



THE CGGS GUIDELINES

International students 2024



CGGS.ACT.EDU.AU



**CANBERRA
GIRLS
GRAMMAR
SCHOOL**

We acknowledge the Ngunnawal and Ngambri peoples as the traditional keepers of the land on which we gather. We are inspired by their wisdom, spirituality and experience. We particularly acknowledge our debt to the wise Indigenous women who have shared language, country and culture. We commit ourselves to actively work alongside them for reconciliation and justice.



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Overview of expectations

Canberra Girls Grammar School (CGGS) is committed to maintaining a positive and welcoming environment for international students, ensuring that a world-class education in the heart of the nation's capital is accessible and inclusive.

A comprehensive framework of CGGS expectations and requirements support international students and their families to transition comfortably to education abroad. Our collective focus is for students to gain independence and resilience, so that they may become their best selves.

The International Student Handbook guides international students and their parent/guardian to be aware of the rules and requirements of enrolling at CGGS from outside of Australia. Please carefully consider the information provided in this handbook prior to applying to enrol at CGGS.

Glossary of terms

ATAR	Australian Tertiary Admission Rank
CAAW	Confirmation of Approval of Appropriate Welfare Arrangements
CGGS	Canberra Girls Grammar School
CoE	Confirmation of Enrolment issued by the School
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
DoHA	Department of Home Affairs
EAL	English as an Additional Language
ESOS Act	Education Services for Overseas Students Act 2000 (Commonwealth)
National Code 2018	National Code of Practice for Providers of Education and Training to Overseas Students 2018
OSHC	Overseas Student Health Care
PRISMS	Provider Registration and International Student Management System
SAE	Standard Australian English

Commonwealth Legislation

CGGS is an approved school under the ACT Education Act 2004 (Education Act), the ESOS Act and the National Code 2018.

CGGS is registered on CRICOS. The CRICOS provider number is: 01294F.

How CGGS supports you

- Dedicated Student Services team for a seamless transition into School life.
- Comprehensive Pastoral Care program to support students to be their best selves.
- Expert Inclusive Learning and Enrichment program that ensures a bespoke, tailored learning experience for each individual.
- Careers and future learning advice to guide students through to graduation and beyond.
- Access to world-class facilities on-campus, including:
 - Yhuuramulum, the School's lakeside precinct and home to the aquatic and recreation program.
 - Science and computer laboratories.
 - The Waterman Centre, an inclusive gallery and creative space for Textiles and Design, Visual Art and Design and Technology.
 - School Library, featuring over 80,000 titles in books and magazines, a wide-ranging digital catalogue and shared and private study spaces.
 - Multimedia Theatre.
 - The Music Academy, featuring private tutor rooms, a stunning performance and recital space, soundproof rehearsal rooms, a recording studio and a dedicated music computer lab.
 - State-of-the-art School Hall, with seating for 1000 people.

- Drama Centre and performance space.
- Sporting facilities, including an indoor gymnasium and heated pool, netball, basketball and tennis courts.
- Extensive gardens and School grounds for recreational activity.
- Dedicated female-focused Boarding House, accommodating regional and international students.

Further support available to you while in Australia

For further information regarding the support services available to international students, visit cggs.act.edu.au/enrolments

Education Services for Overseas Students (ESOS) framework

The Australian Government is committed to ensuring international students have a positive educational experience in Australia. Important information about international student rights and responsibilities can be found at: cggs.act.edu.au/study-in-australia



Enrolling at CGGS

CGGS accepts enrolment applications year-round. We recommend visiting the CGGS website or contacting our Enrolments team before applying to find out more about our educational offering.

enrolments@cggs.act.edu.au

+61 02 6202 6400

cggs.act.edu.au

CGGS has agreements with international education agencies to assist international families with enrolment. For further information visit cggs.act.edu.au/enrolments

The enrolment journey

STEP 1:

Enquiry

Make an initial enquiry to enrol at CGGS via our website.

STEP 2:

Application

Applications are accepted year-round, and must be completed online. You are required to submit several documents including copies of student reports, proof of identity, reference checks and evidence of English language proficiency. A non-refundable fee must be paid at the time of application.

