our school. The Scots boarding experience broadens the world of students by providing a conducive, warm and supportive learning environment with the heart, soul and safety of a family home - enhancing the Scots educational experience.

We invite you to discover our world. As you walk around our school, you will see confident and happy students with a passion for learning and a sense of belonging to a unique community that is progressive yet rich in history. I look forward to welcoming you. Yours sincerely,

Ms Peggy Mahy
Principal
This Handbook

This handbook contains important information relevant to your enrolment.

Its purpose is to provide a thorough overview of The Scots School Albury, the courses provided and entry requirements for enrolment to enable students to make informed decisions about studying in Australia. Parents or Guardians are encouraged to contact the Enrolments Office for further assistance, should it be required during the enrolment process.

An electronic copy of this handbook is available to download from The Scots School Albury’s website at www.scotsalbury.nsw.edu.au.

Contact Details

The Scots School Albury
CRICOS 02274B

| Street Address         | 393 Perry St  
|                       | Albury NSW 2640 Australia |
| Mailing Address       | PMB 6006 AMDC       
|                       | Albury NSW 2640 Australia |
| Telephone:             | + 61 2 6022 0000     |
| Fax:                   | + 61 2 6441 3210     |
| Email:                 | enrolments@scotsalbury.nsw.edu.au |

Other Key Contacts

| Principal               | Ms Peggy Mahy |
| Business Operations Manager | Mrs Fiona Holmes |
| Enrolments Officer      | Mrs Robyn Smith |
| Student Teaching & Learning Co-ordinator | Mr Rob Cowan |
| Head of Boys Boarding   | Mr Kevin Turner |
| Head of Girls Boarding  | Mrs Georgie Simpson |
Studying at The Scots School Albury

The Scots School Albury, known as Scots, is located in the regional city of Albury in the Riverina region of New South Wales, approximately 3 hours drive north of Melbourne and 5 hours drive (or an hour's flight) south of Sydney.

Established in 1866 Scots has a long history as a quality school that prides itself on the breadth of its offering and attention to the individual student. We are a non-selective school, but one with a reputation for academic strength offering a diverse curriculum with a focus on academic strength alongside extensive cultural and sporting programs.

The school is fully co-educational with a Primary School for students from Kindergarten to Year 6, and Senior School for Year 7 to Year 12, offering a continuous education for students from the age of 5 to 18 years. Current enrolments stand at approximately 460 students, including 58 boarders from Years 7 to 12.

Curriculum and Academic

The Scots School Albury has a strong academic program and a progressive curriculum designed to prepare students for tertiary studies and careers of tomorrow. The School offers a broad curriculum to prepare students for studies in business, the arts, engineering, music, medicine, law and other fields which they may pursue. All seniors have the opportunity to embark on tertiary education with the vast majority choosing to take on this option whilst others will embark on other pathways. In recent years graduates have attended prestigious universities such as, University of Melbourne, University of Sydney and Monash.

The School provides comprehensive programs in music, art, drama, debating, and public speaking. Students are encouraged to participate in sporting activities for relaxation and fitness.

Boarding

Boarding is a strong and vital part of The Scots School Albury’s identity and tradition. Our boarders are welcomed into a strong and compassionate community with the other boarders becoming an extended family and the School their second home. Boarding life provides the opportunity to establish life-long friendships and enables each student to develop a practical concern for others, skills in organisation and cooperation as well as qualities of resourcefulness, leadership and maturity. Boarding at Scots is another world within our world. The contributions of the boarders and their families add much to the tapestry of our school.

Co-education is an important part of The Scots School Albury. While the boarding houses are separate, boys and girls share dining facilities, a common courtyard and recreation area.

Accommodation in the boarding houses is a transition from a partition-style room for younger boarders to single rooms for senior students. Years 11 and 12 boarders are allocated a private room, while the juniors enjoy the company and support of their peers close by but also value their private space. This area consists of a single bed, study desk and wardrobe, separated from their neighbour by a fixed partition which enables them to build new social connections, resilience and tolerance, as well as to promote diversity. These are key values in the Boarding House.
Facilities
The school’s facilities for teaching, recreation and residential life are of exceptional quality. Students take full advantage of our on-campus facilities, which include our sports centre, multipurpose courts and swimming pool; extensive beautifully landscape grounds; state-of-the-art performing arts and music rehearsal facilities; comfortable dining facilities and fully supported computing network.

Staff
Our teachers and staff are wise, caring, capable and deeply committed to delivering the School’s values and mission. They are our greatest asset. We recognise that they make the greatest impact on student learning. Therefore, we are committed to their professional development, training and happiness. And it shows. They live to learn, lead and share their knowledge at Scots.

Co-curricular Activities
At Scots we offer a wide range of co-curricular activities. Many significant life skills are taught or may be learned in the co-curricular program. These include leadership, decision-making and commitment, learning to take responsibility in the community, learning to work in teams and motivate others, learning to organise and learning to negotiate. Through their involvement in co-curricular activities students develop a sense of accomplishment and enhance their self-confidence by using their talents and responding to the challenges presented to them.
Registered Courses for International Students

The Scots School Albury is registered and accredited as a non-government school in New South Wales under the Education Act 1990, and is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), to deliver courses to overseas students. Our registration number is 022748.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Course Code</th>
<th>Course Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Year K to Year 6</td>
<td>074376M</td>
<td>364 weeks</td>
</tr>
<tr>
<td>Junior Secondary Year 7 to 10</td>
<td>041306J</td>
<td>208 weeks</td>
</tr>
<tr>
<td>Senior Secondary Year 11 to 12</td>
<td>041307G</td>
<td>104 weeks</td>
</tr>
</tbody>
</table>

International students are included in mainstream classes. Additional English language support may be provided where required. All courses are all full-time courses with lessons conducted from Monday to Friday during term time and are generally taught face-to-face onsite at The Scots School Albury’s campus at Perry Street, Albury NSW. Some courses will involve compulsory off-campus excursions and other activities.

**Entry Level and Intake**

International students can be enrolled at The Scots School Albury at any year level if a vacancy exists. The most common time for students to commence their course is at the beginning of the School year in late January. However it is possible for students below Year 10 to commence their studies later in the year where a position is available.

Students from a non-English speaking background applying for entry into Year 10 or Year 11 must commence at the start of the academic year. The only exception is where the student has been studying at another Australian school and is able to continue with, or with only minimal changes, their pattern of study.

**The School Year**

The school day commences at 8.45am and finishes at 3.20pm with seven periods through the day. The school year is divided into two semesters each of two terms. The academic year commences in late January and finishes in early December with school holidays between each term.

Term 1 - late January to mid April followed by a 2 week holiday  
Term 2 - late April to late June followed by a 3 week holiday  
Term 3 - mid July to late September followed by a 2 week holiday  
Term 4 - mid October to early December followed by a 7-week holiday

Entry is usually at the start of the academic year in late January, although for students applying in Year 9 and below it is also possible to commence later in the year if a position is available.

Students applying for entry directly into Year 10 or above must commence at the start of the academic year to meet NSW Board of Studies requirements.
Course Credit

For students entering up to year 10, The Scots School Albury does not offer course credit and entry into any course is subject to the assessment of each student by the Principal or delegate. This also applies to on-shore school transfers, either from within New South Wales or from interstate.

Students transferring to the School during Year 11 or at the start of Year 12 may be accepted into the Higher School Certificate course and receive course credits for units completed according to the policies and guidelines of the New South Wales Board of Studies.

Academic Entry Requirements

Scots is a non-selective school, but one with a reputation for academic strength offering a diverse curriculum with a focus on academic strength alongside extensive cultural and sporting programs. As such Scots sets and expects high standards in its academic program and every effort is made when assessing prospective students’ suitability that they will achieve successful outcomes for the courses they are undertaking.

On application for Enrolment, International students must provide evidence of satisfactory academic performance appropriate to entry to the Year level requested on the Application for Enrolment form.

Students applying for entry into Year 10 or below are assessed individually based on the contents of their school reports, their character references, their interview and any other supporting documents.

Students applying for entry into the Senior Secondary Course (Years 11-12) are required to provide evidence that they have completed at least 4 years of high school to a standard of education to enable them to successfully undertake studies for the Higher School Certificate.

Direct entry into Year 12 is only permitted where the student has completed Year 11 at an Australian curriculum school and where they able to continue with their previous subject choices.

English Language Entry Requirements

Our overseas students are valued members of our community and are encouraged to participate in all academic and non-academic opportunities available to them. A satisfactory standard of English and a good academic record of achievement are indicators of likely success.

Scots requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the 2007 National Code of Practice, Section D Standard 2.

It is a condition of enrolment that students applying for Years 7-12 complete an assessment through Australian Education Assessment Services (AEAS) which interviews the student and tests the student’s English language proficiency, general ability and mathematical reasoning. Costs of testing are to be meet by parents and they or the education agent must organise the testing prior to submitting the application.

Scots requires different levels of English ability for students entering at different levels. In general terms, the older the student, the better his or her English must be:

(a) International students applying Years K - 6 will be based on the contents of their school reports and their character references and their interview.
(b) For students entering years 7 -10, the minimum level of English proficiency required is an Upper Intermediate score of 61 to 70 in the Australian Education Assessment Services (AEAS) test or an IELTS score of 5.0. For year 11 and 12, it must be IELTS score of 5.5 or equivalent. However achieving this does not guarantee a place.
Scots will consider the feedback from the AEAS tests plus the interview and may require the Student to attend a full-time intensive language course and review the results from the course before a letter of offer is made for mainstream classes at Scots. Scots has a relationship with Avalon College in Melbourne and recommends that students who require an intensive English course attend that college.

When new international students arrive at Scots, staff will conduct a series of tests to confirm their level of academic and English ability within 6 weeks of commencement. Support maybe offered in the form of additional tutoring.
International Student Enrolment Process

The Scots School Albury is CRICOS registered to provide education to international students who have obtained a student visa to study in Australia.

Applications are accepted from overseas students 18 years old and younger for positions from Kindergarten to Year 12.

All students enrolling in the Primary School, Kindergarten to Year 6, must live with a parent or suitable close relative as defined by the Department of Immigration and Border Protection.

It is the School’s preference that students applying for positions in Year 6 to Year 12 enroll as Boarders.

In cases where a student enrolling in Year 6 to Year 12 will live with a parent or suitable close relative enrolment as a Day Student may be considered.

Living in a homestay with a non-blood relative, other than for short holiday periods, is not permitted.

All applications for enrolment should be submitted to the School by

Post: The Enrolments Office
       PMB 6006 AMDC
       Albury NSW 2640 Australia

Email: enrolments@scotsalbury.nsw.edu.au

Fax: + 61 2 6041 3210

Application for Enrolment

To apply for a position at Scots applicants should submit a completed International Student Application for Enrolment form together with:

- The application fee of AU$150 (this application fee is non-refundable)
- a copy of the student’s birth certificate, or other evidence of birth translated into English if necessary
- One passport sized photo of the student
- Copy of student’s passport and visa
- Copy of latest school reports (in English)
- AEAS test results (if applicable – only needed for entry into years 7 and above)
- Any ESL reports from a language college (if any) and
- any other documentation pertaining to the student’s English levels.

Please note that being registered does not guarantee entry into the School but places the applicant’s name on a list for interview

Enrolment Interview

The School will assess the application and if there is a vacancy and the student is considered to be a suitable candidate, arrangements will be made for an enrolment interview. Where the student is not able to come to the School in person the interview may take place by Skype or telephone.
As part of the interview and application review process, the School will consider any previous school reports, the student’s English language ability and other relevant personal experiences such as involvement in cultural, sporting and community service activities and their references will be considered.

**Offer of Enrolment**

Based on the process outlined above, should the School decide to offer a position to the student a Letter of Offer and a written International Student Enrolment Agreement together with Appointment of Guardian forms will be sent to the student.

