



International Student Guide

Information contained in this document will be regularly reviewed and updated on our College Website: www.saintstephenscollege.net.au

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Accreditation

Saint Stephen's College is an approved College under the Accreditation of Non-State Schools Act, 2001 and the Education (International Students) Act, 1996.

Saint Stephen's College is registered on the Commonwealth Register of Institutions and Courses for International Students (CRICOS). The CRICOS Provider number is: [PR 01938G](#).

Courses

Saint Stephen's College offers Preparatory to Year 12 courses. Saint Stephen's College has three courses

Primary School Studies Years P-6 Boys & Girls
Junior Secondary Studies Years 7-10 Boys & Girls
Senior School Studies Years 11-12 Boys & Girls

International students are eligible for the Queensland Tertiary Entrance Statement (Provisional) and the Queensland Certificate of Education (Provisional) at the end of Year 12 if they meet the requirements specified by The Queensland Curriculum and Assessment Authority. (www.qcaa.qld.edu.au)

Course Credit

Saint Stephen's College will assess all applications for entry into the College. Course credit may only be offered as outlined below.

For students transferring from interstate up to year 10, the school does not offer course credit and entry into any course is subject to the assessment of the school.

For students transferring from interstate in Year 11 and the beginning of year 12, the student may receive course credit for units completed based on evidence provided of studies undertaken under the relevant state or territory curriculum assessment authority or nationally accredited framework

Information

The following information is provided on the initial enquiry and is accessible through [Enroller](#):

- [International Student Guide](#)
- [Application for Enrolment](#)

Education Agents

Education agents are engaged to formally represent Saint Stephen's College under the following conditions:

1. The education agent agrees to comply with the requirements of Standard 4 in the 2018 National Code, including
 - a) Declaring in writing and taking reasonable steps to avoid conflicts of interests with any duties as an education agent representing Saint Stephen's College (St 4.3.1)
 - b) Observing appropriate levels of confidentiality and transparency in dealings with overseas students or intending overseas students (St 4.3.2)
 - c) Acting honestly and in good faith, and in the best interests of the student (St 4.3.3)
 - d) Having appropriate knowledge and understanding of the international education system in Australia, including the Australian International Education and Training Agent Code of Ethics (St 4.3.4)
 - e) The education agent signs and abides by the conditions of the School's written agency agreement
 - f) The education agent responds appropriately at School monitoring activities and corrective

Offshore applications for enrolment in Years 11-12 will not be considered after the Year 11 course has commenced/ unless the student can complete course assessment before the end of the first

There is an ability to organise to sit the Saint Stephen's College Mainstream Entrance Exam privately. Please contact international@ssc.qld.edu.au if you would like to investigate this option.

If not presenting appropriate evidence of English language proficiency at the time of the application, Saint Stephen's College will use, as a measure of assessing English Language Performance (against the National Languages and Literacy Institute of Australia), EOL Bandscales Saint Stephen's College will assess the student's application for entry based on satisfactory test results as follows:

For Entry To	AEAS	NLLIA	IELTS	TOEFL
Primary School Studies Years P to 6 Boys & Girls (for Years P to 2 there is no English requirement)	40+	4 or above	4 or above	34 or above
Junior Secondary Studies Years 7 to 10 Boys & Girls	60+	5 or above	5 or above	45 or above
Senior School Studies Year 11 to 12 Boys & Girls	80+	6 or above	6 or above	78 or above

Those students applying offshore for entry into Saint Stephen's College mainstream classes are to sit for a certified off-shore English test. The preferred offshore testing company for Saint Stephen's College is AEAS (Australian Education Assessment Services). Please contact the College or visit www.aeas.com.au for your nearest testing centre. There is an ability to organise to sit the Saint Stephen's College Mainstream Entrance Exam privately. Please contact international@ssc.qld.edu.au if you would like to investigate this option.

Students should note that if their language proficiency is below the outlined above, they may be required to undertake the Saint Stephen's College Intensive English integrated mainstream subject which has a range of English levels from beginner to advanced.

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

Note that where a student cannot, or will not, meet the English language or academic requirements for entry into their first mainstream course, or a subsequent course undertaken as part of an enrolment package, Saint Stephen's College may choose to apply the Conditions of Enrolment outlined in the student's written agreement and the provisions of this Entry Requirements Policy – the outcome of which may result in the withdrawal of offer for enrolment on the grounds that entry requirements have not been met.

