

Overseas Students

Information regarding Enrolment Procedures, Entry Requirements, Fees, Orientation, Accommodation and Education at Swan Christian College.

www.swan.wa.edu.au

CRICOS Provider Number: 03355AU

About our College

A Message from the Principal

Swan Christian College is a Christ-centred school where all are asked and helped to be the best they can be. We aim to be a community of personal growth where all members are able to seek excellence and know God.

The College seeks to be a school of choice for parents, students and staff. A place where personal and material assets are valued and able to grow. All members of the community are encouraged to have a growth mindset and feel a strong sense of belonging and ownership.

Swan Christian College is a place where growth is visible, holistically embracing body, mind, heart and spirit. A growth mindset is fostered and embedded in the culture, and is reflected by our staff and alumni as part of their character and purpose beyond their time at Swan.

We seek to instil in our students a passion for learning that will bring the knowledge and understanding they need to make a positive contribution to the communities in which they live and work.

Swan Christian College is a Kindergarten to Year 12 co-educational school accommodating over 1500 students and is comprised of five sub-schools, Junior School, Middle School, Senior School, Swanonline and Swan Trade Training Centre.

Overseas students are enrolled in either Primary Education (Pre-primary to Year 6), Secondary Education (Years 7-10) or Senior Secondary Certificate of Education (Year 11 and 12).

Swan Christian College is registered to accept Full Paying Overseas Students from Pre-primary to We are registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) **Provider Number: 00459J**

Overseas students are welcomed and encouraged to participate in all aspects of College life with the belief that this will lead to enduring friendships and memories.

With its excellent facilities, committed teaching staff and extensive curriculum, Swan Christian College creates a learning pathway that educates, encourages and equips. I invite you explore this website and see what we have to offer your child. Further, I encourage you to come and visit.

I would be delighted to welcome you to our beautiful campus and share with you the learning opportunities available here.

Mr Adrian Scott
Principal

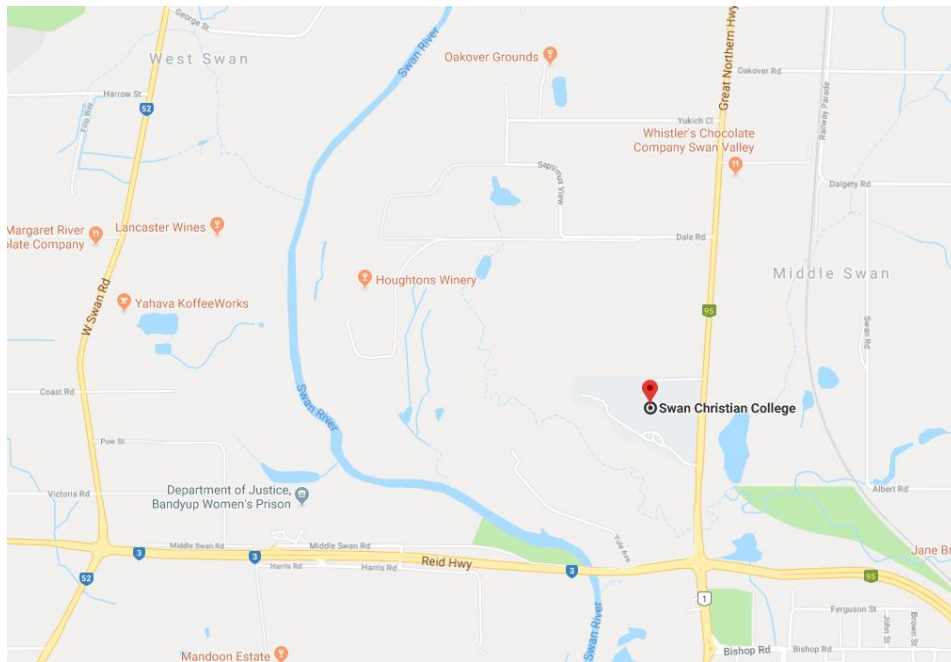


Perth, Western Australia

Perth, capital of Western Australia, sits where the Swan River meets the southwest coast. It has a population of approximately 2.3 million people and enjoys a Mediterranean climate with a safe and clean environment and exciting multi-cultural and cosmopolitan atmosphere.

Perth offers an excellent quality of life with respect to personal safety, health, education, transport and the environment. The cost of living equates to that of other cities in Australia.

The College is located in metropolitan Perth, 20 minutes east of Perth CBD in the semi-rural setting of the Swan Valley; an area with a unique history and heritage that blends indigenous, pioneering colonial and Southern European roots.



For further information on living on Perth see:

www.livingin-australia.com/living-in-perth

www.studyperth.com.au

www.abs.gov.au

<https://www.swanvalley.com.au/Home>

Code of Practice

The Education Services for Overseas Students Act 2000, or ESOS Act, is the primary Australia Government legislation governing international education in Australia.

