Enrolment Information and Policies for Overseas Students
WELCOME

Welcome to The Armidale School. 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.

An electronic copy of this handbook is available to download from The Armidale School’s website at www.as.edu.au.

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

Headmaster Mr Murray Guest
Business Manager Mr Pat Bradley
Director of Enrolments Mrs Pip Warrick
Overseas Student Enrolment Manager Mrs Joanne Guest
Director of Development Ms Cressida Mort
Director of Studies Mrs Seonia Wark
Director of Pastoral Care Mr Barney Buntine
Director of Boarding Mr Michael Holland
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STUDYING AT THE ARMIDALE SCHOOL

THE ARMIDALE SCHOOL

The Armidale School, known as TAS, is located in the regional city of Armidale in the New England Tablelands of New South Wales, approximately midway between Sydney and Brisbane.

Established in 1894, 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. We are a non-selective school, but one with a reputation for academic strength offering a diverse curriculum with a focus on academic strength alongside extensive cultural and sporting programs.

The school is fully co-educational with a 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, offering a continuous education for students from the age of 5 to 18 years. Current enrolments stand at approximately 600 students, including 200 boarders from Years 6 to 12.

Students from around the world have been coming to TAS for more than 60 years. We value the contribution they make to the school while here, and to the wider community in Australia and elsewhere, once they leave our care. It is with a sense of pride that most of our students continue to study at universities in Sydney, Brisbane, Melbourne, Canberra and other centres where they build on the opportunities that they have been offered at TAS.

With more than 120 years of experience in boarding, TAS offers a quality residential education and a place where students make friendships that last a lifetime. When you come to TAS, you are not just coming to a school but become a member of a happy community.

Facilities

The school's facilities for teaching, recreation and residential life are of exceptional quality. A creative arts centre includes a fully equipped 240 seat theatre, two drama/rehearsal rooms, three art studios and a film studio. An adjacent music centre has its own recording studio. For sport and recreation, there is an indoor 25m swimming pool, gymnasium, six sporting ovals, netball courts, and eight all-weather tennis courts.

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

LIVING IN AUSTRALIA

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

The Armidale School is fortunate in its location in Armidale to take advantage of a healthy and safe environment with access to some of the most outstanding natural beauty with national parks, steep forested gorges and waterfalls.

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.

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 and occasional snow falls.

TRANSPORT

Qantas and Rex Airlines operate direct flights between Armidale and Sydney, together operating 4 to 6 flights each way daily. There is daily train service to Sydney and 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.
COST OF LIVING

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

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

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

All students enrolling in the Junior School, Kindergarten to Year 5, must live with a parent or suitable close relative as defined by the Department of Immigration and Border Protection.

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

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

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

All applications for enrolment should be submitted to the school by

Post 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 in person 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.
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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<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. Additional English language support may be provided where 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 YEAR

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 to meet NSW Board of Studies requirements.
ACCOMMODATION OPTIONS
The accommodation options for overseas students enrolled at The Armidale School are:

1. The student will live in the School’s Boarding accommodation and care arrangements.

   In this case:
   
   a) The School approves the accommodation and welfare arrangements and generates the welfare letter (CAAW) via PRISMS to accompany the student’s Confirmation of Enrolment (CoE). The CAAW commences 7 days prior to the starting date of the course and will end 7 days following the end date of the course or the date on which the student turns 18, whichever comes first.
   b) Where more than one eCOE is issued to the student to cover multiple courses, the CAAW letters will be issued to cover all of the designated courses so as not to create ‘gaps’ in the welfare arrangements.
   c) Students should not arrive in Australia before the commencement date of their CAAW arrangements.
   d) Any changes to approved arrangements must also be approved by the School.
   e) If a student for whom School has issued a CAAW refuses to maintain approved arrangements, the School will report this to the Department of Immigration and advise the student to contact the Department of Immigration to ensure visa implications are understood.

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

   In this case:
   
   a) The School does not approve the accommodation and welfare arrangements and does not provide a welfare letter (CAAW) via PRISMS. The student’s family provides proof of relationship to Department of Immigration for the purposes of visa application.
   b) The School will NOT approve the accommodation and welfare arrangements for children under 12 years. These children must live with a parent and have their accommodation and welfare approved by the Department of Immigration and Border Protection.
   c) If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a Student Guardian visa (subclass 580), all obligations and conditions of this visa must be met, including:
      • not leaving Australia without the nominated student unless the School has first approved alternative welfare and accommodation arrangements for the student for the adult’s period of absence, and
      • advising the Department of Immigration and Border Protection of any change of address, passport or other changes of circumstances.
   d) Any changes to approved arrangements must also be approved by the School.

See Department of Immigration office addresses at:
http://www.immi.gov.au/Help/Locations/Pages/Australia.aspx

Students Living in School Approved Boarding Accommodation
Boarding is available for girls and boys commencing from Year 6 to Year 12. It is the aim of the School’s Boarding House Staff to create a secure, happy and homely atmosphere and to help the boarders to be as comfortable as they can be, away from home.
The School maintains five boarding houses located on the school campus each with recreation facilities, kitchenettes and access to the School’s sporting facilities. The style accommodation varies depending on the students’ ages; younger students live in shared dormitory style rooms while older students may live in four-share, twin-share or single study rooms.

Our excellent kitchen staff provide a three nutritious meals daily catering for individual requirements i.e. vegetarian, gluten free, wheat intolerance, international selections. Fresh fruit is provided daily.

Boarders are cared for by the Housemaster, Deputy Housemaster and live-in residential staff who ensure that age-appropriate arrangements are in place to protect their personal safety, welfare and social well-being.

For more information on Boarding: http://www.as.edu.au/our-schools/life-as-a-boarder/

**Student Living with a DIBP Approved Parent or Relative**

Where students nominate to live with a parent or relative the School requires the parent or relative to:

- Remain in the country and reside with the student at all times for the duration of the course
- provide an appropriate family situation for the student and assist students when they face homesickness or culture shock and alert the School.
- act on behalf of the parents by attending information sessions, parent-teacher interviews, subject selection meetings and other school meetings as considered necessary.
- ensure that the student attends school each day punctually. Students must attend a minimum of 80% of classes. Failure to meet attendance requirements can lead to the cancellation of the student visa.
- ensure the student attends additional school activities including activities days, sport, excursions, camps, speech days.
- Contact the School office to request leave for the student for medical and other appointments, specifying the dates and times of absence
- Notify the School by writing to the Headmaster of any change of accommodation details within seven days of the change.

The parent or relative is required to provide to the School enrolments office a copy of their passport with evidence of a suitable visa that allows them to remain in Australia for the duration of the student’s course.

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

The Armidale School reserves the right to remove a student from accommodation that it deems unsuitable and transfer the student to School boarding until alternative arrangements can be made with the parents.