To accept the offer the student’s parents or legal guardians are required to:

- sign the International Student Enrolment Agreement,
- return the signed International Student Enrolment Agreement to the School, and
- pay the initial fees in relation to tuition fees, boarding fees and other specified non-tuition fees for the first semester at the School.

Following receipt of the above, the School will issue a Certificate of Enrolment (CoE) and where the student is a boarder, a letter approving Confirmation of Appropriate Accommodation and Welfare Arrangements (CAAW) will be provided in order to allow the student to apply for his or her student visa. The parents must immediately notify the School when the Student’s visa is issued. If a visa is refused then the School’s refund policy will apply. Parents must notify the School that the visa has been refused in order to receive a refund (The process for the refund is set out in the School’s International Student Refund Policy.

International students must advise the School’s Enrolments Office of their arrival details in Albury.

**Fees**

The current Fee Schedule for International Students together with conditions relating to payment of fees is available on our website. It sets out the terms and conditions relating to the payment of fees.

**Education Agents**

Some parents may prefer to use an agent who speaks their own language and is experienced in making student applications and applying for visas. Agents may charge a fee for their services.

Parents are not obligated to use an agent and applications are accepted from agents or directly from the student’s family.

A list of agents are available on our website [www.scotsalbury.nsw.edu.au](http://www.scotsalbury.nsw.edu.au).
Accommodation Options

Scots accepts the enrolment of international students who are under 18 years of age as day students or boarders. The accommodation options for overseas students are to;

1. Live with a parent or relative as permitted by the Department of Immigration and Border Protection (“DIBP”) or
2. Reside in one of the School’s Boarding Houses.

Boarding is not available in the Primary School and all international students enrolling in the Primary School must live with a close family relative (as permitted by the Department of Immigration) for the duration of their enrolment in Primary School.

Students who are unaccompanied by their parents or another suitable family member will only be enrolled as boarding students.

Scots does not permit students to live in homestay accommodation with non-family members or guardians, students living alone or with friends regardless of whether they are over 18 years.

Full details of the requirements are set out in the School’s International Student Welfare and Accommodation Policy and Procedures - they are summarised below.

Day Students living with a Parent or DIBP Approved Relative

All Primary School International students must enrol at the School as a day student living with a parent or a close family member as permitted by the DIBP. Senior School International students may enrol at the School as a day student living with a parent or a close family member as permitted by the DIBP. Students are not permitted to live with non-family members, alone or with other students.

Scots does not accept responsibility for approving Day students accommodation and welfare arrangements and does not issue the letter Confirming Appropriate Accommodation and Welfare (CAAW). All overseas day students must have their accommodation and welfare arrangements approved by the DIBP when they apply for their student visa. A note will be made on Day students Confirmation of Enrolment (COE) that “CAAW not required, student living with parents/legal guardian”.

Where an overseas student lives with a close family relative (as permitted by the DIBP) other than his parent, the parents must give their approval for their child to be cared for by the nominated relative(s) and inform the School of their relationship to the student.

It is a requirement that a school representative visits the student’s residence to confirm the ongoing suitability of the accommodation and welfare arrangements for the student.

The Scots School Albury reserves the right to remove a student from accommodation that it deems unsuitable and transfer the student to School boarding until alternative arrangements can be made with the parents.
Boarding
Boarding is available for boys and girls from Year 7 to Year 12. Boarders live in one of the School’s residential 2 boarding houses. It is the aim of the School’s Boarding House Staff to create a secure, happy and homely atmosphere and to help the boarders to be as comfortable as they can be, away from home.

Where a student’s resides in the Boarding House, Scots will approved the accommodation and welfare arrangements for students generates the welfare letter (CAAW) via PRISMS to accompany the student’s Confirmation of Enrolment (CoE) to accompany the visa application. The CAAW will specify the commencement and finish dates for which the School has accepted the responsibility for the student’s accommodation and welfare arrangements.

If a student for whom School has issued a CAAW refuses to maintain approved arrangements, the School will report this to the Department of Immigration and advise the student to contact the Department of Immigration to ensure visa implications are understood.

About Boarding
The School maintains two boarding houses located on the School campus each with recreation facilities, kitchenettes and access to the School’s sporting facilities. The style accommodation varies depending on the students’ ages; younger students live in shared dormitory style rooms while older students may live in four-share, twin-share or single study rooms.

Each house has ample and well-maintained facilities with sleeping areas, common rooms with recreation facilities and televisions, kitchenette and bathrooms. Boarders have access to the School’s sporting facilities, library and study facilities and receive all meals, laundry services, recreation services, health care and supervised study time. Our excellent kitchen staff provide three nutritious meals daily catering for individual dietary requirements i.e. vegetarian, gluten free.

Boarders are cared for by a Head of Boarding House, supported by live-in residential staff, who ensure the day-to-day care, supervision, safety and wellbeing of each student in the house. All staff at the School, including all full and part time staff employed in the Boarding House are required to complete the Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.
Guardians

The Scots School Albury requires that all International Students enrolled at the School and not residing with a parent, irrespective of age, have a guardian appointed for the duration of their enrolment who can act on behalf of the student’s parent and School and assist the School with all aspects of the student’s welfare while in Australia.

The approved guardian is not in any way connected to student visa welfare which is undertaken by the School for student visa purposes.

The student’s parent/s must confirm via the Appointment of Guardian issued with the Letter of Offer full names and contact details of the approved guardian and the approved guardian must also confirm agreement to the appointment prior to the student’s commencement at the School.

The approved guardian must:
- Must be appointed by the parents and approved by The Scots School Albury.
- Must be over 25 years of age, have good verbal fluency in English and be living in Albury (or within easy travelling distance to Albury e.g. Melbourne) while the student is attending the School.
- Must be a good character and have permission to reside in Australia while the student is at the School.
- May be a family relative or professional Guardian/Agent authorised by the parent.
- Must provide documentary evidence from the parents of the student of his /her appointment by completing the Appointment of Guardian form.
- Must provide a statement to the School of his / her acceptance of guardianship for the student, and their obligations in this capacity, by completing the Acceptance of Guardianship form.

The general responsibilities of the Guardian are:
- Maintaining regular contact with the student, his/her parents and the School.
- Informing the School of any absences or any issues related to the family that may affect the Student.
- Acting on behalf of the parent regarding School matters or issues of concern which may mean availability to meet with staff at the School.
- Awareness of School rules and expectations for students, particularly in the area of academic and extracurricular commitments, as well as leave and term dates as outlined in the Student Diary.
- Confirming the suitability of student leave arrangements which includes good knowledge of any activities the student may undertake and of hosts with whom they may be staying.
- Availability to provide support for the student, for example, in regard to health matters, medical emergencies;
- Arranging the students approved travel, accommodation and activities during School holidays, which may include providing temporary accommodation;
- Being actively involvement in providing for the well-being of the student, for example, regular visits or telephone contact, or staying over with the Guardian.
- Being Interested in, and encouragement of, the student’s academic performance and guidance for further support such as tutoring.
- Informing the School of the need for any changes to Guardianship should the Guardian be unable to act in this capacity. Should the Guardian be unavailable for short periods of time, i.e. 4 weeks or less, then a ‘proxy’ Guardian must be nominated by the Guardian or parents to act during this period and the School informed of these arrangements. For absences where the Guardian would be unavailable for greater that 4 weeks, then a new Guardian must be appointed well in advance and a new Appointment of Guardianship form submitted.
School Holiday Arrangements

The Schools boarding houses close during school holidays and students must make alternative arrangements for their accommodation.

Alternative school holidays accommodation approved by the School are that the Student;

- returns home
- is in the care of a their “Guardian” living in Australia, provided that all travel and contact details and written permission from the parents is provided to the School;
- is in the care of a close relative of the student living in Australia, provided that all travel and contact details and written permission from the parents is provided to the School;
- is in the care of a family connected to the School and the Principal has approved the arrangement; or
- is attending a temporary homestay arranged and approved by the School, paid for by the parents. Scots has an arrangement with Homestay Australia, Mount Beauty Homestay Services located in Mount Beauty to provide temporary homestay services during the holidays. The School is satisfied that Homestay Australia, Mount Beauty Homestay Services has suitable accommodation and welfare arrangements. HAMBH homestay costs are not included in the School fees and additional homestay charges will be applicable. More details about holiday homestay arrangements and costs are available from the School and on the HAMBH website at http://www.homestayaustralia.net.au

In any event, students will need to advise the Head of Boarding for their relevant house of their holiday plans which will need to be confirmed by the Guardian or parents. They will also need to liaise with the Head of Boarding House regarding flights, pick up arrangements.
Student Support Services

Orientation and Support Staff

The Scots School Albury provides an orientation program for overseas students upon their commencement at the School. An Orientation Checklist is provided which contains information details about the School, key staff member and support services and staff, the academic program, and co-curricular activities at the School.

On arrival International Students in the Primary School will meet with the Head of Primary School. Day international students in the senior school will be welcomed by their Learning Mentor and the International Student Mentor. The Enrolment Officer will help all families with concerns regarding uniforms or stationery. If not previously arrange, students will meet with the Student Teaching and Learning Co-coordinator to discuss and allocate subjects. The Head of Boarding House will welcome boarders and help them settle in.

A range of English Language, academic and welfare support services are available to students and during Orientation students are introduced to designated support and informed how to access support services. Designated support staff include;

- Learning Mentor - day to day welfare
- International Student Mentor - specific support for advice on school related matters and to raise any pastoral and academic concerns
- Student Teaching and Learning Co-coordinator - for all secondary course and academic matters.
- Stage Co-coordinator - for all pastoral issues including dispute resolution.
- Head of Primary School - for all primary course and academic progress issues.
- Head of Boarding House - for all matters relating to boarding and welfare.
- Careers Advisor - for all career guidance and advice on further studies.
- School Counsellor - for personal problems.
- School Chaplain - for personal problems.
- School Nurse - for medical problems.
- Enrolments Officer - for all enrolment, visa, homestay and agent liaison.

In addition to the designated support staff, student welfare is the responsibility of all staff members at the School, and all staff members have a responsibility to respond when students experience difficulty with any area of their school life.

Official Contact Person

At Scots, the role of official contact person is shared by the student’s Head of Boarding House, and their Stage Co-coordinator. The official contact person has access to up-to-date details of the School’s support services and provides a communication channel between the School, overseas students and their parents.
**Student Wellbeing**

Each student’s academic and pastoral well-being is paramount.

Students in the Primary School are primarily cared for by their homeroom teacher who should be the first point of contact for any questions about wellbeing or academic issues.

In the Senior School students are allocated to Learning Mentors who are responsible for their day-to-day welfare and wellbeing. Each stage has a Stage Co-ordinator who is the key contact for academic support and the academic welfare of all students is overseen by our Student Teaching and Learning Co-ordinator who will arrange support for English if needed. In addition, students have an International Student Mentor to help with any settling in and to be a sounding board. International Boarders are also supported by their Head of Boarding House.

Students may also seek assistance through the School Counsellor, Psychologist, Careers Counsellor or Chaplin who work with students (all free of charge to the students) to cover issues such as personal problems, communication strategies.
Subjects Offered

Scots offers a wide choice of subjects based on the NSW Board of Studies courses. From Kindergarten to Year 8 a common course is followed.

In Years 9 and 10 students elect three elective subjects.

The final two years of schooling, Years 11 and 12 comprise the Higher School Certificate Course. Scots offers a wide range of academic subjects as preparation for university entrance as well as vocational courses. Students generally choose six subjects over Years 11 and 12.

A minimum of 12 units are required in Year 11 and 10 units in Year 12 to ensure students have enough units of study to qualify for their HSC. 2 units of English is compulsory over both Years 11 and 12. The Director of Studies is available to assist with subject selection.

