

INTERNATIONAL STUDENT HANDBOOK



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CRICOS CODE 00745C

INSTRUCTIONS FOR THIS BOOKLET

Read

Read all the information in this booklet carefully. If you have any questions about the information, please call Ms. Casey Deng (International Student Coordinator) at Aranmore Catholic College on (08) 9444 9355 or email any query to: casey.deng@cewa.edu.au.

Keep

Keep this information so that you can refer to it in the future.

Web Page

You can learn more about Aranmore Catholic College and the Overseas Student Program by looking at our Web Page: www.aranmore.wa.edu.au

ESOS Framework

The Education Services for Overseas Students (ESOS) Framework spells out the rights and responsibilities of the College and its international students/parents/guardians. It is very important that you check these guidelines if you require accurate information about study in Australia. The website is:

[Education Services for Overseas Students \(ESOS\) Framework - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](https://www.dese.gov.au/education-services-for-overseas-students-esos-framework)

TABLE OF CONTENTS

Key Staff Members for Overseas students	Page 4
Aranmore Catholic College Introduction	Page 5
Enrolment Procedure	Page 6
Payment of Fees	Page 7
Refund Policy	Page 8
Student Visa Conditions	Page 10
Complaints & Appeals Procedure Policy	Page 15
Monitoring Course Progress Policy	Page 18
Monitoring Attendance Policy	Page 20
Deferring, Suspending, Extending or Cancelling Student Enrolment Policy	Page 23
Transfer Between Registered Providers Policy	Page 26
Younger Student Policy	Page 28
Student Living Arrangements	Page 31
Living in Perth	Page 32
Helpful Links	Page 33

KEY COLLEGE STAFF FOR OVERSEAS STUDENTS

ARANMORE CATHOLIC COLLEGE PRINCIPAL & DEPUTIES



Mr Declan Tanham
Principal

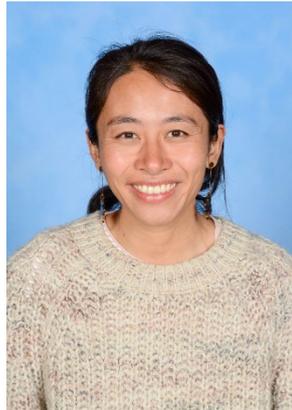


Mrs Sue Russell
Deputy Principal



Mr Danny Battistessa
Deputy Principal

INTERNATIONAL STUDENT COORDINATOR



Ms. Casey Deng

DEAN OF STUDENTS



Mr Ben Grose



Mr Troy Holdaway



Mr Craig Rodgers

ARANMORE CATHOLIC COLLEGE



Aranmore Catholic College is a co-educational school for Years 7 - 12. We are located in Leederville, just off vibrant Oxford Street, a mere 3 kilometres from the Perth CBD. As soon as you walk onto our campus, you will quickly discern three special things about our school: we have a long and rich history, we have happy students and a high teacher to student ratio which allows us to get to know each and every child. What this all means for your child is they enjoy a first-class education, underpinned by traditional values, in a safe, supportive environment.

Aranmore's rich history dates back to 1903 when the Sisters of Mercy founded our school. There were several name changes over the ensuing century before we reverted to Aranmore in 1986 with the amalgamation of St Mary's Girls School and Christian Brothers' College Leederville.

From our inception, we have always welcomed new migrants to Australia. Today, we are proud to boast over 60 nationalities amongst our students. Not only does this reflect the diversity of the WA population, it encourages our students to look at issues from a global perspective.

The diversity of our student population is even more remarkable when you consider we only have 700 students. Our relatively small student number allows us to understand each child's strengths and weaknesses. Because we are small, we can tailor our teaching programs to suit the individual needs of each child, ensuring your child is not only cared for but challenged – it's called Student Centred Learning and it is the basis of our education model.

ENROLMENT PROCEDURE

1. Students/parents or Agent request information from Aranmore Catholic College through the International Student Coordinator and/or their agent.
2. Application for Enrolment is completed and returned to the school with
 - copy of two recent school reports
 - copy of updated immunization record including Covid-19
 - AEAS English Language test result (this test can be organized by the College if required),
 - Australia Homestay Network (AHN) application or written notice that the student will live with an approved relative.
3. Application is processed and if suitable, a Letter of Offer & Written Agreement approving the applicant to study at Aranmore Catholic College will be made. This is conditional upon the student demonstrating a satisfactory standard of English proficiency.
4. Upon receipt of payment, a Confirmation of Enrolment (COE) & CAAW (if required) from Aranmore Catholic College will be issued to the student to allow them to apply for a new Student Visa.
5. The expected duration of study specified in the overseas student's COE must not exceed the CRICOS registered duration.
6. The student who has a Letter of Offer for enrolment & COE will receive notification in writing to proceed with commencement of studies once he/she has demonstrated the required level of English competency (or fulfilled other conditions) as stated in Letter of Offer.
7. When the College receives notification from Phoenix Language Academy that the student is ready to commence studies the student will then receive notification to attend Orientation. **Attendance at Orientation is compulsory.** Here you will receive information about school life, subject selection, purchase of books and uniforms.
8. In late May, the remainder of the year's tuition and other relevant fees will be invoiced.
9. Students need to arrive in Perth 3 or 4 days before the commencement of Term to settle into their Home Stay and to attend Orientation and arrange for books & uniform

Priority in selecting students for the Aranmore Catholic College International Program is given to siblings of current and past students and to students who demonstrate suitable behaviour and academic achievement.