**School Holiday Arrangements**

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

- Student returns home to parents,
- Student may stay with a family relative in Australia, if all requirements are met in order to attain school approval.
• Student may stay in a temporary homestay arranged and approved by the school. TAS uses Australian Homestay Network (AHN) located in Sydney for these placements.
• Student may attend a supervised excursion, camp, etc, if all requirements are met in order to attain school approval.

**Australian Homestay Network (AHN)**

The School has an arrangement with Australian Homestay Network (AHN) to provide temporary homestay services on behalf of the School during school holidays.

AHN is a leading homestay provider and will ensure that students are placed with a suitable AHN Homestay Host according to the needs of the students. Students receive accommodation and meals, AHN management and supervision, insurance and 24/7 emergency support services provided by AHN.

AHN homestay costs are not included in the school fees and additional homestay charges will be applicable. More details about holiday homestay arrangements and costs are available from the School and on the AHN website at http://www.homestaynetwork.org

**STUDENT SUPPORT SERVICES**

**Orientation and Support Staff**

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

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

• Director of Studies – for all secondary course and academic matters.
• Director of Pastoral Care – for all pastoral issues including dispute resolution.
• Head of Junior School – for all primary course and academic progress issues.
• Head of Middle School – for all middle school course and academic progress issues.
• Head of House – for all matters relating to boarding and welfare.
• Advisor – for advice on school related matters, eg co-curricular activities, school exchanges, service projects, special leave arrangements.
• Careers Advisor - for all career guidance and advice on further studies.
• School Counsellor – for personal problems.
• School Chaplain – for personal problems.
• School Nurse – for medical problems.
• ESL Assistant - for matters relating to understanding English and class work.
• Overseas Student Enrolments Officer - for all enrolment, visa, homestay and agent liaison.

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

**Official Contact Person**

At TAS, the role of official contact person is shared by the student’s Head of House, their Pastoral Advisor and the Overseas Student Enrolments officer. The official contact person has
access to up-to-date details of the School’s support services and provides a communication channel between the School, overseas students and their parents.

**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 - (The Primary Course - six years duration)
- Middle School – Year 6 to Year 8 - (Junior Secondary Course - four years duration)
- Senior School – Year 9 to Year 12 - (Senior Secondary Course - two years duration)

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 face-to-face onsite at The Armidale School’s campus at Douglas Street Armidale NSW. Some courses will involve compulsory off-campus excursions and other activities.

**ARRANGEMENTS WITH OTHER PROVIDERS**

Some courses, including Vocational Education and Training (VET) Courses, are offered to students in Years 11 and 12 and may be delivered by another CRICOS registered provider on their campus.

Details of courses provided by other providers are available in the Stage 6 Subject Handbook or from the Enrolments Office.

**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 at the commencement of the school year is:

<table>
<thead>
<tr>
<th>Primary Course</th>
<th>Junior Secondary Course</th>
<th>Senior Secondary Course</th>
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<tbody>
<tr>
<td>Age</td>
<td>Academic Year</td>
<td>Age</td>
</tr>
<tr>
<td>5</td>
<td>Kindergarten</td>
<td>12</td>
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<tr>
<td>6</td>
<td>Year 1</td>
<td>13</td>
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<td>7</td>
<td>Year 2</td>
<td>14</td>
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<td>8</td>
<td>Year 3</td>
<td>15</td>
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<td>9</td>
<td>Year 4</td>
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<tr>
<td>10</td>
<td>Year 5</td>
<td></td>
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<tr>
<td>11</td>
<td>Year 6</td>
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</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**

The most common time for students to commence their course is at the beginning of the School year in late January. However it is possible for students below Year 10 to commence their studies later in the year where a position is available.

Students applying for entry into Year 11 must commence at the start of the academic year in late January. The only exception is where the student has been studying at another Australian school and is able to continue with, or with only minimal changes, their pattern of study.
COURSE CREDIT

The Armidale School does not offer course credit and entry into any course is subject to the assessment of each student by the Director of Studies. This also applies to on-shore school transfers, either from within New South Wales or from interstate.

Students transferring to the School during Year 11 or at the start of Year 12 may be accepted into the Higher School Certificate course according to the policies and guidelines of 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.

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

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

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

ENGLISH LANGUAGE ENTRY REQUIREMENTS

TAS requires that students should be sufficiently proficient in English to meet the demands of the course, as placement will be in mainstream classes.

Students entering below Year 10 level are assessed individually based on the contents of their school reports and their character references and their interview. In some cases students 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 note that where their English proficiency is below that outlined above, they may be required to undertake an intensive English language course before being accepted into 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

<table>
<thead>
<tr>
<th>Core</th>
<th>Non- Core</th>
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<tbody>
<tr>
<td>English</td>
<td>Languages other than English</td>
</tr>
<tr>
<td>Mathematics</td>
<td>French *</td>
</tr>
<tr>
<td>Science</td>
<td>Japanese*</td>
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<tr>
<td>Human Society and Its Environment (HSIE)</td>
<td>Music</td>
</tr>
<tr>
<td>Personal Development Health and Physical Education (PDHPE)</td>
<td>Visual Arts</td>
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<tr>
<td>Design and Technology</td>
<td>* In Year 8 students choose to study either French or Japanese.</td>
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<tr>
<td>Christian Studies</td>
<td></td>
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<tr>
<td>Years 9 and 10</td>
<td>Core (compulsory) subjects</td>
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<td>---------------</td>
<td>-----------------------------</td>
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<tr>
<td>English</td>
<td>Personal Development and Physical Education</td>
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<tr>
<td>Science</td>
<td>Christian Studies</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Careers (Year 10 only)</td>
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<td>Human Society and Its Environment</td>
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Detailed information about the content of each of these courses is available in the latest Year 9 and 10 Subject Handbook available to download on the TAS Website or by using the following link: http://www.as.edu.au/content/uploads/2015/07/STAGE-5-HANDBOOK.pdf
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>
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<tbody>
<tr>
<td>Agriculture</td>
<td>Preliminary English Extension 1</td>
<td>HSC History Extension</td>
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<tr>
<td>Ancient History</td>
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<td>Biology</td>
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<td>Business Studies</td>
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<td>Chemistry</td>
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<td>Chinese - Background Speakers</td>
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<td>Design and Technology</td>
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<td>Economics</td>
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<td>Geography</td>
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<td>Japanese Continuers</td>
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<td>Legal Studies</td>
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<td>Mathematics</td>
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<td>General Mathematics</td>
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<td>Metal and Engineering</td>
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<td>Modern History</td>
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<td>Software Design and Development</td>
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<td>Sport Recreation &amp; Fitness</td>
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<td>HSC Music Extension</td>
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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 the TAS Website or by using the following link: http://www.as.edu.au/content/uploads/2015/08/Stage-6-Academic-Handbook-Final-for-WEB-DKJ.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.

