Enrolment Information for International Students
This handbook contains important information relevant to your enrolment. Its purpose is to provide a thorough overview of The Armidale School, 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.

CONTACT DETAILS

The Armidale School

Street Address: 87 Douglas Street
Armidale NSW 2350
Australia

Mailing Address: Locked Bag 3003
Armidale NSW 2350
Australia

Telephone: + 61 2 6776 5800
Fax: + 61 2 6776 5830
Email: Info@as.edu.au

OTHER KEY CONTACTS

The Headmaster    Mr Murray Guest
The Business Manager    Mr Pat Bradley
Marketing and Development Manager    Ms Cressida Mort
Registrar    Mrs Pip Warrick
STUDYING AT THE ARMIDALE SCHOOL

ARMIDALE

The Armidale School (TAS) is fortunate to be located in the education city of Armidale in the beautiful New England Tablelands of New South Wales.

Armidale 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.

Approximately half way between Sydney and Brisbane and two hours inland, Armidale is located in the heart of the New England Tablelands, an area of outstanding natural beauty with national parks, steep forested gorges and waterfalls. Its elevation of 1000m gives Armidale a mild climate, with pleasant warm summers, extended spring and autumn seasons, and crisp winters with some frosty nights.

Qantas and Rex Airlines operate direct flights between Armidale and Sydney each day and there is a daily train service. Major coach companies also pass through the city each day en-route to Sydney and Brisbane. The coast is only two hours away along one of the most scenic drives in Australia.

Armidale provides students with the ideal lifestyle and study environment!

For more information about Living in Australia visit the Australian government website www.studyinaustralia.gov.au/en/Living-in-Australia

THE ARMIDALE SCHOOL (TAS)

The Armidale School TAS has a long history as a quality boarding school that prides itself on the breadth of its offering, and attention to the individual student. TAS opened its doors to the first students in 1894, having been established by private investors who campaigned for northern NSW to have its own English-style public school in Armidale.

TAS is a family of three schools; Junior School for students from Kindergarten to Year 5, Middle School for Year 6 to Year 9 and Senior School for Year 9 to Year 12, located on one expansive campus offering a seamless education from the age of five to eighteen.

We are a non-selective school, but one with a reputation for academic strength offering a diverse curriculum with a focus on academic strength. Current enrolments stand at approximately 600 students, including 200 boarders from Years 6 to 12.

Students come from all over the world because of our facilities, reputation and programs and have been immersing themselves into life at TAS for more than 60 years. Our international students benefit from intensive English language support, and our boarder students enjoy an environment that combines all the best qualities of home while being supported by academic and social programs that give them a real advantage to succeed.

Christian principles ensure all students enjoy a strong sense of community and wellbeing.

Set on 25 ha of playing fields and gardens, the School is located one kilometre from Armidale’s shopping and business district and students are able to spend their free time after school and on weekends visiting the city’s shopping centres, cafes, the cinema complex and recreation facilities.
The School’s extensive facilities include a creative arts precinct, the heart of which is the Hoskins Centre. This facility incorporates a 240-seat performance theatre with specialist art and drama classrooms. The adjacent Music Centre includes an audio recording studio and facilities for group and individual tuition.

Sporting facilities include the Sports and Swim Centre with a heated indoor 25 metre swimming pool, gymnasium with a basketball court and indoor climbing wall and fully equipped weights room. Our outdoor sporting facilities include, seven sporting ovals (one under lights), rifle range, basketball courts and seven all-weather tennis courts.

TAS is one of nine members of the Athletic Association of the Great Public Schools of New South Wales (GPS), and the only one located outside the Sydney metropolitan area.

TAS is also one of only three schools in New South Wales to be a member of Round Square, an organisation of around 90 schools globally that share a commitment to education through leadership, service and adventure. Other affiliations include the Association of Heads of Independent Schools of Australia (AHISA), the Junior School Heads Association of Australia (JSHAA), and the Australian Boarding School’s Association (ABSA).

For more detailed information about The Armidale School visit our website www.as.edu.au

INTERNATIONAL STUDENT ENROLMENT PROCESS

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

Applications are accepted from

1. boys and girls for entry into the Junior School from Kindergarten to Year 5 and
2. boys for positions in the Middle School for Years 6 to 8 and Senior School for Years 9 to 12.

Boarding commences in Year 6.

All applications for enrolment should be submitted to the school

By post to:  The Enrolments Office
            The Armidale School
            Locked Bag 3003, Armidale NSW 2350 Australia

Email: info@as.edu.au
Fax: + 61 2 6776 5830,

Registration for Enrolment

The first step to enrolment is to register with the school by submitting the Registration for Enrolment Form, together with a Registration Fee of $275.00. This Registration Fee is non-refundable. Please note that being registered does not guarantee entry into the school but places the applicant’s name on a list for interview at a later date.

To apply for a position at TAS applicants should submit the following information:

- Completed International Student Registration Form
- Certified copies of the last two years translations of school reports,
- Copy of biographic page the student’s passport,
- Character reference from the student’s current school,
- Any other relevant information such as Certificates of Achievement or Awards.
Enrolment Interview

The school will assess the application and if 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 the interview may take place by Skype or telephone.

As part of the interview process, 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.

If possible the student will be invited to attend an experience day (and an overnight stay, in the case of a boarder).

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 Enrolment Acceptance Agreement will be sent to the student.

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

- sign the Enrolment Acceptance Agreement,
- return the signed Enrolment Acceptance 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.

Please note as the student will be younger than 18 years of age the agreement must be signed by the student’s parents or legal guardians.

A Certificate of Enrolment (CoE) and a letter approving Confirmation of Appropriate Accommodation and Welfare Arrangements (CAAW) where the student is a boarder will be provided to allow the student to apply for his student visa.

REGISTERED COURSES FOR INTERNATIONAL STUDENTS

The Armidale School 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.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Course Code</th>
<th>Course Duration</th>
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</thead>
<tbody>
<tr>
<td>Primary Year K to Year 6</td>
<td>052266K</td>
<td>364 Weeks</td>
</tr>
<tr>
<td>Junior Secondary Year 7 to 10</td>
<td>041349J</td>
<td>208 Weeks</td>
</tr>
<tr>
<td>Senior Secondary Year 11 to 12</td>
<td>041350E</td>
<td>104 Weeks</td>
</tr>
</tbody>
</table>

International students are included in mainstream classes and additional English language support is provided if required.

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.

All marketing information handbooks and application forms, as well as a list of Agents are available on our website, www.as.edu.au.
THE SCHOOL DAY AND TERMS

The school day commences at 8.45am and finishes at 3.30pm 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 10 and below it is also possible to commence later in the year if a position is available.

Students applying for entry directly into Year 11 must commence at the start of the academic year.

WELFARE AND ACCOMMODATION ARRANGEMENTS

In order for a student under the age of 18 to be granted a student visa they must demonstrate that they have adequate welfare arrangements in place for the length of the student visa or until they turn 18.

Under the Migration Regulations 1994, student visa applicants under the age of 18 must demonstrate that they will be accompanied by a parent or legal custodian, a suitable relative or that the student’s education provider approves arrangements for the student’s accommodation, support and general welfare.

Accommodation Options

TAS 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. Reside in one of the School’s Boarding Houses, or
2. Live with a parent or relative as permitted by the Department of Immigration.

Boarding is not available in the Junior School and all international students enrolling in the Junior School must live with a close family relative for the duration of their enrolment in Junior School.

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

TAS 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.

Boarding

Boarding is available for boys from Year 6 to Year 12. Boarders live in one of the School’s residential boarding houses.

TAS will only accept the responsibility of approving the welfare and accommodation arrangements for students enrolling as boarders and will issue a letter Confirming Appropriate Accommodation and Welfare (CAAW) 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.
Boarders are cared for by the Housemaster, Deputy Housemaster and residential house staff who ensure that age-appropriate arrangements are in place to protect the personal safety, welfare and social well-being of these students.

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

**Day Students living with a Parent or Relative**

International students may enroll at the School as a day student living with a parent or a close family member as permitted by the Department of Immigration. Students are not permitted to live with non-family members, alone or with other students.

TAS does not accept responsibility for approving Day students accommodation and welfare arrangements and does not issue the letter Confirming Appropriate Accommodation and Welfare (CAAW). Overseas day students must have their accommodation and welfare arrangements approved by the Department of Immigration 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 family member 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.

The School reserves the right not to allow the proposed living arrangements where it is considered that the proposed arrangements are not appropriate.

**Suitably Qualified Contact Person**

The Housemaster and the International Student Enrolments Manager are the main staff members responsible for assisting international students and their parents and/or guardians with day-to-day questions and problems and assisting students to settle into their new environment.

**Students Over 18 Years of Age**

TAS requires all students, regardless of whether they have turned 18, to maintain their approved Welfare and Accommodation arrangements for the duration of their enrolment.

**School Holiday Arrangements**

During school holidays the school and the boarding houses close and all students must make alternate accommodation arrangements for the holiday period. Where students do not return home, or do not have a suitable relative or family friend living in Australia, TAS can arrange an approved holiday homestay placement.

The School has an arrangement with Australian Homestay Network (AHN) to provide our students with our holiday placements. AHN is a fully accredited company based in Sydney and places students in Australian family homes, where the hosts have fully trained and all homes have been inspected. Students receive accommodation and meals, AHN management and supervision, insurance and 24/7 emergency support services provided by AHN.

Holiday homestay costs are not included in the school fees and attract extra charges.

More details about AHN can be found on their website at http://www.homestaynetwork.org or from the enrolments office.
COURSE INFORMATION

There are 12 years of education in Australian schools from Kindergarten to Year 12. The Armidale School TAS is divided academically into:

- Junior School – Kindergarten to Year 5
- Middle School – Year 6 to Year 8
- Senior School – Year 9 to Year 12

All courses offered are available to international students.

All courses are all full-time courses with lessons conducted from Monday to Friday during term-time and are generally taught onsite at The Armidale School’s campus at Douglas Street Armidale NSW. Some courses will involve compulsory off-campus excursions and other activities.

Some courses in Years 11 and 12 may be delivered by a partner school on their campus in a class sharing arrangement with New England Girls School and Presbyterian Ladies College, Armidale. This allows a broader offering of subjects available for the Higher School Certificate course.

Vocational Education and Training Courses are also offered in Years 11 and 12. These courses may be undertaken as part of the NSW Higher School Certificate and provide credit to a nationally recognized VET qualification with the Australian Qualifications Framework.

Courses timetabled in the Co-operative Schools combined lines and Vocational Courses may be delivered by another CRICOS registered provider.

AGE AT COMMENCEMENT OF SCHOOL YEAR

Age restrictions apply to overseas students applying for a Student Visa. The minimum age of enrolment for overseas students is 6 years. Maximum age restrictions also apply and students applying for entry into Year 10 should not have yet turned 18 and they should not be more than 20 by the end of Year 12.