The ESOS framework is summarised on the Quick Information page of the Australian Government, Australian International Education website at: <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

Other ESOS Acts and the ESOS regulations collectively establish guidelines overseeing:

- the College's registration as a provider
- the College's obligations as a provider
- the Tuition Protection Services
- ESOS legislative framework enforcement
- Format and content of the National Code

Further information regarding the enrolment of Full Fee-Paying Overseas Students (FFPOS), please view the links below.

<https://internationaleducation.gov.au/regulatory-information/education-services-for-overseas-students-esos-legislative-framework/esos-regulations/pages/default.aspx>.

<https://www.studyinaustralia.gov.au/english/australian-education/education-system/esos-act>

<https://aeas.com.au>

<https://www.homeaffairs.gov.au/>

The Overseas Students Ombudsman (OSO) provides information for overseas students on how to resolve problems with their private education provider and what they need to know if they want to take a matter further. Please [watch their video here](#) if you would like to find out more.

Education Agents

The College does not use Agents to attract overseas students to enrol at the College.

Further Information:

For further information regarding enrolments, please contact the Registrar, Mrs Marie Reid:

Phone:	(61 8) 9374 8300
Email:	marie.reid@swan.wa.edu.au
Address:	381 Great Northern Highway, Middle Swan WA 6056
Telephone	(61 8) 9374 8300 Facsimile (61 8) 9374 8301
Postal Address:	PO Box 1516 MIDLAND Western Australia 6936

Entry Requirements

The student must hold a Student Visa which is issued and administered by the Department of Home Affairs (Immigration and Citizenship) <https://immi.homeaffairs.gov.au/>. Swan Christian College must report directly to the Department on breaches of a student's visa conditions.

Swan Christian College only accepts students who will be residing in Australia with a parent/legal guardian or other suitable nominated relative.

Admission to the College is dependent on evidence of English language competence, a satisfactory behaviour report from the student's previous school and evidence of academic and social readiness for the year of entry.

Parents/Legal Guardians and students must commit to supporting College behaviour, uniform standards and discipline policies and agree to respect and full participate in the Christian program of the College.

Overseas students are required to pay fees which fully cover the cost of providing their education.

Usual Entry Points to the College

The standard entry points to the College are as follows:

Primary School: Y5 where up to 30 extra places become available
Secondary School – Year 7 and Year 11.

Students are admitted at other Year levels, subject to the availability of positions. Places are offered in chronological order of receipt of Application for Enrolment forms, with priority offered to families who have a current or previous affiliation to the College.

Number of Classes in 2018

PP -Year 4	Two classes
Year 5-6	Three classes
Year 7-10	Six classes in each year level
Year 11-12	Open availability

Student Information

Students interested in submitting an Application for Enrolment Form will be provided with the following information:

- Information that will assist students in enrolling at the College.
- Information on course fees.
- Booklist which includes compulsory subject levies for the current calendar year (these vary from subject to subject).
- Uniform requirements, with an approximate cost of A\$600.
- Other non-compulsory costs.
- The Refund Policy.
- English proficiency testing and qualification.
- Complaints Procedure (outlines procedures in respect to student/parents handling complaints).
- Critical Incident Management Plan.
- Behaviour Management Policy.
- Day to day information relating to topics listed below, will be followed up at orientation and the commencement of study:
 - term dates for the current year
 - staff that students need to know
 - homework and study guidelines
 - how to obtain copies of assessment policies
 - attendance procedures including arriving late and leaving early
 - academic awards
 - examinations
 - and other information the student may find useful, such as lockers, lost items, extracurricular activities, sirens, uniform requirements etc.

Information Collected

Information is collected about the student by the College, upon application and during enrolment, in order to meet the College's obligations under the ESOS Act and the National Code; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

Information collected about the student and you during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected during your enrolment can be disclosed without your consent where authorised or required by law.

A Student's Rights

The ESOS framework protects a student's rights including the right to:

- Receive, before enrolling, current and accurate information about the course and fees, and any other relevant information.
- Sign a written agreement (Enrolment Application Form) before you pay fees, setting out the course provided, the fees payable, information about refunds of course payments.
- A full refund if the College is unable to provide the course paid for.
- A staff contact person – Deputy Principal or Dean of Year, who will assist you during your time at the College.
- Obtain other student support services, including an orientation program when you commence studies at the College.
- Know how to use the Grievance Procedure Policy process.
- Know and have a clear understanding of 'satisfactory progress' in the course you are studying.

