



# OXLEY

CHRISTIAN COLLEGE

## International Application for Enrolment

(International residents only)

### Year 1 to Year 12

Please read this document in conjunction with the Business Statement and the International Fees Schedule



Published: 15 February 2023

## Vision Statement

To delight in God's love through inspired learning.

## Mission Statement

To provide an education for excellence within a Biblical Christian worldview.

## Instructions For Completing This Application

To provide a successful application for enrolment at Oxley Christian College ('the College'), you must complete all sections of this application and sign in all the required places. Please follow the steps below and, if you require any assistance, please contact the Registrar on the contact number listed below.

Please:

1. Complete the Parent(s)/Guardian(s) Information on page 4.
2. Complete the Student Information on pages 8-9.
3. Provide a copy of the details page of the student's Passport and a copy of their Birth Certificate and any Notarial Certificates.
4. Provide proof of Overseas Health Cover for the entire period of the student's visa.
5. Provide certified copies of latest school reports and certificates of public examinations. We require the current school results and the two years prior (ie, results for 3 years).
6. All International Students must bring their original school reports/transcripts for Junior and Senior Schools.
7. Provide medical reports and management plans (e.g. Anaphylaxis).
8. Provide reports relating to any learning difficulties.
9. Provide evidence of English language ability and the level achieved (e.g. AEAS Test Results).
10. Complete Oxley Christian College English Test (where requested) and attend an interview.
11. Provide the Subject Selection form (Years 11 & 12 only).
12. Complete the Homestay Accommodation requirements if student(s) are going to attend Primary School, or seek approval to live with a close relative over 21 on page 10.
13. Carefully read the International Student Enrolment Terms and Conditions on pages 13-16.
14. The parent(s)/guardian(s) and student should sign the Declaration on page 11. The parent(s)/guardian(s) should also sign the Standard Collection Notice on page 12.
15. Please let us know how you first heard about the College.

<input type="checkbox"/> Education Agent	<input type="checkbox"/> Friend or Relative
<input type="checkbox"/> Education Exhibition	<input type="checkbox"/> Past Student
<input type="checkbox"/> Website or Internet Search	<input type="checkbox"/> Google Ad

16. If this Application is being completed by an Education Agent, then the following information must be provided:

NAME OF AGENCY	
AGENCY CONTACT NAME	
ADDRESS OF AGENCY	
EMAIL ADDRESS	
PHONE NUMBER	
FAX NUMBER	

Please note that an Education Agent or his representative **CANNOT** sign any part of this application for the Student, Parent or Guardian. All supporting documents must contain the Education Agent's official stamp and declaration to confirm they are true copies of original documents.

17. Forward your completed application and all required documents either to our Agent, or directly to the College at PO Box 553, Lilydale Victoria 3140, Australia.

#### Oxley Christian College Contact Information

Local Telephone: (03) 9727 9900 Fax: (03) 9727 9988

International Phone: 61 3 9727 9900 Fax: 613 9727 9988

Email Registrar: office@oxley.vic.edu.au

Website: www.oxley.vic.edu.au

Postal Address: PO Box 553, Lilydale, Victoria 3140, Australia

# Parent / Guardian Information

(PLEASE COMPLETE ALL FIELDS)

## PERSONAL DETAILS OF PRIMARY CARER/S

RELATIONSHIP TO STUDENT Father <input type="checkbox"/> Stepfather <input type="checkbox"/> Guardian <input type="checkbox"/>	RELATIONSHIP TO STUDENT Mother <input type="checkbox"/> Stepmother <input type="checkbox"/> Guardian <input type="checkbox"/>
SURNAME	SURNAME
FIRST NAME(S)	FIRST NAME(S)
TITLE Mr <input type="checkbox"/> Dr <input type="checkbox"/> Pastor <input type="checkbox"/> Rev <input type="checkbox"/>	TITLE Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Pastor <input type="checkbox"/> Rev <input type="checkbox"/>
RELATIONSHIP TO PARTNER Husband <input type="checkbox"/> De Facto <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/>	RELATIONSHIP TO PARTNER Wife <input type="checkbox"/> De Facto <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/>
COUNTRY OF BIRTH	COUNTRY OF BIRTH
NATIONALITY	NATIONALITY
MAIN LANGUAGE SPOKEN AT HOME	MAIN LANGUAGE SPOKEN AT HOME
RELIGIOUS AFFILIATION	RELIGIOUS AFFILIATION
<b>CONTACT DETAILS</b>	<b>CONTACT DETAILS</b>
ADDRESS	ADDRESS
COUNTRY	COUNTRY
<b>CONTACTS</b>	<b>CONTACTS</b>
TELEPHONE	TELEPHONE
MOBILE	MOBILE
EMAIL	EMAIL
FAX	FAX

## Parent / Guardian Information continued

### WHAT IS THE HIGHEST YEAR OF SCHOOL THE PARENTS/STEP-PARENTS/GUARDIANS HAVE COMPLETED?

(For persons who have never attended school, mark 'Year 9 or equivalent')

Tick one box only in each column

Year 12 or equivalent	<input type="checkbox"/>	Year 12 or equivalent	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	Year 11 or equivalent	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	Year 10 or equivalent	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	Year 9 or equivalent or below	<input type="checkbox"/>

### WHAT IS THE LEVEL OF THE HIGHEST QUALIFICATION THE PARENTS/STEP-PARENTS/GUARDIANS HAVE COMPLETED?

Tick one box only in each column

Bachelor Degree or above	<input type="checkbox"/>	Bachelor Degree or above	<input type="checkbox"/>
Advanced Diploma/Diploma	<input type="checkbox"/>	Advanced Diploma/Diploma	<input type="checkbox"/>
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	Certificate I to IV (including trade certificate)	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	No non-school qualification	<input type="checkbox"/>

## Parental Occupation

The collection of this information (annually) is a government requirement, but does not impact on the status of a student's enrolment. It is important that the information you provide is accurate and does not overstate your occupation group. Please *carefully* select the appropriate parental occupation group from the list below.

<b>OCCUPATION GROUP</b>	<input type="text"/>	<b>OCCUPATION GROUP</b>	<input type="text"/>
What is your occupation group?		What is your occupation group?	