The usual age of students in Australian schools at the commencement of the school year is:

<table>
<thead>
<tr>
<th>Age</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Kindergarten</td>
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<tr>
<td>6</td>
<td>Year 1</td>
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<tr>
<td>7</td>
<td>Year 2</td>
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<tr>
<td>8</td>
<td>Year 3</td>
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<td>9</td>
<td>Year 4</td>
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<td>10</td>
<td>Year 5</td>
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<td>11</td>
<td>Year 6</td>
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<td>12</td>
<td>Year 7</td>
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<td>13</td>
<td>Year 8</td>
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<td>14</td>
<td>Year 9</td>
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<tr>
<td>15</td>
<td>Year 10</td>
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<tr>
<td>16</td>
<td>Year 11</td>
</tr>
<tr>
<td>17</td>
<td>Year 12</td>
</tr>
</tbody>
</table>

There may be situations where the student's age and maturity makes a higher or lower year level more appropriate and each application will be considered individually.
INTAKE

There is no formal intake date per academic year below Year 10 with students being able to
commence during the school year, however it is preferable that they commence at the
start of the year in late January or at the start of a school term.

Students applying for entry into 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, his pattern of study.

COURSE CREDIT

The School does not offer course credit and entry into any year level is subject to the
assessment of the Headmaster.

Where an international student transfers to TAS from an education institution based in
another state the school will award course credits for units completed at that institution
provided that the studies undertaken are of a similar standard offered by The Armidale
School based on the guidelines provided by the New South Wales Board of Studies.

ACADEMIC ENTRY REQUIREMENTS

TAS 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 Registration of Enrolment students must provide evidence of satisfactory
academic performance appropriate to entry to the Year level requested on the Registration
for Enrolment form.

For students applying for entry below Year 10 there is no formal entrance test required and
all applicants are considered on the contents of the student’s interview, school reports,
their character reference, English ability and any other supporting documents.

Students applying for entry into the Senior Secondary Course (Years 11-12) must provide a
certificate of educational attainment showing 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

TAS requires that students provide evidence of sufficient proficiency in English to
successfully meet the curriculum demands of the enrolled course.

Students entering below Year 10 level are assessed individually based on the contents of
their school reports and their character references and may also be required to undertake a
language proficiency course set by the school.

Students applying for entry into the Senior Secondary Course (Years 11 and 12) are
required to provide suitable test results of English language proficiency with their
application for registration. 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.

Students should be sufficiently proficient in English to meet the demands of the course, as
placement will be in mainstream classes.
Students should note that where their English proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning in mainstream classes.

**SUBJECTS OFFERED**

TAS offers a wide choice of subjects based on the NSW Board of Studies courses. From Kindergarten to Year 8 a common course is followed with the exception of the choice of a particular language, where students may choose either French or Japanese.

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. TAS 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 Course (Kindergarten to Year 6)**

The Primary School course focuses on basic literacy and numeracy skills and all students study the following curriculum areas

- English
- Mathematics
- Science and Technology
- Human Society and its Environment
- Personal Development, Health and Physical Education
- Creative Arts including Visuals Arts, Music and Drama
- French and Japanese

Christian education, sport and outdoor education, excursions, and other enriching activities such as choirs, school plays and musicals, are integrated into the basic program.

**Junior Secondary Course Years 7 to 10**

Students in Years 7 to10 have a comprehensive curriculum in which students study common core of subjects in addition to elective subject choices.

In Years 7 and 8 students are introduced to a wide range of subjects taught by specialist teachers; this allows them to make informed decisions when choosing their electives in Year 9.

<table>
<thead>
<tr>
<th>Years 7 and 8</th>
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</thead>
<tbody>
<tr>
<td><strong>Core</strong></td>
</tr>
<tr>
<td>English</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>Science</td>
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<tr>
<td>Human Society and Its Environment (HSIE)</td>
</tr>
<tr>
<td>Personal Development Health and Physical Education (PDHPE)</td>
</tr>
<tr>
<td>Design and Technology</td>
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<tr>
<td>Christian Studies</td>
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<tr>
<td><strong>Non-Core</strong></td>
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<tr>
<td>Languages other than English</td>
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<tr>
<td>French *</td>
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<tr>
<td>Japanese*</td>
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<tr>
<td>Music</td>
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<tr>
<td>Visual Arts</td>
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</tbody>
</table>

* In Year 8 students choose to study either French or Japanese.
In Years 9 and 10 students study from a common core of subjects. In addition they may choose 3 elective subjects.

<table>
<thead>
<tr>
<th>Core</th>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Agricultural Technology</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Commerce</td>
</tr>
<tr>
<td>Science</td>
<td>Design and Technology</td>
</tr>
<tr>
<td>Human Society and Its Environment (HSIE)</td>
<td>Drama</td>
</tr>
<tr>
<td>Personal Development Health and Physical Education (PDHPE)</td>
<td>English Extension</td>
</tr>
<tr>
<td>Christian Studies</td>
<td>English Plus</td>
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<tr>
<td>Careers (Year 10 only)</td>
<td>French</td>
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<tr>
<td></td>
<td>HSIE Extension</td>
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<td></td>
<td>Industrial Technology - Automotive</td>
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<td></td>
<td>Industrial Technology - Timber</td>
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<td></td>
<td>Information Software Technology</td>
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<tr>
<td></td>
<td>Japanese</td>
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<tr>
<td></td>
<td>Maths / Science Extension</td>
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<tr>
<td></td>
<td>Music</td>
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<td></td>
<td>Physical Activity and Sport Studies</td>
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<tr>
<td></td>
<td>Visual Arts</td>
</tr>
</tbody>
</table>

Students may apply to study a subject not offered by the school, by correspondence. The school recommends that only those highly motivated students with sound independent study habits should apply to study by correspondence.

Correspondence courses have a cost associated with them and are not covered by normal tuition fees - approximately $500-$1000 per year.
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 TAS in Years 11 and 12

<table>
<thead>
<tr>
<th>Preliminary and HSC Courses (2 unit)</th>
<th>Preliminary Extension Courses (1 unit)</th>
<th>HSC Extension Courses (1 unit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>Preliminary English Extension 1</td>
<td>HSC English Extension 1</td>
</tr>
<tr>
<td>Ancient History</td>
<td></td>
<td>HSC English Extension 2</td>
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<tr>
<td>Biology</td>
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<tr>
<td>Business Studies</td>
<td></td>
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<tr>
<td>Chemistry</td>
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<tr>
<td>Chinese - Background Speakers</td>
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<tr>
<td>Design and Technology</td>
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<tr>
<td>Drama</td>
<td>Preliminary Maths Extension</td>
<td>HSC Maths Extension 1</td>
</tr>
<tr>
<td>Economics</td>
<td></td>
<td>HSC Maths Extension 2</td>
</tr>
<tr>
<td>English Standard</td>
<td></td>
<td>Metal &amp; Engineering Specialisation</td>
</tr>
<tr>
<td>English Advanced</td>
<td></td>
<td>HSC History Extension</td>
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<tr>
<td>English Studies</td>
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<tr>
<td>French</td>
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<tr>
<td>French Continuers</td>
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<tr>
<td>Geography</td>
<td></td>
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<tr>
<td>Japanese Continuers</td>
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<tr>
<td>Legal Studies</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>General Mathematics</td>
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<tr>
<td>Metal and Engineering</td>
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<tr>
<td>Modern History</td>
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<tr>
<td>Music 1</td>
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<tr>
<td>Music 2</td>
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<tr>
<td>PD/ Health /PE</td>
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<tr>
<td>Physics</td>
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<td>Primary Industries</td>
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<td>Software Design and Development</td>
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<tr>
<td>Sport Recreation &amp; Fitness</td>
<td></td>
<td>HSC History Extension</td>
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<tr>
<td>Visual Arts</td>
<td></td>
<td>HSC Music Extension</td>
</tr>
</tbody>
</table>

Detailed information about the content of each of these courses is available in the latest Year 11 and 12 Subject Handbook available to download on our website at http://www.as.edu.au/content/uploads/2014/08/Year-11-and-12-Handbook-2014.pdf
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 TAS 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.

ENTRY TO UNIVERSITY

The University Admission Centre UAC administers the selection of all students for all university courses in NSW based on the student’s Australian Tertiary Admission Rank (ATAR). The ATAR is calculated using the results of each student’s best 2 units of English, and the next best 8 units of the remaining subjects studied. Go to http://www.uac.edu.au for further information about the ATAR.

Entry into university courses is competitive and the ATAR required to gain entry to a particular course will depend on places available and demand for these places. The particular requirements vary from course to course and from year to year. ATAR cut-offs for the previous year on the UAC website, on individual university web sites, as well as in the detailed UAC Guide provided to mid-year to Year 12 students.

STUDENT ASSESSMENT AND REPORTING

Student progression from one year to the next is based on teacher evaluation of the student’s performance and ability.

TAS provides twice yearly detailed written reports for each subject studied. There are two main reporting periods at the end of semester 1 in late June and the end of semester 2 in December.

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. Parents may also contact the school to request interim reports.

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

COURSE PROGRESS

When enrolling at TAS, students and their parents agree that the student must demonstrate effort and maintain a proper attitude to his 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.

TAS 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.
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. In certain extenuating circumstances an extension of the student’s eCOE may be granted.

Where the student, having completed the intervention program, is assessed to have still not met course requirements he will be reported to the Department of Immigration and Citizenship for unsatisfactory course progress.

**ATTENDANCE**

Attendance is an important issue and unsatisfactory attendance can affect a student’s academic progress. It is a condition of enrolment at TAS that all students attend school every day unless they are sick or have approved leave of absence from the Headmaster. The school will investigate frequent absences and the student and his parents 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’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 Citizenship.

**Sick Leave**

Parents of Day students should contact the TAS 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. If the absence for more than 3 days, a note and 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 and includes as absent days when calculating satisfactory student attendance.

**DEFERRAL OF ENROLMENT**

Deferment of commencement of a student’s enrolment may be granted for compassionate or compelling circumstances that are beyond the control of the student, eg serious illness or injury to the student, bereavement of a close family member, or a delay of the issue of the student visa.

**LEAVE OF ABSENCE**

The Department of Immigration and Citizenship (DIAC) will only permit schools to approve leave to students for major illness, accident or other exceptional compassionate circumstances i.e. death in the family. DIAC does not accept reasons such as weddings, cultural and religious activities as acceptable reasons for leave.

Parents must apply for leave of absence in writing to the Headmaster. Details of travel arrangements and return air tickets should accompany any application.

If leave is requested which will affect the end date of the CoE, the student will be required to defer his studies for the duration of the leave and reapply for his visa once the leave is over.
WITHDRAWAL PRIOR TO COURSE COMPLETION

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

Where the required notice of withdrawal is not given a fee of 25% of the current academic year’s tuition fees and boarding fees, if a boarder, will be charged in lieu of notice.

We encourage students and parents to discuss future moves with their Housemaster of the International Student Enrolments Manager to avoid any misunderstandings.

SUSPENSION AND CANCELLATION OF ENROLMENT

TAS may suspend or cancel a student’s enrolment for not meeting visa requirements eg 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 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 TAS will notify the Department of Immigration of the change of enrolment status.

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.

TAS 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.

TRANSFER BETWEEN CRICOS 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 TAS their Principal Course is the Senior Secondary Course (HSC Course).

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

TAS will only provide international students with a Letter of Release where they have completed 6 months of their principal course unless extenuating circumstances exit.
ORIENTATION

TAS ensures that students attend an orientation program upon commencement. The programme will be culturally sensitive and will include information about:

- Support services available to students - academic and pastoral
- The role of staff in various positions within the School
- The services available through the School Medical Centre
- Facilities and Resources
- Complaints and appeals processes
- Visa conditions relating to course progress, attendance and behaviour.