A Student's Responsibilities

You have a responsibility to:

- Satisfy student visa conditions.
- Maintain medical cover maintained for the period of stay.
- Notify the College within 7 days of your address or any other details change and confirm your details every six months.
- Maintain satisfactory course progress.
- Maintain attendance and follow attendance policy.

Parent/Legal Guardian Obligations

The College provides a positive, caring and supportive environment for students.

Before deciding to enrol your child at, you need to be sure that you agree with, and will support, College policies and procedures. If you are considering proceeding with enrolment, please read through the *Behaviour Management Policy* and *College Community Code of Conduct* <https://www.swan.wa.edu.au/swanresources/policies-and-procedures-2/>.

Parents/Legal Guardians should study these documents carefully before applying for enrolment. When you enrol your child at Swan Christian College you are endorsing College policies, procedures and expectations and you are committing to ensuring that your child/ren comply with these. If parents/legal guardians are not in full agreement with these, then you should not proceed with enrolment.

A student's enrolment will be jeopardised if parents/legal guardians do not take responsibility for ensuring that their child meets College uniform standard or does not actively support staff in the endorsement of College policies and procedures.

When you enrol your child at Swan Christian College you are also agreeing that the College will apply whatever sanctions or disciplinary measure are deemed by the College to be necessary in relation to the conduct of your child. Disciplinary measures will include a range of sanctions such as detentions, withdrawal from classes, suspension from school attendance, and for serious matters, withdrawal/cancellation of enrolment.

Please refer to the *Deferment, Suspension and Cancellation Policy* and *Refund Policy* on the College's website <https://www.swan.wa.edu.au/enrolment-information/overseas-students/>

Accommodation

Students under the age of 18 are required to maintain adequate welfare and accommodation requirements as a condition of their student visa (visa condition 8532). The College only accepts students who will be residing in Australia with a parent/legal guardian or other suitable nominated relative. Please refer to the College's *Accommodation and Welfare Policy (Under 18) Overseas Students Policy*.

The Department of Home Affairs must be satisfied that appropriate welfare arrangements are in place for students under the age of 18 before a visa is granted.

Key requirements include:

- A parent or a nominated suitable relative responsible for the welfare of student while studying at Swan Christian College.
- If the student is not residing with a parent or legal custodian the student can reside with a relative who is:
 - brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece or nephew, or a step-grandparent, step-aunt, step-uncle, step-niece or step-nephew; and
 - nominated by a parent of the applicant or a person who has custody of the applicant; and
 - aged at least 25; and
 - of good character.
- The Principal must meet the legal custodian at the enrolment interview and proof of legal custodianship or proof of approval from parent of nominated guardianship must be provided.

Changes to the Approved Accommodation Arrangements for an Overseas Student

- Overseas Students are obliged to notify the provider within 7 days if they change address while enrolled in the course. It is a visa condition that the student's contact details must be current whilst enrolled at our school. The College is required by law to request confirmation of current address and contact details in writing at least every six months.

Non-Approval of Appropriate Accommodation/Welfare Arrangements

- Should the accommodation arrangements be deemed not suitable for the welfare of a student, then the school will be unable to accept the student. The College will make all reasonable efforts to ensure that the parents or legal guardians are notified immediately. The College will report the student within 24 hours for non-approval of a student's arrangements for accommodation, support and welfare by using 'Non-Approval of Accommodation/Welfare Arrangements' through the Provider Registration Information Student Management System (PRISMS).
- In situations such as a student's enrolment is being suspended or cancelled, the student has gone missing from their accommodation and cannot be found or contacted (even after the College has implemented our critical incident policy), the College will report the student within 24 hours using the 'Non-Approval of Accommodation/Welfare Arrangements' through the Provider Registration Information Student Management System (PRISMS).

Overseas Health Cover

All Overseas Students must take out Health Cover. It is a requirement for student visa applicants to obtain Overseas Student Health Cover (OSHC) for the proposed duration of their visa prior to their visa being granted, known as mandatory Visa Length Cover (VLC). A copy of the insurance policy must be provided to the College prior to commencement.

Enrolment Application Process for Overseas Students

If you are interested in sending your child to Swan Christian College as an international student, you will need to follow a number of important steps.

1. Return a completed Application for Enrolment form and College Community Agreement, together with a copy of your child's birth certificate and passport, to the Registrar.
2. For students whose first language is other than English we may require the student to undertake English Language Testing to be conducted by an independent agency, in Australia or overseas, nominated by the College. The College will accept test results provided by Australian Education Assessment Services www.aeas.com.au. Testing Centres, the cost of testing and standards required for entry can be found on the AEAS website. A secondary student needs to achieve a mean standard score of 5.5 or above.

The report provided to the College will be used to assess the student's English language ability and the suitability of our program. At this point the Dean of Studies would assess which year level is appropriate for the student. Upon the basis of this report we shall advise whether we are able to proceed with enrolment.