### SELECT FROM THE FOLLOWING PARENTAL OCCUPATION GROUPS

#### Group 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals

Elected officials (mayor parliamentarian, alderperson, trade union secretary, board member)

Senior executives/general managers/department heads in industry, commerce, media or other large organisation

- **Public sector manager** (public service manager (section head or above), regional director, hospital/health services education)
- **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- **Defence forces** (Commissioned Officer)

Qualified professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

- **Health** (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist)
- **Education** (primary/secondary school teacher, university lecturer, professor, VET, special education)
- **Law** (lawyer, judge, barrister, coroner, solicitor, legal officer)
- **Engineering** (architect, surveyor, chemical/civil/mechanical/mining engineer)
- **ICT** (computer systems manager, designer, software and applications programmers)
- **Science** (all scientists)
- **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- **Social** (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)
- **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

#### Group 2: Other business managers/professionals and associate professionals

Other business managers/professionals

- **Farm/business owner/manager** (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)
- **Specialist manager** (works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations)

- manager, human resource manager, call or contact centre manager, human resource professionals)
- **Finance** (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, accountant)
- **Retail sales/services manager** (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services managers)
- **Arts/media** (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer)
- **Sportsperson** (coach, trainer, sports official, sportsperson)

Associate professionals generally have diploma/technical qualifications and support managers and professional

- **Medical, science, architectural, building, surveying, engineering, computing, ICT support technician**
- **Health** (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
- **Legal** (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff)
- **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors, management and organisation analysts, contract, program)
- **Defence Forces** (senior non-Commissioned Officers [NCO])
- **Other** (library assistant, museum/gallery technician, research assistant, proof reader)

### Group 3: Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff

- **Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group. (metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers)

Advanced/intermediate clerical, office, sales, carer and service staff

- **Recording clerk** (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Inquiry/admissions clerk** (customer inquiry/complaints/service clerk, hospital admissions clerk)
- **Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)
- **Sales** (sales representative (goods and service), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent)
- **Carer** (aged/disability/refuge/child care/welfare support worker, nanny, nursing support)
- **Service** (parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor, inspectors and regulatory officers)

### Group 4: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

Machine operators

- **Driver or mobile plant operators** (car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator/earthmoving plant operators, farm/horticulture/forestry machinery operators)
- **Production/processing machine operator** (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators)
- **Other machine operator** (photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner)

Sales office, hospitality staff and other assistants

- **Sales** (sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler)
- **Office** (typist, word processing/data entry/business/keyboard/machine operator, receptionist, office assistant, general clerk)
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter, housekeeper, fast food cooks)
- **Assistant/aide** (trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)

Defence Forces ranks below senior NCO

**Agriculture, horticulture, forestry, fishing, mining worker** (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)

**Other worker** (labourer, factory hand, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

### Group 8: Not in paid employment for greater than 12 months

- If the person is not currently in paid work, but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter '8'.

## Custodial Information Section (if applicable)

It is a requirement that all families confirm in writing (with relevant documentation) the names of the adults who have legal guardianship of the enrolled children. Should there be any family Court Orders regarding the custodial arrangements for children enrolled at Oxley, it is a requirement that the College receive copies prior to enrolment and/or at the time any new or subsequent orders are made during the enrolment of the children. Both parents must confirm in writing that they give permission for their child to study and live in Australia and sign the Declaration on page 9.

### BIOLOGICAL PARENT/S (who are not the primary carer/s of this student)

FATHER'S NAME	MOTHER'S NAME
Deceased <input type="checkbox"/>	Deceased <input type="checkbox"/>
STREET ADDRESS	STREET ADDRESS
SUBURB	SUBURB
POSTCODE	POSTCODE
PHONE	PHONE
Would like to receive (If applicable) <input type="checkbox"/> School reports <input type="checkbox"/> Mail <input type="checkbox"/> School newsletter <input type="checkbox"/> Parent/teacher interview information	Would like to receive (If applicable) <input type="checkbox"/> School reports <input type="checkbox"/> Mail <input type="checkbox"/> School newsletter <input type="checkbox"/> Parent/teacher interview information

### CUSTODIAL ARRANGEMENTS (Please specify)

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Please attach copies of any / all current court orders.

### EMERGENCY CONTACTS (e.g. Grandparents)

Please provide the College with the name(s) of friends or family who we can contact if we are unable to contact you in an emergency.

NAME	NAME
RELATIONSHIP TO STUDENT	RELATIONSHIP TO STUDENT
STREET ADDRESS	STREET ADDRESS
SUBURB	SUBURB
POSTCODE	POSTCODE
EMAIL	EMAIL
MOBILE PHONE	MOBILE PHONE

## Student Information

**(PLEASE COMPLETE ALL FIELDS)**

TITLE	Master <input type="checkbox"/> Miss <input type="checkbox"/>	ADDRESS
SURNAME		
FIRST NAME(S)		
PREFERRED NAME	MALE / FEMALE	
EMAIL	MOBILE	
DATE OF BIRTH	COUNTRY OF BIRTH	
<small>Please provide a copy of the Birth Certificate</small>		
CITIZENSHIP / NATIONALITY	SPOKEN LANGUAGE	
RELIGIOUS AFFILIATION	IS YOUR CHILD IMMUNISED? <small>Please provide Details.</small>	
MEDICAL CONDITIONS <small>(Please specify)</small>		
<small>Copies of medical/specialist reports and management plans should be attached (e.g. psychologist reports, management plans and assessments).</small>		

## Educational Details

**PREVIOUS STUDY IN AUSTRALIA**

NAME OF INSTITUTION	
STATE	
CALENDAR YEAR ATTENDED	
YEAR LEVEL REACHED	

**APPLYING TO OXLEY CHRISTIAN COLLEGE FOR:**

INTEGRATED ENGLISH	YES <input type="checkbox"/> NO <input type="checkbox"/>
YEAR LEVEL PRIMARY (e.g. Year 4)	Course Code 016943K – (Primary Years 1-6)
YEAR LEVEL SECONDARY (e.g. Year 8)	Course Code 016944J – (Secondary Years 7-12)
PROPOSED COMMENCEMENT DATE	/ /
PROPOSED ARRIVAL DATE IN AUSTRALIA	/ /
PLEASE TICK AS APPROPRIATE	<input type="checkbox"/> My child is interested in attending the Victorian School of Languages.