Primary School (Kindergarten to Year 6)
Scots is in the process of being accredited for the International Baccalaureate (IB) Primary. It focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside. It is a framework guided by six transdisciplinary themes of global significance, explored using knowledge and skills derived from six subject areas, as well as transdisciplinary skills, with a powerful emphasis on inquiry. Knowledge from the key subject areas of the Australian Curriculum and NSW Board of Studies are embedded throughout the program. Learning at Scots, through the PYP framework, involves exploring, wondering, asking questions, experimenting, making predictions, collecting data, reporting findings, clarifying ideas, reappraising perceptions, deepening understanding, seeking information and solving problems.

Secondary School (Junior Secondary Years 7 to 10)
Students in years 7 and 8 study the following core subjects:

English, Maths, Science, History, Geography, PDHPE, Music, Visual Art, Technology. In year 7 students have introduction to both French and Japanese. In Year 8 students select one language for in depth study.

Students in 9 and 10 study the following core subjects:

English, History, Geography, Science, PDHPE.

Year 9 and 10 students also choose one of three levels of Maths and they also choose 3 electives from the following list:


Detailed information about the content of each of the courses is available in the latest Year 9 and 10 Subject Handbook available on request.

Senior Secondary Course (Years 11 and 12) - HSC Preliminary and HSC Course
The curriculum in Year 11 and 12 is based around the requirements of the NSW Higher School Certificate and designed to allow students considerable choice over their subjects in the senior school. English is the only compulsory HSC subject, however, to be eligible for the award of the HSC students must satisfactorily complete a minimum of:

- 12 units of Preliminary (Year 11) course pattern of study
- 10 units of HSC course (Year 12) pattern of study

Subjects offered at Scots in Years 11 and 12
Subject offered include:


Detailed information about the content of each of these courses in available in the latest Year 11 and 12 Subject Handbook available from the Enrolments Office.
The Higher School Certificate

The Higher School Certificate (HSC) is an internationally recognised Year 12 credential developed by the NSW Board of Studies (www.boardofstudies.nsw.edu.au)

The HSC provides Scots students with the opportunity to

- Choose their subjects based on their interests, areas of strength and career aspirations
- Gain entry to universities in both Australia and overseas
- Study at TAFE or pursue other post-school options

For each HSC course studied, students are assessed in an ongoing internal assessment program and in the external state-wide examinations held each year. The final HSC mark achieved by each student in his courses is the average of the scaled assessment result and the scaled examination result.

Student Assessment and Reporting

All students are required to attend all classes and complete and submit all homework tasks on time and as required. In each subject, a series of formal and informal assessment tasks will be conducted to monitor and assess student achievement. These tasks will measure the extent to which each student has met the aims and objectives of the course. Based on these tasks, teachers will compare the achievement of their students with the published Course Performance Descriptors.

Reports are written and provided to parents at the end of each semester.

Formal parent / teacher interviews are held annually to provide the opportunity for discussion between parents and teachers about the student’s progress. Alternate arrangements can be made where parents are not able to attend the scheduled sessions.

Satisfactory course progress is required at each year level as detailed in the School’s Course Progress and Attendance policy.

Course Progress

When enrolling at Scots, international students and their parents agree that the student must demonstrate effort and maintain a proper attitude to their academic studies to achieve satisfactory academic progress throughout the course at a rate that will enable the student to complete the course in the nominated duration.

Scots assists all students to achieve their learning goals and to achieve satisfactory progress towards meeting the learning outcomes of the course. Student’s academic progress is assessed in each subject, and comprehensive written reports are provided to parents at the end of each school semester.

Intervention Strategies

Students identified at being at risk of not meeting course requirements will be offered additional academic support or Intervention strategies, to improve their academic performance.
Students identified at being at risk of not meeting course requirements will be offered additional academic support or intervention strategies, to improve their academic performance. This support is available at no extra cost to the student. It may take the form of:

- Homework classes or tutorials after school
- Changing subjects to allow for greater ESL or subject related support
- Creating a time management and study plan
- 1:1 teacher interviews to discuss assessment requirements or
- Other intervention strategies as deemed necessary.

In certain extenuating circumstances an extension of the student’s course duration may be granted.

For more information about course progress requirements see the School’s International Students Course Progress Policy and Procedures.

**Attendance**

Attendance is an important issue and unsatisfactory attendance can affect a student’s academic progress. It is a condition of enrolment at Scots that all students attend school every day unless they are sick or have approved leave of absence from the Principal. The School will investigate frequent absences and the student and parents are asked to explain the reason for the student’s absences.

It is a visa condition for Overseas Students to attend at least 80% of the scheduled classes.

It is important that the Department of Immigration and Boarder Protection’s conditions on attendance are fully understood by students and parents. If students regularly return late for the start of term and leave early at the end of term they may not meet their visa attendance requirement and risk breaching their visa conditions.

If attendance drops below 80%, then the School will advise the student and his parents of a breach of visa conditions and report this information to the Department of Immigration and Boarder Protection.

For more information of Attendance requirements see the School’s International Student Course Attendance Policy and Procedures.

**Sick Leave**

Parents of Day students should contact the Scots Reception or the General Office as soon as possible to notify the School that their child is sick or has a medical appointment and will be absent from school. This should then be backed up by a written note of explanation. If the absence for more than 3 days, a doctor’s certificate is required when the student returns to school.

Boarders who are absent from class due to sickness must report to the Medical Centre.

Sick days will be recorded in the School’s attendance database TASS and includes as absent days when calculating satisfactory student attendance.

**Deferral of Enrolment**

Deferral of commencement of a student’s enrolment may be granted for compassionate or compelling circumstances that are beyond the control of the student, e.g. serious illness or injury to the student, bereavement of a close family member, or a delay of the issue of the student visa.
**Course Suspension (Student initiated)**

Course suspension is taking leave of absence during the course. The Department of Immigration and Border Protection (“DIBP”) will only permit schools to approve course suspension to students for compassionate or compelling circumstances beyond their control. These include where the student suffers a major illness or accident or traumatic experience, a death in the family, major political upheaval or natural disaster in the home country.

All applications for suspension, together with documentary evidence supporting any compassionate / compelling circumstances, must be made in writing to the Principal by the student’s parents.

Depending on the length of requested suspension, students may be required to apply for a new student visa to continue their course.

**Withdrawal Prior to Course Completion**

As detailed in the written enrolment agreement, where a student and his/her parents choose to cancel the student’s enrolment prior to completion of the course one semester’s notice in writing to the Principal of the intended of withdrawal is required prior to the departure date.

Where the required notice of withdrawal is not given term’s tuition fees will be charged in lieu of notice.

We encourage students and parents to discuss future moves with the Head of Boarding and the Enrolments Officer to avoid any misunderstandings.

**Suspension and Cancellation of Enrolment**

Scots may suspend or cancel a student’s enrolment for not meeting visa requirements e.g. not maintaining their approved accommodation and welfare arrangements; not meeting course progress or attendance requirements; or for non-payment of school fees; for serious misbehaviour and illegal behaviour.

The student and his/her parents will be notified by the School of any suspension or cancelation of enrolment and given the reasons for the action. The student has the right to appeal any suspension or cancelation action by accessing the School’s Complaints and Appeals Policy.

Where the student’s enrolment has been cancelled due to serious misbehaviour or illegal behaviour the cancellation of enrolment will be effective immediately.

Where student’s enrolment is suspended or cancelled Scots will notify the Department of Immigration of the change of enrolment status.

For more information see the School’s International Student Deferment, Suspension and Cancellation Policy and Procedures.
Notification of Change of Address
It is a condition of the Student Visa that students notify the School of their residential address within seven days of arriving in Australia and of any change of address within seven days. This is to ensure that any notifications sent to the student advising of visa breaches are sent to the student’s current address.

Scots also requires students to provide their parents residential and postal address in their home country to allow us to communicate with families effectively. Parents should notify the School of any changes to their address.

In addition, the Enrolments Officer will seek updates from students by email or “End of Term mailout” at least every semester to confirm their contact details; residential address, mobile phone number, email address at least every study period (semester)

Transfer Between Providers
Australian laws restrict overseas students from changing education providers within the first six months of study of their principal course with a Letter of Release. For most overseas students at Scots their principal course is the Senior Secondary Course (HSC Course).

Scots will only enrol a student who is already enrolled with another provider in Australia where the student has a Letter of Release from their original provider.

Students must apply for a letter of release to enable a transfer to another education provider. Scots will only provide international students with a Letter of Release to transfer to another provider where the student has completed 6 months of their principal course unless extenuating circumstances exit.

For information about the conditions under which a Letter of Release will be issued and how to apply for a Letter of Release see the School's Transfer Policy and Procedures.
Overseas Student Health Cover

Overseas Student Health Cover is basic health insurance that helps to pay for the costs for seeing a doctor - including a specialist, pathology services, hospital treatment and emergency ambulance transport. Health services such as dental, optical and physiotherapy are not covered and optional extras may be added to the cover if required.

Students applying to study in Australia must meet the health requirements outlined in the Migration Regulations. As a condition of the student visa (571) to study in Australia, international students are required to take out medical and hospital insurance through Overseas Student Health Cover (OSHC) operated by OSHC World Care. The School will arrange OSHC through Medibank and a printed acknowledgement of the cover will be sent to parents. For future information on additional health insurance please refer to the link http://www.medibank.com.au/oshc/essentials-cover/

Privacy

Information is collected by Scots throughout enrolment process and during your child’s enrolment at the School in order to meet the School’s obligations under the ESOS Act and the National Code 2007; to ensure Student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice and Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about the student and parents on this form and during the enrolment can be provided by the School, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and ESOS Assurance Fund Manager. In other instances, information collected during the enrolment at the School can be disclosed without student or parent consent where authorised or required by law.

The International Student Written Agreement details other circumstances when your information may be used and these are also documented in the School’s Privacy Policy and Collection Notice which are available on the School website: www.scotsalbury.nsw.edu.au
VISA Requirements

To satisfy visa requirements you must maintain your enrolment. This includes, but is not limited to:

- **The timely payment of all fees and other charges.**
  (please refer to the website – International Student Fee Schedule)
- **A minimum attendance record of 80% in all classes, in each school term or semester.**

Your attendance is monitored each term. Any initial cause for concern will be brought to your attention and steps will be taken to improve your record. Once your attendance falls below 85% a warning letter will be issued to you and your parents/guardian. You will be counselled and given the opportunity to improve. Should a poor attendance and performance persist you will be issued with a further letter from the Director of Teaching & Learning. Should you continue to fail to meet the School’s attendance and performance requirements then the School will issue a letter of its intention to report your non-compliance of Condition 8202 to the Department of Immigration within 20 working days.

- **Attaining satisfactory academic results as set out in the School’s International Course Progress Policy**

The monitoring of your academic progress is according to the School’s International Student Course Progress Policy.

Living in Australia

Living in Australia will be a new experience. There are support services at Scots as well as from other organisations to help make adjusting to life in Australia easier.


About Albury

The Scots School Albury is fortunate in its location in Albury to take advantage of a healthy and safe environment with access to some of the most outstanding natural beauty with idyllic rivers, lakes and mountains with the convenience of an easy commute to cities.

Albury is a vibrant community of around 30,000 people. It is a cosmopolitan and sophisticated city renowned for its educational excellence, friendly community and rich history and culture as well as having an abundance of sporting facilities, entertainment venues and a wide variety of shopping outlets. The city has a relaxed atmosphere and a low cost of living, while still offering all the facilities students would expect of a much larger metropolitan area.

Albury has a mild climate, with pleasant warm summers, extended spring and autumn seasons, and crisp winters with some frosty nights and occasional snow falls.

Transport to and from Albury

Qantas, Virgin Australia and Rex Airlines operate direct flights between Albury and Sydney, together operating 4 to 6 flights each way daily. Regional Express also operate a twice daily flight to Melbourne. There is daily train service to either Melbourne or Sydney and major coach companies also pass through the city each day en-route to Sydney and Melbourne.
Money
You will need to make sure you have enough funds to support you when you first arrive. You may need to establish an Australian bank account and you can choose to open an account in any Bank, Credit Union or Building Society. Do your research to get the best deal.