STUDENT ASSESSMENT AND REPORTING

In each subject, a series of formal and informal assessment tasks will be conducted to monitor and assess student achievement. These tasks will measure the extent to which each student has met the aims and objectives of the course. Based on these tasks, teachers will compare the achievement of their students with the published Course Performance Descriptors.

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

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

For more information about Course Progress requirements SEE the School’s Monitoring Course Progress Policy in the Policies section of this handbook.

Intervention Strategies

Students identified at being at risk of not meeting course requirements will be offered additional academic support or Intervention strategies, to improve their academic performance. In certain extenuating circumstances an extension of the student’s course duration may be granted.

Where the student, having completed the intervention program, is assessed to have still not met course requirements they 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.

For more information of Attendance requirements SEE The School’s Attendance Policy in the Policy section of this handbook.

**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.

**COURSE SUSPENSION (Student initiated)**

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

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

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

As detailed in the written enrolment agreement, where a student and his 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 (School Initiated)

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.

For more information SEE Deferment, Suspension and Cancellation Policy and Procedures in the Policy section of this handbook.

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 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.

For information about the conditions under which a Letter of Release will be issues and how to apply for a Letter of Release SEE the School’s Transfer Policy and Procedures in the Policy Section of this handbook.
OVERSEAS STUDENT HEALTH COVER

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

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 if 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 beforehand 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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<thead>
<tr>
<th>Who</th>
<th>Why</th>
<th>How</th>
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<tr>
<td>Your School</td>
<td>For policies and procedures that affect you</td>
<td>Speak with your School</td>
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<td>Go to your School’s website.</td>
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<tr>
<td>Training (DEST)</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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<tr>
<td>Department of Immigration and</td>
<td>For visa matters</td>
<td><a href="http://www.immi.gov.au">www.immi.gov.au</a></td>
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<tr>
<td>Citizenship (DIAC)</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 students 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 him or her self. These rules aim to make each student 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 student to keep themselves informed of matters published in “TAS Talks”, the term Calendar and on the notice boards. Every student is expected to use their TAS email account as a means of daily communication. If a student has conflicting obligations he/she 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:

   Boys Winter Uniform (Terms 2 and 3)
   The winter uniform comprises a grey or white shirt, grey trousers, school tie, approved school grey jumper, grey socks, and black laced shoes with leather uppers of an acceptable design worn with the striped blazer for students in Years 11 and 12, or the blue school blazer for students in Years 6 to 10.

   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”.

   Boys Summer Uniform (Terms 1 and 4)
   The summer uniform comprises khaki shorts and shirt of approved school pattern, long khaki socks, lace-up black shoes, tie worn with the striped blazer for students in Years 11 and 12, or the blue school blazer for students in Years 6 to 10.

   A School grey jumper may be worn with this uniform.

   Girls Winter Uniform (Term 2 and 3)

   Years 6 to 10
   The winter uniform comprises a blue striped blouse, grey skirt, school tie, approved school blue jumper, black tights or knee length socks, and black laced shoes with leather uppers of an acceptable design worn the blue school blazer.

   Years 11 and 12
   The winter uniform comprises a white blouse, navy skirt, school tie, approved school blue jumper, black tights or knee length socks, and black laced shoes with leather uppers of an acceptable design worn the striped school blazer.
Girls Summer Uniform (Term 1 and 4)
The summer uniform comprises the blue and white striped summer dress worn with short white socks and black laced shoes with leather uppers of an acceptable design worn with striped blazer for students in Years 11 and 12, or the blue school blazer for students in Years 6 to 10.
A School blue jumper may be worn with this uniform.

Boarders’ Travelling Dress
Boarders travelling to and from the school at vacation times may wear civvies No. 2 (smart casual clothes) eg collared shirt, shorts or trousers with belt, covered shoes for boys and dress, slacks or skirt and blouse with shoes for girls. Thongs are not to be worn.

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

Ornaments
The wearing of jewellery and ornaments – rings, bracelets, necklaces, apart from watches, is not permitted.
Girls may wear small silver or gold ear studs but only one stud per ear. Make-up, other than light tinted foundation or sunscreen, is not to be worn during school.

Hats
All day students (Years 6 to 12) must wear their school 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 students wear the blue School blazer.

5. Sports Dress

TAS Sport Polo-Shirt
All students 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 inter-house sporting activities, including the athletics championships, swimming championships and inter-house cricket competition, students will wear their coloured House polo shirt. Additionally, for swimming and athletics, TAS blue shorts are worn.

TAS Tracksuit
All students 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 students 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 swimming 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 Sportmaster.

Dress for Matches/Competitions - Students will wear the appropriate TAS sports uniform as determined by the School. As students 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 students will travel in School uniform or the appropriate sports uniform and TAS track as determined by the Sportmaster.

6. The Wearing of Student Uniform
a. 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 school hat.
d. Within the school, blazers do not have to be worn except at formal or Tuesday Assemblies. The school 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 students must be at school on time
b. Any student 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 child 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 student 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 their child 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 student be unable to meet sporting obligations for a match for which they have been selected he/she 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. Students in Year 12 may apply to arrive late and leave early depending on their time-table. In cases these movements 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. Students 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. Students 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 student should have liquid paper in his possession

g. Students may not interfere with electric wires or fittings in school or boarding houses

h. Students may not retain live ammunition or firearms.

i. Students 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. Day students may drive to school provided the student’s 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. Students are forbidden to drive other students 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. Students may not smoke nor may they bring such materials into the school

b. Students 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 student wishes to go on exeat he/she 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. An 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 child 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 students may be allowed to return to school by 8.20am Monday)

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

Students are responsible for their own personal property. Theft of others’ property will be punished under the School’s Behaviour Management policy. Students 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

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

2. Policy
   a) The Armidale School ("the School") accepts applications for enrolment of overseas students aged 18 years old and younger for positions from Kindergarten to Year 12.
   b) The School requires all overseas students to live in the School’s boarding accommodation, unless they live with a parent or suitable nominated close relative as approved by the Department of Immigration and Border Protection.
   c) The School will only approve the accommodation and welfare arrangements where students live in the School’s boarding accommodation.
   d) It is the School’s policy that all overseas students enrolled in the Junior School (less than 12 years of age) to have at least one of their parents residing in Armidale to supervise and be responsible for them.
   e) Students are not permitted to live in a homestay situation with a non-family member, with a guardian or to live alone or only with other students.
   f) It is a visa condition and School requirement of enrolment that overseas students 18 years old and younger maintain their approved welfare for the duration of their enrolment at the school.
   g) All students are required to notify the School of a change of address while enrolled and must not change agreed arrangements without prior approval of the School.
   h) If the School has taken responsibility for approving arrangements for student care and welfare, should the School not approve requests for changes to agreed arrangements, and the student refuses to maintain the approved and agreed arrangements, the School will advise the student this will be reported to the Department of Immigration and Border Protection via PRISMS and the student will need to contact Department of Immigration and Border Protection to ensure visa implications are understood.