The School has several staff on campus to assist international students. Students are advised on commencement at the School who they need to contact if they need any information or have any concerns with personal, academic, or other issues.

The following support staff are involved in the care and support of international students:

- Director of Studies – for all secondary course and academic issues.
- Careers Advisor - for all career guidance and further studies issues.
- Director of Pastoral Care – for all secondary pastoral issues including dispute resolution issues.
- Head of Primary – for all primary course and academic progress issues.
- Head of Middle School – for all middle school course and academic progress issues
- Housemaster – for all House related issues.
- School Counsellor – for all personal issues.
- International Student Enrolments Manager - for all enrolment, visa, homestay and agent liaison.

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. Heath services such as dental, optical and physiotherapy are not covered and optional extras may be added to the cover if required.

The Australian Commonwealth Government require that students must have proof of OSHC for the entire duration of their stay in Australia when applying for their visa. In most cases, the duration of your student visa will be the same as your Overseas Student Health Cover (OSHC) policy.

TAS will arrange OSHC with Medibank Private for international students and provide a letter of OSHC Confirmation along with their enrolment documentation. The current standard single premium for 12 months is AUD $498.00. Details about OSHC will Medibank Private can be found on their website http://www.medibank.com.au/oshc/essentials-cover/

Students not wishing the School to arrange their OSHC can arrange alternative health insurance independently.
PRIVACY

Information is collected by TAS throughout the 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 ESOS Act, ESOS regulations and National Code 2007. Information collected about you and your child can be provided, in certain circumstances to the Australian Government and State agencies and the Tuition Protection Service. In other instances, information collected can be disclosed without your consent where authorised or required by law.

On occasions student images, information about students such as academic and sporting achievements, student activities and other news is published in School newsletters, magazines, our website, and in the media. By signing this agreement you consent for this to occur. If you do not consent to the use of your child’s image being used you must advise the School accordingly by notifying the Headmaster, The Armidale School, Locked Bag 3003 Armidale NSW 2350 Australia.

From time to time the school engages in fund raising activities. Information received by you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school’s fund raising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
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 enroll 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

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<td>Your School</td>
<td>For policies and procedures that affect you</td>
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<td>Go to your School's website.</td>
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<td>ESOS Helpline +61 2 6240 5069</td>
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<td>Email <a href="mailto:esosmailbox@dest.gov.au">esosmailbox@dest.gov.au</a></td>
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<td>Phone 131 881 in Australia</td>
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<td>Contact the DIAC office in your country.</td>
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For information about student visa requirements refer to the Department of Immigration and Citizenship (DIAC) website: [www.immi.gov.au/students](http://www.immi.gov.au/students)
SCHOOL POLICIES RELATING TO INTERNATIONAL STUDENTS

SCHOOL RULES AND REGULATIONS

1. All boys are expected to read and know the School Rules.

The School believes that the only discipline of real significance is that which the individual imposes upon himself. These rules aim to make each boy aware of the value of self-control, orderliness and the need to cultivate a sense of responsibility for his own conduct and for the larger community of which he is a part.

2. Meetings and Obligations

It is the responsibility of each boy to keep himself informed of matters published in “TAS Talks”, the term Calendar and on the notice boards. Every student is expected to use his TAS email account as a mean of daily communication. If a boy has conflicting obligations he must see that he is excused beforehand from those he cannot meet.

3. Dress Regulations

The School expects its students to wear their full school uniform correctly and with pride and sets high standards for students in public. It is our expectation that uniform and shoes will be clean and in good repair. Hair is clean, combed and of an acceptable length (not over the collar or eyes), with no artificial colouring, tracks, tails or undercutting with sideburns to be half-way up the ear. During the school day, students arriving or departing the grounds must wear a blazer and akubra hat unless instructed otherwise.

4. The Uniform - Middle and Senior School Students:

Winter Uniform (Terms 2 and 3)

The School uniform comprises the striped blazer for students in Years 11 and 12, a blue school blazer for students in Years 6 to 10 plus a white or grey shirt, school tie, grey socks, grey trousers, approved school jumper and black laced shoes with leather uppers of an acceptable design.

The grey shirt is to be worn at school, while at all formal occasions a white shirt is worn - this is referred to as “formal uniform”.

Summer Uniform (Terms 1 and 4)

This comprises khaki shorts and shirt of approved school pattern, long khaki socks, lace-up black shoes, tie and Senior (striped) /School blazer. A School jumper may be worn with this uniform. Formal uniform may be called upon during summer terms.

Boarders’ Travelling Dress

Boarders travelling to and from the school at vacation times may wear civvies No. 2 (collared shirt, shorts or trousers with belt, covered shoes).

Overcoats

There is an approved outer garment to be worn in cold or wet weather over a school blazer or over the school jumper at school. This navy blue top coat is an optional garment.

Non-School Uniform

Boys will be notified specifically when they are allowed to wear neat casuals.
Ornaments

The wearing of jewellery and ornaments – rings, bracelets, earrings etc, apart from watches, is not permitted, nor is the wearing of non-school badges on uniform.

Hats

All day students (Years 6 to 12) must wear their Akubra hat to and from school. It is a compulsory item of uniform. Non-regulation hats/caps are not to be worn with school uniform or school sports clothing.

The Blazer

Students in Year 11 and 12 wear the striped blazer. All other boys wear the blue School blazer.

5. Sports Dress

TAS Sport Polo-Shirt

All boys will have a TAS sport polo shirt. This has the School crest embroidered on it, and should be worn, with TAS blue shorts, when representing the School in external competitions. This includes: tennis, swimming, athletics, touch, volleyball, canoeing, water polo and bench press.

House Polo-Shirt

For any interhouse sporting activities, including the athletics championships, swimming championships and inter-house cricket competition, each boy will wear his House polo shirt. Additionally, for swimming and athletics, TAS blue shorts are worn.

TAS Tracksuit

All boys will have a TAS tracksuit which may be worn at training, at matches and when travelling to and from matches.

TAS Cap or TAS Bucket Hat

This should be worn for all outdoor summer sports and, where appropriate, some outdoor winter sports. Non-TAS caps are not permitted. The exception is cricket, where the TAS wide brimmed “Chappel” hat is strongly recommended. These are not to be worn outside the school grounds when in school uniform.

TAS Swimming Costume

All boys must wear the TAS blue swimmers at school carnivals and when representing TAS at external carnivals. House swimming caps must be worn at the School carnival and TAS swimmers caps for external carnivals. Both caps are provided by TAS.

PE Uniform

TAS polo-shirt or a plain white polo-shirt, TAS blue shorts, white socks and joggers.

Dress for Training - This will vary from sport to sport and will be determined by the teacher in charge of each sport in consultation with the Sportsmaster.

Dress for Matches/Competitions - Boys will wear the appropriate TAS sports uniform as determined by the School. As boys will be representing TAS, their uniform will be neat, clean and in good order. The wearing of articles of clothing which carry advertisements is expressly forbidden at any time.
When travelling on sporting trips, all boys will travel in School uniform or the appropriate sports uniform and TAS track as determined by the Sportsmaster.

6. The Wearing of Student Uniform
   a. Boys’ ties should be worn so that the collar button is done up and does not show
   b. Shoes should be polished daily
   c. Full school uniform must be worn in public between school and home (day students). This includes blazer and akubra hat.
   d. Within the school, blazers do not have to be worn except at formal or Tuesday Assemblies. The grey jumper may not be worn outside school as an outer garment.
   e. Extremes of hairstyle are not permitted.
   f. Each article of clothing must be clearly named.

7. Manners
   There is an expectation on all students to accept, uphold and practice good manners and behaviour appropriate to the occasion. Staff and parents are expected to support the school in this area.

8. Absence, Illness and Punctuality
   a. All boys must be at school on time
   b. Any boys arriving after the Period 1 roll call must fill in the Late Book in the General Office before going to class
   c. Parents are asked to advise the school if their son is absent by 8.30am on the day of absence. A written note from a parent explaining the absence MUST be provided to the General Office the day after return.
   d. Should a boy be ill during school hours he is to go straight to the School Medical Centre. The school nurse will then take appropriate action. Boarders must not be in the House if they are ill.
   e. Should a parent require a boy to keep a special appointment that would interfere with school work or activity a written request to the Deputy Headmaster is required (via email, fax or letter). The leave book in the general office must then be signed upon departure and return.
   f. In any case of infectious disease or contact with infectious disease the school must be notified immediately and the student cannot return to school until the school nurse informs the Headmaster that there is no risk of spreading infection.
   g. Students are expected to attend school for the full period of the term. Permission to commence a term late or to finish early will only be granted by the Headmaster in exceptional circumstances.
   h. Should a boy be unable to meet sporting obligations for a match for which he has been selected he is to seek leave from the coach concerned, giving as much notice as possible so a replacement can be found.
   i. No student may leave the school grounds during school hours without the specific authority of the Deputy Headmaster. Boys in Year 12 may apply to arrive late and leave early depending on their time-table. In cases these movements must be must be recorded in the Late Book at the General Office.
9. Safety
   a. Sensible behaviour is expected within and around buildings at all times. Physical
      behaviour between students will not be tolerated and may result in suspension.
   b. Boys are not to enter laboratories, language rooms, the F2 rooms, Technics, Hoskins
      Centre or music rooms until asked to do so by teachers.
   c. No missile of any kind may be thrown or projected.
   d. The riding of bicycles or skateboards is prohibited in the Lawrance Quadrangle and
      along the front drive. Boys riding bicycles must wear an approved bicycle helmet.
   e. No knives, explosives or dangerous materials may be brought into the school or
      boarding houses.
   f. No boys should have liquid paper in his possession
   g. Boys may not interfere with electric wires or fittings in school or boarding houses
   h. Boys may not retain live ammunition or firearms.
   i. Boys are forbidden to interfere with fire safety equipment. A fine will be imposed if
      this occurs.
   j. Aerosol cans of any type, particularly deodorants are not permitted because of the
      fire detection equipment.

10. Motor Vehicles
   a. A day boy may drive to school provided he and his parents have provided the
      ‘Permission to Drive to School’ form in duplicate, available from the Deputy
      Headmaster or reception or www.as.edu.au/current_happenings.forms.php
   b. The vehicle is not to be used between the commencement of the school day and
      3.30 pm (unless permission has been sought for “Late Arrival/Early Leave in the case
      of Year 12 students). The vehicle is not to be brought on to school property.
   c. Boys are forbidden to drive other boys in their cars without the written permission of
      parents of the passenger, which should then be submitted to the Deputy
      Headmaster.
   d. Boarders are not to have the use of a motor vehicle in Armidale.

11. Taxis
   a. No taxi is to be ordered from the school by students without the authority of either
      the Housemaster, Reception or the Sports master who will issue a taxi slip.
   b. The taxi company has been instructed that no other form but the school taxi-slip is
      to be accepted.