To open a bank account you will need:
✓ your passport (with arrival date stamped by Australian immigration)
✓ student ID card
✓ money to deposit into the account (this can be as little as $10)

Anyone who wishes to open a bank account in Australia must show several pieces of personal identification which are allotted a points system. 100 points of identification is required to establish your identity as the person who will be named in the account. Your passport and proof of your arrival date in Australia will be acceptable as 100 points IF you open an account within six weeks of arrival in Australia. After this time you will be required to produce additional documentation.

As a student you will be able to open an account with special student benefits. Many banks have ‘Student Accounts’ which contain no or minimal fees for transactions that might normally be attached to regular savings accounts. You will also require your student ID card. For a comparison of accounts in banks throughout Australia see: http://www.banks.com.au/personal/accounts/

Most people in Australia enjoy the convenience of Internet banking and/or Telephone banking, which enables them to manage their money, pay bills etc. from home/School. At the time you are setting up your account you can request these services from your bank.

Banks are generally open from 9.30am to 4.00pm, Mondays to Thursday and from 9.30am to 5.00pm on Fridays.

ATMs
Automatic Teller Machines are located everywhere (including at the airport) and you can immediately withdraw cash from your overseas bank account at ATMs displaying the Cirrus Logo (if your ATM card has international access). Check this with your financial institution before leaving home.

Credit Cards
All major international credit cards are accepted in Australia but you must remember that repayments to many of these cards can only be made in the country where they were issued. Do not rely on being able to get a credit card once you arrive in Australia because this is very difficult due to credit and identification laws.

Cost of Living
Living costs include accommodation, food and bills, school uniforms, books and equipment, personal clothing, entertainment and transport and will vary according to your lifestyle.

For Boarders most living costs are included in the boarding fees so most students only require pocket money of $50 to $75 per week for personal spending and to cover incidental living expenses and transport.

Shopping
Most stores in Australia are open between 9am and 5pm Monday to Friday and 9am to 4pm on Saturday and from 10am to 4pm on Sundays, The major shopping centres close to Scots are the Myer Centre (10 minutes walk) and West End Plaza.
**Safety**

The emergency number in Australia is **000** or **112** if you are ringing from a mobile phone. You will then be asked if you are calling for fire, police or ambulance.

In Australia all government agencies, including the police are required to act fairly and honestly. They are there to assist the public, including you. To remain safe and you should not be afraid to approach them for information or help.

Generally Australia is a safe place. However you need to use common sense.

**Sun Safe**

Please be aware of the dangers of sunburn and do not stay in the sun for long periods of time without protection. It is essential to apply sunscreen often.

**Insurance**

It is your responsibility to take out private insurance against accidental loss or damage to your personal items, such as laptops, mobile phones, cameras, ipads etc.

**Uniforms and Stationery**

The School Uniform Shop located in the School grounds sells all items of school uniform except black lace up school shoes and navy swimmers which are both available from the major department stores. Limited items of good quality second-hand school uniforms may be available from the Clothing Pool. Stationery items are purchased externally in the case of Senior School students and provided for Primary Students.

**Medical Facilities**

Australia has high medical standards. Albury has a major public hospital Albury Base and there are several private hospitals and afterhours clinics available.

**Prescription Drugs**

If you have been prescribed any prescription drugs you must provide a letter from your doctor with details of your medical condition and the drugs and dosage you will be taking. This information must be given to the School Nurse in the Health Centre as soon as possible and no later than 7 days within being diagnosed and prescribed the necessary treatment. Prescription drugs are available at the local chemist shops and are only available when you present a prescription from your doctor. Please refer to The Health Care Centre and School Nurse for further information.
Legal Issues
People are considered adults when they are 18 years old in Australia. Until this age, it is illegal in to purchase alcohol, cigarettes or other tobacco products or to enter casinos.

Smoking is prohibited in Australian airports, on buses, trains, ferries and in most public places. The Scots School Albury is a non-smoking campus.

It is also important to note that legally you must wear a bicycle helmet if you intend to use a bicycle. The wearing of seatbelts in cars is also compulsory for all occupants. Any illegal activity is a breach of you student visa.

Water
Our quality of water in Albury and Australia generally is greater than the standards for safe drinking water set by the World Health Organisation. You can drink the water straight from the tap in Albury.

Electricity
The electrical current in Australia is 220-240 volts, AC 50 Hz. The Australian three-point pin power outlet is different from many other countries. You may need an adapter which you can purchase from electrical shops and at airports. You may also need a voltage converter for 110 volt appliances.

Customs and Quarantine
Australia has strict customs and quarantine rules. Strict rules prohibiting or restricting the entry of drugs, weapons, firearms, protected wildlife and associated products apply. Please refer to the Australian Customs Service website for further information www.australia.gov.au.

Australia prides itself in being free from many pests and diseases found in other parts of the world. Your hand and other luggage may be inspected when you arrive in Australia. It is important that you declare terms of quarantine concern to avoid being fined or prosecuted for bringing forbidden items into the country. Please refer to the Australian Quarantine website for further information www.agis.gov.au.

Telephones
To make an international call from in Australia dial:
0011 + the country code + the area code (if required) + phone number
The ESOS Framework

Australia’s laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code.

The ESOS framework - providing quality education and protecting your rights

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia’s laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code 2007.

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at http://cricos.dest.gov.au CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course - including its location - match the information on CRICOS.

Your rights

The ESOS framework protects your rights, including:

• your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your provider’s agent. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
• your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
• your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.

The ESOS framework sets out the standards Australian education providers offering education services to overseas students must obey. These standards cover a range of information you have a right to know and services that must be offered, including:

• orientation and access to support services to help you study and adjust to life in Australia
• who the contact officer or officers is for overseas students
• if you can apply for course credit
• when your enrolment can be deferred, suspended or cancelled
• what your provider’s requirements are for satisfactory progress in the courses you study
• what support is available if you are not progressing well
• if attendance will be monitored for your course, and
• a complaints and appeals process.

One of the standards does not allow another education provider to enrol a student who wants to transfer to another course, but has not completed six months of the final course of study you plan to undertake in Australia.

If you want to transfer before hand you need your provider’s permission. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
Your responsibilities
As an overseas student on a student visa, you have responsibilities to:
- satisfy your student visa conditions
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- meet the terms of the written agreement with your education provider
- inform your provider if you change your address
- maintain satisfactory course progress
- if attendance is recorded for your course, follow your provider’s attendance policy, and
- if you are under 18, maintain your approved accommodation, support and general welfare arrangements.

Contact details

<table>
<thead>
<tr>
<th>Who</th>
<th>Why</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your School</td>
<td>For policies and procedures that affect you</td>
<td>Speak with your School Go to your School’s website.</td>
</tr>
<tr>
<td>Department of Education Science and Training (DEST)</td>
<td>For your ESOS rights and responsibilities</td>
<td><a href="http://www.aei.dest.gov.au/esos">www.aei.dest.gov.au/esos</a> ESOS Helpline +61 2 6240 5069 Email <a href="mailto:esosmailbox@dest.gov.au">esosmailbox@dest.gov.au</a></td>
</tr>
<tr>
<td>Department of Immigration and Boarder Protection (DIBP)</td>
<td>For visa matters</td>
<td><a href="http://www.border.gov.au">www.border.gov.au</a> Phone 131 881 in Australia Contact the DIBP office in your country.</td>
</tr>
</tbody>
</table>

For information about student visa requirements refer to the Department of Immigration and Border Protection (DIBP) website: http://www.border.gov.au/Trav/Stud
School Policies Relating to International Students

There are several school polices which apply to all students which will be advised at the time of commencement.

- International Student Course Progress Policy
- International Student Course Attendance Policy
- International Student Course Completion Within Expected Duration Policy
- International Student Welfare and Accommodation Policy
- International Student Refund Policy
- International Student Transfer between registered provider’s policy
- International Student Complaints and Appeals policy
- International Student Deferment, suspension and cancellation policy

For ease of reference these policies are attached to this Enrolment Handbook. They are also available on our website.
International Student Policies

(CRICOS 02274B)

It is the intention of the Australian Government student visa programme for students to genuinely attempt to achieve their desired educational outcomes within the duration of their student visa.

Your child’s student visa will include conditions that require her to progress satisfactorily. To that end, it is a requirement of The Scots School Albury that she/he:

- demonstrates satisfactory course progress as determined by the School
- completes the course within the expected duration of study (in normal circumstances)
- maintains satisfactory course attendance, and
- abides by the ethos and to abide by the policies, rules and regulations of the School (which includes the policies that only apply international students).

This document sets out policies and procedures which specifically apply to international students being:

- International Student Course Progress Policy and Procedures (Page 2)
- International Student Course Completion Within Expected Duration Policy and Procedures (Page 4)
- International Student Course Attendance Policy and Procedures (Page 6)
- International Student Welfare and Accommodation Policy and Procedures (Page 9)
- International Student Refund Policy (Page 16)
- International Student Transfer Between Registered Provider’s Policy (Page 19)
- International Student Complaints and Appeals Policy and Procedures (Page 22)
- International Student Deferment, Suspension and Cancellation Policy and Procedures (Page 25)

Authorisation

<table>
<thead>
<tr>
<th>Policy</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student Course Progress Policy and Procedures</td>
<td>2016.2</td>
</tr>
<tr>
<td>International Student Completion within Expected Duration Policy and Procedures</td>
<td>2016.2</td>
</tr>
<tr>
<td>International Student Attendance Policy and Procedures</td>
<td>2016.2</td>
</tr>
<tr>
<td>International Student Welfare and Accommodation Policy and Procedures</td>
<td>2016.2</td>
</tr>
<tr>
<td>International Student Refund Policy</td>
<td>2016.2</td>
</tr>
<tr>
<td>International Student Transfer Between Registered Provider’s Policy</td>
<td>2016.2</td>
</tr>
<tr>
<td>International Student Complaints and Appeals Policy and Procedures</td>
<td>2016.2</td>
</tr>
<tr>
<td>International Student Deferment, Suspension and Cancellation Policy and Procedures</td>
<td>2016.2</td>
</tr>
</tbody>
</table>

Adopted by: SLT  Adopted: March 2016  Review: 2 years

Reviewed: September 2016
International Student Course Progress Policy and Procedure

Purpose

Registered providers systematically monitor students’ course progress. Registered providers are proactive in notifying and counselling students who are at risk of failing to meet course progress requirements. Registered providers report students, under section 19 of the ESOS Act, who have breached the course progress requirements. (National Code Standard 10)

Policy

1.1 It is a visa requirement (condition 8202) that overseas students maintain satisfactory course progress, that is, students are satisfactorily completing or competent in at least 50% of the enrolled course.

1.2 The Scots School Albury’s (“the School”) Student Learning and Development Co-ordinator will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

1.3 The course progress of all students will be assessed at the end of each semester of enrolment.

1.4 Students who have begun part way through a semester will be assessed after one full semester of enrolment.

1.5 To demonstrate satisfactory course progress, students will need to satisfactorily achieve:

   1.5.1 In the Primary course - active involvement in class with a good approach to learning and work submission in the majority of subject areas in at least 50% of subjects studied in any study period.

   1.5.2 Junior and Senior Secondary Courses – active involvement in class with a good approach to learning and work submission in the majority of subject areas demonstrating competency in at least 50% of subjects studied in any study period.

1.6 The Student Learning and Development Co-ordinator will implement an intervention strategy for students at risk of not meeting course progress requirements at a minimum of where the student has not met satisfactory course progress in at least 50% of subjects studied in a semester.

1.7 Unsatisfactory course progress is considered where a student is unable to achieve significant course progress, and despite the implementation of an intervention strategy by the end of the next semester fails to meet the required academic standards.

1.8 The Student Learning and Development Co-ordinator will advise the students deemed to have not met course progress requirements 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.