STEP 3:

Assessment

Both the CGGS Executive and Enrolments team will review your application.

International student applications are assessed on:

- CGGS' ability to provide an appropriate program;
- availability of places including in our Boarding House;
- evaluation of school reports; and
- English language proficiency test results are sufficient for entry to the level of education applied for.

STEP 4:

Interview

You and/or your appointed agent will be advised if your application will proceed to interview, which will include members of the School's Executive and Academic team. Additionally, students seeking a place in the Boarding House will be interviewed by the Director of Boarding. Please note: an invitation to interview does not guarantee a place at CGGS.

STEP 5:

Enrolment offer

If successful, a Letter of Offer will be issued. This will outline the student course/s and approximate tuition, boarding and other fees applicable, based on the current Schedule of Fees in place.

STEP 6:

Offer acceptance

The student and their parent/guardian is required to read, sign and submit the Receipt of Agreement and Enrolment Agreement within the timeframe specified. The non-refundable enrolment deposit and the first-semester tuition, boarding fees and resource levy are payable at the time of acceptance.

STEP 7:

Confirmation of enrolment

Once received, the Enrolments team will return a co-signed copy of the Enrolment Agreement for your records. An emailed confirmation of enrolment will outline the students course start date, course fees and duration.

Important information when enrolling

Visas

International students applying for enrolment at CGGS will need to personally apply for their visa direct from the Australian Government. It is the parent/guardian's responsibility to ensure the requirements for a student visa are met before accepting an enrolment offer and paying any deposit or tuition fees. CGGS will not negotiate with immigration departments on behalf of an enrolled student under any circumstances—this is the responsibility of the student and their parent/guardian or nominated agent.

If CGGS assumes responsibility for the student's accommodation and welfare in our Boarding House, CGGS will provide a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter which will be included with the emailed Confirmation Of Enrolment (COE). The COE and the CAAW are documents required for an international student visa application.

If a student's visa status changes from International Student (subclass 500) to permanent or temporary resident, CGGS must be notified and relevant documentation provided. Changes to a student's tuition fees will be reflected in the next tuition cycle and will not be pro-rated.

A copy of the student's visa must be provided to CGGS upon receipt of the visa. More information on subclass 500 student visas can be found at: immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500

Health insurance

International students studying on a student visa must hold Overseas Student Health Cover (OSHC) for their proposed visa duration. OSHC is health insurance that assists with the medical and hospital care costs that an international student may need while studying in Australia.

CGGS does not arrange this health insurance on behalf of students. Parents/guardians must obtain their own private health insurance from an approved Australian health insurance provider and maintain a valid policy in advance for the duration of the student's enrolment in compliance with government visa requirements.

Insurance

CGGS is not liable for any loss or damage to student property. It is recommended that parents/guardians obtain appropriate insurance to cover any losses or damage to student property, particularly mobile technology, musical instruments and sporting equipment.

Secondary education at CGGS

CGGS offers a number of full-time courses for students.

YEAR 7–9

International Baccalaureate (IB) Middle Years Programme (MYP).

YEAR 10

Junior Secondary Studies.

YEARS 11–12

Senior School students in Years 11 and 12 can choose to study either the BSSS program or IBDP. Both provide students with an ATAR used for university admissions within Australia. Students seeking enrolment in Years 10–12 will have an opportunity to discuss their study options with the Director of Studies and are assessed before commencement to ensure correct academic placement.

The BSSS is a flexible course with elective subjects. English study (English/EAL) is the only compulsory subject over the two-year program.

The IBDP curriculum consists of six subject group; English/EAL, Language, Humanities, Science, Mathematics and either an Arts subject or an additional Language, Humanities, or Science subject.

More information on the BSSS: bsss.act.edu.au

More information on the IB and the IBDP: ibo.org

Required educational outcomes and subjects offered

The Years 7–9 and Years 10–12 handbooks list all subjects and courses offered to CGGS students.

Each handbook provides an overview of the subjects offered, and the appropriate handbook will be made available to students and their parents/guardians. The Director of Studies is also available to discuss subject choices with students before selecting a course of study.