Please refer to the *English Language Proficiency Policy*

<https://www.swan.wa.edu.au/resources/overseas-students/ESL%20Policy.pdf>

3. Students will be placed on the Enrolment Register for their requested year of entry. Please note that the completion of the Enrolment Form does not guarantee your child a place.
4. Offers will be made to students on the Enrolment Register based on date of application, with priority offered to families who have a current or previous affiliation to the College. Offers will continue to be made until all vacancies are filled. Offers of places must be accepted or declined within two weeks of date of Offer. Upon offer of a place and prior to confirmation, the School must receive a translated copy of the student's most recent school report to determine academic placement and the results of independent English Language Testing, as described in Item 2.
5. When accepting an offer of a position, parents are asked to complete an Offer/Acceptance document and to forward payment of a once only non-refundable Enrolment Fee. Currently the Enrolment Fee is \$670.00. The Enrolment Fee is charged for the first child enrolled in any family; therefore any subsequent children from the same family enrolling at a later date will not be charged this fee again.
6. On receipt of the signed Offer/Acceptance document and the non-refundable Enrolment Fee, the student is then offered a confirmed place.
7. Electronic Confirmation of Enrolment – Student Visa (eCoE)
Once the enrolment is finalised and the place confirmed for the Overseas Student, the College will issue the Electronic Confirmation of Enrolment which the family will require when applying for a student visa.

8. Receipt of course fees for the first semester will be due to be paid no sooner than 2 weeks in advance of commencement.
9. Prior to the student commencing at the College, parents and students are invited to a meeting with a senior staff member at the College. A copy of the student's most recent school report will be required at this time. This is not a required part of the enrolment process, rather an opportunity for the College and the family to become acquainted.
10. The College's Policies relating to the enrolment of Overseas Students are available on our website <https://www.swan.wa.edu.au/enrolment-information/overseas-students/>
The College recommends that parents and students are familiar with these Policies prior to lodging an Enrolment Application.
11. The College recommends parents gain knowledge of the ESOS framework, including the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 at <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx>
12. Overseas Students are obliged to notify the provider within 7 days if they change address while enrolled in the course. It is a visa condition that the student's contact details must be current whilst enrolled at our College.

Orientation Program

Students entering Year 7, if they are already residing in Perth, may attend the Orientation Day and will be allocated a buddy under the direction of the Dean of Year. They will be directed through Student Services as the key centre for communication at the College (Dean of Students, Psychologist, Chaplain, First Aid and Absentee Officer). All students to the College have a New Student interview. This aids in identifying student needs that the College can then address.

The programme caters for all new overseas students ranging from Pre-Primary to Year 12.

Orientation day is conducted the week day immediately prior to the first day of Term 1. Parents are invited and encouraged to attend. At the conclusion of the programme a morning tea is provide for parents and guardians.

The orientation program is conducted by the Principal, Head of Sub-Schools, Dean of Year and Pastoral Care staff and will include the following information;

- Principal's welcome and address
- Heads of School welcome and address
- A College tour
- Introduction to classroom teacher PP – 6
- Introduction to form teacher 7 – 12
- Secondary students will receive their timetable.

First Day of School

Introduction to one or two student "buddies" who will assist the student during the first few days of school with locating classrooms, helping them understand timetables, introduce them to other students and include them during recess and lunch.

Support services are provided by the Head of Sub-Schools and Dean of Years at the school to assist the student in the transition into life and study in Australia.

Caring for our students – Pastoral Care across the College

Junior School

In the Junior School students are nurtured within their class group. Teachers in each class work in a team with the Key Teacher and the Head of the Junior School, to monitor academic progress, counsel about individual problems and foster personal development. The Chaplain, College Psychologist, Learning Support Coordinator and Dean of Year provide specialist support.

Middle School

The socio-emotional and spiritual wellbeing of students is seen as a high priority in the College. The Mentor Group and Mentor Teacher are important elements of stability and support for students and they stay with the same Mentor Teacher from Year 7-12. The relationship with the Mentor Teacher is central to this care. Pastoral care is overseen by the Deans of Year and the Learning Support Coordinator, Chaplain, Psychologist and the Deputy Head of Middle School provide specialist support.

Senior School

In the Senior School, Deans of Year are responsible for the pastoral care, discipline and uniform of the students in their year group. Deans of Year listen, encourage and support students, while also expecting high standards in appearance and behaviour. Using a coaching philosophy, they inspire and empower the students to take responsibility for their own decisions and together with the Learning Support Coordinator, Chaplain, Psychologist and Head of Senior School, ensure that every individual student is provided with the highest level of support.