## Educational Details continued

### STUDIES COMPLETED IN HOME COUNTRY

SCHOOL NAME

SCHOOL ADDRESS

YEAR (e.g. 2004)

HIGHEST SCHOOL LEVEL REACHED (e.g. Year 7)

Please list subjects studied/completed below:

	SUBJECT	RESULT		SUBJECT	RESULT		SUBJECT	RESULT
1			4			7		
2			5			8		
3			6			9		

### Student Visa Details

Is the student applying for:

- A first Student Visa from a Diplomatic Mission outside Australia?
- An extension of Temporary Entry Permit to continue in the current course of study?
- An extension of Temporary Entry Permit to transfer into a new course or another institution?

### Student Declaration

Have you ever been in trouble with the law, arrested, etc? YES  NO

(If yes please provide details.) \_\_\_\_\_

Do you use alcohol, tobacco or drugs of any kind? YES  NO

(If yes please provide details.) \_\_\_\_\_

#### SCHOOL UNIFORM POLICY AND REGULATIONS

As Oxley Christian College is a distinctly Christian school, the College uniform must be worn at all times in the manner prescribed by the College without any unauthorised additions or deletions of garments, jewellery or other symbolic garments. Our College uniform is intended to support a sense of Christian community, a high regard for others and a healthy pride in Oxley. Simplicity and neatness is emphasised in order to underline this principle.

By signing this enrolment application form, you agree to abide by the rules and regulations relating to College uniform.

# Accommodation Procedures and Approvals

## Homestay Policy Senior Students (Years 7-12)

All international students, irrespective of their age, are required to live in either a) an allocated Homestay which is selected, approved and monitored by the College Homestay Coordinator, b) reside with a parent/guardian (see 'Non Homestay Accommodation' below). Students are NOT allowed to live in shared or independent accommodation and must be over 13 years of age to enter the homestay program. By signing this agreement, before being accepted to the College, you are indicating that your child/ward will abide by this College rule.

All homestay accommodation is arranged before the arrival of the student and you will be provided with a handbook on their arrival to assist answering all your questions about the homestay program.

## Non Homestay Accommodation

In some circumstances, the College may give approval for a student to live with a parent or a blood relative, as defined in the Migration Regulation 1.03, provided it is within close proximity to the College. A relative must be 21 or over, be of good character and may include a:

- Brother or Sister
- Grandparent
- Step Aunt or Step Uncle
- Step Brother or Step Sister
- Step Grandparent
- Niece or Nephew
- Step Parent
- Aunt or Uncle
- Step Niece or Step Nephew

If you wish to apply for non homestay accommodation under these conditions, please complete the information below.

TITLE Mr  Mrs  Ms  Miss  Dr  Pastor  Rev

Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Relationship to you \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_

Suburb \_\_\_\_\_

Postcode \_\_\_\_\_

Home Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

You will be advised if your application for non homestay accommodation is approved and issued with a Confirmation of Appropriate Accommodation and Welfare (CAAW) before you can apply for a Visa.

## Reports and Parent-Teacher Interviews

Permission is given to the Homestay Parent(s) to:

- receive copies of all reports and notices relating to the student YES  NO
- attend Parent-Teacher Interviews YES  NO

## Accommodation Policy For Primary Level Students (Years 1-6)

The College will not enrol primary level students who will not be accompanied by a parent or who do not have appropriate alternative arrangements under a Guardianship Visa. If you are enrolling a primary level student, you are required to sign the declaration below stating that the student will live with a parent or under an approved Guardianship Visa arrangement.

## Primary School Student Parent Declaration

I, \_\_\_\_\_, hereby certify that my  
(Name of Parent/Guardian)

Child/Ward, \_\_\_\_\_, being a primary school aged student, will be  
(Name of Primary School Student)

accompanied by \_\_\_\_\_, being the parent/guardian (cross out whichever is not applicable) during their primary school studies at the College.

## Student Declaration

**Please note this declaration cannot be signed by an agent or an agent's representative on behalf of the student.**

I, \_\_\_\_\_, declare that:

(Name of Student)

1. I have read and fully understand the International Student Enrolment Terms and Conditions on pages 13-16 herein.
2. I understand my student contact details, including address, mobile phone and email address, will be verified by the College once every six months. I understand it is a requirement of my Student Visa that I inform the College within 7 days of any changes to my contact details (e.g. home address, email and mobile phone number).
3. The information I have provided on this form is true and correct.
4. I shall at all times be considerate to my fellow students and teachers.
5. I shall study diligently.
6. I shall obey the College rules and regulations.
7. I will keep the College informed of any medical issues I have that may impact on my studies.
8. I agree that the College may contact my parents or legal custodians, my homestay parent(s) or guardians (the people with whom I am living) to discuss matters relating to my welfare, if the College believes that to be necessary at any time while I am under 18 years of age.
9. I hereby give permission for the College to take and use my photograph for promotional purposes and in accordance with the College Privacy Policy.
10. I will attend the Orientation Program.

## Parent(s)/Guardian(s) Declaration

**Please note this declaration cannot be signed by an agent or an agent's representative on behalf of the parent(s)**

I / We, \_\_\_\_\_, declare that:

(Name of Parent(s)/Guardian(s))

1. hereby apply for the admission of my / our child/ward on the International Student Enrolment Terms and Conditions contained on pages 13-16 herein.
2. understand the billing and study period cycles for course fees.
3. declare that I / we have the financial capacity to meet the course fees and College charges, and living expenses in Australia.
4. will ensure that all fees and charges are paid on time and in accordance with the fees policy of the College, as detailed in the International Student Enrolment Terms and Conditions on page 13-16 herein.
5. have assessed the proposed accommodation arrangements for my / our child and approved them being satisfactory for my / our child's needs.
6. agree that the student will not change his/her accommodation, support and welfare arrangements at any time without the prior written approval of the College and all/any changes will be immediately notified to the College as required under the Education Services for Overseas Students Act 2000 ('ESOS Act').
7. by signing this application acknowledge that the College relies on our representation and certify that the information given in this application is true and correct.
8. agree to be bound by the conditions in this Enrolment Application and any other regulations or changes of which the College may notify me / us from time to time (including the International Student Enrolment Terms and Conditions on page 13-16 herein).
9. are consenting to the College's privacy provisions, collection and use of information as required.
10. hereby give permission for the College to take and use my / our child's photograph for promotional purposes and in accordance with the the College Privacy Policy.
11. have signed in all places required on this application and associated forms.