PAYMENT OF FEES

The full annual fee may be paid in two equal instalments prior to **the first day of each Semester.**

The Principal will not permit further tuition to be provided for any student whose fees are not received by the due date unless prior arrangement has been discussed and approved, parents need to be aware that a student's visa may be affected should this occur.

Fees can be paid directly to the College in person at the Front Desk of the College Administration Office. Alternatively, you can forward your credit card details to the College who can then debit your account electronically.

You are also able to transfer money for fees into the Aranmore Catholic College account. The details are shown below:

Bank Address: National Australia Bank
50 St Georges Terrace
Perth Western Australia 6000

BSB (Branch Number): 086-006

Account Number: 45361-1744

Account Name: Roman Catholic Archbishop of Perth
Aranmore Catholic College
General Account

Please be sure you immediately send the College a copy of the transfer details and be sure your bank quotes the student's name with the payment. This is most important.

***Students must give the school One Terms notice in writing if they are not returning to the school. Failure to do so will result in school fee being payable.**



REFUND POLICY

1. This policy outlines refunds applicable to course fees paid to Aranmore Catholic College including any school fees paid to an Education Agent that have been paid to the Aranmore Catholic College.
2. Any service fees for a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this policy.
3. Payment of Course Fees and Refunds
 - Fees are payable according to fees policy
 - An itemised list of school fees is provided in the schools written agreement
 - All fees must be paid in Australian dollars
 - Refunds will be paid to the person who enters into the written agreement
4. All notification of a withdrawal from a course, or applications for refunds, must be made in writing or by email and submitted to:

The International Student Coordinator
PO Box 223
LEEDERVILLE WA 6903
or
casey.deng@cewa.edu.au

5. Students default because of visa refusal
If a student's visa application is refused by Department of Immigration & Border Protection and the student cannot undertake the course, the school will refund within 4 weeks any unspent pre-paid fees where the student produces evidence that the application made by the student for a student visa has been refused by the Australian immigration authorities.
6. 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)
 - Non-tuition fees will not be refunded if the student has commenced study and

payments have been made i.e. Health Insurance, school uniforms and books

- If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date a full refund less 10% will be paid.
- If up to two semesters tuition fees have been pre-paid, and the school receives written notification of withdrawal by the student (or parent(s)/guardian if the student is under 18), the school will refund the amount of pre-paid fees.
- An administration fee of 10% of total fee not including non-tuition fees (a full refund of any non-tuition fees less any Health Insurance payments already paid will be refunded) if written notice is received up to four weeks prior to commencement of course
- 40% of tuition fee if written notice is received less than four weeks prior to commencement of the course
- 70% of any unspent fees, up to a maximum of one term fee, if written notice is received within 6 months following the commencement date of the student's course.
- No amount will be refunded if written notice is received more than six months after the commencement date of the student's course.
- If more than two semesters' tuition fees have been pre-paid in one amount, refund provisions under (b) will apply for tuition fees paid for the first two semesters, on any remaining unspent tuition fees after this will be refunded.
- No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:
 - Failure to maintain a satisfactory course progress (visa condition 8202)
 - Failure to maintain satisfactory attendance (visa condition 8202)
 - Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
 - Failure to pay course fees
 - Any behaviour identified as resulting in enrolment cancellation in Aranmore Catholic College Behaviour Policy/Code of Conduct

7. Provider Default

- If for any reason the school is unable to offer a course on agreed starting date 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 with 14 days of the school's default day.
- 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 school's default day
- If 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 Governments Tuition Protection Service. For information on the TPS, please see: <https://www.dese.gov.au/tps>

- This agreement, and the availability of the complaints and appeals processes, does not remove the right of the student to act under the Australia’s consumer protection laws.
- If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas students fees for the duration of that year.

STUDENT VISA CONDITIONS

The table below describes the conditions that apply to all student visa holders.

Condition number	Who this applies to	Description
8105	All students	<p>Due to current workforce shortages, the Government is temporarily removing the limit on student visa holder working hours. This applies to all sectors of the economy. See Temporary changes to visa work conditions for Students and Working Holiday</p> <p>This is a temporary measure and will be reviewed in April 2022. It is for all ongoing students, as well as new student arrivals who want to find and start work prior to course commencement. This also includes secondary visa holders. For more information see Temporary relaxation of working hours for student visa holders</p> <p>Understanding your work rights We are working with the Fair Work Ombudsman to help employees and employers understand and follow Australian Workplace laws. For information on pay rates, shift calculations, leave arrangements and notice and redundancy entitlements see the Pay and Conditions Tool (PACT).</p> <p>The Fair Work Ombudsman website has more information on workplace rights and entitlements see visa holders and migrant workers.</p> <p>For the full list of conditions relevant to your visa, see the Federal Register of Legislation</p>