Student Support Services

Swan Christian College provides Student Services support to all students, ensuring the support necessary for them to succeed at school. An emphasis is placed on Pastoral, Academic Care, providing staff easy access for students when any assistance is required.

Every effort is made to ensure that new overseas students are made welcome, are familiarised with their new environment and enjoy the time to spend at Swan Christian College. Orientation Day activities are conducted before commencement at the College.

All policies relating to Student Support Services are on Swan Christian College website.

<https://www.swan.wa.edu.au/swanresources/policies-and-procedures-2/>

Swan Christian College professional staff members are available providing both academic and pastoral support at no additional cost to the overseas student.

Each staff member who interacts with or has any involvement in the recruitment, administration and support of international students must be familiar with the requirements of the ESOS legislation and related provisions (eg DIBP reporting requirements). Each staff member must ensure that they comply with legislation and work in accordance with the principles and procedures set out in the ESOS Compliance Standard Operating Principles and Procedures Manual which supports Directive.

Swan Christian College has two part-time Psychologists and three School Chaplains to provide support to students as required.

Overseas students will be provided with a copy of the College's *Critical Incident Management Plan* as part of their Orientation Day Handbook

Communication

Curriculum Information

Throughout the academic year, students and parents/legal guardians will be invited to attend information evenings held for various year groups and audiences. Parents and students will be issued with or be given on line access to a variety of documents relating to the curriculum, including handbooks, course outlines, assessment programs, test and assignment results.

Procedure for Parent Communication with the College

In order to ensure communication between parents and the school, **the Procedure for Parent Communication** should be followed. <https://www.swan.wa.edu.au/swanresources/policies-and-procedures-2/>

Reports and interviews

An Interim Report is issued at the end of Term 1 and detailed academic reports are distributed at the end of Semester 1 and 2. Parent-teacher-student interviews are held at various times during the year, and appointments are available with teachers throughout the year.

Parent Portal

SEQTA Engage is a portal for parents to view their child's progress, timetable, reports, communication with teachers and subject feedback. College documents are also available on this portal. Once enrolled, parent/guardian will be given access to the portal.

Website

The College website contains various handbooks, procedure and policy documents, the College newsletter 'Inform', a current calendar listing student and parent events and activities, a photo gallery and current announcements.

Newsletter

The College publishes a newsletter fortnightly which is email to all our parents. The various articles can also be located on the College website at <https://www.swan.wa.edu.au/swan-news-events/>. Newsletters keep families up-to-date with important information, and report on activities and events which have taken place in the life of the College.

We also use social media platforms to inform the community of events and news around the College. (Facebook, Instagram).

Resolution of Parents and Students Complaints

The School Education Act (1999) requires schools to have a means by which disputes and complaints about the provisions of education are resolved.

A grievance can range from perceptions of unfair treatment and misunderstanding through to areas such as discrimination and harassment where the school is subject to specific legal requirements. At any level, an unresolved grievance is unhelpful to the individual or the school.

Parents and students can make enquiries, raise concerns or lodge complaints and have these dealt with impartially, efficiently and with respect and courtesy. Likewise, when raising concerns and lodging complaints, parents and students are expected to exercise respect and courtesy towards College staff. The College will endeavour to ensure that complaints are handled promptly, sensitively and in accordance with restorative practices and the principles of natural justice and procedural fairness. The ideal resolution to a grievance is a quick settlement between the parties directly involved.

Please refer to the Grievance Procedure Policy <https://www.swan.wa.edu.au/enrolment-information/overseas-students/> and the College Community Code of Conduct <https://www.swan.wa.edu.au/swanresources/policies-and-procedures-2/>

Course Progress and Attendance Policy

1. Attendance

1.1 Satisfactory Course Attendance is attendance of 90% of scheduled course contact hours.

1.2 Student attendance is:

- (i) Checked and recorded on a daily basis; and
- (ii) Assessed regularly; and
- (iii) Recorded and calculated over each semester.