12. Smoking, Drinking, Drugs
   a. Boys may not smoke nor may they bring such materials into the school
   b. Boys may not bring alcohol into the school nor have it on their possession nor
      consume it.
   c. Psychoactive drugs (depressants, stimulants and hallucinogens) are forbidden. The
      school will take disciplinary action concerning any individual within its jurisdiction
      who sells, obtains, possesses, consumes or is under the influence of any of these.
   d. Prescribed medicines must be left with the school nurse in the Medical Centre.
13. Leave Exeats for Boarders

Exeats are required for all leave except short leave, eg to corner shop in Mann Street. Exeats are controlled by the Housemaster.

a. **Boarders Exeat** - Parents are asked to supply a visitors’ list to the Housemaster. This list may be altered at the parents’ discretion. If a boy wishes to go on exeat he fills in the exeat form and if the name of the host is on the visitors’ list no further action need be taken by the parents. A email / fax / letter or phone call must be received from the host before permission is granted by the Housemaster.

In the case where the host is not on the visitors’ list contact will be made by parents as well as by the host in order to cover any eventuality. All exeats should be completed by breakfast on Thursday morning. Late exeats requests may not be approved.

b. **Dinner Leave** - Should parents wish to take their sons to a local restaurant for a meal, Housemasters should be contacted at the earliest opportunity.

c. **Appointment Leave** - Where possible all dental and similar appointments should be made during holiday time. Leave from school will only be granted in exceptional circumstances. The school nurse is able to organise any medical appointments for boarders on term time.

d. **Weekend and Overnight Leave** - Leave may be taken on Friday afternoon after any school commitments have been met. Students should return by 8.00pm Sunday night. (On request boys may be allowed to return to school by 8.20am Monday)

e. **House Visiting** - Boys in one House may not visit boys in another House unless permission has been obtained from the Master on Duty in each House. Day boys must have permission from a boarding Housemaster to visit boys in his House.

14. Laptop Computers

Please refer to the publication “Technology at TAS” for rules and regulations

15. Mobile Phones

Mobile phones are only to be used at times when a student would expect to be able to use a school phone. ie recess, lunch times and after school. Mobiles phones should not be used and should be switched off during prep, in class, assembly, chapel, etc.

Mobile phones will be collected at entry to exams or tests and returned at the completion.

The School’s Anti-bullying policy applies to the use of mobile phones. The use of voice, data, photo facility or email messaging to bully, harass or offend another person will be considered a serious school offence.

Boarders may use their phones in accordance with the rules of each boarding house. Mobile phones will be confiscated when these rules are not observed.

16. Personal Property

Boys are responsible for their own personal property. Theft of others’ property will be punished under the School’s Behaviour Management policy. Boys wishing to sell goods valued over $20 must have the prior permission of the Housemaster only after he has had written permission from both the buyer and seller’s parents.
BEHAVIOUR MANAGEMENT POLICY

The principles on which the Managing Student Behaviour Policy are based are a reflection of the stated School aim:

“The aim of this Anglican Church School is to provide for boarding and day pupils a general education founded on the Christian faith, enshrining Christian living and espousing excellence in all areas. The School aims to develop, in a disciplined and caring environment, the spiritual, intellectual, cultural, physical and social capacities of all its students and to encourage and nurture to the full their individual talents and abilities. It aims further to develop a responsibility to the community in demanding high personal standards and encouraging constructive citizenship and consideration for others”.

Principles on which the Behaviour Management Policy are founded

• The whole school is committed to establishing and maintaining a caring environment as stated in, and reflected by, the Christian aims of the School
• All members of the School community must be encouraged to live cooperatively and creatively.
• Students are encouraged to be responsible for their own behaviour.
• There are logical consequences for all standards of behaviour, both positive and negative.
• When behavioural difficulties arise the students and staff need to accept that their efforts are required in order to resolve conflicts and change inappropriate behaviour.
• A consistent approach and support from all levels of the school hierarchy is essential.
• Support for those with authority is available in order to develop and improve skills in behaviour management.
• Clear communication is essential to provide information to TAS students, staff and parents.
• School rules need to be negotiated and regularly reviewed by the School community.
• The Armidale School expressly prohibits Corporal Punishment in any form at all levels of the school both boarding and day environments. Furthermore the school will not tolerate Corporal Punishment at school by non-school persons or parents.

Rights and Responsibilities

The School acknowledges the fundamental principle that “All members of the TAS community are aware of and respect the rights of others”.

The following responsibilities subsequently apply:

Responsibilities of The Armidale School

• The Armidale School has the responsibility to:
• Provide a safe, secure, caring and enjoyable environment in which all members are valued;
• Encourage students to complete a full education by implementing meaningful programs to meet the needs of students;
• Respect, recognise and reward personal achievement through effort and commitment;
• Pursue the stated aims of the School
Responsibilities of the Staff

Each staff member has the responsibility to endeavour to:

- Display support for the School rules and for the Christian ethos of the School
- Provide an appropriate role model for students by:
  a) showing due respect, care courtesy and cooperation, and
  b) displaying high standards of dress, language and behaviour.
- Provide a stimulating and safe learning environment;
- Provide curricula which meet the needs, interest and abilities of all students and satisfies the requirements of the Board of Studies
- Be conversant with the TAS policy for Behaviour Management and consistently adhere to its principles and practices;
- Make effective use of the School Diary, Student Performance Slip and Student Monitoring Card when communicating with students, their parents, staff and administration;
- Communicate regularly with parents on the progress of students;
- Promote the School’s aims and support the School’s rules;
- Encourage student involvement in school activities;
- Support students and teachers in order that they may meet their responsibilities.

Responsibilities of the students

Each student member of The Armidale School has the responsibility to be a courteous, caring and cooperative member of the school community by respecting the rights of others in the school. Students must, therefore, endeavour to:

- Accept responsibility for their own behaviour, modifying inappropriate behavior accordingly;
- Learn to the best of their ability and allow others to learn unhindered;
- Cooperate with others and learn to discuss without being disagreeable;
- Be punctual to class and care for all school property and equipment;
- Carry and properly maintain a school diary;
- Know the school rules and the consequences of not working within those rules;
- Contribute to the maintenance and care of the school environment;
- Behave in a manner that brings no discredit to the School.

Examples of appropriate behaviour:

- Courtesy to other students, staff, visitors to the school and to the public;
- Punctuality at all school activities;
- Correctly wearing the school’s uniforms;
- Cooperating with and supporting other students;
- Helping to maintain the cleanliness of classrooms, buildings and the school grounds;
- Caring for plants, trees and gardens within the school grounds;
- Speaking politely to other students, staff and visitors;
• Being honest.
The school acknowledges and supports the following practices commending appropriate
behaviour:
• encouragement and praise
• notes to parents
• merit certificates and medallions
• sports colours and arts honours
• commendation at assemblies
• special School activities

Examples of inappropriate behaviour:
• preventing others from receiving the benefits of education eg. disrupting class etc.
• bullying in any of its forms, particularly physical, emotional and verbal abuse of others,
  sexual harassment, racism; cyber.
• stealing, vandalism, borrowing without permission;
• misbehaviour on school buses, public transport, at school functions or excursions or at
  sport;
• misbehaviour in public places;
• the use, possession or supply of cigarettes, alcoholic beverage, or any illegal
  substances;
• possession of prohibited weapons or use of any item as a weapon;
• inappropriate language or behaviour;
• disrespect for the property of others and of the School;
• truanting, absenteeism from class;
• disregarding school rules.

The School acknowledges and supports the following practices for dealing with
inappropriate behaviour:
• redirection to other tasks
• reprimands
• detentions
• loss of privileges
• student monitoring cards
• notes to parents
• meetings with parents
• behaviour modification programmes (including restorative justice)
• in-class exclusion
• use of Withdrawal Room
• in-school suspension
• out-of-school suspension
• exclusion from specific activities
• expulsion

**Students returning from Suspension**

Students returning from suspension within or from school will be monitored by the Deputy Headmaster Director of Pastoral Care.

The student:
• will attend a meeting with the Deputy Headmaster and/or Headmaster;
• will be responsible for completing all set academic requirements missed during suspension;
• may have to attend ongoing counselling;
• may have to sign a contract stating their behaviour will satisfy specific conditions, as directed by the Headmaster.

**Criminal Offences**

It should be noted that, as all members of the school community are subject to criminal law, the School will normally notify police if behaviour is criminal or if there is evidence of a criminal offence.

**Serious Disciplinary Offences**

The School believes in encouraging high moral standards, Christian codes of conduct and a real concern for individual and property. It believes that discipline is a matter of right relationship not of punishment. Where individuals do offend, the School is not interested in punishment per se, but primarily in repentance and reform. Having said this, however, it cannot condone serious offences and will always act strictly to ensure that its high standards are maintained. In general terms offences become more serious where apart from breaking school rules they also transgress the law, or harm others in the community or bring the School's name into disrepute.

While the individual circumstances of any case will always have a bearing on the outcome (eg. age, background, intention etc) as a general rule the following disciplinary measures can be expected:

**Drugs (a school matter)**

Refer to the School Drugs Policy.

**Alcohol (a school matter)**

Purchase and/or consumption of alcohol will result in a minimum of a five day external suspension.

**Smoking (a house matter initially)**

At least gating and service/detention for a first offence. Blatant or repeated offences become a school matter and, therefore, are likely to lead to suspension or further.

**Theft (a house or school matter)**

 Petty theft (‘borrowing’ without permission) will be treated as a House matter. More serious cases become a school matter and can lead to suspension or expulsion. Charges may also be
pressed.

**Immoral or anti-social behaviour (eg. Bullying) (a house or school matter)**

From gating to expulsion depending on circumstances. See School Anti-bullying Policy.

**Vandalism (a house matter initially)**

At least reparation in terms of paying for the damage and repair, but likely to incur further punishment in addition.

**Fire/Safety Offences**

Any tampering with or illegal use of fire/safety equipment will lead immediately to a $1200 fine and possible suspension.

**NB**

School matters are dealt with by the Headmaster or Deputy Headmaster; House matters are dealt with by the Housemaster.

Parents will always be informed formally of any of these offences and records will be kept on file.

School and House office or privilege and School Bursaries and Scholarships are automatically at risk in the case of any serious or repeated offence.

This statement is not to be seen as a definitive statement but rather as the School’s current attitude to the matters mentioned.
ACCOMMODATION AND WELFARE POLICY

1. Description
Where overseas students under the age of 18 are not being cared for in Australia by a parent or suitable nominated relative, registered providers ensure the arrangements made to protect the personal safety and social well-being of those students are appropriate. (Standard 5 of The National Code 2007).

2. Policy
   a) The Armidale School accepts enrolments from students from overseas from Kindergarten to Year 12 as Day Students and as Boarders.
   b) Students under the age of 18, not being cared for in Australia by a parent or suitable nominated relative, will only be accepted at the school as Boarders.
   c) All students in the Junior School (Kindergarten to Year 5) must live with a parent, or other close family relative.
   d) Students who choose to live with a parent or other approved family member must ensure that the relative is approved by the Department of Immigration and Citizenship.
   e) Students are not permitted to live in a homestay situation with a non-family member or to live alone or only with other students.
   f) Students are required to maintain their approved accommodation and welfare arrangements for the duration of their enrolment.
   g) Failure to maintain approved appropriate accommodation and general welfare arrangements may lead to the student being reported to the Department of Immigration and Citizenship (DIAC).