8202	All students	<p>You must:</p> <ul style="list-style-type: none"> • remain enrolled in a registered course (if you are a Foreign Affairs or Defence sponsored student or a secondary exchange student you must maintain full-time enrolment in your course of study or training) • maintain enrolment in a registered course that is the same Australian Qualifications Framework (AQF) level or higher for which we granted your student visa, unless changing from AQF level 10 to level 9. See: Change in study situation. • maintain satisfactory attendance in your course and course progress for each study period as required by your education provider. <p>Note: A registered course is one that is on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).</p> <p>Gap between courses</p> <p>Generally, course gaps should not be more 2 months. A course gap can be more than 2 months if:</p> <ul style="list-style-type: none"> • it is the end of the academic year study break • you are affected by education provider default • you have completed your course and you are applying for a new visa
8501	All students	<p>You must have and maintain adequate health insurance for the whole of your stay in Australia.</p> <p>For more information on how this condition might apply to you see your visa details.</p>
8516	All students	<p>You must continue to satisfy the criteria for the grant of the visa.</p>
8517	All students	<p>You must maintain adequate arrangements for the education of your school-age dependants who are in Australia for more than 3 months as a dependant on your visa.</p> <p>For the full list of conditions relevant to your visa, see the Federal Register of Legislation.</p>
8532	All students	<p>If you are younger than 18 years of age, you must have accommodation and support, and your general welfare must be maintained for the duration</p> <p>To maintain your welfare, you must stay in Australia with:</p> <ul style="list-style-type: none"> • your parent or legal custodian or

		<ul style="list-style-type: none"> • a relative who has been nominated by your parents or custodians who is aged over 21 and is of good character or • have accommodation, support and general welfare arrangements in place that have been approved by your education provider <p>You must not change your arrangements without the written approval of your education provider. If your welfare arrangements are approved by your education provider, you must not travel to Australia until your welfare arrangements start</p> <ul style="list-style-type: none"> • current and previous 570-576 visa holders, See the Regulations • 500 visa holders, See the Regulation
8533	All students	<p>You must let your education provider know your residential address within 7 days of arriving in Australia if you were outside Australia when your visa was granted.</p> <p>If your residential address changes you must let your education provider know within 7 days of the change.</p> <p>You must also your current education provider know you have changed your education provider within 7 days of receiving:</p> <ul style="list-style-type: none"> • a confirmation of enrolment from your new education provider, or • evidence you have been enrolled by the new education provider <p>We will contact you through your school. If you don't update your contact details, we won't be able to contact you.</p> <p>See the Regulation</p>
8535	DFAT/Defence sponsored students	<p>While you are in Australia, we will not grant you a new substantive visa other than:</p> <ul style="list-style-type: none"> • a Student (Temporary) (Class TU) visa we grant you because you have support from the Commonwealth or a foreign government, or • a protection visa <p>For the full list of conditions relevant to your visa, visit the Federal Register of Legislation.</p>
8203	All Iranian citizens studying higher education or postgraduate courses	<p>You must not change your course of study, thesis, or research topic without the approval of the Minister.</p> <p>This approval can only be given after the Minister has obtained an assessment from the competent Australian authorities that</p>

		<p>you are not likely to be directly or indirectly a risk to Australian national security.</p> <p>If you are considering changing your thesis, major or research topic you must: complete Form 1221 - Additional personal particulars information (PDF) and email to Adelaide.student.centre@homeaffairs.gov.au. Your subject line must be '8203/8204 assessment'.</p> <p>See the regulation</p>
8204	All Iranian citizens studying higher education or postgraduate courses	<p>You must not undertake or change your course of study, thesis or research topic without the approval of the Minister, for a:</p> <ul style="list-style-type: none"> • graduate certificate • graduate diploma • master's degree • doctorate, or • any bridging course required as a prerequisite to a course of study or research for a master's degree or doctorate <p>This approval can only be given after the Minister has obtained an assessment from the competent Australian authorities that you are not likely to be directly or indirectly a risk to Australian national security.</p> <p>If you are considering changing your thesis, major or research topic you must: complete Form 1221 - Additional personal particulars information (PDF) and email to Adelaide.student.centre@homeaffairs.gov.au. Your subject line must be '8203/8204 assessment'.</p> <p>See the regulation</p>

The table below describes the conditions that might be attached to a student visa. You can find your visa conditions in [VEVO](#).

Conditions that might be attached to a student visa

No.	Who this might apply to	Description
8303	Any student	<p>You must not become involved in activities disruptive to, or violence threatening harm to, the Australian community or a group within the Australian community.</p> <p>For example, engaging or promoting extremist views and interrupting the operation of the Australian community.</p>

8534	Any student	<p>While you are in Australia, we will not grant you a new substantive visa, other than:</p> <ul style="list-style-type: none"> • a Subclass 485 (Temporary Graduate) visa, or • a Subclass 590 (Student Guardian) visa, or • a Protection visa <p>For the full list of conditions relevant to your visa, see the Federal Register of Legislation.</p>
8535	Students sponsored by the Commonwealth or a foreign government	<p>While you are in Australia, we will not grant you a new substantive visa other than:</p> <ul style="list-style-type: none"> • a Student (Temporary) (Class TU) visa we grant you because you have support from the Commonwealth or a foreign government, or • a protection visa <p>For the full list of conditions relevant to your visa, visit the Federal Register of Legislation.</p>