Parent/Guardian Name (Father)	Signature	Date
Parent/Guardian Name (Mother)	Signature	Date
Student Name	Signature	Date

## Standard Collection Notice

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable them to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, Public Health laws, and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers, and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The College's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
9. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
10. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in College newsletters and magazines and on our website. The College will obtain separate permissions from the students' parent or guardian prior to publication.
12. The College may include students' and students' parents' contact details in a class list and College directory to enable us to provide the services offered. If you do not agree to this, you must advise the College now.
13. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, and that the College does not usually disclose this information to third parties.

### ACKNOWLEDGEMENT AND CONSENT

By signing this Acknowledgement and Consent you are agreeing to the collection and storage of personal information by the College, as described above. Please note that a full copy of the College's Privacy Policy is available on request.

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SIGNATURE OF PARENT 1 / GUARDIAN 1

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SIGNATURE OF PARENT 2 / GUARDIAN 2

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PRINT NAME OF PARENT 1 / GUARDIAN 1

---

PRINT NAME OF PARENT 2 / GUARDIAN 2

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DATE

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DATE

# International Student Pre-enrolment Information and Enrolment Terms And Conditions

1. **Minimum requirements to enter the College**
  - 1.1 Acceptance into the College is not automatically granted. In order to gain full benefit from a course of study at the College, an applicant must be able to demonstrate an aptitude and desire to learn and possess the necessary background knowledge, skills and understandings required to enter at a specific year level.
  - 1.2 When an application for enrolment is made to the College, evidence of previous and current study is required to accompany the application. Often school reports alone do not provide a common reference against which a decision can be made regarding an applicant's readiness to commence a given course of study. This is particularly important when assessing a candidate's competence with the English language.
    - 1.2.1 To gain an understanding of the student's English language proficiency, the College will ask the applicant to submit the results of an AEAS assessment, an IELTS assessment, or results from a similar referenced instrument. Based on this language assessment, the College will determine whether to pursue the application. The College may:
      - choose not to pursue the enrolment
      - recommend a certain number of weeks in an ELICOS program, followed by entry into the Integrated English program at the College
      - enrol the applicant into the Integrated English program at the College, followed by progression into mainstream study
      - accept enrolment directly into mainstream study.
    - 1.2.2 The minimum requirements to enter a course of study will depend on what level of the study the applicant is seeking. The College prefers applicants to undertake an AEAS assessment. This assessment not only provides an English Language breakdown under the headings of Reading Comprehension; Vocabulary; Written Essay; Listening and Speaking, it also provides data on Non-Verbal General Ability and Mathematical Reasoning Ability. An important component of this assessment is the interview and report, which assists the College in deciding which of the four options (detailed above) should be pursued. This report also makes reference to the prior learning that a student may have undertaken and for which due consideration should be made. (Refer also to section 7.)
  - 1.3 The English Language scores provided in the report correlate to the classification given to the learners and are labelled as Beginner; Elementary; Pre-Intermediate; Intermediate; Upper Intermediate; Pre-Advanced and Advanced. Typical minimal requirements would include a candidate at the Intermediate level, seeking entry into Year 10, requiring 12 to 20 weeks ELICOS before commencing their Year 10 study. A candidate at the Pre-Advanced level seeking entry into Years 7, 8 or 9 would enter a mainstream program and not require ELICOS. The same applicant seeking entry into Year 10 would require 4 to 8 weeks ELICOS.
  - 1.4 An IELTS score of 6.5 would qualify an applicant to enter mainstream Year 10 or Year 11 study. IELTS assessments are not appropriate for students seeking entry into a year level below Year 10.
2. **Acceptance of Offer**
  - 2.1 A binding agreement is created upon acceptance by the student / parent / guardian of the offer of a place at Oxley Christian College. The payment of the initial sum (in Australian dollars) requested in the 'Letter of Offer', together with a signed 'Acceptance of Offer', must be sent to the College before an acceptance will be acknowledged and formalised by the College, and enrolment confirmed.
3. **Enrolment Conditions**
  - 3.1 There are a number of enrolment conditions that the parent / guardian / student must comply with, as detailed below.
  - 3.2 The student shall attend all applicable lessons, classes, tests and examinations during a course and abide by the rules and regulations of the College that are in force at any time.
  - 3.3 The College school rules specify that no international student, irrespective of age, may live in accommodation other than that provided through the official homestay program. Permission may be granted for a student to live with a parent or blood relative, if the home is located within close proximity to the College. A request for this arrangement must be sought by the parent / guardian and approval must be given by the College in writing BEFORE a student relocates to the proposed home. Students of Primary School age will only be enrolled if one of their parents lives with them in Australia for the whole period of the student's study/course while they remain in Primary School (and under 13 years of age).
  - 3.4 Condition 8533 of the student's TU 500 Visa, confirms it is the student's responsibility to notify the College of their contact details, and immediately (within 7 days) of any change of contact details, such as address and / or telephone number, including mobile numbers, email address and emergency contact details (including who to contact in an emergency situation), while enrolled at the College. The ESOS Act also requires that student contact details, including address, mobile phone numbers and email addresses are regularly verified, the College will require the student to provide an update of their contact details once every six months. This will enable the College and relevant government officials to contact the student, should the need arise. Mobile phones should always remain switched on.
  - 3.5 Parent(s) / guardian(s) / students must also ensure that the College is notified of any change of address and contact details of all parents and / or guardians. This notification should be made to the College Registrar via the Administration Office.
  - 3.6 The College Council reserves the right to require the student to leave a course at any stage, if he / she does not, without good reason, fulfill the above requirements expressed in section 2.2, or if his / her misconduct is such that his / her continued presence would, in the opinion of the College Council, be detrimental to the satisfactory conduct of a course. For the purpose of this condition, any fee refund is wholly at the discretion of the College Council. (Refer section 5 below.)
  - 3.7 Standard 7 of the National Code requires students to remain with their principal course of study for the first

six (6) months. The principal course is usually the first registered school sector course of study and the six month period is calculated from the date the student commences at the College. A transfer from the College will only be considered if the transfer meets any of the circumstances mentioned in Standard 7.2.2 of the National Code.

- 3.8 Once a course of study has commenced, the withdrawal from that course of study requires a full term's (i.e. one full study period) notice in writing from the parent / guardian to the Principal and this should be received before or no later than on the first day of the Term (study period) prior to the proposed date of withdrawal.