1.9 The Enrolment Officer will notify the Department of Immigration and Border Protection (DIBP) via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:

   1.9.1 the student does not access the complaints and appeals process within 20 days, or

   1.9.2 the student withdraws from the complaints and appeals process, or

   1.9.3 the complaints and appeals process results in favour of the School

1.10 Where the student’s enrolment has been terminated, the Enrolment Officer will advise the student if he/she is seeking enrolment with another provider this should be done within 28 days to avoid possible visa cancellation. The School will continue the accommodation and welfare arrangements for any students under 18 years of age for whom the School has undertaken welfare responsibilities as
per Standard 5 of the National Code, until the student returns home to his/her parents or another provider accepts responsibility.

Procedures

1. Subject teachers will continually monitor, assess and record each student students' academic progress in accordance with the School’s academic monitoring procedures and will report on students’ academic progress at the end of each school semester.

2. The Student Learning and Development Co-ordinator will check reports at the end of each study period (semester) to determine whether students are at risk of not meeting course progress requirements, and where required will develop an appropriate intervention program.

3. Students are deemed to be at risk of not meeting course progress requirements where they have not achieved the School’s specified level of achievement as set out in 1.5 above for one whole semester.

4. The Student Learning and Development Co-ordinator will meet with students identified as being at risk to develop an intervention strategy for academic improvement. Parents will be advised where their child has been identified as being at risk of not meeting course progress requirements and notified of any intervention strategy employed.

5. Intervention strategies may include some or all of the following strategies as considered most appropriate to the student’s needs. This include the following (all of which are at no cost to the student unless identified:
   a. Homework classes or tutorials after school
   b. changing subjects to allow for greater ESL or subject related support
   c. creating a time management and study plan
   d. 1:1 teacher interviews to discuss assessment requirements or
   e. other intervention strategies as deemed necessary (such as after-hours tutorials at parent’s expense)

6. The Student Learning and Development Co-ordinator will monitor the student’s progress under the intervention program over the following semester. If, after completion of the intervention program the student has still not met course progress requirements at the end of second semester the student will be deemed to have not met course progress requirements.

7. Records of all communication with the student and details of any intervention strategies employed will be kept on the student’s file.

8. If the student does not improve sufficiently academically and does not achieve satisfactory course progress by the end of the next assessment period, despite the implementation of intervention strategies, the Principal will advise the student in writing of the School’s 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 complaints and appeals process.

9. The Enrolments Officer will notify the Department of Immigration Border Protection (DIBP) via PRISMS of the student not achieving satisfactory course progress as soon as practicable where
   a. the student does not access the complaints and appeals process within 20 working days, or
   b. the student withdraws from the complaints and appeals process, or
   c. the complaints and appeals process results in favour of the School.

10. All documentation will be kept on the student’s file.
International Student Completion within Expected Duration Policy and Procedure

Purpose
Registered providers monitor the enrolment load of students to ensure they complete the course within the duration specified in their Confirmation of Enrolment (CoE) and do not exceed the allowable portion of online or distance learning. Registered providers only enable students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances. (National Code Standard 9)

Policy
1 As noted in the International Students Course Progress Policy, the School’s Student Learning and Development Co-ordinator will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled. 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 course within the expected duration of the course.
2 At no time during a study period (semester) will the School allow any student be studying more than 25% online or by distance.
3 The School will only extend the duration of the student’s study where it is clear that the student will not complete their course within the expected duration as specified on the student’s CoE, due to:
   (i) compassionate or compelling circumstances
   (ii) student participation in an intervention strategy as outlined in 1.e.
   (iii) an approved deferment or suspension of study has been granted in accordance with the School’s Deferment, Suspension and Cancellation Policy.
4 Where there is a variation to the student’s course which results in extension of the student’s duration of study the Enrolment Officer will record the variation and the reasons for it on the student’s file. The Enrolment Officer will correctly report the student via PRISMS and/or issue a new CoE when the student can only account for the variations by extending his / her expected duration of study.
5 Except in the circumstances specified in clause 3 above the expected duration of study specified in the student’s CoE must not exceed the CRICOS registered course duration.

Procedure
1 The Student Learning and Development Co-ordinator will monitor students’ course load and academic progress at the end of each study period (semester) to ensure students are able to complete their course within the expected duration of study specified in their Confirmation of Enrolment (CoE).
2 Students identified as being at risk of not being able to complete their course within the expected duration will be provided with counselling and where necessary an implementation program to assist them to meet course completion requirements. Parents will be notified of the situation and of any intervention strategies employed. Intervention strategies include;
   (i) Identifying the students learning difficulties,
   (ii) Mentoring for improving the student’s performance,
   (iii) Referring the student for counselling,
   (iv) Adjusting the student’s course of study.
3 The Student Learning and Development Co-ordinator may decide to extend the duration of the student’s study under the following circumstances;
   (i) where the student provides evidence of compassionate or compelling circumstances,
   (ii) an intervention strategy has been implemented, or
   (iii) the Principal has approved a deferment or suspension of study.

4 In the case where a student’s expected duration of course has been extended the Enrolments Officer will report the course duration variation via PRISMS within 14 days and/or issue a new COE if required.

5 Copies of all evidence of compassionate circumstances, counselling or intervention strategies and records of granting of a deferment or suspension will be kept on the student’s file.

6 When it is evident that a student will not complete their course in the expected duration and one or more of the relevant conditions in point 1.c) do not apply, the student’s enrolment will be cancelled as per the “Deferral, Suspension and Cancellation Policy”. The Principal will notify the student of the School’s intention to report the student and that the student has 20 working days to access the School’s complaints and appeals process.

7 All records will be kept on the students file.

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
   (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
International Student Attendance Policy and Procedure

Purpose
Registered providers are required to systematically monitor students’ compliance with student visa conditions relating to course progress and attendance, be proactive in notifying and counselling students who are at risk of failing to meet attendance requirements and will report students under Section 19 of the ESOS Act who have breached the attendance requirements. (Standard 11 of The National Code)

The Scots School Albury determines that scheduled course contact hours are all scheduled school teaching days and compulsory school activities. Some compulsory School activities may be scheduled outside of normal school hours.

Policy
1. The Scots School Albury complies with all State and Commonwealth regulations regarding the monitoring student’s school attendance
2. It is a visa requirement, under Condition 8202, that overseas students maintain satisfactory attendance of a minimum of 80% of scheduled course contact hours recorded in each reporting period (semester
3. It is a School’s requirement that all students attend school on every school day, including for scheduled excursions, sport, the activities program and presentation days unless they are sick or have approved leave of absence from the Principal.
4. All absences from school should be accompanied by a medical certificate, an explanatory communication from the student’s parent or legal guardian or evidence that leave has been approved by the Principal.
5. All absences from school, including sick days and part day absences for medical appointments will be included in the attendance threshold calculation. All such absences should be accompanied by an explanatory note from the student’s parent(s) or legal guardian.
6. The Student Learning and Development Co-ordinator will investigate all unexplained absences (without approval) from class.
7. Students not meeting the minimum satisfactory course attendance requirement of 80% for each reporting period, unless extenuating, compassionate or compelling circumstances apply, will be notified in writing of the Schools intention to report them to the Department of Immigrations and Border Protection (DIBP) for unsatisfactory attendance, and that he or she has 20 working days in which to access the School’s internal complaints and appeals process.
8. Depending on the outcome of the appeals process, the student may be notified of termination of his or her enrolment at the School.
9. If the enrolment is terminated, or if the student wishes to seek re-enrolment with another education provider, he or she should do this within 28 days of termination of enrolment to avoid possible visa cancellation.

Procedures
1. Monitoring Course Attendance
1.1 In accordance with the School attendance procedures, student attendance is
   (i) checked and recorded daily
   (ii) assessed regularly
(iii) recorded and calculated over each semester.

1.2 Late arrival at school will be recorded and will be included in attendance calculations.

1.3 All absences from school 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.

1.4 Any absences longer than 5 consecutive days without approval will be investigated by the Deputy Principal.

2. Calculation of Satisfactory Course Attendance

2.1 Student attendance will be monitored by the Student Learning & Development Coordinator regularly over a semester to assess student attendance using the following method.

(i) % attendance is calculated over each semester using the following equation:

\[
\text{\% attendance} = \frac{\text{total school days in semester} - \text{total absence for semester}}{\text{total days in semester}} \times 100
\]

(ii) Calculating the number of days the student would have to be absent to fall below the attendance threshold for a semester is;

\[
\text{Number of days in the semester \times 20%}
\]

[For example, in a ten week semester of 90 days. 20% of this is 18 days.]

(iii) Any period of exclusion from class will not be included in student attendance calculations.

3. Intervention

3.1 The Deputy Principal is responsible for assessing student attendance and determining satisfactory attendance.

3.2 Students at risk of breaching the School’s attendance requirements will be counselled and offered any necessary support when their attendance falls below 90% during any assessment period.

3.3 Where student attendance falls below 90%, the Deputy Principal will meet with the student to discuss the reasons for their absences and develop strategies to support the improvement of attendance rates. The student’s parents or legal guardian will be notified of any intervention strategy employed.

3.4 Where student attendance falls below 85% student will be issued a formal letter of Notification of Being Below 85% Attendance notifying them of their obligation to maintain satisfactory school attendance. The counselling processes will inform the student that if their attendance falls below 80% the student will be reported to the Department of Education via PRISMS and the student visa is at risk of being cancelled.

3.5 Where a student’s attendance falls below 80% a letter of Intention to Report will be issued to the student indicating that they will be reported to the Department of Education for unsatisfactory attendance. This letter indicates that the student has 20 working days to access the School’s Complaints and Appeals process.

3.6 Records of any correspondence and/or intervention reports will be placed in the student’s file.

4. Reporting Unsatisfactory Attendance

4.1 Where, after student support and counselling or other Intervention, the student’s attendance remains unsatisfactory and falls below the 80% attendance level, the Enrolment Officer will report the student to the Department of Education and the Department of Immigrations and Border Protection (DIBP) for breach of visa condition 8202.

4.2 Should a student’s attendance drop below 80%, the School may decide, under certain circumstances, not to report the student for unsatisfactory attendance. These circumstances include:

i the student successfully accesses the School’s Complaints and Appeals processes

ii the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate.
iii the student is attending at least 70% of the scheduled course contact hours for the course; and compassionate or compelling circumstances apply

4.3 Once the student’s attendance has fallen below 70% attendance level the School is obliged to issue a notice of intention to report for unsatisfactory attendance, informing the student of his right to appeal.

4.4 Where the School has determined to report the student for unsatisfactory attendance, the Enrolment Officer will notify the department of Immigration and Border Protection (DIBP) 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 withdraws from the complaints and appeals process

ii the complaints and appeals process results in a decision for the school.

5 Complaints and Appeals

5.1 Where the student has accessed the School’s Complaints and Appeal process the School will not report the student to the Department of Education via PRISMS for breach of attendance requirements until the complaints and appeals process is finalised.

5.2 Where a student has accessed the School’s Complaints and Appeals processes he/she will maintain normal enrolment and attend classes until the outcome of the internal and external (if accessed) investigations.

5.3 If the appeal is unsuccessful, the student is advised of their right to an external appeal. Students have 5 working days from the date of the outcome of the internal appeal to access the external appeals process if they choose. If a student chooses not to appeal externally or the 5 days have passed, then the Principal will notify the Department of Education via PRISMS that the student has not achieved satisfactory attendance.

5.4 All documentation will be kept on the student’s file

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

(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) **School day** - any day for which the School has scheduled course contact hours
International Student Welfare and Accommodation Policy and Procedures

Purpose

It is a condition of the student visa (condition 8532) that students under 18 years of age maintain adequate welfare and accommodation arrangements while studying in Australia. It is a condition of enrolment at the school that students over 18 years of age also maintain accommodation arrangements approved by the Principal.