English language support is offered within class, with optional before school lessons. CGGS does not engage external providers, persons or businesses to deliver their courses or any part of a course. CGGS does not offer VET courses. For more information about the curriculum visit: cggg.act.edu.au/teaching-learning/senior-school/curriculum

Mode of study

The Senior School curriculum is delivered in a face-to-face learning environment on campus. CGGS does not deliver any course exclusively online or through distance learning.

From time to time, students will be required to leave the campus for supervised excursions to exhibitions, performances, outdoor education and environmental studies as part of the planned educational program.

Students must access the CGGS online learning platform as part of their regular homework and study requirements.

The CGGS calendar

The school year is divided into two semesters. Each semester comprises of two terms with a holiday break between each term, making a total of four terms per year.

Term dates and holiday breaks can be found on the School's website: cggg.act.edu.au/term-dates



Minimum academic and English language requirements

Academic requirements

International students must provide evidence of academic performance appropriate to enter the Year level requested at application, or offered as an alternative point of entry by CGGS in the offer letter. Minimum academic requirements to enrol in any of the courses provided by CGGS include a pass level, or 'C' grade or better for the majority of core subjects.

Students applying to enter Years 7–10 must have an academic record, placing them in the top 50% of their mathematics, science, and English classes.

English language requirements

CGGS requires evidence of sufficient proficiency in English to meet the curriculum demands successfully. Students should be aware that English competence may influence their results.

All international students applying to enrol at CGGS in Year 5 and above who do not have English as their first language and/or where English is not the language of instruction at their current school must provide evidence of English language proficiency with an AEAS test result. Students enrolling for Years 3 or 4 do not require evidence of English proficiency at application but will be assessed through an interview and review of writing and reading samples.

Students in Years 7–10 who are identified as requiring additional English language support are offered extra teacher assistance within their regular English classroom. Students in Years 11–12 can also study English as an Additional Language (EAL) in either the BSSS or the IBDP. EAL is designed for students whose first language is a language other than English.

It is the responsibility of the student and the student's parent/guardian to contact AEAS and enrol for the English Proficiency test. For further information regarding AEAS testing visit aeas.com.au

Student accommodation and welfare

The Boarding House at CGGS

Known affectionately as the BoHo, the CGGS Boarding House was the first in the ACT, and remains the only exclusively female option. Since 1926 students have enjoyed our charming building, on a picturesque corner of inner Canberra, with a calm and consistent educational environment, affording them the time and space to flourish. It's within these historic walls that generations of women have learnt and led, navigated change and challenges and formed lifelong bonds to emerge empowered and independent.

The Boarding House is located on the Senior School campus. International students who choose to reside in the Boarding House are expected to remain throughout the term and return to their home countries during term and yearly breaks. CGGS will advise the Department of Home Affairs (DoHA) that it accepts responsibility for the student's accommodation in the Boarding House. Boarders also have food provided while living in the Boarding House.

Local guardians

It is a visa condition that all international students residing in the CGGS Boarding House have a nominated local guardian living in Australia, preferably in Canberra, appointed for the duration of their enrolment. The purpose of a local guardian is to provide the international student with a contact who can liaise on behalf of the student's parents with the School. A local guardian will also be responsible for accommodating the student during an exeat week.

A local guardian must meet the character requirements set out by the DoHA. Local guardians do not take over legal responsibility for the student. The parent/guardian has custody of the student and is at all times legally responsible for the student.

Students with at least one parent/guardian living in Canberra may be accepted as day students. If the parent residing in Canberra is away from their Australian home, their child may reside in the Boarding House during their absence, provided a place is available.

The parent/guardian must abide by their visa conditions and confirm that their travel plans do not impact their guardian or the student's visa.

Change of address and contact details

It is a condition of a student visa to obtain permission from the Principal for any change in address, or change in status from a day student to a boarding student. It is your responsibility to ensure that your contact details, including Australian residential address and telephone numbers are current.



Deferral, suspension or cancellation of study procedure

In select cases, CGGS may permit students to defer or temporarily suspend their studies via a formal agreement, granted only under compassionate or compelling circumstances.