1.3 Late arrival at school will be recorded and will be included in the attendance calculations.

- 1.4 All absences from school should be accompanied by a medical certificate, an explanatory communication from the Overseas Student's carer or guardian, or evidence that the absence from school has been approved by the Head of Sub-School.
- 1.5 Any absences longer than for five consecutive days without approval must be fully investigated.
- 1.6 Each Overseas Student's attendance will be monitored daily and over the semester by the Registrar or Dean of Year to assess the Overseas Student's attendance.
- 1.7 Students at risk of breaching the attendance threshold will be counselled and offered support. If student's attendance has fallen below the attendance threshold for the study period concerned, the school will advise the student (and the student's parents and guardian (if applicable) when the student is under 18 years of age) of its intention to report the student for unsatisfactory attendance and breach of visa condition 8202, and that the student has 20 working days in which to access the College's Internal Grievance Procedure Process (see the College's Grievance Procedure Policy) except in the circumstances outlined in 1.9 below.
- 1.8 The College will notify Commonwealth Department of Education (CDOE), through PRISMS of the Overseas Student's unsatisfactory attendance as soon as is practicable where:
 - (i) The Overseas Student does not access the College's Internal Grievance Procedure Process within 20 working days; or
 - (ii) The Overseas Student withdraws from the College's Internal Grievance Dispute Resolution Process ; or
 - (iii) The College's Grievance Dispute Resolution Process has found in favour of the College.
- 1.9 The Overseas Student will not be reported for failing to meet the 90% attendance threshold where documentary evidence clearly demonstrating compassionate or compelling circumstances (e.g. medical illness supported by a medical certificate)
- 1.10 In the above case highlighted in 1.9, if the Overseas Student is assessed as having nearly reached the threshold for 90% attendance, the Overseas Student Coordinator, or delegate, will assess whether a suspension of studies is in the interests of the Overseas Student as noted in the College's Deferment, Suspension and Cancellation policy.
- 1.11 In the above case highlighted in 1.9, if the Overseas Student does not obtain a suspension of studies under the School's Deferment, Suspension and Cancellation Policy, and falls below the 90% threshold for attendance, the process for reporting the Overseas Student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 1.7, 1.8 and 1.9 above.

Unsatisfactory Attendance/Progress

Under Section 20 of the Education Services for Overseas Students Act 2000 (ESOS Act) the College is required to provide written notice to parents if the student visa holder is not achieving satisfactory attendance and/or making satisfactory academic progress. The letter is to inform parents of the College's intent to report the student to Department of Home Affairs through Provider Registration Information Student Management System (PRISMS).

2. Definitions

- 2.1 Compassionate and compelling circumstances - circumstances beyond the control of the student that are having an impact on the student's progress through the course. These could include:
 - (i) serious illness, where a medical certificate states that the Overseas Student was unable to attend classes;
 - (ii) bereavement of close family members such as parents or grandparents;
 - (iii) major political upheaval or natural disaster in the home country requiring emergency travel plans that has impacted on the Overseas Student's studies;
 - (iv) a traumatic experience which has impacted the student (these experiences should be supported by a police or psychologist's report where possible);
 - (v) where the College has been unable to offer a pre-requisite unit or course;
 - (vi) Inability to begin studying on the course commencement date due to the delay in receiving a student visa;
 - (vii) For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

2.2 Expected duration – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.

2.3 School day – any day for which the school has scheduled course contact hours.

3. Monitoring Course Progress

Please refer to our International Progress and Attendance Policy.

4. Course Credit

Swan Christian College does not give course credits.

5. Student Transfer Request

Swan Christian College will not knowingly enrol an overseas student wishing to transfer to the College from another registered educational provider, unless the student has completed at least six months of the student's principal course of study at the other registered provider.

The College will assess the student's request for a transfer, and with the student's best interest in mind, will grant the request except where it may be detrimental to the student.

Please refer to the *Overseas Student Provider Transfer Policy*.

Fees and Charges for Overseas Students

Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) No. 00459J

The details of this Fees and Charges schedule form part of the offer/acceptance contract signed by parents. The Board reserves the right to alter fees and charges as circumstances require and to pass on any GST that may apply.

Enrolment Fee

A fee of \$670 is paid upon acceptance of a place at the College. This fee is non-refundable.

The Overseas Student Fee Schedule is provided to you with this Handbook and is also available on our website <https://www.swan.wa.edu.au/enrolment-information/overseas-students/>

In addition to tuition, the annual fees incorporate charges for compulsory camps, excursions and some course materials.

Text Books

Students are required to purchase their own text books and other booklist requirements for their chosen subjects/courses. For some subject/courses a subject levy will apply. The College's preferred book supplier is Ziggies Educational Supplies. Booklists for each year group are available the College's website. <http://www.swan.wa.edu.au/swanresources/booklists-2/>

Learning with Technology (LWT)

Parents are responsible to purchase the most suitable device for their child from any reputable retailer. We strongly recommend that as with any significant purchase, parents consider their own need for warranty or insurance. <https://www.swan.wa.edu.au/swanresources/lwt-learningwithtechnology/>

The concept behind the Learning with Technology project at Swan Christian College (previously BYOD) is to provide students with the opportunity for more personalised learning by having access to technology both at home and at school. This program aims to enable individual, differentiated learning for each student from Year 5 to Year 12. We seek to explore the opportunities of LWT in student's lifelong learning as well as preparing them for life with technology in the 21st Century.