#### 4. Study Period Definition

- 4.1 There are four (4) terms to each year and each term is one (1) study period. For courses longer than four (4) study periods (terms) after initial payment of Tuition Fees for four (4) study periods, the student / parent will be required to pay for the fifth (5th) study period Tuition Fee one (1) term (study period) in advance after the third (3rd) study period. This is usually 2 weeks before the start of the fourth (4th) study period.
- 4.2 For courses up to or less than four (4) study periods, payment for the next study period will be required one (1) term in advance and be payable two (2) weeks before the next unpaid study period.
- 4.3 Holiday breaks are not included in the study period set out in this written agreement. However, full details of study periods / terms 1-4 and end of term holiday periods for the year are available on our website. <http://www.oxley.vic.edu.au/latest-news-and-upcoming-events/calendar/>

#### 5. Modes of Study

- 5.1 The course will be conducted face-to-face, on campus, at 15-49 Old Melbourne Road, Chirnside Park, VIC, 3116, unless otherwise stipulated by the Victorian State Minister for Education, e.g. whereby online learning may be permitted. Note: Part of the course may be delivered by third party providers. (See section 6.)

The College will not deliver a course exclusively by online or distance learning to an international student and will ensure that any online or distance learning must be in addition to minimum face-to-face teaching requirements approved by the VCAA and the VRQA as part of the registration of the course, if applicable.

#### 6. Third Party Providers

- 6.1 The College or student may enter into agreements with third party providers who will provide the course, or part of the course. For example, a student may wish to enrol in a course provided by the Victorian School of Languages (VSL). The course offered by VSL is an optional component of the curriculum should a student wish to study a language not offered by the College. This study is usually undertaken on a Saturday and must be approved by the College prior to enrolment.
- 6.2 Students may also wish to engage Private Tutors to assist with their study, outside of the course delivery. Such arrangements must also be approved by the College prior to engagement.
- 6.3 The fees and other charges associated with a student enrolling in other courses or engaging third party providers are in addition to the fees and charges for the course of study at the College.

#### 7. Recognition of Prior Learning

- 7.1 In general terms, Recognition of Prior Learning only applies to VCE students. Instances may include students who:

- transfer from one school to another within Victoria
- transfer from another Australian State system to the Victorian State system (VCE)
- transfer from another country to the VCE
- require a break in their VCE studies, because of personal circumstances (interrupted studies).

- 7.2 For each case, Recognition of Prior Learning is administered in accordance with the framework provided in the current VCE Administrative Handbook.

#### 8. Fast-tracking Subjects

- 8.1 A student may be allowed to 'fast track' a given subject at any level if they can demonstrate proficiency in that subject. This approach recognises that prior learning in a particular discipline or subject is equal to or beyond what is offered at a particular year level and affords the student the opportunity, subject to timetable constraints, to study that subject at a higher level. For example, a student is allocated to a mainstream Year 9 class, but has completed studies in Mathematics at a higher level prior to arriving in Australia. This student may be given the opportunity to study Mathematics at the Year 10 level, while completing all other studies at the Year 9 level.

#### 9. Fees and Charges

- 9.1 The parents / guardians will be advised in the Letter of Offer of the initial fees for the first four (4) study periods and incidental charges required for the first year of study. This amount must be paid before a CoE is sent to the student, and before the student can commence at the College.

- 9.2 The Letter of Offer will also detail the total estimated course cost at the current fees. The parent / guardian / student is not required to pay more than 50% of the total estimated course cost before the course commences. However, the parent / guardian / student may choose to pay more than 50% of tuition fees up front, if they wish to do so, for reasons including taking advantage of favourable exchange rates, or for the convenience of paying only once.

- 9.3 A Family Bond of A\$1,000 is payable upon acceptance of enrolment at Oxley Christian College for the first child in the family. The Family Bond is returned on receipt of a request in writing once the final child in a family has completed their time at the College and all outstanding monies have been paid. If a request in writing is not received by 31 March of the year following the last student's completion at the College, the Family Bond will be considered a donation to the Oxley Christian College Building Fund. A tax receipt will be issued for all donations. The Family Bond is not refundable if the confirmed enrolment is relinquished prior to the commencement of the student at the College. The Family Bond may be offset against any outstanding monies on the final account.

- 9.4 After the first year of study, the student or the parent / guardian of the student shall pay to the College such fees and charges for the maintenance of, and for the supply of goods, and services to the student as fixed by the College Council from time to time. The collection of initial Tuition Fees and subsequent Tuition Fees has been set out in full detail in the Letter of Offer for the full course. The College will only charge an initial fee with a maximum of 50% of the total course Tuition

Fees, unless the student specifically requests in writing to pay a figure in excess of 50%.

- 9.5 All Tuition Fees and incidental charges are invoiced quarterly and are due and payable in Australian Dollars a full term in advance, within 14 days of receipt of invoice. Should accounts not be fully paid by the due date, then unless the College Council determines otherwise, the student will not be permitted to enter the College and tuition services will be withdrawn until payment has been received.
- 9.6 Late payment or non-payment of fees that may be charged by other education and training providers, e.g. the Victorian School of Languages, may be subject to late payment charges as determined by the other education and training providers.
- 9.7 Payments can be made by Bpay, cheque, bank draft, or cash. Cheques and bank drafts should be made payable to 'Oxley Christian College'. Please note that when making a bank draft, most banks charge a fee and this should be added to the payment. Students attending the College will incur a late payment charge of \$25 per week for overdue invoices, until the invoice is paid in full.
- 9.8 Non-tuition fees and other charges may be incurred, in the following circumstances:
  - a. Reassessment of study outcomes – Where a reassessment of a study outcome is undertaken by a College staff member in relation to a College assessment, there will be no charge to the student. However, if an external organisation is involved, such as the Victorian Curriculum and Assessment Authority (VCAA), then the student will be liable to pay the fees that may be charged by the external organisation. Before the student requests reassessment of a study outcome, they should refer the matter to the Head of International Students' Studies to assist the student to determine any fees that the student may be liable for. The following link details fees that may be charged by the VCAA: <https://www.vcaa.vic.edu.au/administration/schooladministration/Pages/FeesandCharges.aspx>
  - b. Deferral of study or leave of absence – Where a student defers their study (known as a leave of absence) for one term or longer, 50% of each term's fees covered by the leave of absence will be payable. The payment of the fee will guarantee that the student will have a place at the College on their return from the leave of absence. Refer also to sections 6.5 and 6.6 (below).
  - c. Late payment of College Tuition Fees and other charges billed to the student's account – An administration fee of \$25 per week will be charged, where normal payment terms have not been met and where the College has not approved any subsequent payment arrangements.