Procedures

3. Accommodation Options
   The accommodation options available to overseas students enrolled at the School are:
   a) The student will live in the School’s approved boarding accommodation and care arrangements.
      In this case:
      i. The School approves the accommodation and welfare arrangements and generates the welfare letter (CAAW) via PRISMS to accompany the student’s Confirmation of Enrolment (CoE). The CAAW commences 7 days prior to the starting date of the course and will end 7 days following the end date of the course or the date on which the student turns 18, whichever comes first.
ii. Where more than one COE is issued to the student to cover multiple courses, the CAAW letters will be issued to cover all of the designated courses so as not to create 'gaps' in the welfare arrangements.

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

iv. Any changes to approved arrangements must be approved by the School.

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

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

In this case:

i. The School does not approve the accommodation and welfare arrangements and does not provide a welfare letter (CAAW) via PRISMS. The student’s family provides proof of relationship to Department of Immigration and Border Protection for the purposes of visa application.

ii. The School will NOT approve the accommodation and welfare arrangements for children under the age of 12 years. These children must live with a parent and have their accommodation and welfare approved by the Department of Immigration and Border Protection.

iii. If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a Student Guardian visa (subclass 580), all obligations and conditions of this visa must be met, including:

   • not leaving Australia without the nominated student unless the School has first approved alternative welfare and accommodation arrangements for the student for the adult’s period of absence, and
   • advising the Department of Immigration and Border Protection of any change of address, passport or other changes of circumstances.

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

c) During the school holidays all students leave the Boarding House and alternative accommodation arrangements must be made. Where overseas students are unable to return home the following arrangements are available;

i. Student lives in a temporary homestay arranged and approved by the School.

ii. Student may spend school holidays with relatives or close family friend’s if all requirements are met in order to attain School approval.

iii. Student may attend a supervised excursion, camp, etc, if all requirements are met in order to attain School approval.
4. **Students Under 18 Years of Age Living School Boarding Accommodation**

   a) Boarding is the preferred accommodation option for overseas students enrolled at the School.

   b) Boarding accommodation is available to students from Year 6 to Year 12.

   c) The five boarding houses located on the school campus provide accommodation for approximately 200 boys and girls in dormitories, single, twin-share or four-share rooms (depending on the age of the student).

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

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

   f) The Director of Boarding is responsible for overall supervision of all boarding matters at the School.

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

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

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

5. **Students under 18 years living in Australia with a Parent or Approved Relative**

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

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

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

      ii. at least 21 years of age and

      iii. of good character.

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

      i. reside with the student at all times for the duration of the course,
ii. provide an appropriate family situation for the student and assist students when they face homesickness or culture shock and alert the School,

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

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

v. ensure the student attends additional school activities including activities days, sport, excursions, camps, speech days,

vi. Contact the School office to request leave for the student for medical and other appointments, specifying the dates and times of absence,

vii. Notify the School by writing to the Headmaster of any change of accommodation details within seven days of the change.

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

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

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

g) The School reserves the right to remove a student from accommodation that it deems unsuitable and transfer the student to School boarding until alternative arrangements can be made with the parents.

6. Visa Condition Regulating Departure From The Country

a) If the student is accompanied by a parent or relative on a student guardian visa, the adult visa holder who fulfills this role has the following visa condition:

**Departing Australia**

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

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

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

b) The School notifies the parent / visa holder in the written agreement that the School is aware of the visa condition regulating departure from the country, and
that, in the event of there being compelling circumstances for leaving the country, the parent / visa holder should contact the school to discuss the circumstances.

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

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

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

7. **Holiday Accommodation Arrangements**

   a) School boarding accommodation closes during school holidays and all students must make alternative arrangements for the holiday periods.

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

   c) Alternative school holidays accommodation approved by the School are:

      i. Student returns home

      ii. the student is in the care of a close relative of the student living in Australia, provided that all travel and contact details and written permission from the parents is provided to the School.

      iii. the student is in the care of a family connected to the School and the Headmaster has approved the arrangement.

      iv. The student is attending a supervised excursion, camp etc and the Headmaster has approved the arrangement.

   d) The School has an arrangement with Australian Homestay Network (AHN) to provide temporary homestay services on behalf of the School for boarders during school holidays.

   e) The School is satisfied AHN:

      i. checks suitability of accommodation and support (site visit) and monitors families and general welfare arrangements

      ii. selects families and ensures families can provide a stable environment for the duration of the student's homestay period

      iii. has agreements with homestay families for arrangements about providing accommodation services
iv. provides an orientation program for families new to the provision of homestay services

f) Fees and charges for these services can be discussed with the Overseas Student Enrolments Officer.

g) Any concerns regarding homestay should be first addressed to the Overseas Student Enrolments Officer.

h) Concerns will be immediately investigated by the Overseas Student Enrolments Officer and addressed with improvements action implemented.

8. Changes to Approved Welfare and Accommodation Arrangements.

a) Students must not change their approved accommodation arrangements without the school’s approval.

b) All requests to change the student's approved accommodation and welfare arrangements must be made in writing by the parents to the Headmaster.

c) Any requests will be investigated as directed by the Headmaster and the student notified of the decision within a reasonable timeframe.

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

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

9. Notification of Residential Address

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

b) The School requires parents to inform the school of any changes to their personal details including changes to their address or addresses or contact details or changes to personal circumstances.

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

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

10. Suspension or Cancellation of the Student’s Enrolment

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

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

c) The School will continue to check their accommodation and welfare arrangements until such time as:
   i. The student has a new provider that takes on the approval of welfare and accommodation arrangements
   ii. The student leaves the country
   iii. Other suitable arrangements are made (acceptable to DEPARTMENT OF IMMIGRATION AND BOARDER PROTECTION)
   iv. The School reports that it can no longer approve the welfare and accommodation arrangement.

11. Reporting Students who fail to maintain approved accommodation arrangements
   a) Where the School can no longer approve the accommodation and welfare arrangements for an overseas student and all other attempts to assist the student to maintain appropriate arrangements have been exhausted, the student may be reported to the Department of Immigration and Border Protection via the ‘Non-approval of Appropriate Accommodation/Welfare Arrangements’ form on PRISMS. Prior to reporting, the student will be informed by letter of the School’s Intention to Report.
   b) If a student has gone missing from the approved accommodation and cannot be contacted, this will result in the Headmaster or his delegate implementing the School’s documented critical incident policy. Actions may include contacting the student’s parents and the Department of Immigration and Border Protection and filing a missing persons report with the police and/or children’s services agencies.