3. Approval of Accommodation and Welfare Arrangements
   a) The School will only accept the responsibility of approving the Accommodation and Welfare Arrangements for Boarding students.
   b) The School does not accept responsibility for approving the Accommodation and Welfare Arrangements of students who choose to enrol as Day Students and live with their parents or relative.
      In this case the parents or relatives accompanying students to Australia must apply for a Student Guardian Visa (SC 580) or provide evidence that they have approval to remain in Australia for the entire period of the student’s education.

4. Boarders
   a) The School confirms the responsibility for approving the Accommodation and Welfare Arrangements for Boarders by the issue of a letter of Confirmation of Accommodation and Welfare (CAAW) to accompany their visa application.
   b) Letters of Confirmation of Accommodation and Welfare (CAAW) will cover the period 7 days prior to the commencement of the course as identified on the electronic Confirmation of Enrolment (eCOE) and will end 7 days following the end date of the course as identified on the eCOE or the date on which the student turns 18, whichever comes first.
   c) Where more than one eCOE is issued to the student to cover multiple courses, the
Letters of Accommodation and Welfare will be issued to cover all of the designated courses so as not to create ‘gaps’ in the welfare arrangements.

d) All Boarders will reside in School accommodation in one of the five residential boarding houses located on the School campus.

e) Care and support is provided to Boarders by house staff specifically the Housemaster, Deputy Housemaster and residential assistants, by academic staff and by nursing staff. The School Counsellor, Chaplain also contribute to the welfare provision for boarders.

f) Residential 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.

g) Boarding operates seven days per week during term time. The school and the boarding houses close during school holidays. Accommodation is not available on the School campus and parents must arrange alternative accommodation arrangements.

5. Day Students (Student Living with a Parent(s) or Relative)

a) The School will only accept enrolments from overseas students as Day Students where they are living with their parent(s) or another suitable relative as defined by the Department of Immigration and Citizenship (DIAC).

Living in a homestay situation with a non-family member, with friends or alone in private rental accommodation is not permitted.

b) The Department of Immigration and Citizenship (DIAC) defines a “suitable relative” as a person who is;

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

   ii. nominated by the parent of the student or a person who has custody of the student.

   iii. aged over 21 years

   iv. of good character

c) Overseas Day Students must have their accommodation and living arrangements approved by Department of Immigration and Citizenship (DIAC) when they apply for their student visa.

d) The student will be provided with a Confirmation of Enrolment (CoE), but not with a letter of Confirmation of Appropriate Accommodation and Welfare (CAAW). A note will be made in the notes field of the CoE “CAAW not required, student living with parents/legal guardian”.

e) Where the student will live with a relative, other than a parent, the parents must give their approval for their son to be cared for by the nominated relative(s) and inform the School of the relatives name; relationship to the student; the address and contact details.

f) Parents are required to provide evidence that the parent or relative responsible for caring for he student during his enrolment has an appropriate passport or visa (eg Guardian Visa (SC580) or overseas student visa) to enable them to remain in Australia to care for the student for the duration of the his enrolment.
g) Where School finds that a student is not maintaining his approved arrangements the School will notify the parents/relative to rectify the situation. Refusal to maintain approved accommodation and welfare arrangements may lead to the cancellation of the student’s enrolment.

h) Should the School become aware of concerns for the personal safety and wellbeing of a student who is living with a parent or other approved relative the Headmaster or his representative will contact the parent and/or relative and if necessary implement the School’s Child Protection procedures.

6. Change of Approved Accommodation and Welfare Arrangements

a) Overseas Students are required to maintain their approved living arrangements for the duration of their enrolment.

b) Where the School has taken responsibility for approving the student’s accommodation and welfare arrangements, the student requires school permission and approval for any changes to welfare and accommodation arrangements prior to that change.

c) In cases where the School approves requests for changes to the agreed living arrangements, the School will notify Department of Immigration and Citizenship (DIAC) of the change of arrangements.

7. Notification of Residential Address

a) It is a requirement of the student visa (Condition 8533) for the student to inform the School of his residential address within 7 days of arriving in Australia and to provide details of any change of address.

b) Failure to provide and maintain records of a student’s residential address may place the student in breach of his visa and lead to the automatic cancellation of the student visa.

c) The School also requires students to provide their home-country residential and postal address, and to inform the school of any changes.

8. Suspension, Termination or Cancellation of the Student Enrolment

a) Where the student’s enrolment is suspended, terminated or cancelled, the School will continue to check the welfare and accommodation arrangements of the student 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 DIAC)

iv. The School reports that it can no longer approve the welfare and accommodation arrangement

9. Non-Approval of Accommodation and Welfare Arrangements

a) If a student changes his welfare and accommodation arrangements, and the School no longer approves these arrangements, the School will notify Department of Immigration and Citizenship (DIAC).

This may result in cancellation of the student’s visa. Failure to maintain approved accommodation and welfare arrangements may also be grounds for cancellation of
b) Where a student wishes to change his welfare and accommodation arrangements in order to live with a parent or a nominated suitable relative, the parent(s) should submit all the necessary documentation to DIAC.

If all requirements are met, the student should give evidence of this to the school (for example, the parent's passport should contain a visa label indicating the holder has been granted a 580 Student Guardian visa).

The school will then notify DIAC that they are no longer responsible for approving the student’s welfare and accommodation arrangements via PRISMS using the ‘Non-Approval of Appropriate Accommodation/Welfare Arrangements’ letter.
ATTENDANCE POLICY

1. Description

Registered providers must systematically monitor students’ compliance with student visa conditions relating to attendance. Providers will 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 Armidale School determines that scheduled course contact hours are all scheduled school teaching days and compulsory school activities. Compulsory School activities may be scheduled outside of normal school hours.

The intention of this policy is to describe procedures for the effective assessment of satisfactory attendance and for the proactive notification and counseling of students who are at risk of not meeting attendance requirements.

1. Policy

a) It is the policy of The Armidale School to comply with all State and Commonwealth regulations regarding the school attendance of students.

b) It is the School’s expectation that all students must attend school on every school day, including scheduled excursions, sporting, activities and presentation days unless they are sick or have approved leave of absence from the Headmaster.

c) It is a visa requirement (Condition 8202) that overseas students maintain satisfactory attendance of a minimum of 80% of scheduled course contact hours recorded in each reporting period (semester).

d) Students are expected to attend all classes on time as scheduled in their timetable and attendance is checked and recorded by subject teachers at the commencement of each class.

e) Attendance is recorded for every class and students’ attendance rates are calculated accordingly.

f) All absences from school, including sick days and part day absences for medical appointments, should be accompanied by an explanatory note from the student’s parent(s) or legal guardian.

g) The School will investigate all unexplained absences from class.

h) 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 Citizenship (DIAC) for unsatisfactory attendance, and that he has 20 working days in which to access the school’s internal complaints and appeals process.

i) Depending on the outcome of the appeals process, the student may be notified of termination of his enrolment at the School.

j) If the enrolment is terminated, or if the student wishes to seek re-enrolment with another education provider, he should do this within 28 days of termination of enrolment to avoid possible visa cancellation.
2. Procedures for Monitoring and Recording Attendance
   a) Students are informed of their obligation to maintain satisfactory attendance and the process by which satisfactory attendance is calculated and recorded in their pre-enrolment information.
   b) Student’s attendance is monitored and recorded continuously by residential and teaching staff.
   c) The roll is taken each day in the boarding house and at the beginning of each class and recorded daily in the School’s attendance database.
   d) The Deputy Headmaster is responsible for monitoring attendance and absences and will investigate all non-approved absences from class.
   e) The Housemaster is responsible for knowing the whereabouts of boarders before and after school by means of the sign-out book.
   f) In the event of a student being absent for more than 3 days continuously without satisfactory explanation, the Deputy Headmaster / Housemaster will make direct contact with the student and parents/ legal guardians to ascertain reason for absence.

3. Calculation of Satisfactory Course Attendance
   a) Student attendance is recorded daily by the General Office Manager on the School’s attendance database.
   b) There are two areas of the attendance monitoring process: Lateness and Absence. When calculating a student’s attendance both absence and lateness will be taken into account.
   c) % attendance is calculated over each semester using the following equation;

   \[
   \% \text{Attendance} = 100 - \left[ \frac{\text{Total Absences}}{\text{Total Teaching Days}} \times 100 \right]
   \]
   d) As per the conditions of the School’s Deferrment, Suspension and Cancellation of Enrolment Policy, periods of student suspension will not be included in student attendance calculations.

4. Identification and Intervention
   a) The Overseas Student Enrolments Officer regularly reviews the attendance database records and maintains a spreadsheet to calculate the attendance percentage for each student. The Deputy Headmaster is informed where a student is at risk of breaking his visa attendance conditions.
   b) The Deputy Headmaster determines assessment of satisfactory attendance.
   c) The School will seek to develop, with the parents or legal guardian, strategies (which may include counseling by the School Counselor or other external counseling), to support the improvement of attendance rates.
   d) Students and their parent(s) will be contacted and counseled when reaching the following attendance levels;
      i. below 90% attendance level, the student and his parents will be contacted by email reminding the student and his parents of the school rules relating to attendance and visa requirements.
ii. below 85% attendance level, a formal letter of concern will be issued and an
intervention strategy, such as an appointment with the school counsellor and/or
Deputy Headmaster, may be implemented.

iii. below 80% attendance level. Where a student has not achieved 80% attendance
for the semester, a formal letter to the student's parents is sent notifying of the
School's intention to report the student to the Department of Immigration and
Citizenship (DIAC).

e) Where a student's attendance drops below 80%, the School may decide, under certain
circumstances, not to report the student for unsatisfactory attendance. Where
attendance drops below 70% the school is obliged to report the student for being in
breech of their visa requirements relating to attendance.

f) Where the student has accessed the School's complaints and Appeal processes the
student's approved welfare arrangements will be maintained until all issues are
resolved.

5. Reporting for Unsatisfactory Attendance

a) Where, after student support and counselling or other Intervention, the student's
attendance remains unsatisfactory and falls below the 80% attendance level, the School
will notify the student and his parents of our intention to report the student to the
Department of Immigration and Citizenship (DIAC) for breach of visa condition 8202
and that he has 20 working days to appeal the decision via the School's Complaints and
Appeals process.

b) 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

c) 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.

d) Where the School has determined to report the student for unsatisfactory attendance,
the school will notify the department of Immigration (DIAC) 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

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

6. Complaints and Appeals

a) If the School intends to cancel a student's enrolment for unsatisfactory attendance his
parents or legal guardians will be issued with a letter of Intention to Report for
Unsatisfactory Attendance and notified that they have 20 working days in which to access the school’s internal complaints and appeals process.

b) Where a student has accessed the School’s Complaints and Appeals processes he will maintain normal enrolment and attend classes until the outcome of the Internal and External (if accessed) investigations.

c) Where the student has accessed the Complaints and Appeal process the school not report the student to the Department of Immigration and Citizenship (DIAC) via PRISMS for breach of attendance requirements until the complaints and appeals process is finalised.

d) All documentation will be kept on the student’s file.
COURSE PROGRESS

Description

Education providers must monitor, record and assess the course progress of every student for each unit of the course in which the student is enrolled, in accordance with the school's documented course progress policies and procedures. (Standard 10 The National Code 2007).