School Curriculum and Standards Authority (SCSA)

Overseas students are required to pay an Enrolment Fee to the School Curriculum and Standards Authority (SCSA). The SCSA is an independent statutory authority that is responsible to the Minister for Education. For more information about the School Curriculum and Standards Authority and the various declaration forms/fees applicable to overseas students, please see the links provided:

Year 10 and Year 11 - https://www.scsa.wa.edu.au/_data/assets/pdf_file/0010/75583/Year-10-and-Year-11-Overseas-full-fee-paying-student-declaration-form-2019.pdf

School Camps/Excursions

Year level camps and most excursions are a compulsory part of the College's program. Charges for compulsory camps and excursions are included in the annual Tuition Fee.

The cost of optional trips, camps and excursions are to be paid by student.

Subject Levies/Music/Co-curricular Options

Additional fees relating to some subjects will be charged for on the tuition account. Please refer to appropriate booklist for amount. Some additional curricular activities, excursions, books and consumables may be charged separately. Private music tuition is available. Enrolment forms are available from the College office. Please note, music tutors will issue accounts direct to parents.

Payment of Accounts

Fees are payable in advance of each term. The full term's fee is due within the first two weeks of the commencement of each term. Where families are not able to pay the full term's fee within the first two weeks, payments may be spread throughout the school year via a Direct Debit Request (DDR). The DDR arrangement enables payments to be deducted from your nominated bank account on a weekly, fortnightly, or monthly frequency. DDR forms are available from the College or SCEA office.

Payment Methods

Fees can be paid in numerous ways as follows:

- Cash or Cheque (Cheques made payable to 'Swan Christian College')
- EFTPOS at the College Administration office
- Bank Direct Debit / Bank Transfer (please use your unique family key as the reference)
- Credit Card
- DDR (as explained above).

Annual Billing

The Swan Christian Education Association (SCEA) is responsible for billing each family at the commencement of the school year. This initial invoice contains the annual tuition fees and other charges that relate to the full year. SCEA will provide quarterly statements to each family throughout the year. Where a new student commences part way through any term, a pro-rata fee will be calculated on a 10 week term basis.

Enrolment Fee

Parents seeking to enrol their child(ren) at Swan Christian College shall make an application and attend any interviews and complete other processes as required. For the first child enrolled in any family, an Enrolment Fee of \$670 per family shall be paid by parents / guardians to confirm acceptance of the place offered. The enrolment fee is non-refundable.

School Development Fund

Over the last 30 years, significant hard work and financial contribution by parents whose students have now long graduated have resulted in an \$80 million investment in learning facilities. With the learning outcomes of current and future students in mind, an annual contribution of \$135 per child shall be made to the SCEA School Development Fund (previously known as the SCEA building fund) to help build new learning facilities.

The sibling discount applies, with significant discounts to the contribution for second, third, and subsequent children. As with annual fees, it can be paid over the course of a year by a direct debit arrangement. Children commencing at any time during a school year shall make the full annual contribution for that year. This contribution to the School Development Fund is not tax deductible as it is a mandatory payment.

Notice of Withdrawal

One full term's notice in writing must be given to the Principal before the withdrawal of a student from the College. Failure to give such notice will render parents or guardians liable for the equivalent of one term's fees in lieu of notice.

Please refer to the *Deferment, Suspension and Cancellation Policy and Refund Policy* on the College's website <https://www.swan.wa.edu.au/enrolment-information/overseas-students/>