If, after a reasonable period, the student has not been found, the School will report the student’s breach of visa condition 8532 by submitting the ‘Non-Approval of Appropriate Accommodation/Welfare Arrangements’ letter.

12. Contacting Parents
   a) Should matters arise concerning the personal safety or wellbeing of a student either accommodated in School approved accommodation or with a DIBP approved relative, the Director of Pastoral Care will liaise between School and the parent and if relevant the DIBP relative. Advice will be sought from the Head of House, the Director of Boarding, Director of Studies, School Counselor or other relevant staff member.
   b) The student’s Advisor and Head of House will contact parents at least once a semester to report on the student’s progress at school and in the boarding house.
   c) In emergency situations, where a student is seriously ill, injured or where a student is missing student, the Headmaster will implement the Critical Incident Plan and protocols.
MONITORING ATTENDANCE

1. **Description**

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

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

2. **Policy**

a) The Armidale School complies with all State and Commonwealth regulations regarding the monitoring student’s school attendance.

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

c) It is a School’s requirement that all students attend school on every school day, including for scheduled excursions, sport, the activities program and presentation days unless they are sick or have approved leave of absence from the Headmaster.

d) All absences from school should be accompanied by a medical certificate, an explanatory communication from the student’s parent or legal guardian or evidence that leave has been approved by the Headmaster.

e) All absences from school, including sick days and part day absences for medical appointments will be included in the attendance threshold calculation. All such absences should be accompanied by an explanatory note from the student’s parent(s) or legal guardian.

f) The School will investigate all unexplained absences (without approval) from class.

g) 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 School’s intention to report them to the Department of Immigration and Border Protection (DIBP) for unsatisfactory attendance, and that he or she has 20 working days in which to access the school’s internal complaints and appeals process.

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

i) 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.

**Procedures**

3. **Monitoring Course Attendance**

a) In accordance with the School attendance procedures, student attendance is:
i. checked and recorded daily in the boarding house and by subject teachers at the beginning of each class,

ii. assessed regularly

iii. recorded in the School’s data base and calculated over each study period (semester)

b) Students are required 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.

c) All absences from the School will be included in attendance calculations and should be accompanied by a medical certificate, an explanatory communication from the student’s carer or evidence that leave has been approved by the Headmaster.

d) Any absences without approval will be investigated by the Deputy Headmaster.

4. Calculation of Satisfactory Course Attendance

a) Student attendance will be monitored by the Overseas Student Enrolments Officer every 4 weeks over a semester to assess student attendance using the following method.

i. % attendance is calculated over each semester using the following equation;

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

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

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

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

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

5. Intervention

a) The Deputy Headmaster is responsible for assessing student attendance and determining satisfactory attendance.

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

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

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

a) Where a student’s attendance falls below 80% a letter of Intention to Report will be issued to the student indicating that they will be reported to the Department of Education for unsatisfactory attendance. This letter indicates that the student has 20 working days to access the School’s Complaints and Appeals process.
b) Records of any correspondence and/or intervention reports will be placed in the student’s file.

6. 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 report the student to the Department of Education and the Department of Immigration and Border Protection (DIBP) for breach of visa condition 8202.

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 and Border Protection (DIBP) of the student not achieving satisfactory course attendance as soon as practicable where;
   i) the student does not access the complaints and appeals process within 20 days
   ii) withdraws from the complaints and appeals process
   iii) the complaints and appeals process results in a decision for the school.

7. Complaints and Appeals

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

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

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

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

Description

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

1. Policy

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

b) The Armidale School ("the School") will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

c) The academic progress of all students will be assessed and reported on in accordance with the School’s Academic Assessment Policy at the end of each school semester.

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

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

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

   ii. Junior and Senior Secondary Courses – active involvement in class with a good approach to learning and work submission in the majority of subject areas and a minimum pass grade (E) in at least 50% of subjects studied in any study period.

f) The School will implement an intervention strategy for students at risk of not meeting course progress requirements at a minimum of where the student has not met satisfactory course progress in at least 50% of subjects studied in a semester.

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

h) The School will advise the students deemed to have not met course progress requirements in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school’s internal complaints and appeals process.

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

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

   ii. the student withdraws from the complaints and appeals process, or

   iii. the complaints and appeals process results in favour of the school

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

**Procedures**

2. **Monitoring Course Progress and Intervention Strategies**
   a) Subject teachers will continually monitor, assess and record each student students’ academic progress in accordance with the School’s Academic Monitoring Procedures and will report on students’ academic progress at the end of each school semester.
   b) The Director of Studies will check reports at the end of each study period (semester) to determine whether students are at risk of not meeting course progress requirements, and where required will develop an appropriate intervention program.
   c) Students are deemed to be at risk of not meeting course progress requirements where they have not achieved the School’s specified level of achievement as set out in 1e) for one whole semester.
   d) The Director of Studies will meet with students identified as being at risk to develop an intervention strategy for academic improvement. Parents will be advised where their child has been identified as being at risk of not meeting course progress requirements and notified of any intervention strategy employed.
   e) Intervention strategies may include some or all of the following strategies as considered most appropriate to the student’s needs:
      i. After hours tutorial support at own expense
      ii. Subject support in class time
      iii. Mentoring
      iv. Additional ESL support
      v. Change of subject selection, or reducing course load (without affecting course duration)
      vi. Counselling – eg time management, academic skills and personal
      vii. other intervention strategies as deemed necessary
   k) The Director of Studies will monitor the student’s progress under the intervention program over the following semester. If, after completion of the intervention program the student has still not met course progress requirements at the end of second semester the student will be deemed to have not met course progress requirements.
   l) Records of all communication with the student and details of any intervention strategies employed will be kept on the student’s file.

3. **Reporting for Unsatisfactory Course Progress**
   a) If the student does not improve sufficiently academically and does not achieve satisfactory course progress by the end of the next assessment period, despite the implementation of intervention strategies, the Headmaster will advise the student in writing of the School’s intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school’s complaints and appeals process.
b) The Overseas Student Enrolments Officer will notify the Department of Immigration Border Protection (DIBP) via PRISMS of the student not achieving satisfactory course progress as soon as practicable where;
   
   i. the student does not access the complaints and appeals process within 20 working days, or
   
   ii. the student 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.
COMPLETION WITHIN EXPECTED DURATION OF STUDY

Description

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

2. Policy

a) The Armidale School will monitor all students’ course progress to ensure that at all times the student is in the position to complete the course within the expected duration as specified on their COE and will be proactive in notifying and counseling students who are at risk of failing to meet their course progress requirements.

b) At no time during a study period (semester) will The Armidale School allow any student be studying more than 25% online or by distance.

c) The Armidale School will only extend the duration of a student’s study where it is clear that student will not complete their course within the expected duration, as specified on the student’s CoE, due to:
   i. compassionate or compelling circumstances,
   ii. the School implementing its intervention strategy, or
   iii. an approved deferment or suspension of study has been granted in accordance with The Armidale School’s Deferment, Suspension and Cancellation Policy.

d) Where there is a variation to the student’s course which results in extension of the student’s duration of study the School will record the variation and the reasons for it on the student’s file. The Armidale School will correctly report the student via PRISMS and/or issue a new CoE when the student can only account for the variations by extending his / her expected duration of study.

e) Except in the circumstances specified in 1c) above the expected duration of study specified in the student’s CoE must not exceed the CRICOS registered course duration.