## 10. Student-initiated deferrals and suspensions

- 10.1 Under Standard 9 of the National Code, the College is permitted to suspend or defer a student's enrolment based on compassionate and compelling circumstances only, e.g. death of a close relative overseas, natural disaster in home country, medical grounds, or traumatic experience (e.g. accident). Requests to defer must be made in writing to the Principal and the student must provide detailed reasons for the request, including a signed letter from their parent(s). Senior staff will review the request and will advise the student of the decision in writing (including reasons if the request is refused). Please note:

- there is no restriction on the period of deferment
  - the student will be advised to contact Immigration regarding the impact on their student visa
  - the College will assess the student's English language ability prior to recommencement of study
  - the student's age following the proposed period of deferment may be a limiting factor, as the student must be no more than 20 years of age completing Year 12
  - the College will report the change to enrolment under Section 19 of the ESOS Act.
- 10.2 If the request is granted, the student will be asked to confirm the dates of the deferment/suspension/leave of absence and provide travel itineraries, etc.
  - 10.3 If the course end date on the student's CoE is affected, the current CoE will be cancelled and the College will create a new CoE with the new course end date. The student will be provided with a copy of the new CoE. The College will notify relevant governments agencies when the student recommences studies.
  - 10.4 If the period of absence is for more than one term, the student's parent(s) will be required to pay 50% of the Tuition Fees to keep the student's enrolment open. This is in accordance with the College Business Statement.
  - 10.5 If the student resides in homestay accommodation, they will be asked to pay a 15% homestay fee for the duration of the period that the student is absent from the homestay. This will ensure the student's belongings remain in the homestay and their room is not offered to another student.
  - 10.6 If the College refuses the request for deferment or suspension of enrolment, the student will have the right to appeal the decision within 20 working days through the College's complaints and appeals process. Any decision to appeal must be made in writing to the Principal.
- ## 11. Student Defaults – College-initiated deferrals, suspensions or cancellations
- 11.1 Under Section 47A of the ESOS Act, and under Standard 9 of the National Code, the College is permitted to cancel a student's enrolment for non-compliance with any one of the following student visa conditions:
    - a. unsatisfactory course progress;
    - b. unsatisfactory attendance;
    - c. misbehaviour; or
    - d. non-payment of Tuition Fees and charges.
  - 11.2 Under Standard 5 of the National Code, the College also has the right to withdraw the Confirmation of Appropriate Accommodation & Welfare (CAAW) letter / welfare of the student if they are absent from their homestay accommodation without approval, or their mobile phone is switched off and they are uncontactable for more than 24 hours. The College will implement its Critical Incident Procedure, which will include contacting the Police and all relevant Government agencies. The College will inform the parent(s) / guardian(s) immediately that the College is no longer able to ensure the safety and wellbeing of the student. This action could impact the student's visa and their qualification to remain in Australia for the purposes of studying as a student.
  - 11.3 Under Section 19 of the ESOS Act, the College may also cancel the student's CoE if a deferral or suspension is also because of:

- a. poor conduct;
  - b. the reason for compassionate and compelling circumstances no longer exists and the student refuses to return to study in Australia; and
  - c. the student has provided fraudulent documents or false statements to the College.
- 11.4 Where it can be shown that the student is potentially in breach of their visa conditions, the student and their parents will receive an early warning letter. The letter confirms the reasons for the early warning and informs the student and their parents of the consequences of non-conformity. If, after further counselling and support, the breach continues, the student and their parents will receive a letter confirming reasons why the College intends to report the student under Section 19 of the ESOS Act.
- 11.5 In the event the College initiates a cancellation of the student's enrolment, the College will inform the student of the intention to report and reasons for doing so in writing. Under Standard 10 of the National Code (Complaints and Appeals), the student will have the right to appeal the decision through the College's complaints and appeals process. The student will be given 20 working days to appeal the decision. Any appeal must be made in writing to the College Principal. The College will only report the change in enrolment under Section 19 of the ESOS Act when the internal and external complaints and appeals process has been completed. The student will be advised to contact Immigration regarding the impact on their student visa. If the student wishes to appeal the decision, they will be provided with the contact details of the Overseas Students Ombudsman.
- 11.6 The suspension or cancellation of enrolment will only take place once the internal and external appeals process has been completed. Alternatively, if there are extenuating circumstances relating to the welfare of the student, and the College believes the student, or others, are at risk because of the student's poor behaviour, the decision to report under Section 19 of the ESOS Act will be immediate and the student will not be permitted to access the College complaints and appeals process. The College will advise the student to seek advice from Immigration regarding the impact on their student visa.
- 11.7 Timeframes around cancellation of the CoE will take into account the requirement to give the student 20 working days to appeal a provider-initiated cancellation of a CoE. The student does not have to reside in Australia during the 20 working day appeal period.
- 11.8 Fees and charges that may or may not be refunded in the case of a student default are detailed in section 12 (below).
- 12. Refund of Fees & Charges – Deferral, Cancellation or Suspension of Enrolment**
- 12.1 In the event that your visa is not approved, all fees and charges (except the Application Fee and an administration charge for an International Bank Draft), will be refunded to the parent(s) / guardian(s), or to the student, subject to confirmation of the wishes of the parent(s) / guardian(s), where the student is under 18 years of age, or where the parent(s) / guardian(s) paid the fees and charges to the College. This includes any course money collected by education agents on behalf of the College.
- 12.2 After the acceptance of an Offer (before arrival in Australia), if the student cancels his / her enrolment at the College prior to the commencement of a course, one term's fees at the ruling rate shall not be refunded to the student, unless the student, through no fault of themselves, is refused the requisite student visa. This includes any course money collected by education agents on behalf of the College.
- 12.3 If after arrival in Australia the student cancels his / her enrolment prior to the commencement of the course, no fees will be refunded.
- 12.4 If the student leaves after the commencement of the course in the first six (6) months of study, the balance of any fees and charges paid for the first year of enrolment will not be refunded. This includes any course money collected by education agents on behalf of the College.
- 12.5 Sometimes it may be necessary for students to request a leave of absence from the College for long periods for family reasons, pandemic, etc. In these circumstances, the College may agree to hold open an enrolment, where the absence exceeds one Term, but will charge 50% of the Tuition Fees applicable at that time.
- 12.6 Families may choose to hold open an enrolment by continuing to pay 50% of Tuition Fees applicable, or otherwise to discontinue the student's enrolment and reapply for enrolment on return to school. However, the student will not be guaranteed a place on return if enrolment is discontinued.
- 12.7 Provided the period of absence does not exceed one year, the Enrolment Application Fee and Family Bond will not be charged again.
- 12.8 Please inform the College Registrar in writing if you wish to defer your enrolment, as this could impact on your Student Visa.
- 12.9 If the student wishes to withdraw from the College after the first six (6) months of enrolment and has not given to the College at least one full term's written notice of intention to withdraw from the College (as per section 2.8), a full term's fees at the then ruling rate will be payable. This includes any course money collected by education agents on behalf of the College.
- 12.10 In the event of dismissal, the maximum amount considered for refund will be not greater than 50% of any unused fees at the time of dismissal. However, the College reserves the right to retain and not refund 100% of unused fees in the case of dismissal and for the reasons stated in sections 5.1 and 5.2 (above).
- 12.11 If the student considers that he / she is entitled to a refund, the procedure is to apply in writing or in person to the College Business Manager, who will respond to the request within five working days. Refunds will only be provided to the parent(s) / guardian(s) of the student if the student is under 18 years of age. Where the student is 18 years of age or over, then the student will receive the refund, if the parent(s) / guardian(s) who have paid the fees authorise the College to provide the refund to the student's account.
- 12.12 If the student is not satisfied with the College response, then he / she may use the College complaints and appeals. The student or parent will be given the opportunity to formally present their complaint or appeal at minimal or no cost to the student or parent. Refer also to section 8 of the International Student Enrolment Terms and Conditions.
- 13. Complaints and Appeals**
- 13.1 The College Resolution of Complaints and Appeals Policy is available on the College website, and is also detailed in the College International Student Handbook, available on request.