COMPLAINTS AND APPEALS PROCEDURES POLICY

Principles: Aranmore Catholic College is committed to

providing all its students with:

- ethical conduct at all times by all staff
- high levels of care at all times
- Pastoral Care reflecting Catholic values
- behaviour that reflects an active commitment to Social Justice
- supportive relationships built upon open communication and trust
- an environment where all staff perform their duties with efficiency, fairness, integrity, and due care
- an environment most conducive to students achieving success in their education
- dispute resolution based upon fairness, due process and natural justice

Procedures:

1. All matters brought to the attention of the school will be handled with confidentiality. There will though sometimes be occasions when information provided may need to be presented to others to investigate or resolve a complaint. The College maintains a record of all complaints received to constantly improve its service.
2. Complaints may be about any aspect of a student's educational experience at Aranmore Catholic College that they believe to be unfair, unjust, or unreasonable. Be sure to tell someone with the ability to fix the problem if you are unhappy. The College can only improve something if you tell them about it.
3. The College will, in the first instance, attempt to solve simple issues informally. Should that fail, or in the case of serious complaints, the matter will require formal action within the Complaints Procedures. All formal complaints must be provided in writing with supporting details.
4. The College will address all complaints promptly and provide acknowledgement of the complaint within 10 working days. All responses to formal complaints will be in writing. The College's final response to any complaint will detail in writing the decision and the reasons supporting that decision. This will be stored in the student's record file.
5. Students always maintain the right to be accompanied or assisted by a support person.
6. Students have access to procedures outside of the College should efforts within the College fail to resolve the dispute to the student's satisfaction. These outside processes are described below.
7. The International Student Coordinator is always there to aid students, so she should be your first point of contact. As an alternative, your Dean of Students could be another contact in the first instance. Other points of contact to discuss any complaint could be
 - Class Teacher: to discuss a classroom or subject matter
 - Head of Learning Area: to discuss issues relating to courses/subjects

The International Student Coordinator should always be contacted to discuss grievances concerning enrolment, agents, home stay, social welfare, or other problems.

Problems can usually be effectively resolved through the people mentioned above, however if you are still not satisfied with the outcome, you are entitled to further assistance by

appointment with the Deputy Principal and the Principal. In addition, students may seek the assistance of an external mediator listed below.

8. Students are advised that under the Australian Government *Anti-Discrimination Act*, Aranmore Catholic College also prohibits any unlawful behaviour towards others such as discrimination, vilification, or harassment in any form.
9. If a student lodges a formal complaint about the school, the ongoing enrolment of the student will not be affected while the complaints and appeal process is being addressed.
10. If the complaints and appeals process rules against the College, the College will take immediate steps to rectify the situation in accordance with the appeal ruling.
11. In addition, the College will accept complaints relating to the conduct of its agents or those claiming to act on its behalf.





MONITORING COURSE PROGRESS POLICY

Principles:

Aranmore Catholic College strives to:

- ensure that its students gain the highest outcomes possible
- assist each student to develop and maximise their full potential
- recognise the various gifts and talents present within all students
- provide honest and constructive feedback to students
- provide transparency and clarity within the assessment process
- identify students at risk and provide early intervention
- ensure that students have access to and utilise quality support processes where needed
- maintain accurate and systematic assessment records
- abide by obligations relating to Visa Condition 8202
- comply with Department of Education and SCSA School Curriculum and Standards Authority

Procedures:

1. The College provides formal reports on a Semester basis; that is twice yearly. In addition, there is a less formal report distributed at the conclusion of the first term to provide useful feedback about academic and pastoral issues. The College also has an online platform called SEQTA that Parents & Homestay can access directly, showing all students assessments and

test results. It also provides the opportunity to liaise directly with the teacher via SEQTA email. A student's satisfactory academic progress will be determined at the completion of each Semester when they will have completed the assessment program for each course in accordance with requirements under the School Curriculum and Standards Authority guidelines.

2. Reports are forwarded to the student's parent/guardian either in their home country or locally if they reside in Australia. Homestay carers are also provided with a copy of the student report.
3. Students are encouraged to monitor their academic progress. The College has an obligation to protect the privacy of each individual, but students are able to discuss their progress with their form/subject teacher at any time.
4. The International Student Coordinator will meet with each student to review their progress at the completion of Terms 1 and 3. This meeting will require informal input from the subject teachers and the form teacher as well as input from the student as to their perception of their progress. This meeting will result in an individual action plan to be developed by the student
5. In cases where students are 'at risk' of not demonstrating academic success, then the International Student Coordinator and the student will formally take measures to remedy the situation. Action might include (for example):
 - extra tuition from the subject teacher as mutually convenient times
 - the College's Homework Centre after school
 - attending 'Homework Hub'
 - additional EaL/D support and EaL/D strategies to the student and class teacher
 - extra tuition outside the College (paid by student)
 - a behaviour contract to ensure use of the Student Diary and completion of work
 - liaison with the homestay provider and/or parents/guardian (to source extra tuition)
6. Any of the interventions listed above may be initiated by:
 - the student
 - the Head of Learning Area
 - the Dean of Students
 - the International Student Coordinator
 - the form teacher

In all instances where any intervention is initiated in response to the student being 'at risk' of failing to demonstrate academic progress, then that action will be recorded in the student's record file and on SEQTA.