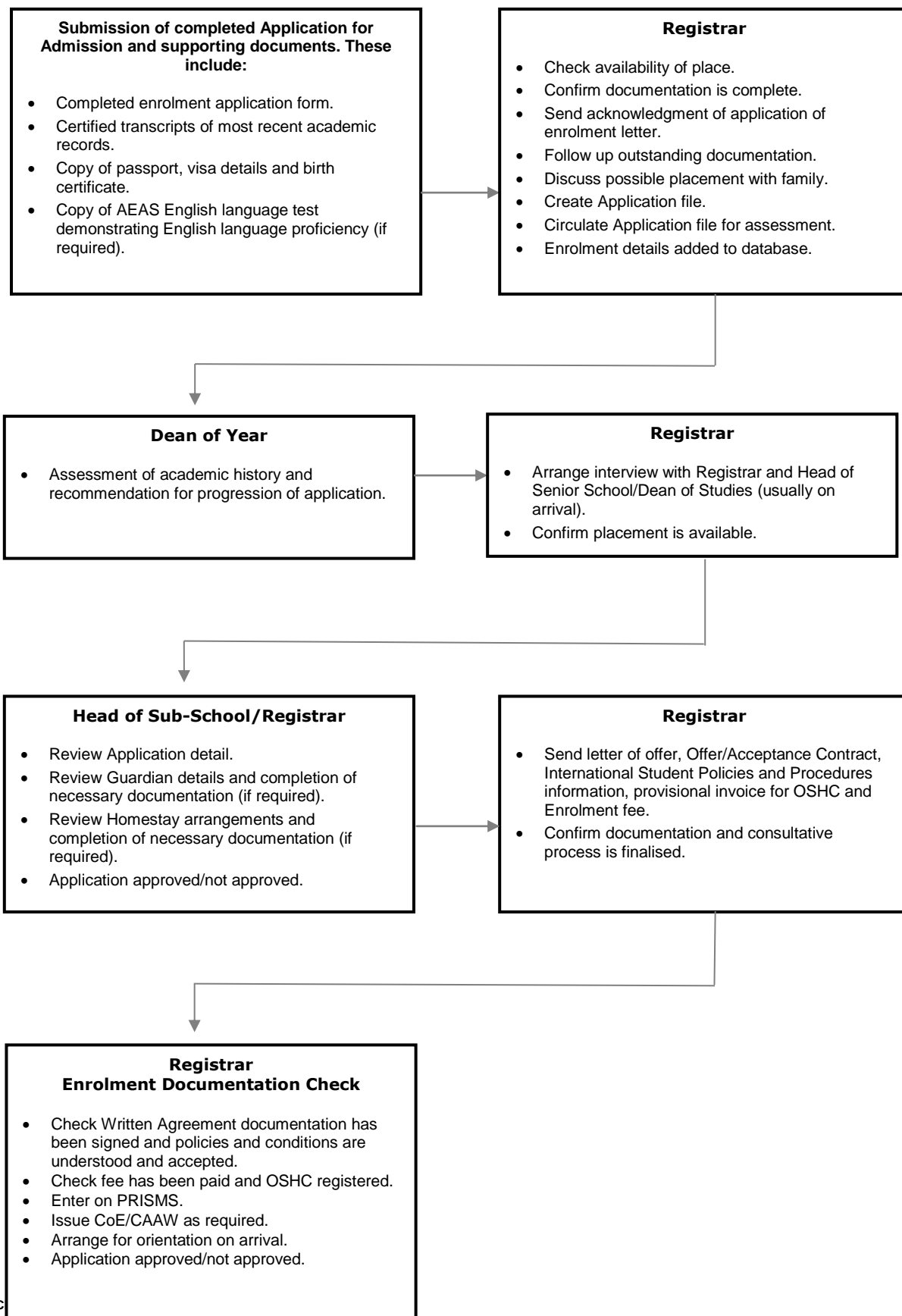
Administration/Late Payment Fee

A \$50 per month fee will be charged where fees remain unpaid by end of term. The SCEA credit policy also states that where fees are in arrears by two terms the student's enrolment may be terminated unless a suitable arrangement for payment of the arrears is put into place. Please do not hesitate to contact the Business Manager as soon as possible to discuss any difficulty you are experiencing in meeting your payment obligations.

Bank Fees

In the event of there being insufficient funds to make payments by any one of the above mentioned.

Procedures for Assessment of an Overseas Student's Enrolment Application, Qualifications, Experience and English Language Proficiency



Uniforms

The Uniform Shop is located on the College site (381 Great Northern Highway, Middle Swan). Opening hours are:

Monday	8:00am - 11:30am
Wednesday	1:00pm - 3:30pm
Thursday	8:00am - 11:30am
Phone	(08) 9250 1306
Email	scc.uniforms@permableat.com.au

Please note opening hours are subject to change.

Online ordering available 24/7 (Please allow one 'shop open day' for your order to be prepared before picking up).

If you require an appointment please contact the Uniform Shop on 61 8 9250 1306 during shop opening hours, or email scc.uniforms@permableat.com.au and you will be contacted to make a time.

Health Insurance

Australian Government regulations specify that all overseas students are required to have Overseas Student Health Cover (OSHC). Medibank Private provides OSHC for overseas students
www.medibank.com.au/oshc

Useful Contacts

Health Services

Consumer Health Services Directory

<http://www.healthywa.wa.gov.au/Service-search>

Medicare

<http://www.humanservices.gov.au/customer/information/welcome-medicare-customers-website>

Emergency Services

The Triple Zero (000) service is the quickest way to get the right emergency service to help you. It should be used to contact Police, Fire or Ambulance services **in life threatening or emergency situations**.

Police

Call 131 444

If you call 131 444 and require immediate police attendance, you will be asked to press '1'. If you need to report an incident which does not require immediate police attendance, you will be asked to press '2', and if you require general information you will be asked to press '3'. Remember, if it's an emergency, immediately hang up and ring 000!

Legal Services

<https://www.legalaid.wa.gov.au/>

General

<https://www.australia.gov.au/information-and-services/family-and-community>