- 13.2 The College will:
- a. respond to any complaint or appeal the international student or parent(s) or guardian(s) may make regarding their dealings with the College, the College's Education Agents, or any related party the College has an arrangement with to deliver the student's course or related services; and
  - b. commence assessment of the complaint or appeal within 10 working days of the complaint or appeal being made in accordance with the College Resolution of Complaints and Appeals Policy; and
  - c. conduct the assessment of the complaint or appeal in a professional, fair, and transparent manner; and
  - d. finalise the outcome of complaints and appeals as soon as may be practicable; and
  - e. provide the student or parent(s) / guardian(s) with a written statement of the outcome of the complaint or appeal, including detailed reasons for the outcome.
- 13.3 The student or parent will be given the opportunity to formally present their complaint or appeal at minimal or no cost to the student or parent. At all stages of the complaints and appeals process, the student or parent has the right to be accompanied and assisted by a support person.
- 13.4 If a student or parent wishes to lodge a complaint or appeal, he or she should first speak to the staff member most closely involved, such as Subject Teacher, Home Group Teacher, Year Level Coordinator, Homestay Coordinator, or Business Manager.
- 13.5 All staff members will make every attempt to resolve student concerns amicably and informally. If the complaint cannot be resolved to the satisfaction of the student or parent, the student or parent should bring the complaint to the Head of School, or in the case of international students, it may be to the Head of International Students' Studies.
- 13.6 If the complaint is not resolved to the satisfaction of the student or parent, the complaint should then be forwarded to the Principal. At this stage, the Principal will provide a written record of the complaint or appeal, and also a written statement of the outcome, including details of the reasons for the outcome.
- 13.7 If the student or parent is not satisfied with the Principal's decision, then the complaint or appeal can then be forwarded to the Directors of the College. The Directors will consider the complaint or appeal, and provide a written statement of the outcome, including details for the reason for the outcome.
- 13.8 If the student or parent is not successful in the internal complaints handling and appeals process, the College will advise the student or parent within 10 working days of concluding the internal review of the student's right to access an external complaints handling and appeals process at minimal or no cost, wherever possible. For further details, please refer to the College Resolution of Complaints and Appeals Policy, available on the College website, and the International Student Handbook, available on request.
- 13.9 If the internal or any external complaints handling or appeal process results in a decision or recommendation in favour of the international student, the College will immediately implement the decision or recommendation and/or take the preventive or corrective action required by the decision, and advise the international student or parent of that action.
- 14. Dispute Resolution Regarding Refunds of Fees and Charges**
- 14.1 In all disputes concerning Tuition Fees and student refunds, the contact person shall, in the first instance, be the College Business Manager.
- 14.2 Where a dispute cannot be resolved to the satisfaction of either the College or the individual complainant, the issue will be referred to the College Principal for review.
- 14.3 If the dispute is not resolved by the Principal to the satisfaction of the complainant, then the dispute should be referred to the Directors of the Life Ministry Centre Ltd.
- 14.4 If the student wishes to lodge an external appeal or complain about this decision, they may contact the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website [www.oso.gov.au](http://www.oso.gov.au) or phone 1300 362 072 for more information.
- 14.5 This written agreement, and the right to make complaints and seek appeals of decisions and actions under various processes, does not affect the rights of the student to take action under the Australian Consumer Law, if the Australian Consumer Law applies.
- 15. Provider Default**
- 15.1 The College will comply with Section 46D of the ESOS Act in relation to obligations of registered providers in the case of provider default.
- 15.2 The College is required to pay a levy for each calendar year to the Tuition Protection Service ('TPS'). The TPS provides certain protections to international students in the unlikely event the College:
- a. is unable to deliver the course the student has paid for; or
  - b. changes the location of the course; or
  - c. is unable to start or finish the course; or
  - d. is unable to meet its obligations.
- 15.3 The College will inform the student and the ESOS agency in writing within three (3) business days of the default occurring. The College and TPS will work with the student to arrange an alternative course, or pay a refund of the student's unspent Tuition Fees.
- 16. Child Safe Standards**
- 16.1 All schools in Victoria must comply with the Child Safe Standards, as stipulated by the Minister for Education in Ministerial Order 870.
- 16.2 Oxley Christian College has long held a strong focus on the safety and overall wellbeing of all students who attend the College, with our policies, procedures and guidelines supporting our consistent practices and enabling ongoing compliance with legislative requirements for a safe environment for children of all ages. <http://www.oxley.vic.edu.au/childsafestandards-backgroundinformation/>
- 17. Other Information**
- 17.1 Please note that if you are being accompanied by other school aged dependants who will study in Australia at either this College, another non government school, or a government school, they will be charged the full fees for all courses of study.