Under section 19 of the ESOS Act, registered providers are required to report students who have not met course progress requirements.

Preamble

The Armidale School systematically monitors student’s course progress and is proactive in notifying and counseling students who are at risk of failing to meet course progress requirements.

The School reports students, under section 19 of the ESOS Act, who have failed to maintain course progress and course completion requirements.

1. Course Progress

a) The School will monitor record and assess the course progress of Overseas Student Visa holders and have a documented intervention strategy for any student who is at risk of not completing course progress or course completion requirements.

i. Monitoring of course progress will be conducted by the classroom teacher in conjunction with the relevant subject department heads and the Director of Studies to ensure that students will complete courses within the specified duration as stated on their Confirmation of Enrolment (CoE).

ii. Academic records and records of monitoring will be kept on the students file.

iii. Assessment will be conducted in accordance with the School’s Assessment policy relevant to the academic year in which the student is enrolled.

b) The course progress of all students will be assessed at the end of each study period (semester).

c) Students commencing part way through a semester will be assessed at the completion of one full semester of study.

d) Parents and students are advised of the academic and course progress requirements in their pre-enrolment information and at Orientation. Students are also advised of the consequences of unsatisfactory course progress.

e) To demonstrate satisfactory course progress, students are required to achieve satisfactory course progress in at least 50% of the courses (subjects) studied.

f) Students at risk of not meeting course progress requirements will be counseled and provided with an Intervention Strategy for academic improvement to meet satisfactory course progress requirements.

g) Should the student not improve sufficiently to achieve satisfactory course progress by the completion of the next assessment period, the School will be notify the student and his parents in writing of intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access the School's internal Complaints and Appeals process.
h) The School will notify The Department of Immigration and Citizenship of the student not achieving satisfactory course progress as soon as practicable where;
   i. The student does not access the complaints and appeals process within 20 days, or
   ii. Withdraws from the complaints and appeals process, or
   iii. The complaints and appeals process results in favour of the School

Procdures for Monitoring Course Progress, Identifying Students Not Meeting Course Progress Requirement and Implementing an Intervention Strategy/ Program.

a) Subject teachers continually monitor, record and assess each student's academic and course progress through their participation during classes, completion of homework and course assignments, participation in group activities, tests and examinations.

b) Students will be considered to have achieved satisfactory course progress if in the Director of Studies and Headmaster's view the student has;
   i. Followed and met the minimum mandatory course requirements for each course (subject) developed and endorsed by the Board of Studies.
   ii. Applied himself with diligence and sustained effort to the set tasks and experiences provided by the School.
   iii. Achieved all or some of the course outcomes.

c) Formal assessment of students' academic and course progress will be reported in bi-annual School Reports issued the end of Term 2 and Term 4.

d) If a student does not achieve satisfactory course progress as per point b, the Director of Studies will meet with the student to develop an intervention strategy for academic improvement. This may include;
   i. Individual counseling such as implementation of time management and study strategies,
   ii. Additional assistance from subject teachers by providing additional study periods
   iii. Other intervention strategies as deemed necessary.

e) A copy of the student's individual strategy and progress reports in achieving improvement will be provided to the student's parents.

f) The student's individual strategy for academic improvement will be monitored over the following semester by the subject teacher, subject Head/Coordinator and Director of Studies and records of student response to the strategy will be kept on the student's file.

g) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, The Armidale School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access the school's internal complaints and appeals process.
Reporting Unsatisfactory Course Progress

a) Official Warning Letters and N Determination Letters will be issued to parents where the student is considered to be not meeting subject course requirements.

b) The school will notify the DIISRTE via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
   i. the student does not access the complaints and appeals process within 20 working days, or
   ii. withdraws from the complaints and appeals process, or
   iii. the complaints and appeals process results in favour of the school.

c) All documentation will be kept on the student’s file.

2. Course Completion Within Expected Duration Of Study

a) As noted in 1. Course Progress the School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

b) Part of the assessment of course progress at the end of each semester will include an assessment of whether the student’s progress is such that they will complete their course within the expected duration of the course.

c) The School will only extend the duration of the student’s study where the student will not complete their course with the expected duration due to:
   i. compassionate or compelling circumstances
   ii. the implementation of the intervention strategy for students at risk of not meeting satisfactory course progress
   iii. an approved deferral or suspension of study has been granted in accordance with the School’s Deferment, Suspension and Cancelation Policy.

Procedures for Monitoring Course Completion

a) Subject teachers continually monitor, record and assess each student students’ academic and course progress. A part of this assessment involves assessing whether the student will complete his course within the expected duration as specified on his COE.

b) Students identified as being at risk of not meeting course completion during the specified period will be placed on an intervention strategy/program. Details of an intervention strategy/program is described Course Progress above.

c) If, in spite of an intervention strategy being implemented, satisfactory course progress is not achieved and the student is unable to complete his course within the expected course duration, then the process of reporting the student to DIISRTE will be commenced.

   The School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access the school’s internal complaints and appeals process.

d) If during the study period or at any other time, the subject teacher, Academic Advisor or other relevant staff member becomes aware of any situation that could be a ‘compassionate or compelling circumstance’ such as serious illness, death in the family
or for some other reason, then the student’s study duration may be extended.

e) The student’s expected course duration must not exceed the CRICOS registered course
duration except in the circumstances specified in 2(c) above (Standard 9.2 of the
National Code).

f) An application to extend the duration of a student’s enrolment will be discussed with
the Director of Studies and the Headmaster. The student will be required to provide
evidence of the compassionate or compelling circumstances.

g) Where the School decides to extend the duration of a student’s study, the Enrolments
Office will report this change via PRISMS within 14 days and/or issue a new COE if
required.
DEFERMENT, SUSPENSION AND CANCELLATION OF ENROLMENT

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

1. Policy
a) A student may only request a deferment of commencement or temporary suspension of his enrolment on the grounds of ‘compassionate or compelling circumstances’.

b) The Armidale School will only enable 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:
   i. compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes), or
   ii. misbehaviour by the student

c) Cancellation of an enrolment can be initiated by the student or by the school for serious incidents of misbehaviour.

d) Where the suspension or cancellation is not initiated by the student, the School must inform students of its intention to suspend or cancel the student’s enrolment and notify the student that he has 20 working days to access the School’s Complaints and Appeal process.

e) If the student accesses the Complaints and appeal process, the suspension or cancellation of the student’s enrolment cannot take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply.

f) The school informs Students that deferring, suspending or cancelling enrolment may affect their student visa.

g) The school will notify the Secretary of DEEWR via PRISMS as required under section 19 of the ESOS Act where the student’s enrolment is deferred, suspended or cancelled.

2. Deferment of Commencement of Study Requested by the Student
a) All applications for deferment of commencement of study must be made in writing, by the student’s parents or legal guardian, to the Headmaster.

b) Deferment of commencement of studies will only be granted under compassionate and compelling circumstances. 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. inability to begin studying on the course commencement date due to delay in receiving a student visa
3. Suspension of Studies (Leave of Absence) Requested by the Student

a) All applications for suspension of studies must be made in writing, by the student’s parents or legal guardian, to the Headmaster.

b) Once the student has commenced the course, suspension of study will only be granted under compassionate and compelling circumstances, including:
   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)

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

4. Assessment of Requests for Deferment and Suspension of Studies

a) The Headmaster is responsible for assessing and granting of all requests for deferment or suspension of studies.

b) Requests for deferment or suspension of studies for a current student will take into account the student’s attendance and commitment to his studies.

c) All applications for deferment or suspension will be considered within 10 working days.

5. School Initiated Exclusion from Class (1 - 28 days)

a) The School may exclude a student from class studies on the grounds of misbehaviour of the student or for breach of the School’s Rules and Regulations.

b) The student’s enrolment may not be suspended during periods of exclusion from class.

c) Excluded students must abide by the conditions of their exclusion from class which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Headmaster.

d) Where the student is provided with course work or other studies for the period of the suspension, the student must continue to meet the academic requirements of the course.

e) Periods of ‘exclusions from class’ will not be recorded on PRISMS.

f) Periods of ‘exclusion from class’ will not be included in attendance calculations as per the School’s Attendance Policy.

6. School Initiated Suspension of Enrolment (28 + days)

a) The School may initiate a suspension of enrolment for a student on the grounds of misbehaviour by the student or for breach of the School’s Rules and Regulations.

b) 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 Headmaster.

c) Students who have been suspended for more than 28 days are required to return to their home country by DIAC unless special circumstances exist (e.g. the student is medically unfit to travel).
d) If special circumstances exist, the student must abide by the conditions of his suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Headmaster.

e) Periods of ‘suspension of enrolment’ will be recorded on PRISMS.

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

g) If the School intends to initiate a suspension of enrolment, a letter of Intention to Suspend Enrolment will be sent to the student’s parents or legal guardian, advising them that they have twenty working days to appeal the suspension.

7. **Cancellation of Enrolment**

a) The School will cancel the enrolment of a student under the following conditions;
   i. Any behaviour or serious breach of School rules identified as grounds for possible expulsion.
   ii. Failure to pay course fees
   iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)

b) The Armidale School is required under Section 19 of the ESOS Act 2000, to advise DIAC 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.

c) If the School intends to cancel a student’s enrolment, a letter of Intention to Cancel Enrolment will be sent to the student’s parents or legal guardians notifying them that they have twenty working days to appeal against the School's cancellation of enrolment.

8. **Students Under 18 Years of Age**

a) When a student under 18 years old is excluded from class, the School will contact the student’s parent or legal guardian to inform them of the situation and invite their assistance in addressing the behaviour that led to the exclusion.

b) When a student under 18 year old has his enrolment suspended or is at risk of cancellation, a copy of the letter of Intention to Suspend (or Cancel) Enrolment will be forwarded to the parent or legal guardian. The School will discuss the situation with the parent or legal guardian to achieve the best possible outcome.

c) If the school terminates, suspends or cancels the enrolment of a younger student for whom it has approved welfare and accommodation arrangements, the school will continue to check the suitability of arrangements for that student until:
   i. the student is accepted by another provider and that provider takes over responsibility for approving the student’s welfare and accommodation arrangements, or
   ii. the student leaves Australia, or
   iii. other suitable arrangements are made that satisfy the Migration Regulations, or
   iv. the school reports to DIAC that it can no longer approve of the arrangements for the student.
9. Complaints and Appeals

a) Student requested deferment and suspension of studies are not subject to the School's Complaints and Appeals Policy and Processes.

b) Exclusion from class is subject to the School's Complaints and Appeals Policy.

c) Where the School has initiated a suspension of enrolment, where the suspension is to be recorded on PRISMS, or cancellation of enrolment, the student has the right to access the School's Complaints and Appeals Policy and Processes.

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

e) Where the student has accessed the School's complaints and appeals process regarding a school initiated suspension, where the suspension is recorded in PRISMS, or cancellation of enrolment, 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.

f) Extenuating circumstances may include:
   
   i. the student refuses to maintain approved welfare and accommodation arrangements – boarding,
   
   ii. the student is missing
   
   iii. the student has medical concerns or severe depression or psychological issues which lead the school 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. is at risk of committing a criminal offence, or
   
   vi. the student is the subject of investigation relating to criminal matters

g) Where extenuating circumstances apply the School may initiate an immediate suspension or cancellation of a student's enrolment on the grounds of extenuating circumstances. In the case of extenuating circumstances the School will NOT await the outcome of an internal or external appeal and the change in the student's enrolment will be reported to DIAC via PRISMS.

h) Any claim of extenuating circumstances must be supported by appropriate evidence.

i) The final decision for evaluating extenuating circumstances lies with the Headmaster.