7. Satisfactory academic progress is defined at Aranmore Catholic College and applicable to overseas students as:
 - Lower Secondary (Years 7 to 10): students are required to obtain an average minimum result of a 'D' grade in all subjects according to the College assigned grades.

- Upper Secondary (Years 11 & 12): students are required to obtain an average minimum result of a 'D' grade across their subjects and/or maintain the minimum requirements needed to attain their WA Certificate of Education (WACE).
8. Students who are identified as being 'at risk' of failing to attain satisfactory progress at the completion of Term 2 will be notified in writing by the Deputy Principal.
 9. Those students who have failed to attain satisfactory academic progress at the conclusion of the academic year will be formally advised in writing at the time their academic report is issued of the College's intention to report the student to the Department of Education. The student will then have 20 working days (4 working weeks) to appeal the College's judgment.
 10. The student must put any appeal regarding academic progress in writing. In particular, the student must advise the College of any circumstances, especially compassionate and compelling grounds, for the College reconsidering its decision to report the student to Commonwealth Department of Education.
 11. Any student who is reported to Commonwealth Department of Education will be issued with a Section 20 breach notice.
 12. Students at Aranmore have access to several support personnel such as:
 - Form Teacher
 - Head of Learning Area
 - Counsellor
 - Campus Minister
 - International Student Coordinator
 - Subject Teacher
 - Dean of Students
 - Pathways Coordinator
 - College Chaplain
 - Deputy Principals

MONITORING ATTENDANCE POLICY

Principles: Aranmore Catholic College strives to:

- ensure that its students gain the highest outcomes possible for each individual
- assist each student to develop and maximise their full potential
- ensure that students have support to optimise their attendance
- ensure quality liaison with local carers, homestay providers and parents/guardians to maximise attendance
- provide accurate and regular feedback regarding student attendance
- identify students at risk and provide early intervention
- maintain accurate and systematic attendance records
- abide by obligations relating to Visa Condition 8202
- comply with Department of Education and SCSA School Curriculum and Standards Authority of Western Australia requirements

Procedures:

1. The College monitors student attendance for all students each period:
 - student attendance is taken on SEQTA in each class
 - students who arrive to school late or leave school early

2. Teachers record student attendance on SEQTA each period. Homestay & Parents can monitor attendance as the student is marked present or absent.
3. Overseas students are followed up daily by the International Student Coordinator.
4. In the case of a student being absent, contact is made with the parent/guardian or homestay by telephone/SMS or email to confirm the legitimacy of the student's absence.
5. All absences require a written or telephone explanation from the parent/guardian or homestay.
6. Any unexplained absences (recorded as 'X') are further followed up twice per term to notify the parent/guardian or local carer.
7. Attendance is officially notified at the time of reporting; that is at the completion of Term One (via the Interim Report) and at the completion of Semester One and Semester Two.
8. Any absence for medical/health reasons by an overseas student of 3 days or more duration requires a medical certificate. Students are advised that absence due to medical reasons also count towards unsatisfactory attendance.
9. Students are advised that attendance has a direct impact on academic performance. Poor attendance tends to produce poor academic results. When a student's rate of attendance falls below 90% they are deemed to be 'at risk' and the College will require that the student immediately meets with the International Student Coordinator who will:
 - investigate the reasons for non-attendance and determine their legitimacy
 - counsel the student on the need to improve attendance
 - arrange to meet with the student and their parent/guardian or homestay to arrange measures to ensure the student attends as required
 - notify the parent/guardian in each case where the student resides with a homestay
 - liaise with the student's form and subject teachers to monitor attendance and academic progress. In the event that academic progress has been affected, then the provision outlined under 'Monitoring Course Progress' will be implemented
 - have an action sheet recorded in their student file for future reference
10. The College requires that students maintain their attendance rate well above the Department of Education requirement of 80%. This will ensure that the student is less likely to fall below the 80% rate should they fall sick. When a student falls below the 80% rate of attendance, the College will calculate whether sufficient time within the school year exists to reverse the situation to above the 80% attendance rate requirement.
11. If a student falls below the 80% rate, the College may accept 'compassionate and compelling' grounds but only if:
 - the attendance rate remains above a minimum of 70%.
 - the student provides a written explanation **and** evidence to support that explanation;
 - the explanation provided by the student is deemed to be truly compassionate and compelling;
 - the student has been able to otherwise maintain their satisfactory academic progress.
 - If student's appeal is unsuccessful, then the school will send the student an 'Intention to Report' letter and will advise the Department of Immigration and Border Protection via the Commonwealth Department of Education and PRISMS of the breach of Visa Condition 8202.
12. Compassionate and compelling grounds for absence may include situations such as:
 - prolonged physical or psychological illness requiring medical treatment advised by

- way of a medical certificate
 - documented family crisis such as serious illness or death of a parent, grandparent, or sibling
 - physical injury that restricts the student’s access to the College or classes
13. If the student’s attendance is below the required rates explained above, the College is required to report the student to Commonwealth Department of Education for non-attendance. In this event, the College will formally write to the student stating that their rate of attendance falls below the required standard and there is insufficient time to allow the student to return to a satisfactory rate. Before the student is reported to Commonwealth Department of Education, the student will receive notice that the school intends to report them to Commonwealth Department of Education and advising that they have 20 working days to appeal the decision to the school.
14. If the student’s appeal is unsuccessful, then the school will send the student an ‘Intention to Report’ letter and will advise the Department of Immigration and Border Protection (Department of Education) via the Commonwealth Department of Education and PRISMS of the breach of Visa Condition 8202.