2. Procedure

a) The Director of Studies will monitor students' course load and academic progress at the end of each study period (semester) to ensure students are able to complete their course within the expected duration of study specified in their Confirmation of Enrolment (CoE).

b) Students identified as being at risk of not being able to complete their course within the expected duration will be provided with counseling and where necessary an implementation program to assist them to meet course completion requirements. Parents will be notified of the situation and of any intervention strategies employed.

   Intervention strategies include:
   i. Identifying the students learning difficulties,
   ii. Mentoring for improving the student’s performance,
   iii. Referring the student for counseling,
   iv. Adjusting the student’s course of study.
c) The Director of Studies may decide to extend the duration of the student’s study under the following circumstances:
   
   iv. where the student provides evidence of compassionate or compelling circumstances,
   
   v. the School has implemented its intervention strategy, or
   
   vi. the Headmaster has approved a deferment or suspension of study.

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

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

3. Notification of Intention to Report

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

b) All records will be kept on the students file.
DEFERMENT, SUSPENSION AND CANCELLATION OF ENROLMENT

Description

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

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

1. Policy
   a) The Armidale School (“the School”) complies with all State and Commonwealth regulations regarding students’ attendance at school.
   b) The School will only enable overseas 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, or
      ii. misbehaviour by the student
   c) Overseas students may only request a deferment of commencement, or a temporary suspension of studies in extenuating, compassionate or compelling circumstances.
   d) Overseas students may be temporarily excluded from class for short periods due to misbehaviour. In these cases the school may not suspend the student’s enrolment.
   e) Where the School initiates the suspension or cancellation of an overseas student’s enrolment, the School will inform the student and his / her parents / legal guardians of the intention to suspend or cancel the student’s enrolment and notify the student that he / she has 20 working days to access the School’s “Complaints and Appeal Policy” and advise that any change of enrolment status may affect the student’s visa.
   f) If the student accesses the “Complaints and Appeal Policy”, the suspension or cancellation of the student’s enrolment will not take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply.
   g) The school will notify the Department of Immigration and Border Protection (DIBP) via PRISMS, where the student’s enrolment is deferred, suspended or cancelled. This action may lead to the cancellation of the student’s visa.

Procedures

2. Deferment of Commencement of Study Requested by 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 or injury, where a medical certificate states that the student was unable to attend classes
      ii. bereavement of close family members such as parents or grandparents
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

a. Suspension of Study Requested by Student

a) All applications for suspension of studies during a course should be made in writing by the student’s parents or legal guardian to the Headmaster.
b) Once the student has commenced his or her course a suspension of study will only be granted under compassionate and compelling circumstances, including:
   i. serious illness or injury, where a medical certificate states that the student was unable to attend classes
   ii. bereavement of close family members such as parents or grandparents
   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) Suspensions will be recorded on PRISMS.
d) The period of suspension will not be included in attendance calculations.
e) The final decision for assessing and granting a suspension of studies lies with the Headmaster.

b. Student Initiated Cancellation of Enrolment

a) All notification of withdrawal from a course, and applications for refunds, must be made in writing to the Headmaster. Please see the School’s “Refund Policy” for Overseas Students regarding refunds.

c. Assessing Requests for Deferment of Suspension of Studies

a) All applications will be assessed on merit by the Headmaster.
b) All applications for deferment or suspension will be considered within 10 working days of receipt of the request.
c) Where the deferment or suspension of studies will effect the student’s COE end date the School will notify the DIBP via PRISMS and the student may need to apply for a new student visa.
d) Records of all correspondence and the decision of the outcome will be kept in the student’s file.

d. School Initiated Exclusion from Class (1 to 28 days)

a) The School may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in The School’s “Behaviour Management Policy” including but not limited to;
i. repeated bullying and harassment
ii. physical violence
iii. stealing
iv. vandalism
v. dealing in illegal substances
vi. possession and/or use of an illegal substance; drinking and/or possession of alcohol or cigarettes

b) 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.

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

d) Periods of exclusion from class will not be recorded on PRISMS.

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

7. **School Initiated Suspension of Enrolment (more than 28 days)**

a) The School may initiate a suspension of enrolment for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in The School’s Behaviour Management Policy.

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 DIBP 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.

8. **Cancellation of Enrolment**

a) The School will cancel the enrolment of a student under the following conditions;

   i. Failure to pay course fees,
   
   ii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
   
   iii. Any behaviour or serious breach of School rules and Regulations and Behaviour Management Policy or has otherwise engaged in conduct which is prejudicial to the school or its students or staff, including but not limited to;
   
   • repeated bullying and harassment;
   
   • physical violence
   
   • stealing
• vandalism
• dealing in illegal substances
• possession and/or use of an illegal substance
• repeated drinking and/or possession of alcohol or smoking offences

b) The School is required under Section 19 of the ESOS Act 2000, to advise DIBP about changes to the student’s enrolment and breaches of student visa conditions relating to academic performance and attendance. Deferment, withdrawal or cancellation of a student’s enrolment may affect their student visa.

9. Students Under 18 Years of Age

a) If the school 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 DIBP that it can no longer approve of the arrangements for the student.

10. Complaints and Appeals

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

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

c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation of enrolment, are subject to the School’s “Complaints and Appeals Policy”.

d) For the duration of the appeals process the student is required to maintain his / her 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) If the student accesses 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 relating to the welfare of the student apply, the School suspend or cancel a students enrolment prior to the completion of the appeals process. The use of extenuating circumstances by the School will be supported by appropriate evidence.

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

11. 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 DIPB for advice.
TRANSFER BETWEEN REGISTERED PROVIDERS

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

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

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

g) All applications for transfer will be considered within 5 school days and the applicant
   notified of the decision.

h) Students whose request for transfer has been refused may appeal the decision in
   accordance with the School’s complaints and appeals policy.

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

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

**Procedures**

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

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

   b) The Headmaster will consider the application in line with the provisions of The Armidale
      School’s Transfer policy.