10. Student Advice

a) Deferment, Suspension and Cancellation of Enrolment can have an effect on a student’s visa as a result of changes to enrolment status. Students will be informed to contact the Department of Immigration for advice.
TRANSFER REQUEST ASSESSMENT POLICY

Description
Registered providers are required to assess requests from students for a transfer between registered providers prior to the student completing six months of their principal course of study in accordance with their documented procedures. (Standard 7 of The National Code 2007)

1. Policy
Overseas Students are required to stay with their principal education provider for the first six months of their principal course. This also applies to preliminary courses undertaken prior to enrolment in a principal course of study.

Pursuant with Standard 7 of The National Code students can apply for a letter of release to enable them to transfer to another education provider prior to completing six months of their principal course.

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

2. Procedure for Granting a Letter of Release
   a. This policy only pertains to students of The Armidale School wishing to transfer to another education provider within the first six months of their principal course.
   b. Letters of Release are provided at no charge to students.
   c. All applications for a Letter of Release to transfer schools must be made in writing by the parents/legal guardian using the School’s Application for Letter of Release form.
   d. In order to apply for a Letter of Release, students must provide a letter from the receiving provider confirming that a valid offer of enrolment has been made.
   e. Students under 18 years of age MUST provide evidence that suitable arrangements for accommodation and general welfare are in place by providing;
      i. Written evidence that the student’s parent(s)/legal guardian supports the transfer
      ii. Evidence that the new provider will accept responsibility for approving your accommodation, support and general welfare arrangements or
      iii. Evidence that the student will reside with a parent or suitable guardian eg Guardian Visa
      iv. Evidence that the student is always in DIAC approved welfare and accommodation arrangements
   f. The Armidale School will only provide a letter of release to students within the first six months of their principal course in the following circumstances:
      i. The student can demonstrate compassionate or compelling circumstances that necessitate transfer to another education provider.
      ii. The student is experiencing academic or personal difficulties which have not been successfully resolved after the student has accessed the School’s support services.
      iii. It has been agreed by the school that the student would be better placed in a course that is not available at The Armidale School.
      iv. Any other reasons stated in the policies of The Armidale School.
g. The Armidale School will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances where;
   i. it is considered that the change of provider would be detrimental to the student’s academic progress
   ii. the student has not accessed the School’s support services for assistance with study or personal issues, difficulties adjusting to school life and the demands of academic work.
   iii. the School is concerned that the student’s application to transfer is a consequence of the adverse influence of another party.
   iv. the new provider will not accept responsibility for approving the student’s accommodation, support and general welfare arrangements
   v. the School believes that the student is trying to avoid being reported to the Department of Immigration and Citizenship (DIAC) for not meeting course requirements. Eg. there has not been a genuine attempt to participate in the course to which he has been granted admission.
   vi. the student has any outstanding debt to the School.

h. All applications for transfer will be considered and the student and his parents / legal guardian will be notified of the outcome within 15 days of receipt of the application.

i. If the application is successful a ‘Letter of Release’ will be granted at no charge to the student. The School will report the student’s cessation of studies on the Provider Registration and International Students Management System (PRISMS) and the student will be advised of the need to contact the Department of Immigration and Citizenship (DIAC) for advice on the transfer’s impact on their visa arrangements.

j. Where the application is unsuccessful the student will be notified in writing, giving the reasons for the decision and informed of his right to appeal the decision in accordance with the School’s Complaints and Appeals process.

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

3. Procedure for overseas students who are currently studying in Australia with another provider.

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

b) Applications received from overseas students currently studying in Australia with another provider within completion of six-months of the principle course must include;
   i. a letter of Release from the current provider
   ii. a copy of current Confirmation of Enrolment (COE) to ascertain what is the Principal Course of study and if the length of studies completed in their current course is greater than 6 months, and
   iii. a copy of his visa to ascertain when the student arrived in Australia.
   iv. if the student is under 18 the application must also include a written evidence from the student’s parents confirming that they agree to the change of providers.

c) If a Letter of Release is provided and there are no outstanding matters of concern, then
the application proceeds as for off-shore overseas student applications.

d) If no satisfactory Letter of Release is received, the application process is ceased and the student informed that their application cannot be accepted.

e) Another application may be considered when six months study of the Principal Course has been completed.
Transferring To Another Education Provider

Have you completed six months of your principal course of study?  
(Your principal course is usually the final course of study. For example, Senior Secondary Course)

Yes

In this case, you should complete a Leavers Form available from the Enrolments Office
If you decide to transfer:
1) contact the Department of Immigration and Citizenship to check if you need a new student visa.
2) Contact the Business Managers office for information on refunds

No

Government regulations prevent other education and training providers from enrolling you in one of their courses unless:
1. you have a letter of release from your current provider,
2. you are sponsored by a government and they consider that it is in your best interests to change provider,
3. your current provider or course is no longer registered, or
4. your current provider has been sanctioned for breaching its regulatory obligations.

Student completes Application for Letter of Release

Your request will be assessed according to The Armidale School’s Transfer Assessment policy and procedure.
There is no charge for a Letter of Release and its assessment will be made in a reasonable timeframe, 15 working days.

Transfer request is Granted
1) Student is issued with a Letter of Release and advised to contact the Department of Immigration and Citizenship to check if you need a new student visa.
2) eCOE cancelled in PRISMS
2) Contact the Business Managers office for information on refunds

Transfer request is Denied:
1) The School will document the decision and inform the student and parents or legal guardian of the outcome in writing within 15 working days.
2) Student has the right to appeal the decision and may access the School’s Complaints and Appeals Process and has 20 working days to so.

Appeal IS Successful

No Appeal or Appeal is NOT Successful

No change to enrolment
COMPLAINTS AND APPEALS POLICY AND PROCEDURES

1. Complaints and Appeals - Resolving Grievances
   a) The purpose of The Armidale School’s Complaints and Appeals Policy is to provide students and their parent(s)/legal guardians with the opportunity to access procedures to facilitate the resolution of a dispute or complaint.
   b) The internal complaints and appeals processes are a conciliatory non-legal process. Internal complaints and appeals may be formal or informal.
      i. A complaint or appeal is classed as informal if a student wishes to raise an issue for resolution but does not wish a formal record of the complaint or appeal process to be kept.
      ii. A complaint is considered formal when a written request for resolution of the matter is made to Headmaster. The Headmaster will then attempt to resolve through investigation and conciliation and may call a conciliation meeting(s) with the parties involved.
   c) Grievances brought by a student against another student will be dealt with under the School Rules and Regulations and Behaviour Management Policy.
   d) The Complaints and Appeals procedure is confidential between the parties concerned and those directly involved in the complaints handling process.
   e) Where a complaint or appeal cannot be resolved through discussion and conciliation, we acknowledge the need for an appropriate external and independent body to review the process implemented by the School.

2. Procedures for Internal Complaints and Appeals Resolution
   a) Complaints pertaining to classroom issues or those that relate to other students, are only to be dealt with by school personnel. It is not appropriate for parents to approach other parents or their children with the intention of resolving the issues.
   b) Students have the right at all times to speak to the Deputy Headmaster, the Headmaster, appropriate Counsellor or any staff member about issues, complaints or grievances they might have.
   c) The recommended procedure to be followed is;
      i. Contact the student’s Teacher, Advisor or Housemaster, (or whoever is most appropriate) for an appointment to discuss the issue of the complaint.
      ii. If the student or his parent(s)/legal guardian are not satisfied with the solutions offered or believe they have not been given a fair hearing, they are encouraged to make an appointment with the Headmaster.

2.1 Informal Complaints Handling Procedures
   a) In the first instance, the School requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint. All attempts will be made to resolve the complaint at this level.
   b) Students should contact the appropriate staff member directly responsible to discuss the issue as quickly as possible. If the student does not wish to approach the person directly, assistance should be sought from the Overseas Student Coordinator or the School Counsellor.
c) If there is no resolution, the student should make an appointment to discuss the problem with the Deputy Headmaster, the Director of Studies or the Headmaster (whoever is most appropriate).

d) Students have the right to be accompanied and assisted by an appropriate support person at any meetings.

e) If student believes that his concern has not been adequately addressed, and the matter cannot be resolved through mediation, the student will be advised to make an appointment with the Headmaster and provided with information about other steps available to him.

2.2 Formal Complaints (Grievance) 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 must notify the school in writing of the nature and details of the complaint or appeal.

c) Written complaints or appeals are to be lodged with the Headmaster. Copies will be kept on the student's file.

d) All formal complaints are dealt with by the Headmaster or his representative under the provisions of the School's Academic Appeals Policy or Grievance Policy.

e) Should the student be accessing the complaints and appeals process because the school intends to report him 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 the appeal.

f) Internal complaints and appeals processes are available to students at no cost.

g) Students may be accompanied and assisted by an appropriate support person at all relevant meetings.

h) The formal grievance resolution process will commence within 10 working days of the lodgement of the complaint or appeal with the Headmaster.

i) Once the Headmaster 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. A copy of all documentation will be kept on the student's file.

j) If the grievance procedure finds in favour of the student, the School will immediately implement the decision and any corrective and preventative action required.

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

l) For the duration of the appeals process, the student's enrolment will be maintained. Attendance at all classes at the School as normal will be required unless otherwise stated.

m) The School will keep records of all formal discussions conducted under this policy and procedure and their outcome on student files.
3. External Appeals Process

a) If the student is dissatisfied with the conduct or the result of the complaints procedure, he may seek independent mediation through an external body at minimal or no cost.

The Armidale School recommends further complaints and appeals are directed to:

The Overseas Student Ombudsman
Level 5, 14 Childers Street
Canberra
GPO Box 442 Canberra ACT 2601
Telephone 1300 362 072
Fax 02 6276 0123
Email overseas.students@ombudsman.gov.au

b) If the appeal is against a decision to report for unsatisfactory progress or attendance the student’s enrolment will be maintained until the external complaints process is complete and has supported the provider’s decision to report.

c) If the appeal is against a decision to defer or suspend or cancel a student’s enrolment due to misbehaviour, the student’s enrolment will not be maintained after the outcome of the internal appeals process.

d) The School may initiate an immediate cancellation of a student’s enrolment on the grounds of extenuating circumstances. In the case of extenuating circumstances the School will **NOT** await the outcome of an internal or external appeal and the change in the student’s enrolment will be reported to DIAC via PRISMS. [Deferment, Suspension and Cancellation of Enrolment Policy]

e) If a student is concerned about the actions of the school they may approach the Registering Authority, which has the power to cancel the School’s registration if a breach of registration provision is proved. Concerns or complaints about the conduct of a registered provider should be addressed in writing to:

The NSW Board of Studies
Manager, Registration and Accreditation
GPO Box 5300
SYDNEY NSW 2001

4. Other legal redress

Nothing in the School’s Complaints and Appeals Policy negates the right of an overseas student to pursue other legal remedies.
REFUND POLICY

1. This refund policy applies to all course fees paid to the school under the terms of a written Enrolment Agreement.

2. The School requires all course fees, to be paid directly to the School and does not accept payment of any course fees from education agents.