Policy

1.1 The Scots School Albury (“the School”) accepts applications for enrolment of overseas students aged 18 years old and younger for positions from Kindergarten to Year 12.

1.2 The School requires all international students on a visa enrolling from Kindergarten to Year 6 to live in Albury with a parent or suitable nominated close relative as approved by the Department of Immigration and Border Protection.

1.3 The School requires all international students on a visa enrolling from years 7 to 12 to either live with a parent or suitable nominated close relative as approved by the Department of Immigration and Border Protection or to live in the School’s boarding accommodation.

1.4 The School will only approve the accommodation and welfare arrangements where students live in the School’s boarding accommodation.

1.5 It is the School’s policy that all overseas students residing in the Boarding House where their parents lived outside Australia to have an approved guardian, over the age of 25, who speaks English and resides in Albury (or within easy travelling distance to Albury e.g. Melbourne) to be a key contact point for School and the Student (the “Guardian”).

1.6 Students are not permitted to live in a homestay situation with a non-family member, with a guardian or to live alone or only with other students.

1.7 It is a visa condition and School requirement of enrolment that overseas students 18 years old and younger maintain their approved welfare for the duration of their enrolment at the school.

1.8 All students are required to notify the School via the Enrolments Officer of a change of address while enrolled and must not change agreed arrangements without prior approval of the School.

1.9 If the School has taken responsibility for approving arrangements for student care and welfare, should the Principal not approve requests for changes to agreed arrangements, and the student refuses to maintain the approved and agreed arrangements, the Enrolment Officer will advise the student this will be reported to the Department of Immigration and Border Protection via PRISMS and the student will need to contact Department of Immigration and Border Protection to ensure visa implications are understood.

Procedures

1. Accommodation Options

The accommodation options available to overseas students enrolled at the School are:

(a) The student may live with a parent or relative approved by the Department of Immigration and Border Protection or

(b) The student will live in the School’s approved boarding accommodation and care arrangements
2. Student living with a parent or relative approved by the Department of Immigration and Border Protection

2.1 Where the student lives with a parent or relative approved by the Department of Immigration and Border Protection, the School does not approve the accommodation and welfare arrangements and does not provide a welfare letter (CAAW) via PRISMS. The student’s family provides proof of relationship to Department of Immigration and Border Protection for the purposes of visa application.

2.2 Overseas students must maintain their approved accommodation and welfare arrangements for the duration of their course.

2.3 At the time of enrolment, all overseas students not living in School boarding are required to provide the School with details of their nominated parent or relative responsible for the care and welfare of the student.

2.4 The parent or nominated relative must be an eligible relative, as defined by the Department of Immigration and Border Protection, who is

(i) namely a grandparent, brother, sister, aunt, uncle, niece or nephew, or step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step niece or step-nephew.

(ii) at least 21 years of age and

(iii) of good character.

2.5 Where the parent or approved relative has been granted a Guardian Visa for the purpose of caring for a student attending the School as a day student it is a School requirement that they:

(i) reside with the student at all times for the duration of the course;

(ii) provide an appropriate family situation for the student and assist students when they face homesickness or culture shock and alert the School’s Enrolment Officer;

(iii) act on behalf of the parents by attending information sessions, parent-teacher interviews, subject selection meetings and other school meetings as considered necessary;

(iv) ensure that the student attends school each day punctually. Students must attend a minimum of 80% of classes. Failure to meet attendance requirements can lead to the cancellation of the student visa;

(v) ensure the student attends additional school activities including activities days, sport, excursions, camps, speech day;

(vi) contact the School office to request leave for the student for medical and other appointments, specifying the dates and times of absence; and

(vii) notify the School by writing to the Principal of any change of accommodation details within seven days of the change.

2.6 The Enrolment Officer will keep records of evidence from a passport that the parent or approved relative of the student is in Australia on a guardianship visa, or evidence from a passport that the student is a child of a full fee paying overseas student on the student’s file.

2.7 The Enrolments officer and another School staff member will visit the home annually, or when alerted to any concerns about the student’s welfare, to monitor the ongoing suitability of the accommodation and welfare arrangements for the student.

2.8 If the School becomes aware the student was not being well looked after or in any danger the Principal or his delegate will contact Department of Immigration and Border Protection as a matter of urgency.

2.9 The Principal reserves the right to remove a student from accommodation that it deems unsuitable and transfer the student to School boarding until alternative arrangements can be made with the parents.
3. **Student living in the School’s boarding accommodation**

3.1 Where the Student lives in the School’s approved boarding accommodation, the School approves the accommodation and welfare arrangements and generates the welfare letter (CAAW) via PRISMS to accompany the student’s Confirmation of Enrolment (CoE). The CAAW commences 7 days prior to the starting date of the course and will end 7 days following the end date of the course or the date on which the student turns 18, whichever comes first.

3.2 Where more than one COE is issued to the student to cover multiple courses, the CAAW letters will be issued to cover all of the designated courses so as not to create ‘gaps’ in the welfare arrangements.

3.3 Students are advised that they should not arrive in Australia before the commencement date of their CAAW arrangements.

3.4 Any changes to approved arrangements must be approved by the Principal.

3.5 If a student for whom the School has issued a CAAW refuses to maintain approved arrangements, the Enrolment Officer will report this to the Department of Immigration and Border Protection, and will advise the student to contact the Department of Immigration and Border Protection to ensure visa implications are understood.

3.6 Boarding is the preferred accommodation option for senior school international students enrolled at the School.

3.7 The two boarding houses located on the School campus provide accommodation for approximately 60 boys and girls in dormitories, single, twin-share or four-share rooms (depending on the age of the student).

3.8 Each house has ample and well-maintained facilities with sleeping areas, common rooms with recreation facilities and televisions, kitchenette and bathrooms. Boarders have access to the School’s sporting facilities, library and study facilities and receive all meals, laundry services, recreation services, health care and supervised study time.

3.9 Boarders are cared for by a Head of Boarding House, supported by live-in residential staff, who ensure the day-to-day care, supervision, safety and wellbeing of each student in the house.

3.10 The Deputy Principal is responsible for overall supervision of all boarding matters at the School.

3.11 The Business Operations Manager is responsible for ensuring that the boarding houses are well maintained and meet all legislated requirements, including Fire, Health and Safety regulations to safeguard the students.

3.12 All boarding staff are provided with appropriate professional development and training in the care, support and management of boarders, including their obligations in relation to child protection legislation.

3.13 All staff at the School, including all full and part-time staff employed in the Boarding House are required to complete the Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

4. **Guardian for students in Boarding accommodation**

4.1 The School requires that all International Students enrolled at the School and not residing with a parent, irrespective of age, have a guardian appointed for the duration of their enrolment who can act on behalf of the student’s parent and School and assist the School with all aspects of the student’s welfare while in Australia.

4.2 The approved guardian is not in any way connected to student visa welfare which is undertaken by the School for student visa purposes.

4.3 The student’s parent/s must confirm via the Appointment of Guardian issued with the Letter of Offer full names and contact details of the approved guardian and the approved guardian must also confirm agreement to the appointment prior to the student’s commencement at the School.
4.4 The approved guardian must:

- Must be appointed by the parents and approved by the Principal.
- Must be over 25 years of age, have good verbal fluency in English and be living in Albury (or within easy travelling distance to Albury e.g. Melbourne) while the student is attending the School.
- Must be a good character and have permission to reside in Australia while the student is at the School.
- May be a family relative or professional Guardian/Agent authorised by the parent.
- Must provide documentary evidence from the parents of the student of his /her appointment by completing the Appointment of Guardian form.
- Must provide a statement to the Enrolments Officer of his / her acceptance of guardianship for the student, and their obligations in this capacity, by completing the Acceptance of Guardianship form.

4.5 The general responsibilities of the Guardian are:

- Maintaining regular contact with the student, his/her parents and the School (including the Student Learning and Development Co-ordinator and the International Student Mentor and where relevant Boarding Staff).
- Informing the School office of any absences or any issues related to the family that may affect the Student.
- Acting on behalf of the parent regarding School matters or issues of concern which may mean availability to meet with staff at the School.
- Awareness of School rules and expectations for students, particularly in the area of academic and extracurricular commitments, as well as leave and term dates as outlined in the Student Diary.
- Confirming the suitability of student leave arrangements which includes good knowledge of any activities the student may undertake and of hosts with whom they may be staying.
- Availability to provide support for the student, for example, in regard to health matters, medical emergencies;
- Arranging the students approved travel, accommodation and activities during School holidays, which may include providing temporary accommodation;
- Being actively involvement in providing for the well-being of the student, for example, regular visits or telephone contact, or staying over with the Guardian.
- Being Interested in, and encouragement of, the student’s academic performance and guidance for further support such as tutoring.
- Informing the Enrolment Officer of the need for any changes to Guardianship should the Guardian be unable to act in this capacity. Should the Guardian be unavailable for short periods of time, i.e. 4 weeks or less, then a ‘proxy’ Guardian must be nominated by the Guardian or parents to act during this period and the Enrolment Officer informed of these arrangements. For absences where the Guardian would be unavailable for greater that 4 weeks, then a new Guardian must be appointed well in advance and a new Appointment of Guardianship form submitted.

5. Visa Condition Regulating Departure from the Country

5.1 If the student is accompanied by a parent or relative on a student guardian visa, the adult visa holder who fulfils this role has the following visa condition:
Departing Australia

You cannot leave Australia without the student for whom you are the guardian, unless you provide the department with evidence that:

- there are compassionate or compelling circumstances for you to leave the country
- You have made alternative arrangements for the student’s accommodation, general welfare and support until your return.

Note: If the student is less than 18 years, the alternative arrangements must be approved by the education provider.

5.2 The parent / visa holder must notify the Enrolment Officer that they are on a student guardian visa and in the event of there being compelling circumstances for leaving the country, the parent / visa holder should contact the School to discuss the circumstances.

5.3 The Principal will only approve welfare arrangements when the parent/ visa holder is required to temporarily leave Australia due to genuine compassionate reasons, and when the student is accommodated in the School’s boarding house for the length of time the parent is out of the country.

5.4 If the Principal approves arrangements for the specified dates, then the Principal provides the parent / visa holder with a letter noting the circumstances given, and confirming that alternative arrangements for the accommodation and welfare of the student have been approved by the Principal for the specified period of time, and advises the parent / visa holder to take this letter to DIBP before departure date to also seek DIBP approval.

5.5 If the Principal will not or cannot approve the proposed arrangements, and cannot or will not approve alternative arrangements for any reason, the Principal will advise the parent/ visa holder the student must also depart the country. In this case it will be the Principal’s decision as to whether the period of time not attending classes will be treated as a School-initiated suspension of studies.

6. Holiday Accommodation Arrangements

6.1 School boarding accommodation closes during school holidays and all students must have alternative appropriate and approved arrangements for the holiday periods.

6.2 Where the School has approved the student’s accommodation and welfare arrangement it remains responsible for the welfare of these students during holidays, as per the CAAW letter signed by the School.

6.3 Alternative school holidays accommodation approved by the School are that the Student;

(i) returns home
(ii) is in the care of a their “Guardian” living in Australia, provided that all travel and contact details and written permission from the parents is provided to the School.
(iii) is in the care of a close relative of the student living in Australia, provided that all travel and contact details and written permission from the parents is provided to the Principal.
(iv) is in the care of a family connected to the School and the Principal has approved the arrangement.
(v) attends a temporary homestay arranged and approved by the Principal, paid for by the parents. Scots has an arrangement with Homestay Australia, Mount Beauty Homestay Services located in Mount Beauty to provide temporary homestay services during the holidays. The Principal is satisfied that Homestay Australia, Mount Beauty Homestay Services has suitable accommodation and welfare arrangements.

6.4 In any event, students will need to advise the Head of Boarding for their relevant house of their holiday plans which will need to be confirmed by the Guardian or parents. They will also need to liaise with the Head of Boarding House regarding flights, pick up arrangements.
7. Changes to Approved Welfare and Accommodation Arrangements.