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

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

   e) The Overseas Student Enrolments Officer will report the student’s cessation of studies at
      The Armidale School in PRISMS.

   f) Student’s whose request for transfer has been refused, will be notified in writing by the
      Headmaster, informing them of the reasons for refusal and including the advice that the
      student may appeal the decision in accordance with The Armidale School’s complaints
      and appeals policy.

   g) 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. For student transferring TO The Armidale School FROM another provider, and the
   student has NOT completed the first 6 months of the principal course
a) A transfer can only take place in the first six months of enrolment in a principal course where a student who is currently enrolled in another registered provider’s course has secured a Letter of Release.

b) The Overseas Student Enrolments Officer will check in PRISMS whether the student is currently enrolled with another provider.

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

d) The Letter of Release from current provider should provide information about whether or not the student;

   i. demonstrated a commitment to studies during the course

   ii. had a good attendance record for the course

   iii. paid all fees for the course

e) If no satisfactory Letter of Release is provided, the application process is ceased and the student informed that their application cannot be accepted.
Student Transfer Assessment Flowchart

Student fills in transfer request within first six months of study at the principal course

If the student is under 18 they must also provide permission from their parent/legal guardian and, if applicable, a valid enrolment offer from the receiving provider stating that they will accept responsibility for the student's accommodation and welfare arrangements

The request is assessed by the Headmaster in accordance with the School's Transfer Policy

Transfer request granted

Transfer request is denied

The provider must document the decision, provide a letter informing the student of its decision and advise of his or her right to appeal.

Student appeals

Student does not appeal

Appeal successful

Appeal unsuccessful

The student is granted a letter of release and advised to contact DIBP. All documentation kept on file.

No change to enrolment. All documentation kept on file.
COMPLAINTS AND APPEALS POLICY AND PROCEDURES

Description

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

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

1. Purpose

   a) The purpose of The Armidale School’s Complaints and Appeals Policy is to provide students and their parent(s) or 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 conciliatory and non-legal.

   c) The Complaints and Appeals procedure is confidential between the parties concerned and those directly involved in the complaints handling process.

   d) The Armidale School provides opportunities for students to access an independent external appeals process where they have not been satisfied with the outcomes of the School’s internal resolution processes.

   e) Anonymous complaints will not be considered unless the complaint is of an extreme seriousness and accompanied with sufficient information to conduct an investigation, such as in a situation implicating criminal activity.

2. Complaints against other Students

   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) Grievances brought by a student against another student will be dealt with under the School’s Behaviour Management Policy.

3. Informal Complaints Resolution

   a) In the first instance, The Armidale School requests there is an attempt to informally resolve any complaint.

   b) Students should contact the Director of Boarding, the Director of Pastoral Care, Director of Studies or the Deputy Headmaster, as most appropriate, in the first instance to attempt mediation/informal resolution of the complaint.

   c) If the matter cannot be resolved through mediation, the matter will be referred to the Headmaster and The Armidale School’s internal formal complaints and appeals handling procedure will be followed.

4. Formal Complaints Handling Procedures

   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) All complaints or appeals must be made in writing to the Headmaster giving the nature and details of the complaint or appeal.

c) All formal complaints are dealt with by the Headmaster, or his representative, under the provisions of the School’s Complaints and Appeals Policy.

d) Should the student be accessing the complaints and appeals process because the school intends to report him / her for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 days from the date of notification in which to lodge the appeal.

e) Complaints and appeals processes are available to students at no cost.

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

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

h) 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, and a copy will be retained on the student’s file.

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

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

k) For the duration of the appeals process, the student’s enrolment and attendance must be maintained until the resolution process is complete except in cases of suspected serious misconduct.

l) The School will keep records of all formal discussions conducted under this policy and procedure and their outcome on student files.

5. External Appeals Procedure

a) If the student is dissatisfied with the conduct or the result of the complaints procedure, he / she may seek independent mediation through an external body at minimal or no cost. It is recommended that the student access the external appeals process within 10 business days.

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

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

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

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 Manager, CRICOS Registration
   NSW Board of Studies, Teaching and Educational Studies
   Locked Bag 21
   DARLINGHURST NSW 1300

6. Other legal redress

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

Policy

1. This policy outlines the refunds applicable to course fees paid to the School.
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) Pre-paid tuition fees collected prior to commencement will be limited to 50% of total tuition fees unless the course is 24 weeks or less or in cases where the parent(s) have chosen to pay more than 50% of tuition fees before commencement.
   b) Tuition and boarding fees, if applicable, are payable 1 semester in advance.
   c) An itemised list of school fees is provided in the written agreement.
   d) All fees must be paid in Australian dollars.
   e) Fees are due and payable within seven days of the invoice date.
   f) 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.
   g) 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.
   h) 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.
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 the student’s visa application is refused by the Department of Immigration and Border Protection and the student cannot undertake the course applied for, the School will refund within 4 weeks any unspent pre-paid course fees, after the student produces evidence that their application for a student visa has been refused by the Australian immigration authorities, minus the lesser of 5% of the amount of pre-paid tuition fees or AUD$ 500.
9. Student Default
   a) Refunds for student default apply to School tuition and boarding fees only. Course fees (excluding tuition and boarding fees) will be refunded on a pro rata basis proportional to the amount of time the student was studying in a course, except where a non-refundable payment on behalf of the student has been made.
b) If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, the School will refund within two months one a maximum of term’s (or ten week's) tuition and boarding fees from the pre-paid course fees.

c) The School will refund within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18), School Fees and Enrolment Deposit paid by or on behalf of the student less the amounts to be retained as agreed and detailed below;

Non-Commencement of Course

d) If written notice is received one term (or ten weeks) or more prior to the commencement of the course, all unspent pre-paid course fees, will be refunded.

e) If written notice is received less than one term (or 10 weeks) prior to the commencement of the course, all pre-paid unspent course fees will be refunded, less 50% of the pre-paid tuition fees and 50% of the pre-paid boarding fees, if applicable.

Withdrawal after Commencement.

f) Where the parent(s) or legal guardian of the student provide the required one full semester (two terms) notice in writing to the Headmaster prior to the withdrawal, the School will refund the balance remaining at the expiration of the period of notice of all School fees paid.

g) Where the parent(s) or legal guardian of the student provide less than the required one full semester notice in writing to the Headmaster prior to the withdrawal, then 25% (one term) of the current annual tuition fees and 25% (one term) of the current annual boarding fees, if applicable, will be charged in lieu of notice.

h) The balance of any Enrolment Deposit paid will be refunded after deducting any other monies owing to the School.

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

   i. Failure to maintain satisfactory course progress (visa condition 8202)
   ii. Failure to maintain satisfactory attendance (visa condition 8202)
   iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532) in accordance with School Accommodation and Welfare policies.
   iv. Failure to pay course fees
   v. Any unsatisfactory behaviour identified as resulting in enrolment cancellation in The Armidale School’s School Rules and Regulations and Behaviour Management Policy.

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. (For information on the TPS please see: [https://tps.gov.au](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.