3. Fees for services paid to education agents by students (or parent(s)/legal guardian if the student is under 18) are not covered by this refund policy.

4. The Application Fee is non-refundable.

5. The Enrolment Acceptance Fee is refundable following payment of the final invoice when the student leaves the school.

6. Payment of Course Fees and Refunds
   a) Fees are payable 1 study period (semester) in advance.
   b) An itemised list of school fees is provided in the written agreement.
   c) All fees must be paid in Australian dollars.
   d) Refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country unless otherwise requested in writing and agreed by the School.
   e) Refunds will be paid to the person who entered into the written agreement. Refunds will not to be paid to another person unless authorised by the person(s) with whom this written agreement has been entered.
   f) If the student changes visa status (e.g. becomes a temporary or permanent resident) he will continue to pay full overseas student's fees until the date that evidence of the new visa has been provided to the Enrolments Office. A pro-rata refund will be offered if applicable.

7. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Headmaster.

8. Unsuccessful Enrolment/Visa Refusal
   a) If a student's visa application is refused by the Department of Immigration and Citizenship (DIAC) and the student cannot undertake the course applied for, the School will refund within 4 weeks the pre-paid course fees less a fee of 5% of the pre-paid tuition fees, after the student produces evidence that their application for a student visa has been refused by the Australian immigration authorities.

9. Student Default
   a) Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18).
   b) Non-tuition fees will be refunded on a pro rata basis proportional to the amount of time the student has been studying in a course, except where a non-refundable payment on behalf of the student has been made.

9.1 Non-Commencement of Course
   a) The School will refund, within 4 weeks of the receipt of written notification of withdrawal by the parent(s) or legal guardian, tuition fees paid less the amounts
to be retained as agreed and detailed below (as set out in section 7 of the Terms and Conditions of Enrolment).

i. If written notice is received 10 weeks or more prior to the commencement of the course, all pre-paid course fees will be refunded less an administration fee of AUD$ 500.

ii. If written notice is received less than 10 weeks prior to the commencement of the course, all pre-paid course fees will be refunded, less 50% of the pre-paid tuition fees.

b) If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, one term’s (or ten weeks) tuition fees will be retained from the pre-paid tuition fees in lieu of notice.

9.2 Withdrawal after Commencement

a) In the case of withdrawal of a student after the commencement of the course, one semester (2 terms) notice in writing to the Headmaster, is required prior to the intended removal of a student from the School.

b) Where the parent(s) or legal guardian of the student provide one full School semester’s (two terms) notice in writing to the Headmaster prior to the withdrawal, the School will refund the amount any un-spent tuition fees and boarding fees, if applicable.

c) Where the parent(s) or legal guardian of the student do not provide one full semester’s notice in writing to the Headmaster prior to the withdrawal, the School will charge of fee of 25% (one term) of the current annual tuition fees and 25% (one term) of the current annual boarding fees, if applicable, in lieu of notice.

9.3 No refund of tuition fees will be made where a student’s enrolment is cancelled for any of the following reasons;

a) Failure to maintain satisfactory course progress (visa condition 8202)

b) Failure to maintain satisfactory attendance (visa condition 8202)

c) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532) in accordance with School Accommodation and Welfare policies.

d) Failure to pay course fees

e) Any unsatisfactory behaviour identified as resulting in enrolment cancellation in All Saints Anglican School School’s Behaviour Policy/Code of Conduct.

10. 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 unspent pre-paid 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 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 unspent pre-paid tuition fees* paid to the school will be made within 14 days of the course school’s default day.
c) In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive advice to seek assistance from the Australian government’s Tuition Protection Service.* (please see: https://tps.gov.au)

11. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.
* The Government’s Tuition Protection Scheme (TPS) only protects Tuition Fees under the ESOS Act.
TUITION PROTECTION SERVICE POLICY

Introduction and Purpose

The purpose of this policy is to provide guidelines for The Armidale School and its stakeholders to ensure that the School, as a CRICOS provider, abides by the Tuition Protection Service (TPS) requirements.

The TPS is a government scheme setting out the conditions for fee collection, refunds, financial management and student placement in the event of provider default. The TPS applies only to international students and CRICOS providers.

This policy applies to prospective international students who have accepted a place at The Armidale School or to international students currently enrolled at the School.

Procedures

Responsibility

The Business Manager is responsible for the implementation of this policy and to ensure that staff and students are aware of its application and procedures TPS Requirements.

Under the TPS, The Armidale School is required to do the following:

- Ensure that a limit of up to 50% of total tuition fees only is collected prior to student commencement, unless the course is 24 weeks or less.
- Student refunds under visa refusal will be based on unexpended tuition fees rather than on the total course cost as was allowable under the ESOS Act 2000.
- Follow payment guidelines as per the new TPS.
- Meet all default obligations under the ESOS Act 2000.
- Contribute to the TPS annually for all international students.

Calculating Contributions to the TPS

The Armidale School and other public and private providers will contribute to the TPS according to the risk presented to students and the sector. The Armidale School is required to pay a TPS levy each year calculated as per three main components and disclose information related to determining the amount of the levy.

Reporting Timeframe

Provider default

The Armidale School defaults when one of the following occurs:

a) The Armidale School fails to start the course on the agreed day and location, or
b) The Armidale School ceases to provide a course at the location any time after the course commences but before it is completed.

In the event of provider default:

1. Within 3 business days of the default occurring, The Armidale School will notify in writing the Secretary and the TPS Director via PRISMS and the students effected by the default.
2. The Armidale School will discharge its obligations by providing options to students within 14 days after the default date. These obligations are:
   a) The Armidale School will offer the affected students a place in an alternative course at The Armidale School's expense and the students accept this offer in writing.
   or, in the event a student does not accept an alternative course placement option,
   b) The Armidale School provides the students with a refund based on any unspent pre-paid fees received by the School.
3. Within 7 days of discharging its obligations, The Armidale School will report the outcome of the default to the Secretary and TPS Director.

Student Default

Student default occurs when:
   a) A course starts on the agreed date and the agreed location but the student does not commence studies and has not formally withdrawn.
   b) The student withdraws from the course either before or after the course start date.
   c) The Armidale School refuses to provide the course to the student because of student non-payment of fees, breach of a condition of their student visa or student misbehaviour.

In the event of student default;
   1. Within 5 business days of the student default occurring, The Armidale School will notify the Secretary and the TPS Director via PRISMS of the student default.
   2. Within 28 days, The Armidale School will finalise the student default obligations as set out in the written agreement entered into with the student at the time of the enrolment; these obligations include any refund requirements set out in the written agreement, if the student defaults.
   3. Within 7 days of the 28 day provider obligation period ending, The Armidale School will report the outcome of the student default to the Secretary and TPS Director (via PRISMS).

Refunds in other cases;

Where The Armidale School has not entered into a written agreement that complies with Section 47B, or where a student has been refused a visa, The Armidale School will pay the student a refund worked out in accordance with the legislative instrument under subsection 47E(4) of the Act.

TPS Student Replacement

In the unlikely event that The Armidale defaults, or has failed to discharge, or is unlikely to discharge, its obligations under Section 46D of the ESOS Act 2000, the TPS will provide the student with one or more options for alternative courses.

The student may accept an offer of an alternative course. The acceptance must be in writing and must be finalised within 30 days of the provider obligation period, unless the TPS determines that extenuating circumstances may apply.
The following flowchart provides an overview of the options available to students in the event of provider default.

Source: https://tps.gov.au
DEFINITIONS

Cancellation of Enrolment: Enrolment may be cancelled by the student or by the registered provider. The provider notifies DEEWR through PRISMS that it wishes to permanently cancel the student’s enrolment. Once this process is complete, the student’s CoE status will be listed as ‘cancelled’.

Compassionate or compelling circumstances: Circumstance beyond the control of the student which affects the student’s course progress or wellbeing.

Confirmation of Enrolment (CoE): A document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student’s eligibility to enroll in the particular course of the registered provider.

Course credit: Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning or experience.

Course duration: Is the total course duration of a student’s enrolment, including any prescribed study breaks and holiday breaks.

CRICOS: The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is the register prescribed under section 10 of the ESOS Act. 61

DEEWR: Department of Education, Employment and Workplace Relations

Deferment of enrolment: A student may request a temporary deferment to his enrolment on the grounds of compassionate or compelling circumstances. If the request is granted, the provider notifies DEEWR via PRISMS of the deferment of enrolment.

DIAC: Department of Immigration and Citizenship (Commonwealth).

Duration of study: The time required for an overseas student to complete an approved course of study as specified in their Confirmation of Enrolment (CoE)

Education agent: A person or organisation (in or outside Australia) who recruits overseas students and refers them to education providers. In doing so, the education agent may provide education counselling to overseas students as well as marketing and promotion services to education providers.

Enrolment: Where the student has been issued with a CoE to confirm acceptance by the registered provider and is occupying a place in the CRICOS registered course for which the student was accepted and is progressing towards the completion of the course requirements. The period of enrolment includes scheduled breaks between study periods.

Formalisation of Enrolment: Written agreement between registered provider and student (or parent or legal guardian if the student is under 18 years of age) which sets out the obligations and rights of both the registered provider and the student.

Letter of release: A written approval provided to a student approving their transfer from one registered provider to another.

Pre-paid fees: Are tuition fees received by The Armidale School from a student in relation to a Course to be provided by The Armidale School, before the student begins that Course.

Overseas student: A person who holds a student visa. Where the student is under 18 years of age and the student is required to exercise rights or enter into obligations as a legal person, this term may refer to the student’s parent or legal guardian.
Principal course of study: The main course of study to be undertaken by an overseas student where a student visa has been issued for multiple courses of study.

PRISMS: The Provider Registration and International Student Management System (PRISMS) is the system used to process information given to the Secretary of DEEWR by registered providers.

Registered provider: As defined in section 5 of the ESOS Act, the registered provider for a course for a state, means an approved provider that is registered on CRICOS as a provider for the course for the state.

Scheduled course contact hours: The hours for which students enrolled in a course are scheduled to attend classes, course-related information sessions, supervised study sessions, mandatory and supervised work-based training and examinations.

School fees include Tuition Fees, Boarding Fees, special or other fees or levies as detailed in the Fees Schedule for International Students.

Tuition fees are fees that are directly related to the provision of the course of study. They include tuition fees, fees for compulsory course materials and fees for enrolment of administration fees that apply during the entire period of enrolment.

Non-tuition fees include the application fee, the enrolment acceptance fee, accommodation fees, OSHC costs, computer lease fees, book lease fees, uniform cost and costs for excursions, participation in sport and other incidentals.

Student visa: An authorisation permitting people who are not Australian citizens or permanent residents to come to Australia for the primary purpose of studying in Australia as defined by the Migration Act 1958.

Study period: One semester of the school academic year. Approximately 20 weeks.

Tuition Protection Service (TPS): The TPS is a government scheme setting out the conditions for fee collection, refunds, financial management and student placement in the event of provider default. The TPS applies only to international students and CRICOS providers.