7.1 Students must not change their approved accommodation arrangements without the Principal’s approval.

7.2 All requests to change the student’s approved accommodation and welfare arrangements must be made in writing by the parents to the Principal.

7.3 Any requests will be investigated as directed by the Principal and the student notified of the decision within a reasonable timeframe.

7.4 Where the Principal approves the request to change the agreed living arrangements, the Enrolment Officer will notify Department of Immigration and Border Protection of the change of arrangements via PRISMS using the ‘Approval to Change Accommodation and Welfare Arrangements’ letter.

7.5 If the Principal does not approve a request for changes to approved accommodation arrangements, and the student refuses to maintain the approved arrangements, the Enrolment Officer will advise the student that this will be reported to the Department of Immigration and Border Protection and the student will need to contact the DIBP to ensure visa implications are understood.

8. Notification of Residential Address

8.1 It is a requirement of the student visa that overseas students inform the Enrolment Officer of their residential address within Australia within 7 days of arriving in Australia and of any changes to residential address within 7 days of the change.

8.2 The School requires parents to inform the Enrolment Officer of any changes to their personal details including changes to their address or addresses or contact details or changes to personal circumstances.

8.3 Students are required to confirm their contact details including address, mobile telephone number and personal email address each semester.

8.4 Failure to provide and update student’s residential address may place the student in breach of their visa requirements.

9. Suspension or Cancellation of the Student’s Enrolment

9.1 In the case of termination, suspension or cancellation of enrolment, the student must continue to reside in their approved accommodation until the enrolment status of the student is finalised.

9.2 When a student’s enrolment is terminated, suspend or cancelled, the Principal will notify the parent or approved relative, in writing of their revised enrolment status. The Enrolment Officer will maintain on-going contact with these parties, including visits to the residence where the student lives with a parent or relative, to ensure that the conditions of Standard 5 of the National Code are being met.

9.3 The Enrolment Officer will continue to check their accommodation and welfare arrangements until such time as:

(i) The student has a new provider that takes on the approval of welfare and accommodation arrangements

(ii) The student leaves the country

(iii) Other suitable arrangements are made (acceptable to Department of Immigration and Border Protection)

(iv) The Principal reports that the School can no longer approve the welfare and accommodation arrangement.

10. Reporting Students who fail to maintain approved accommodation arrangements

10.1 Where the Principal can no longer approve the accommodation and welfare arrangements for an overseas student and all other attempts to assist the student to maintain appropriate arrangements have been exhausted, the student may be reported to the Department of Immigration and Border Protection via the “Non-approval of Appropriate Accommodation/Welfare Arrangements” form on
10.2 If a student has gone missing from the approved accommodation and cannot be contacted, this will result in the Principal or his delegate implementing the School’s documented critical incident policy. Actions may include contacting the student’s parents and the Department of Immigration and Border Protection and filing a missing persons report with the police and/or children’s services agencies. If, after a reasonable period, the student has not been found, the School will report the student’s breach of visa condition 8532 by submitting the “Non-Approval of Appropriate Accommodation/Welfare Arrangements” letter.

11. Contacting Parents
11.1 Should matters arise concerning the personal safety or wellbeing of a student either accommodated in School approved accommodation or with a DIBP approved relative, the Deputy Principal (or delegate) will liaise between School and the parent and if relevant the DIBP relative. Advice will be sought from the Head of Boarding House, Student Teaching and Learning Co-ordinator, School Counsellor or other relevant staff member.

11.2 The student’s Learning Mentor, International Student Mentor and Head of Boarding House will contact parents at least once a term to report on the student’s progress at school and in the boarding house.

11.3 In emergency situations, where a student is seriously ill, injured or where a student is missing student, the Principal will implement the Critical Incident Plan and protocols.

Related documents
1. Appointment and Obligations of Guardians Form
International Student Refund Policy

Policy

1. This Refund 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 paid to education agents or other third parties by students (or parent(s)/legal guardian if the student is under 18) are not covered by this Refund Policy.

3. Payment of Course Fees and Refunds
   (a) Pre-paid tuition fees collected prior to commencement will be limited to 50% of total tuition fees unless the course is 24 weeks or less or in cases where the parent(s) have chosen to pay more than 50% of tuition fees before commencement.
   (b) Fees are payable one semester in advance.
   (c) All fees must be paid in Australian dollars.
   (d) If a Student changes visa status, e.g.: becomes a temporary or permanent resident of Australia, he/she shall continue to pay a full international student’s fees for the duration of that calendar year.
   (e) Refunds will be paid in Australian dollars and payments sent to the Student’s home country unless otherwise requested in writing.
   (f) Refunds will be paid to the Parents who enter into the written agreement with the School.

4. Any notifications of withdrawal from a course must be made in writing to the Principal.

5. Notification of withdrawal after commencement of the course requires one term’s notice in writing to the Principal. If a is term’s notice is not given, a term’s tuition fees will be charged in lieu of notice.

6. The Application Fee (AU$150) and Entrance Fee (AU$500) are both non-refundable.

7. Student Default because of visa refusal
   (a) If a student’s visa application is refused by the Department of Immigration and the student fails to or cannot start a course, or withdraws from the course on or before the agreed starting date, the School will refund** within four weeks any pre-paid tuition and non-tuition fees where the student produces evidence that the application made by the student for a student visa has been refused by the Australian immigration authorities.
   (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 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).

8. Student default
   (a) Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the Parents.
   (b) Refunds for Student default apply to tuition fees only. 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 of behalf of the Student has been made.
   (c) If the Student does not provide written notice of withdrawal and does not start the course on the agreed starting date, only one term’s tuition fees will be refunded from the semester tuition fee.
(d) If up to one semester’s tuition fees (two terms) have been prepaid, and the Principal receives written notification of withdrawal from the Parents at least four (4) weeks prior to the first day of the agreed commencement term, the School will refund 100% of tuition and non-tuition fees (except the non-refundable application fee of $150, and enrolment fee of $500).

(e) If up to one semester’s tuition fees (two terms) have been prepaid, and the Principal receives written notification of withdrawal by the Parent less than four (4) weeks prior to the first day of the agreed commencement term, the School will refund the amount of prepaid fees less the following amounts:

(i) Tuition fees for one term of study, if written notice is received less than four weeks prior to commencement of the course.

(ii) Tuition fees for two terms of study, if written notice is received after the first day of the agreed commencement term and before the last day of the second term.

(iii) No amount will be refunded if written notice is received after two terms (one semester) of the payment period has passed.

(f) If more than two semesters’ (one year’s) tuition fees have been prepaid in one amount, refund provisions under (d) and (e) above will apply for tuition fees paid for the first two semesters, and any remaining unused tuition fees after this will be refunded.

(g) 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).
- Failure to maintain satisfactory attendance (visa condition 8202).
- Failure to maintain approved welfare and accommodation arrangements (visa condition 8532) [if applicable].
- Failure to pay course fees.
- Any behaviour identified as resulting in enrolment cancellation in the School’s policies, rules and regulations regarding conduct. This includes smoking, drinking of alcohol and possession of or taking drugs or other illegal activity.

9. **School default**

(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 paid to the School 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 (including where the provider’s legal entity changes) 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 paid to the School will be made within 14 days of the course School’s default day. Calculation of the refund due in this case is prescribed by a legislative instrument (s7 of Education Services for Overseas Students (calculation of Refund) Specification 2014).

(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 is advised to seek assistance from the Australian Government’s Tuition Protection Service. For information on the TPS, please see: https://tps.gov.au/StaticContent/Get/StudentInformation

10. The Agreement, and the availability of complaints and appeals processes, does not remove the right of the Student (or the Parents/Guardians) to seek redress under Australia’s Consumer Protection Laws.

11. Records of all correspondence relating to either School or Student default will be maintained on the student’s file.
11. **Definitions:**

(i) *Non-tuition fees* – fees not directly related to provision of the student’s course, including boarding accommodation and food, stationery, uniform and other ancillary fees.

(ii) *Tuition fees* – fees directly related to the provision of the student’s course, including the composite fee (which covers all compulsory whole of year group activities such as class materials, camps, excursions and incursions, transport costs, instrument hire, ID card) together with the compulsory application and enrolment fee.

(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) *Study period* – there are four school terms throughout the year. There are two semesters per year comprised of two terms each.
International Student Transfer between Registered Providers Policy and Procedure

Rationale
Registered providers assess requests from students for a transfer between registered providers prior to the student completing six months of the principal course of study in accordance with their documented procedures. (National Code Standard 7)

Registered providers are restricted from enrolling transferring students prior to the student completing six months of his or her principal course of study except for the circumstances outlined below. Registered providers, from whom the student is seeking to transfer, are responsible for assessing the student’s request to transfer within this restricted period. It is expected that the student’s request will be granted where the transfer will not be to the detriment of the student.

Policy
1. International students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study.
2. Students can apply for a letter of release, at no charge, to enable them to transfer to another education provider. However, if a student has not completed the first six months of the course of study conditions apply.
3. The School will only provide a letter of release to students in the first six months of their principal course in the following circumstances:
   (a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the School
   (b) It has been agreed by the Principal that the student would be better placed in a course that is not available at the School.
   (c) The School has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
   (d) The School has had a sanction imposed on its registration by the Australian Government or state government that prevents the student from continuing his/her principal course.
   (e) Any other reason stated in the School’s policies.
4. The School will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:
   (a) The student’s progress is likely to be academically disadvantaged;
   (b) The Principal is concerned that the student’s application to transfer is a consequence of the adverse influence of another party;
   (c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer;
   (d) The student has not accessed School support services which may assist with making adjustments to a new environment, including academic and counselling services; or
   (e) School fees have not been paid for the current study period.
5. In order to apply for a letter of release, students must have a letter from the receiving provider that a valid offer of enrolment has been made.
6. Students under 18 years of age MUST also have;
   (a) Written evidence that the student’s parent(s)/legal guardian supports the transfer;
   (b) Written confirmation that the new provider will accept responsibility for approving the student’s accommodation, support, and general welfare arrangements where the student is not living with a parent(s)/legal guardian or a suitable nominated relative; and
   (c) Evidence that the student is always in Department of Immigration and Boarder Protection (“DIBP”) approved welfare and accommodation arrangements

7. All applications for transfer will be considered within 10 working days following receipt and the applicant notified of the decision.

8. Students whose request for transfer has been refused may appeal the decision in accordance with the School’s international Student Complaints and Appeals Policy.

9. The School will not actively recruit a student from another provider prior to the student completing six months of the student’s principal course.

10. A transfer can only take place in the first six months of enrolment in a principal course where a student who is currently enrolled in another registered provider’s course where either:
   (a) the original provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered, or
   (b) the original provider has provided a Letter of Release; or
   (c) the original provider has had a sanction imposed on its registration by the Australian Government or state or territorial government that prevents the student from continuing his/her principal course; or
   (d) any government sponsor of the student considers the change to be in the student’s best interest and has provide support for that change.

11. Applications to transfer to another registered provider may have visa implications. The student is advised to contact the DIPB office as soon as possible to discuss any implications.

12. Records of all requests, assessments and decisions regarding the request for release and copies of letters of release, or appeal will be maintained on student’s file.

Procedures

1. For student transferring FROM the School TO another provider and the student has NOT completed the first six months their principal course

   1.1 All applications for a Letter of Release to transfer schools must be made in writing by the parents or legal guardian to the Principal giving the reason for the transfer and include evidence of a valid offer of enrolment from the new provider and where the student is under 18 evidence that new provider accepts the responsibility of approving the student’s accommodation and welfare arrangements.

   1.2 The Principal will consider the application in line with the provisions of the School’s Transfer policy. The Enrolments Officer will check using publically available information whether the receiving provider has no sanctions against them.