DEFERRING, SUSPENDING, EXTENDING OR CANCELLING STUDENT ENROLMENT POLICY

Principles:

Aranmore Catholic College recognises:

- that any change to a student's course of study will carry severe implications for the student
- all secondary courses of study provide little facility for modification
- its obligations to keep student's informed of their rights and responsibilities
- its obligation to exercise due care for its students and their needs
- its obligations relating to the student's visa conditions and the potential impact on the visa
- the rights of appeal available to its students its obligations to the Department of Education and Training and SCSA School Curriculum and Standards Authority requirements

Procedures:

1. The College encourages students to access College staff in the event they encounter difficulties to gain support in dealing with any situation. This is essential to avoid any undesirable outcomes affecting the student's visa.
2. Students may request a deferment of the commencement of their course of study or the temporary suspension of their course of study on the basis of compassionate and compelling circumstances. Any request must be in writing and include evidence to support the request. The decision will rest with the College Principal in consultation with the International Student Coordinator.
3. Compelling and compassionate grounds for deferral or suspension of studies will generally be circumstances beyond the control of the student that have a demonstrable impact on the student's course progress and wellbeing. Examples may include situations such as:
 - prolonged physical or psychological illness requiring medical treatment advised by way of a medical certificate
 - documented family crisis such as serious illness or death of a parent, grandparent or sibling
 - physical injury that restricts the student's access to the College or classes
 - major political upheaval or natural disaster in the home country requiring emergency travel
 - major episodes of trauma such as violent crime that can be supported by a police report or psychologist's report
4. The College may suspend a student's enrolment in certain circumstances where the student's behaviour is in clear breach of the standards expected of its students and explained in the Student Diary Incidents that might result in a student's suspension might include but are not limited to:
 - interfering with the rights of others to learn
 - unruly behaviour
 - serious offence to staff or students
 - wilful disobedience
 - behaviours identified as bullying

5. The College provides written notification to the parent/guardian and local carer in all instances of a student being suspended. Suspension is generally of a week's duration or less. In the case of international students, this is treated as an absence and will count towards their rate of non-attendance. Notification to Commonwealth Department of Education is not provided as it is deemed to be an 'in-house' disciplinary measure.
6. The College may cancel a student's enrolment in keeping with school policy in certain unusual circumstances where the student's behaviour is in severe breach of the standards expected of its students and explained in the Student Diary. Incidents that might result in a student's enrolment being cancelled might include but are not limited to:
 - failure to maintain visa conditions such a maintaining approved care arrangements
 - serious and repeated bullying or harassment
 - threats and acts of violence believed to cause danger to the student or others
 - drug or alcohol abuse
 - any criminal behaviours or the perceived risk of committing a criminal offence
 - wilful damage to school property or the property of others
7. The cancellation of an enrolment will normally have been preceded by formal written notice to provide the student with the opportunity to modify their behaviour. The exception to this would be the most serious violations of school rules and/or criminal behaviour. Cancellations of enrolment will be referred to the Deputy Principal (Pastoral Care).
8. The obligation of all students to abide by the College rules is a Condition of Enrolment acknowledged by the parent/guardian and the student by way of signature at the time of enrolment.
9. In cases where deferment, suspension (longer than 1 week) or cancellations occur, the College will provide notice to Commonwealth Department of Education in the following ways:
 - notification that the deferment or suspension does not affect the end date of the CoE
 - notification that the deferment or suspension will result in a new end date for the CoE
 - notification that the College wishes to permanently cancel (terminate) the student's enrolment meaning that the student's CoE will be cancelled.
10. All matters relating to the request, consideration or issuing of a deferment, suspension or cancellation of a student's enrolment will be documented and recorded in the student's record file. Students are advised and forewarned that deferment, suspension or cancellation is likely to impact on the student's visa.
11. All requests for a deferment/extension to a student's COE must be made in writing for the Principal's consideration. All evidence justifying why an extension is requested must be included with the letter. The Principal will respond in writing within 7 days either granting or denying the application.