Alternatively, Saint Stephen's College may (at its discretion, and if appropriate) choose to offer:

- New mainstream enrolments – entry into mainstream course at a lower year level.
- Continuing mainstream enrolments – opportunity to repeat a year level as part of an academic intervention plan implemented by the school. Refer to the Student progress, attendance and course duration policy.

If a parent / nominated guardian wishes to assume welfare responsibility, the parent / nominated guardian must notify the school as soon as practicable of their intentions and must provide the school with written evidence of a guardian visa grant.

3. For School vacation periods, students under 18 years of age for whom Saint Stephen's College has issued a CAAW will:
 - a) return home to parents, or
 - b)

FEES POLICY

Changing Visa Type

You must remain on student visa status for your first full year at the Saint Stephen's College and pay the International student fee schedule.

If your visa type is changed at any time after the completion of the first year at this College, you have to notify the International Centre at the College as soon as you have the official documentation.

In the event that the College is able to receive State and Commonwealth Government recurrent funding with your new visa, your status will move immediately to a domestic student.

However, your tuition fees will change to domestic rates only at the

STUDENT SUPPORT SERVICES

Saint Stephen's College provides students with support services to assist in adjusting to study and life in Australia and to enable students to achieve expected learning outcomes.

Saint Stephen's College provides a safe environment for students and supports students in the following ways:

- On campus security measures
 - o visitor sign in system
 - o staff on bus and playground duty at all times during school hours
 - o after hours security service / lighting
- International Centre for on-going support
- Pastoral Care System
- Buddy system
- Academic / Careers Counselling Program for Years 10, 11 and 12
- Specialist counselling staff / health professional

Privacy of Personal Information

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

COURSE PROGRESS AND ATTENDANCE POLICY

1. Attendance

1.1 It is a condition of the Student Visa that the student is enrolled as a full time student. International students should attend at least 80% of the contact hours for each study period of the course. Attendance at Saint Stephen's College is monitored regularly on an online roll system. If an international student is absent and has not contacted the College prior to 9am an SMS from the College will be sent to the family/host family to verify this absence. If the student is unable to provide an acceptable reason for this failure to attend school the student will be required to make an appointment with the Executive Director of International Education to justify their enrolment in Saint Stephen's College.

1.2 Student attendance is:

- 1.2.1 checked and recorded daily
- 1.2.2 ass0 g0 G005700Asd

2.3 Students will need to demonstrate satisfactory course progress in any study period as outlined below;

- 2.8 If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, Saint Stephen's College will advise the student/parent/host parent and agent (if applicable) 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 Saint Stephen's College's internal complaints and appeals process. Within 7 days the notification of intention to report will be issued to the student prior to the commencement of the next semester. Following the outcome of the internal process, if the student wishes to complain or lodge an external appeal about a decision made or action taken by Saint Stephen's College, he/she may contact the Overseas Student Ombudsman at no cost. Please see Saint Stephen's College Complaints and Appeals Policy for further details.
- 2.9 The school will notify the ESOS agency via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
- a) the student does not access the complaints and appeals process within 20 days, or the student withdraws from the complaints and appeals process by notifying the *Principal of Saint Stephen's College* in writing, or
 - b) the complaints and appeals process is not completed within 20 days.

Student default

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

Defaults include:

1. Non-commencement of the course ('no show')
2. Visa refusal
3. Withdrawal from the course
4. Unpaid fees
5. Breach of visa conditions or failure to follow College policies

that student has undertaken and will refund any unused tuition fees* received by the school

Tuition Fees

The current term and the following term tuition fees (ie 10 weeks) will be charged in full, and the remainder already paid in advance will b[(van)6Qq0 ad

4. External Appeals Processes

If the student is dissatisfied with the conduct or result of the internal complaints and appeals procedure, he/she may contact and / or seek redress through the Overseas Students
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student's commencement in the course until a later date when the required benchmark is achieved.

- f) commitment to represent the College
- g) circumstances approved by the Executive Director of International Education

1.2 All applications for deferment will be considered within 5 working days.

1.3 The final decision for assessing and granting a deferment of commencement of studies lies with the Executive Director of International Education. Where a student's request to defer his/her commencement of studies is refused, the student has a right of appeal. (see Saint Stephen's College's Complaints and Appeals Policy).