The following steps are taken if a deferral, suspension or cancellation of study is initiated:

1. The parents/guardian who signed the enrolment agreement must formally request to defer or suspend, providing at least a term's notice to the Principal. If CGGS initiates the suspension or cancellation of enrolment, the student will be informed of the intention and the reasons for doing so. At such time, the student is given 20 working days to access the CGGS internal complaints and appeals process, unless extenuating circumstances relating to their welfare apply. CGGS will assess, approve, and record a deferment of the commencement of study or suspension of study for the student, including keeping evidence of the assessment of the application on the student's file.

2. Where any deferral, cancellation or suspension action is taken the student will be informed of the need to seek advice from Immigration on the impact on the student's visa. CGGS will notify Commonwealth and State agencies as required under section 19 of the ESOS Act where the student's enrolment is deferred, temporarily suspended or cancelled. In the event of termination of enrolment by CGGS, the School will notify the Department of Immigration and Border Protection immediately, and arrangements will be made for the return of the student to parental/guardian care as soon as possible, with expenses to be met by the parent/guardian who signed the enrolment agreement. If the student appeals the School's decision to defer, suspend, or cancel, CGGS will not notify the ACT Education Directorate of a change to the enrolment status until the internal complaints and appeals process is completed.

3. In the event of CGGS terminating the student's enrolment, a refund, less any relocation expenses for the student and/or monies owed by the student, will be due as per the International Student Refund Policy.

CGGS complies with the ESOS act with regard to disciplinary action. It ensures that corrections and disciplinary measures adhere to fair, appropriate and objective standards and that each case is carefully considered.

A student's enrolment may be cancelled or suspended for reasons including, but not limited to:

- Misconduct or activity that is contrary to that of School policy.
- Failure to pay tuition fees.
- Breach of course progress/attendance.
- Delays in commencing studies due to issues including but not limited to lack of English proficiency or arrival issues.

Expectations regarding behaviour are outlined in the Parent and Student Handbook. The Principal reserves the authority to suspend or terminate enrolment if a student fails to adhere to the Enrolment Agreement or commits serious breaches of CGGS rules and regulations.



Fee schedule and refunds

Fees

The non-refundable enrolment deposit, the first semester tuition, boarding fees resource levy, and other fees and charges as described in the letter of offer are payable at the time of acceptance. Subsequent school fees following enrolment must be paid in full by the first day of each semester, unless a payment plan has been arranged with the CGGS Business Office.

All fees must be paid in Australian dollars (AUD).

The international student schedule of fees can be found here: cggs.act.edu.au/fee-schedules

International student refund process

Refund applications for full or partial refunds must be:

- made in writing on the Application for Refund Form (International Students);
- set out clearly the reasons for the refund application;
- accompanied by supporting documents as appropriate; and
- addressed to the Director of Enrolments.

Refund applications will not be processed where the signature on the Application for Refund Form does not match the signature as shown on the enrolment documents.

Once submitted, applications for refunds must be authorised by the Chief Operating Officer or nominee. Approved refunds will be paid to the person who enters into the enrolment agreement, unless documentary evidence is provided. A refund calculation statement will be prepared and forwarded to the student. Approved refunds will be reimbursed in Australian dollars (AUD). All debts to the School must have been paid before any refund can be calculated with any outstanding amounts to be deducted from the refund.

The funds covering the tuition fees must be cleared (i.e. cheques cleared, telegraphic transfers received etc). This refund process and the availability of complaints and appeals processes do not remove the right of the student or parent/guardian (if the student is under 18) to take further action under Australia's consumer protection laws.

For more information on refunds, visit: cggs.act.edu.au/international-student-refunds



For more information contact:

Email: enrolments@cggs.act.edu.au

Call: 02 6202 6400

Visit: cggs.act.edu.au

CRICOS Provider No. 01294F



To the young,
**ANYTHING IS
POSSIBLE.**



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E enrolments@cggs.act.edu.au

CGGS.ACT.EDU.AU

Senior Campus

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ACT 2600 Australia

Junior Campus and ELC

24 Grey Street Deakin
ACT 2600 Australia

Lakeside Campus

43 Alexandrina Dr Yarralumla
ACT 2600 Australia