12. All instances of deferment, suspension or cancellation may be appealed by the student under the guidelines listed above for Complaints and Appeals. The student then has 20 working days to finalise that appeals process either within the school and/or using external appeals processes. During that time, the College enrolment is maintained but the student may be prohibited from attending school.
13. The College may seek to cancel the enrolment of any student under the 'extenuating circumstances' provisions where the medical or psychological needs of the student result in the College fearing for the student's wellbeing. This also applies to cases where the student's medical or psychological needs have been concealed from the College at the time of enrolment. Aranmore Catholic College also prohibits any unlawful behaviour towards others such as discrimination, vilification, or harassment in any form.
14. If the overseas student is unable to complete the course within the expected duration, the College will not extend the duration of the enrolment, **unless** if one the following circumstances occur
 - a) There are compassionate or compelling circumstances, as assessed by the registered provider on the basis of demonstrable evidence
 - b) The College has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements
 - c) An approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (deferring, suspending, or cancelling the overseas student's enrolment).

In the situation that the College extends the duration of the student's enrolment, the College will advise the student to contact their agent and Immigration to seek advise on any potential impacts on their visa, including the need to obtain a new visa.



TRANSFER BETWEEN REGISTERED PROVIDER POLICY

Principles: Aranmore Catholic College recognises:

- the Transfer Policy of the College seeks to always serve the interest of the student
- the interest of the student is defined both in terms of educational needs and the student's welfare
- the College is entitled to ask the student to abide by their '6 month' obligation
- the College may enact the provisions of the Refund Policy
- students maintain their rights to appeal within and outside the school

Procedures:

1. Aranmore Catholic College will **receive** applications for transfer of enrolment when a student has requested a change of Provider. Some of the reasons are listed below, the include but are not limited to:
 - the overseas student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with that registered provider's intervention strategy to assist the overseas student in accordance with Standard 8 (Overseas student visa requirements)
 - there is evidence of compassionate or compelling circumstances
 - the registered provider fails to deliver the course as outlined in the written agreement
 - there is evidence that the overseas student's reasonable expectations about their current course are not being met
 - there is evidence that the overseas student was misled by the registered provider or an education or migration agent regarding the registered provider or its course and the course is therefore unsuitable to their needs and/or study objectives

- an appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student.
2. When a student requests a transfer of their enrolment to an alternative registered provider then Aranmore Catholic College shall review this policy with the student detailing advice on Aranmore Catholic College's procedures for applying for a course transfer.
 3. A student requesting a transfer to another provider will be advised and provided with a Letter of Release within one week of request during school term. This time may vary during term break and Christmas holiday. A letter of Release will be issued to students at no cost.
 4. Aranmore Catholic College may refuse an application for transfer where a transfer is considered detrimental to the student's study progress and/or general welfare. This will be discussed with the student's parent/guardian. If a Letter of Release is refused, the student's parent/guardian will be issued with written notification of the College's decision to refuse release.
 5. Aranmore Catholic College will only provide a Letter of Release after the student has provided a letter indicating a valid enrolment offer from another registered provider.
 6. Where a student is **under the age of 18 years of age**, a letter of release will only be granted where the student's parent or legal guardians have confirmed in writing their support for the transfer or in the case where the welfare of the student is supervised by the registered provider. Valid enrolment from the new course provider will also confirm their acceptance of the welfare responsibilities of the student. If no Welfare Letter is produced, the transfer will not be approved.
 7. The College will generally not deal with intermediaries such as agents in addressing a request by a student to transfer to an alternative provider due to the potential for conflict of interest for the agent.
 8. All documentation relating to transfers to alternative providers will be filed in the student's record file.



YOUNGER STUDENTS POLICY

Principles: Aranmore Catholic College recognises:

- that it has a special duty of care to those students who are under 18 years of age
- that as a secondary education provider, the College has a high proportion of younger students
- in the absence of a suitable relation (as per Department of Education requirements) nominated by the parent or guardian, then the College has an additional duty of care that extends beyond the educational needs to the overall welfare of the student within and outside the College until the time that the student reaches 18 years of age
- younger students must abide by College requirements relating to its duty of care as a condition of the student visa (Condition 8532)
- its obligation to be responsible for the provision of care provided by any third parties on its behalf and encourages its students to keep the College advised of any shortcomings

Procedures:

1. The College will, as a rule, encourage overseas students to remain under the direct day-to-day care of a parent/guardian or a relative as defined by Department of Education, that is a:
 - brother or sister
 - step-parent
 - step-grandparent
 - step-aunt or step-uncle
 - step-niece or step-nephew
 - step-brother or step-sister
 - grandparent
 - biological aunt or uncle
 - niece or nephew
 -

In addition to the above, the relative must also:

- be over the age of 21 and demonstrate the capacity to exercise an adequate duty of care
 - be eligible to remain in Australia until their visa expires or the student turns 18 (which ever happens first)
 - show that they are of good character by providing a police clearance from the countries in which they have lived for more than 12 months in the past 10 years after the age of 16
2. The College maintains an obligation to monitor the duty of care that is being provided by a 'blood relative' and to contact Department of Education where the College believes that the student is not being well looked after or is being neglected in any way.
 3. In cases where Department of Education issues a visa citing care to be provided by a relative and, as a consequence Standard 5 does not apply, the College still maintains an important duty of care for the welfare of the student under other legal provisions such as the Education Act, 1999 and the *Child Protection Procedures* required by the Catholic Education Commission. This duty of care applies to all teachers within Western Australia commencing 1 January 2010.