1.4 Deferment will be recorded on PRISMS within 14 days of being granted.

2. Suspension of study requested by student

Once the student has commenced the course, Saint Stephen's College will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to;

- a) illness, where a medical certificate states that the student was unable to attend classes
- b) bereavement or significant illness of close family members such as parents or grandparents
- c) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
- d) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
- e) student return to their home country to sit a university exam (or similar assessment) which impacts upon their education
- f) commitment to represent the College
- g) circumstances approved by the Executive Director of International Education

2.1 Where there is a significant issue impacting upon a student's attendance or course progress, it is essential that the student or parents contact the school as soon as possible to discuss the concern so that appropriate support can be put in place. Where deemed necessary, this may involve temporarily suspending the student's enrolment so that matters can be resolved without having a negative impact on the student's ability to satisfy their visa conditions.

2.2 Temporary suspensions of study cannot exceed 6 months duration.

2.3 Suspensions will be recorded on PRISMS within 14 days of being granted if the student is under 18 years of age, and within 31 days if the student is over 18 years of age.

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

2.5 Application will be assessed on merit by the Executive Director of International Education.

2.6 Some examples of circumstances that are not considered compassionate and compelling at Saint Stephen's College include:

- 2.6.1 Request for early departure or late return from vacation, including inability to secure cheap flights
- 2.6.2 Leaving early or returning late from holidays in order to attend festivals in the student's home country
- 2.6.3 Returning home to attend family gathering that occur during term time.

- 2.7 As part of any assessment of a request to defer or temporarily suspend studies, the impact of the request on the student's ability to complete their intended course of study in accordance with their CoE/s and student visa will be considered. Any implications will be communicated to students.
- 2.8 All applications for suspension will be considered within 5 working days.
- 2.9 The final decision for assessing and granting a suspension of studies lies with the Executive Director of International Education

- b) Student enrolment may also be suspended for failure to pay fees that he/she was required to pay in order to undertake or continue the course, as stated in the student's written agreement.
- c) Where Saint Stephen's College intends to suspend the enrolment of a student, it will first issue a letter that notifies the student and parents of this intention. The letter will provide details of the reason/s for the intended suspension, as well as information about how to access Saint Stephen's College's internal appeals process. Further information about the appeals process in the event of a school-initiated suspension is outlined below.
- d) Suspended students must abide by the conditions of their suspension from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the

b)

f)

7. The use of extenuating circumstances by Saint Stephen's College to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
8. The final decision for evaluating extenuating circumstances lies with the

Students under 18 years of age MUST also have:

Written evidence that the student's parent(s)/legal guardian supports the transfer application.

Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support and general welfare arrangements from the proposed date of release where the student is not living with a parent/legal guardian or a suitable nominated relative.

Saint Stephen's College will NOT agree to the transfer before the student completes the first six months of their registered school sector course in the following circumstances:

- a) The student's progress is likely to be academically disadvantaged.
- b) Saint Stephen's College is concerned that the student's application to transfer is a consequence of the adverse influence of another party
- c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer
- d) The student has not accessed the school support services which may assist with making adjustments to a new environment, including academic and personal counselling services
- e) To apply for transfer to another provider, students need to:

Complete an Application for Student Transfer Form available from the International Department.

Give the completed application form and a valid offer of enrolment from another provider to the International Department for assessment.

If under 18 years of age, attach written confirmation of the parent/s or legal guardian/s support for the transfer to the nominated provider.

See <https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations/list>.

STUDENT CODE OF BEHAVIOUR

1. Respect
 - 1.1 Respect others by always being polite, courteous and responsive.
 - 1.2 Respect the property of others, e.g. equipment, lockers, bags and clothing.
 - 1.3 Respect your College environment, e.g. grounds, classrooms, locker areas and resources.
 - 1.4 Respect yourself, behave appropriately and maintain a fine reputation.
2. Common Sense
 - 2.1 Follow set policies and procedures e.g. uniform and assignment policies; late arrival / early departure procedures.
 - 2.2 Think before acting.
 - 2.3 If you are uncertain, don't do it.
 - 2.4 Be in the right place at the right time.
 - 2.5 Report any concerns to the appropriate person.
 - 2.6 Leave valuables at home.
 - 2.7 Label personal property.
3. Prepared to Learn
 - 3.1 Be punctual and bring necessary equipment (including diary).
 - 3.2 Complete homework.
 - 3.3 Bring a positive attitude and ENJOY.