* Unspent pre-paid fees—in the case of visa refusal or the School not being able to provide the course in which the student is enrolled, unspent prepaid tuition fees will be calculated according to a Legislative Instrument: [http://www.comlaw.gov.au/Details/F2012L01351](http://www.comlaw.gov.au/Details/F2012L01351)

Important: The Government’s Tuition Protection Scheme (TPS) only protects Tuition Fees under the ESOS Act.
TUITION PROTECTION SERVICE REPORTING AND REFUND OBLIGATIONS

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.

2. Overseas Student Fees Tuition Protection Service
The Tuition Protection Service (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.

The TPS assists overseas students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

a) complete their studies in another course or with another education provider or
b) receive a refund of their unspent tuition fees.

For more information on TPS for international student, please visit: https://tps.gov.au/

3. TPS Requirements
a) The Armidale School is obliged to meet their default obligations under the ESOS Act 2000.

b) In the unlikely event that The Armidale School is unable to provide a course of study in which a student is enrolled, the student is entitled to a choice of:
   i. An offer of a place in a similar course of study with a Second Provider with the balance of unspent tuition fees being transferred to the Second Provider (the course placement option)
   OR, in the event a student cannot find an alternative course placement option.
   ii. The student will be eligible to request a refund of unexpended pre-paid tuition fees from the TPS and will be required to comply with any relevant immigration requirements (the tuition fee repayment option)

c) The Armidale School is required to contribute to the TPS annually through the TPS levy.

d) TPS legislation requires providers to keep up to date student records related to academic progress and contact details and to ensure that School enrolment documents; offer letters and written agreements comply with changes to the ESOS framework.

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

4. Fee Collection
a) Under the amended ESOS Act (TPS), there are limitations on the amount of pre-paid fees that can be received before a student commences their course.

b) The Armidale School collects fees in accordance with the requirements under ESOS legislation. This includes:
   i. having a written agreement with each student or intending student that sets out the length of each study period and tuition fees for each study period for a student’s course, and
ii. not invoicing more than 50% of the student’s total tuition fees for a course before the student commences the course except in cases where the course is 24 weeks or the parents have chosen to make a higher payment.

5. Refunds, Reporting Timeframes and Record Keeping in the event of Provider and Student Default

a) The Armidale School refunds course fees in accordance with requirements under ESOS and state legislation.

Provider Default

a) The Armidale School is considered to default when one of the following occurs:
   i. The Armidale School fails to start the course on the agreed day and location, or
   ii. The Armidale School ceases to provide a course at the location any time after the course commences but before it is completed.

Provider Default Refunds

a) The Business Manager is responsible for administering refunds owing within 14 days after the default day of the provider default (the provider obligation period).

Provider Default Reporting and Timeframes

a) The Business Manager is responsible for implementing provider default reporting.

b) Within 3 days of the default occurring The Armidale School will notify the Secretary and Director of TPS via PRISMS.

c) Students affected will be notified in writing of any provider default.

d) The Armidale School will discharge its obligations by providing options to students within 14 days after the default date (provider default period). These obligations are:
   i. The Armidale School offers the affected students a place in an alternative course at The Armidale School’s expense and the students accept this offer in writing.
   ii. The Armidale School provides the students with a refund based on any unspent prepaid fees received by the School.

e) Within 7 days after the end of the 14 day provider obligation period the School will notify the Secretary and TPS Director the outcome of whether the student has accepted an alternative course or a refund, and details of these.

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, or

b) The student withdraws from the course either before or after the course start date, or

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.

Student Default Refunds

a) The School’s written agreement sets out the refund requirements in any cases of student default.
b) The Business Manager is responsible for administering refunds owing under the written agreement within 28 days (provider obligation period) after receiving a written claim from the student.

**Student Default Reporting and Timeframes**

a) The Overseas Student Enrolments Officer is responsible for implementing student default reporting.

b) 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.

c) Within 28 days (provider obligation period) The Armidale School will discharge its obligations and finalise refund payments in accordance with the written agreement.

d) Within 7 days after the 28 day provider obligation period has ended the School will report the outcome of the student default; whether a refund has been provided, who the refund had been paid to, and the amount of the refund paid, to the Secretary and TPS Director via PRISMS.

**Refunds in the Case of Visa Refusals**

a) Where the student has been refused a visa, the School will refund the total amount of pre-paid course fees less whichever is the lesser amount:

   i. 5% of the total amount of pre-paid course fees that the provider received before the default, or

   ii. the sum of $500.

6. **TPS Student Replacement**

   a) In the event that The Armidale School 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.

   b) 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.

7. **School Enrolment Documents – Offer Letters and Written Agreements**

   a) The Armidale School’s enrolment documents; offer letters and written agreements comply with changes to the ESOS legislation in relation to pre-paid fees.

   b) The School enters into a written agreement with every student enrolled at the School, that includes;

      i. Contact details
      ii. Notification of the requirement to update details at least every 6 months
      iii. Course name and CRICOS code
      iv. Agreed start date
      v. Length of study period
      vi. Tuition fee for each study period
      vii. Estimated total tuition fees for course
      viii. Estimated Non-tuition fees for course
      ix. Prepaid fee information
x. Payment of course fees
xi. Refund policy
xii. Uses term ‘tuition fees’ instead of ‘course money’ to define fees directly related to the provision of a course
xiii. Student Default day (5 business days after agreed start date)
xiv. Refund requirements in case of student default
xv. Refund requirements in case of provider default

8. **Confirmation of Student Contact Details**

a) The TPS record keeping legislative amendments strengthen obligations on providers to keep up to date student records related to academic progress and contact details. The purpose of this measure is to:
   
i. Make it easier to contact students affected by a closer of a School and to facilitate timely and accurate placement in an alternative course.
   
ii. Improve protection for the welfare of overseas students
   
iii. Ensure students are kept informed of course progress and to support the timely identification of an intervention by the provider where a student is not making good course progress.

b) The Armidale complies with the amended TPS record keeping requirements as follows:

   i. The Overseas Student Enrolments Officer will seek updates from students by email or “End of Term mailout” at least every semester to confirm their contact details; residential address, mobile phone number, email address at least every study period (semester).
   
   ii. All changes are recorded in the School’s data management system EDUMATE and PRISMS.
   
   iii. The Armidale School keeps and maintains up to date academic records for every student for every subject completed and assessed.
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, other non-tuition fees, https://www.youtube.com/watch?v=M6usx8j5F4S special or other fees or levies as detailed in the Fees Schedule for International Students.

Pre-paid Fees – are fees received by the school for a study period of the student’s course before the student begins the study period.

Tuition fees – 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.

Boarding fees – fees directly relating to the provision of residential accommodation.

Other Non-tuition fees – other fees and charges related to the provision of the students course including, but not limited to co-curricular and curriculum based activities, computer fees, Outdoor Education Program, excursions, participation in sports, OSHC, uniforms and bookshop purchases 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.