- 17.2 Students will be provided with an International Student Handbook explaining requirements and expectations of the College, Homestay, how best to fit into and take advantage of your new environment and other useful information.
- 17.3 Cost of living information is available to assist you in budgeting weekly expenses. <https://www.studyinaustralia.gov.au/English/Live-in-Australia/living-costs>
- 17.4 All international students are expected to take school holidays during normal Australian scheduled school term breaks only. Refer to the calendar on the College website: <http://www.oxley.vic.edu.au/latest-news-and-upcoming-events/calendar/>
- 18. Your Privacy**
- 18.1 In accordance with Standard 3.3.6 of the National Code, there may be circumstances in which personal information about the student may be shared between the College and the Australian Government and designated authorities, including the Tuition Protection Service. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.
- 18.2 The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for the student or as may be required to satisfy the College's legal obligations and to discharge its duty of care. This may include the use of names on class lists, photos taken at school and used in College publications and other College promotional material. We collect this information in accordance with the principles and requirements of the Privacy Act 1988. Our Privacy Policy and the full Collection Statement are available on our website (<http://www.oxley.vic.edu.au/wp-content/uploads/Privacy-Policy.pdf>) and parent portal.
- 19. Records**
- 19.1 The international student / parent(s) / guardian(s) are responsible for keeping copies of the following documents:
- Letter of Offer and Acceptance
  - Copies of payment receipts as provided by the College and Homestay parent
  - Confirmation of Enrolment (CoE)
  - Confirmation of Appropriate Accommodation & Welfare (CAAW)
  - Overseas Health Cover – Policy and Card
  - TU 500 Student Visa
  - Interim and End of Semester Reports
  - NAPLAN results (if applicable)
  - VCE Certificate
- These are important documents and must be retained by the student for current and future reference.
- 20. Links**
- 20.1 The following links are provided for your reference.
- ESOS Act – <https://www.legislation.gov.au/Details/C2017C00292>
  - National Code – <https://www.legislation.gov.au/Details/F2017L01182>
- c. VRQA Guidelines – <https://www.vrqa.vic.gov.au/schools/Pages/guidelines-for-international-education.aspx>
- 21. Support and General Welfare for Students**
- 21.1 Upon arrival, new students are required to attend a compulsory orientation program. Students are provided with a copy of the College Orientation Program Booklet and International Student Handbook. These documents include the names and contact details of staff members who can help the student with any difficulties at any time, including after hours, weekends and holidays, and what to do in a critical incident / emergency. Students arriving late for the commencement of their course will be provided with their own individual orientation program conducted by the Head of International Students' Studies.
- 21.2 All students will be carefully monitored on arrival (within the first 3 months) to ensure they are settling down well at school.
- 21.3 Students' attendance, academic progress and welfare are monitored by Home Group staff, Coordinators, Teachers and support staff, reporting to Heads of School and the Head of International Students' Studies.
- 21.4 All staff will be trained in relation to the ESOS Framework, and the College's international program policies and procedures to ensure staff understand their responsibilities under the ESOS Act 2000, the National Code and the VRQA Guidelines, and perform their duty of care towards international students that they directly interact with.
- 22. Accommodation Options**
- Irrespective of age, international students are required to be accommodated by one of the following options.
- 22.1 College Homestay Program**
- A College-approved Homestay, in accordance with the Migration Regulations and Standard 5 of the National Code, will provide accommodation, support, and general welfare arrangements (but not including guardianship, which is a legal relationship not able to be created or entered into by the College).
- Homestay Parents (and all members of the household who are 18 years of age or older) are carefully screened and vetted and must have valid Working With Children Checks and Police Checks. An age and culturally appropriate Homestay is selected, approved and monitored by the College Homestay Coordinator.
- The Homestay Coordinator will conduct a home visit prior to the student entering the Homestay and once every six months following. This ensures the accommodation remains age, culturally, physically and socially suitable for the individual needs of the student.
- Students must be over 13 years of age to enter the College Homestay Program. The College will prepare a CAAW letter if the student is over 13 years of age and under 18 years of age and will nominate the dates for which the College accepts welfare for the student.
- New students will be collected from the airport and taken to their homestay. The Homestay Coordinator will organise an interview with the student within the first week of arrival to ensure their needs are being met and their homestay accommodation is suitable to their age, physical, social and emotional needs.
- The Homestay Coordinator will also communicate regularly with the Homestay Parent to ascertain

whether they have any concerns which need to be addressed. The Homestay Coordinator will constantly monitor the Homestay environment and follow-up with the Homestay Parent and student if there are any concerns. The Homestay Coordinator will ensure the homestay accommodation remains age, culturally, socially and emotionally appropriate.

Homestay Parents will be required to attend Homestay Information Evenings conducted at the College, which will provide them with updates to legislation, College rules and regulations, and any additional support offered by the College.

The College is responsible for the student's welfare when they arrive in Australia until they:

- return to their parents' care
- turn 18 years of age
- live with an Immigration approved blood relative, or
- transfer to another school's welfare.

The College will ensure there are no gaps in the student's welfare.

22.2 Reside with a parent

A student may reside with a parent who lives within close proximity to the College. This is compulsory for students entering Years 1-6.

22.3 Reside with a blood-relative

A student may reside with an Immigration approved blood relative (e.g. aunt/uncle, sister/brother, grandparent) who must be aged 21 years or older, of good character, and live within close proximity to the College.

**OFFICE USE ONLY**

Application received date \_\_\_\_\_

- Proof of Health Cover for the entire period of the Visa.
- Copy of details page of Passport.
- Certified copies of latest school reports and certificates of public examinations.
- Completed Oxley Christian College English Test or AEAS Test – where requested.
- Subject selection form (Years 11 & 12 only). Subject Selection received.

Student entered in Synergetic \_\_\_\_\_

Student Synergetic number \_\_\_\_\_

Student VSN number \_\_\_\_\_

Proposed start date \_\_\_\_\_

COE Issued date \_\_\_\_\_

COE Number \_\_\_\_\_

CAAW Issued date \_\_\_\_\_

Initial fees paid date \_\_\_\_\_

Homestay allocated date \_\_\_\_\_

Homestay Family Name \_\_\_\_\_