   1.3 All applications for transfer will be considered within 5 working days and the applicant notified of the decision.

   1.4 If the application is successful, a Letter of Release will be granted at no charge to the student, including the advice of the need to contact the Department of Immigration and Border Protection for advice on the transfer’s impact on their visa arrangements.

   1.5 The Enrolments Officer will report the student’s cessation of studies at The Scots School Albury in PRISMS.
1.6 Student’s whose request for transfer has been refused, will be notified in writing by the Principal, informing them of the reasons for refusal and including the advice that the student may appeal the decision in accordance with the School’s International Student Complaints and Appeals Policy.

1.7 Records of all requests, assessments and decisions regarding the request for release and copies of letters of release, or appeal will be maintained on student’s file.

2. For student transferring TO the School FROM another provider, and the student has NOT completed the first 6 months of the principal course

2.1 A transfer can only take place in the first six months of enrolment in a principal course where a student who is currently enrolled in another registered provider’s course where the conditions set out in the policy above are meet.

2.2 The Enrolments Officer will check in PRISMS whether the student is currently enrolled with another provider, he/she will also use publically available information to assess whether the original provider has any sanctions imposed on them.

2.3 If the student is currently enrolled with another provider the Enrolments Officer will provide a Letter of Offer to the current provider to obtain a Letter of Release. If student is under 18, an undertaking to take over accommodation and welfare arrangements is included with the Letter of Offer. A CoE MUST NOT be created until a Letter of Release from other provider is provided.

2.4 The Letter of Release from current provider should provide information about whether or not the student;
   (i) demonstrated a commitment to studies during the course
   (ii) had a good attendance record for the course
   (iii) paid all fees for the course.

2.5 If no satisfactory Letter of Release is provided, the application process is ceased and the student informed that their application cannot be accepted.
International Student Complaints and Appeals Policy and Procedure

Rationale
Registered providers’ complaints and appeals processes are independent, easily and immediately accessible and inexpensive for the parties involved. (National Code Standard 8)

The National Code recognises that both internal and external complaint and appeals processes play a role in ensuring that grievances are appropriately heard and addressed for both the student and the registered provider. These processes will enable students to seek recourse using the registered provider’s internal processes, and then if needed, through an independent, external person or body.

Policy
1. Purpose
   (a) The purpose of The Scots School Albury’s International Student Complaints and Appeals Policy is to provide a student and their parent(s) or guardians with the opportunity to access procedures to facilitate the resolution of a dispute or complaint.
   (b) The internal complaints and appeals processes are conciliatory and non-legal.
   (c) The Complaints and Appeals procedure is confidential between the parties concerned and those directly involved in the complaints handling process.
   (d) The Scots School Albury provides opportunities for students to access an independent external appeals process where they have not been satisfied with the outcomes of the School’s internal resolution processes.
   (e) Anonymous complaints will not be considered unless the complaint is of an extreme seriousness and accompanied with sufficient information to conduct an investigation, such as in a situation implicating criminal activity.

2. Complaints against other students
   Grievances brought by a student against another student will be dealt with under the School’s behaviour management procedures.

3. Informal Complaints Resolution
   (a) In the first instance, The Scots School Albury requests there is an attempt to informally resolve the complaint.
   (b) Students should contact their Stage Coordinator or Head of Boarding House or any member of staff that they feel comfortable to discuss the problem with 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 and The Scots School Albury’s internal formal complaints and appeals handling procedure will be followed.

4. Formal Complaints Handling Procedure
   (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 or parent must notify the Principal in writing of the nature and details of the complaint or appeal.

(c) Written complaints or appeals are to be lodged with the Principal.

(d) Where the internal complaints and appeals process is being accessed because the student has received notice by the Principal 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 days from the date of notification in which to lodge a written appeal.

(e) Internal 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 grievance process will commence within 10 working days of the lodgement of the complaint or appeal with the Principal/other.

(i) 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 the reasons for the outcome, and a copy will be retained on the student’s file.

(j) If the complaints and appeals procedure finds in favour of the student, The Scots School Albury will immediately implement the decision and any corrective and preventative action required.

(k) The Scots School Albury undertakes to finalise all complaints and appeals procedures within 20 working days.

(l) For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal. except in cases of suspected serious misconduct.

(m) In all processes of a complaint or grievance The Scots School Albury will be guided by the Procedural Fairness Policy. Procedural fairness is a basic right of all individuals. In cases where there is a perceived incongruence between an individual’s actions and the School’s policies, the School will aim for a fair decision reached by an objective decision making process.

(n) The Enrolments Officer will keep records of all formal discussions conducted under this policy and procedure and their outcome on student files.

5. External Appeals Process

(a) If the complaints procedure does not find in favour of the student or the student is dissatisfied with the result of the complaints procedure, he/she will be informed of the external complaints and appeals process available to them at minimal or no cost.

(b) If the student wishes to complain or to lodge an external appeal about a decision made or action taken by The Scots School Albury he/she may contact the Overseas Students Ombudsman at no cost. The Overseas Students Ombudsman offers a free and independent service for international students. Please see www.oso.gov.au or phone 1300 362 072 for more information.

(c) If the appeal is against a decision to report for unsatisfactory course progress or attendance the student’s enrolment will be maintained until the external resolution process is complete and has supported to School’s decision to report.

(d) If the appeal is against a decision to cancel a student’s enrolment due to serious behaviour issues, the Principal may initiate an immediate cancellation enrolment on the grounds of extenuating circumstances. In this case the Principal will not await the outcome of an external resolution process and the change of enrolment status will be reported to DIBP via PRISMS (see the School’s International Student Deferment, Suspension and Cancellation of Enrolment Policy). The student may still access the external appeals process but this may be done from the student’s home country.
6. **Other legal redress**

Nothing in the School’s International Student 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 The Scots School Albury or the parent(s)/legal guardian of a student where that student is under 18 years of age*

(c) Support person – *a friend/teacher/relative not involved in the grievance*
International Student Deferment, Suspension and Cancellation Policy and Procedures

Rationale

Registered providers may only enable students to defer or temporarily suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances. (National Code Standard 13)

Students may, through formal agreement with their registered provider, be given permission to defer commencement, take a leave of absence or temporarily suspend their studies during the course. Such absences, however, may affect the student’s visa status. The registered provider may also seek to cancel the student’s enrolment.

Policy

1.1 The Scots School Albury complies with Commonwealth regulations regarding students’ attendance at the School.

1.2 The School will only enable international students to defer or temporarily suspend their studies, including granting a leave of absence during a course, through formal agreement in certain limited circumstances, on the grounds of:

(a) compassionate or compelling circumstances, or
(b) misbehaviour by the student

1.3 International students may only request a deferment of commencement, or a temporary suspension of studies in extenuating, compassionate or compelling circumstances.

1.4 International students may be temporarily excluded from class for short periods due to misbehaviour. In these cases the Principal may not suspend the student’s enrolment.

1.5 Where the Principal initiates the suspension or cancellation of an international student’s enrolment, the Principal will inform the student and his / her parents / legal guardians of the intention to suspend or cancel the student’s enrolment and notify the student that he / she has 20 working days to access the School’s International Student Complaints and Appeals Policy and advise that any change of enrolment status may affect the student’s visa.

1.6 If the student accesses the School’s International Student Complaints and Appeals Policy, the suspension or cancellation of the student’s enrolment will not take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply.

1.7 The Enrolment Officer will notify the Department of Immigration and Border Protection (DIBP) via PRISMS, where the student’s enrolment is deferred, suspended or cancelled. This action may lead to the cancellation of the student’s visa.

Procedures

1. Deferment of commencement of study requested by student

1.1 All applications for deferment of commencement of study must be made in writing by the student’s parents or legal guardian to the Principal.

1.2 The Principal will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
(i) illness or injury, where a medical certificate states that the student was 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 requiring emergency travel that has impacted on studies
(iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists’ reports)
(v) inability to begin studying on the course commencement date due to delay in receiving a student visa.

1.3 The final decision for assessing and granting a deferment of commencement of studies lies with the Principal.
1.4 Deferment will be recorded on PRISMS by the Enrolment Officer depending on the students CoE status.

2. Suspension of study requested by student
2.1 All applications for suspension of studies during a course should be made in writing by the student’s parents or legal guardian to the Principal
2.2 Once the student has commenced the course, the Principal will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to;
   (i) Illness or injury, where a medical certificate states that the student was 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 requiring emergency travel that has impacted on studies
   (iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists’ reports)
2.3 Suspensions will be recorded on PRISMS by the Enrolments Officer.
2.4 The period of suspension will not be included in attendance calculations.
2.5 The final decision for assessing and granting a suspension of studies lies with the Principal.

3. Assessing requests for deferment or suspension of studies
3.1 Applications will be assessed on merit by Principal.
3.2 All applications for deferment or suspension will be considered within 10 working days.
3.3 Where the deferment or suspension of studies will effect the student’s COE end date the Enrolments Officer will notify the DIBP via PRISMS and the student may need to apply for a new student visa.
3.4 Records of all correspondence and the decision of the outcome will be kept in the student’s file.

4. Exclusion from class (1 – 28 days)
4.1 The Principal 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 the policies, rules and regulations of the School. This includes smoking, drinking of alcohol and possession or taking of drugs.
4.2 Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.
4.3 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.
4.4 Exclusions from class will not be recorded on PRISMS.
4.5 Periods of ‘exclusion from class’ will not be included in attendance calculations as per the School’s International Student Attendance Policy.

5. **School initiated suspension of studies (28 days +)**

5.1 The Principal 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 the policies, rules and regulations of the School. This includes smoking, drinking of alcohol and possession or taking of drugs.

5.2 Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.

5.3 Students who have been suspended for more than 28 days are required to return to their home country by DIBP unless special circumstances exist (e.g. the student is medically unfit to travel).

5.4 If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.

5.5 Suspensions will be recorded on PRISMS by the Enrolments Officer.

5.6 The period of suspension will not be included in attendance calculations.

6. **Cancellation of enrolment**

6.1 The Principal will cancel the enrolment of a student under the following conditions;

(i) Failure to pay course fees
(ii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
(iii) Any behaviour identified as resulting in cancellation in the policies, rules and regulations of the School. This includes smoking, drinking of alcohol and possession or taking of drugs.

6.2 As required under Section 19 of the ESOS Act 2000, the Enrolments Officer will advise DIBP about changes to the student’s enrolment and breaches of student visa conditions relating to academic performance and attendance. Deferment, withdrawal or cancellation of a student’s enrolment may affect their student visa.

7. **Complaints and Appeals**

7.1 Student requested deferment and suspension are not subject to the School’s International Student Complaints and Appeals Policy.

7.2 Exclusion from class is subject to the School’s International Student Complaints and Appeals Policy.

7.3 School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation is subject to the School’s International Student Complaints and Appeals Policy.

7.4 For the duration of the appeals process, the student is required to maintain your enrolment and attendance at all classes as normal. The Stage Co-ordinator will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

7.5 If students access the School’s complaints and appeals process regarding a school initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.
7.6 Extenuating circumstances include;

(i) the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age);

(ii) the student is missing;

(iii) the student has medical concerns or severe depression or psychological issues which lead the Principal to fear for the student’s wellbeing;

(iv) the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others;

(v) the student is at risk of committing a criminal offence, or

(vi) the student is the subject of investigation relating to criminal matters.

7.7 The use of extenuating circumstances by the School to suspend or cancel a student’s enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.

7.8 The final decision for evaluating extenuating circumstances lies with the Principal.

8. Student Advice

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

9. Definitions

Day – any day including weekends and public holidays in or out of term time.
393 Perry St Albury NSW
AUSTRALIA 2640

Postal Address: PMB 6006, AMDC, Albury NSW 2640
Phone: 02 6022 0007 Fax: 02 6021 3326
Email: enrolments@scotsalbury.nsw.edu.au
CRICOS 02274B

www.scotsalbury.nsw.edu.au