4. In the case of students under 18 years of age not under the care of a parent/guardian or blood relation, then the College acknowledges its additional duty of care by way of issuing a Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter. In particular, the College is responsible for the accommodation and welfare needs of the student.
5. To date, the College does not provide students with a 'packaged offer' and as such it takes sole responsibility for the care of under age students for the duration of their studies in Australia by way of citing a commencement and cessation date for the welfare arrangements cited in its CAAW letters. This period will provide for the duration of the course of study plus 7 days as required by the Migration Regulations.
6. In the event that the College provides a 'package offer' the College will ensure that full coverage of welfare arrangements is ensured by liaising with the other registered provider(s).
7. Failure by an under-age student to abide by the arrangements set in place by the College or required under Visa Condition 8532 and Section 5.1.d may be grounds for suspension or termination of enrolment as it places both the student and the College at risk. Under these circumstances the College maintains its responsibility for the welfare of the student until such time as:
 - the student is accepted by another registered provider and that provider takes over responsibility for the student's accommodation, support and welfare arrangements; or
 - the student leaves Australia, or
 - other suitable arrangements are made that satisfy the Migration Regulations; or
 - the registered provider reports under Standard 5.1.d that it can no longer approve of the arrangements for the student.
8. The College will only proceed with the provisions under Section 5.1.d for reporting a student via PRISMS when all other options for resolution have been exhausted. In all instances, the student retains rights of appeal as per the Complaints and Appeal provisions.
9. All international students are subject to Visa Condition 8533 that requires them to notify Department of Education and the College in writing of any change of address. The College must give its approval for any change in accommodation by under-age students. Students are to notify the International Coordinator prior to any move.
10. The College will either arrange accommodation for under-age students directly or via an external agency (AHN). Placement may be in consultation with the parent/guardian, but the College retains the right to exercise its discretion on all placements.
11. The placement of all students requires a written agreement between the College and the homestay provider (AHN) seeking to ensure minimal standards of accommodation, support to the student out of school and the student's overall general welfare. To this end, the College conducts inspections, student welfare interviews and provides written advice to its local carers/homestay providers.
12. The College will actively monitor its under-age students in terms of their accommodation, support, and welfare arrangements by way of:

- interviews with the International Student Coordinator
- regular review of overseas student attendance
- physical homestay checks every 6 months
- monitor any changes to homestay agreements and to notify parents within 48 hours of any changes to accommodation arrangements
- AHN inspection of accommodation provided by the local homestay
- requirement to have a Federal Police Clearance and 'Working with Children' clearance

13. If the college identifies any changes to student welfare arrangements, such as

- if the registered provider is no longer able to approve the student's welfare arrangements
- if the student will be cared for by a parent or nominated relative approved by Immigration and a Confirmation of Appropriate Accommodation and Welfare (CAAW) is no longer required

the college will advise immigration within a reasonable time such as 24 hours

14. In the event that an under-age student is reported to the school as missing from their approved accommodation, the College will invoke the provisions of its Crisis Management Plan including:

- contacting the student's parents as soon as possible
- filing a missing person report with police and/or children's services agencies
- notifying Department of Education should the above fail to locate the student



STUDENT LIVING ARRANGEMENTS

It is a condition of enrolment that all international students studying at the College must be living in approved accommodation, this can be with a Department of Education approved individual as their Guardian or in an approved Homestay accommodation with a CAAW.

Students that turn 18 before the completion of Year 12 must stay in homestay until the completion of their studies.

Students may not live in share houses or on their own in any instance.

Homestay is provided by: <https://www.homestaynetwork.org/>

Approved Welfare is in accordance with Standard 5: Younger Overseas Students

<https://internationaleducation.gov.au/Regulatory-Information/Documents/National%20Code%202018%20Factsheets/Standard%205.pdf>



LIVING IN PERTH

Perth is a very multicultural city, the fourth largest in Australia with a population of 2.14 million people.

Perth was settled on the Swan River initially but over time has spread along the coastline to the North and South. Many West Australians live close to the beach and enjoy a very outdoor lifestyle with our Mediterranean-like weather, cool winters and warm summers.

Perth is considered a safe city but as with all cities, caution must be taken when traveling alone at night.

Perth is a popular destination for international students as it offers a study environment with a time zone shared with 30 per cent of the world's population. It is also only a few hours' flight time to several Asian cities, making it easy to keep in touch with family and friends in real time.

For further information on living and studying in Perth please visit the following website:

<https://www.studyperth.com.au/>

EMERGENCY NUMBERS & APP

In an emergency **000** Police, Fire Brigade & Ambulance

For Police assistance **131 444**

It is advisable to go to the App store and download the free app to your phone.

<https://www.emergencyplus.com.au/>

In the case of an emergency, you can send your accurate location to an operator.



HELPFUL LINKS

Overseas Student Ombudsman

[Frequently asked questions for international students and other complainants - Commonwealth Ombudsman](#)

ESOS Framework

[Education Services for Overseas Students \(ESOS\) Framework - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](#)

Study in Australia

[Study Australia](#)

Study in Perth

[Study In Perth - Work, Live & Study in Western Australia \(studyperth.com.au\)](#)

Aranmore school website (overseas students page)

[Aranmore Catholic College - Overseas Student Enrolments](#)

