



ST. BRIGID'S  
COLLEGE

## INTERNATIONAL STUDENT



# INFORMATION HANDBOOK

St Brigid's College, A Ministry of Mercy Education Limited  
ABN 69 154 531 870  
CRICOS Provider Code 00451F

## PERTH CULTURE AND LIFESTYLE

*Western Australia is the largest Australian State occupying about one-third of the continent. The State contains approximately 12 500 kilometres of coastline and covers an area of more than 2.5 million square kilometres. With the State being so vast, Western Australia contains many different climatic regions including tropical conditions in the North to temperate conditions in the South-West.*

*Perth itself experiences a Mediterranean climate of warm to hot, dry summers and cool, wet winters. Perth skies are often clear of cloud and a beautiful blue and Perth boasts the highest number of average daily sunshine hours of any major Australian city. With an extensive coastline of white sandy beaches, it is easy to understand why Perth's lifestyle is enjoyed by so many. The temperature ranges from a mean monthly maximum of approximately 17°C in July to 29°C in January and February. The majority of Perth's 853mm of rainfall falls in the winter months of June, July and August. Perth has a population of over 1.6 million which represents about three-quarters of Western Australia's total population.*

*To assist you in learning more about living in Perth, please see the links below for further information:*

- On Western Australia – go to <http://www.westernaustralia.com>
- On Perth – go to <http://www.countrywide.com.au>



## WELCOME TO ST BRIGID'S COLLEGE

*Founded in 1929 by the Sisters of Mercy and situated in the hills, 25 minutes east of Perth, St Brigid's College prides itself on the delivery of a quality education that caters for students from Pre-Kindergarten to Year 12. The development of strong, positive, Christian relationships between members of our community and an excellent academic standard is at the forefront of our mission. In our expansive and beautiful grounds, students experience a co-educational setting for Pre-Kindergarten to Year 6 and then a girls' only education, with boarding facilities, for Years 7 to 12.*

*St Brigid's College recognises the contribution that students from other countries and cultures make to its community. It is with this in mind, that programmes are designed specifically to meet the needs of overseas students while ensuring their gentle integration into the life of the College.*

*Overseas students participate fully in all areas of College life, combining academic rigour with spiritual, cultural and physical growth. Such involvement encourages personal excellence in a broad spectrum of subjects as well as nurturing a life-giving respect for different cultural backgrounds in all students of the College.*

*Students at St Brigid's College are provided with the necessary skills to meet the challenges of the 21st century with faith and hope. At St Brigid's, we recognise the challenges associated with the transition that young people experience as they move from being children to becoming adults. Students are encouraged to develop new skills in time management and independent learning, as the academic rigour of their courses increases.*

*Students are encouraged to pursue personal excellence in a nurturing environment that focuses on the development of the whole person. Interpersonal and self-management skills, which are a vital part of becoming independent and responsible life-long learners, are at the heart of the Secondary School philosophy.*

*St Brigid's College challenges young women to take on a responsible role in the wider local, national and international communities and to be proactive members of our society. There are many opportunities for leadership and service provided. All students are encouraged to develop their personal qualities and strengths by participating in programmes, and in the exceptional range of Co-curricular sporting and cultural opportunities offered.*

## **An Important Note to Prospective Parents**

*Thank you for your application to enrol your daughter at St Brigid's College*

*The attached information clearly explains the steps involved in the enrolment of a full-fee paying overseas student at St Brigid's College.*

*Prior to submitting an Application for Admission Form, it is vital that parents pursue the matter of organising a Guardian (and an Acting Guardian). Parents applying for a position, in the early part of any year have sufficient time to arrange for Guardians to be contacted and briefed on their responsibilities (refer to the Guidelines for Guardians document).*

*The policy at St Brigid's College is that a Confirmation of Enrolment Form (COE) will not be issued unless Guardians have been nominated for each applicant. Without this form, parents will not be able to obtain a Student Visa for their daughter/s. It is a requirement that the Guardian make an appointment to meet with the Principal who must be satisfied that the Guardian is fully aware of, and able to fulfil all responsibilities required.*

*All students enrolled at St Brigid's College must demonstrate a competency in English that will enable them to achieve satisfactory success in the year level for which they are enrolled. If this competency is not achieved, the student will be required to repeat her current year level. Students level of the English language is assessed prior to enrolment. This assessment is based on previous school reports which would indicate proficiency and achievement in English language. In addition, a telephone or TEAMS interview is held by the College Principal.*

*In summary, the payment of the Enrolment Fee and one semester's tuition and boarding fees will not be a guarantee of a place at St Brigid's unless the Guardian Nomination Form has been completed and confirmed, and the English competency requirement has been fulfilled.*

## INTERNATIONAL STUDENT ENROLMENT INFORMATION

*St Brigid's College is a CRICOS approved school that accepts applications from international students for Year 7 to Year 12. Positions are limited and are subject to availability.*

*St Brigid's College is registered with the Commonwealth Government, CRICOS listing 00451F and offers the following courses:*

- *Secondary Education Years 7–10 (102424E)*
- *Senior Secondary Certificate of Education Years 11–12 (005232J)*

*As a provider of education and training services to overseas students, the College is required to comply with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and Education Services for Overseas Students Act 2000 (ESOS Act).*

### General Information

*Enrolment forms and a Prospectus are available from the College website [www.sbcl.wa.edu.au](http://www.sbcl.wa.edu.au) and direct from St Brigid's College. Additional information for overseas students regarding the ESOS Framework can be found on the following website: <https://docs.education.gov.au/node/39586>*

*An Overseas student without permanent Australian residency (an Australian passport) must enrol as a full-fee paying international student. Overseas students at St Brigid's College are accepted into the College on the clear understanding that they will be boarders. If places are not available in the Boarding Section, students may stay in Homestay only until a vacancy in the Boarding Section occurs or at the discretion of the Principal.*

*Parents must nominate a Guardian (and an Acting Guardian) on the Guardian Nomination Form. The Guardian must be a relative or friend permanently residing in Western Australia within easy access to the College, and be at least 30 years of age. The Acting Guardian will be required to assume full responsibilities for the student if the Guardian is absent from Western Australia for any significant period of time. It is essential that Parents discuss the Guidelines for the Guardian document (provided with the enrolment package) with the intending Guardians to ensure they are fully aware of their responsibilities.*

*St Brigid's College cannot accept enrolment or responsibility for any girl who does not have suitable guardian arrangements.*

## APPLICATION AND ENROLMENT PROCESS

*St Brigid's College prefers to work directly with families of our applicants to help establish a direct link early in the enrolment process. St Brigid's College does not have agreements with Education Agents.*

- 1. Contact the College's Registrar via email [sbc@stbrigids.wa.edu.au](mailto:sbc@stbrigids.wa.edu.au) or phone +61 08 9290 4200 to make an initial enquiry and to discuss the availability of places.*
- 2. Arrange to have your daughter tested by Australian Education Assessment Services (AEAS). Detailed information about the test, practice tests and testing centres in Australia and in other countries can be obtained by visiting the website [www.aeas.com.au](http://www.aeas.com.au). Subject to acceptable test results, reports and if a vacancy exists, an offer of place may be made.*
- 3. Submit an International Student Application form with the application fee, copies of the student's two most recent academic reports and a copy of a current AEAS assessment so that the College may determine the student's English language ability and appropriate academic entry point. Submission of an application does not guarantee entry to St Brigid's College.*
- 4. Subject to the required documents being in order, an interview will be conducted with the student and parents by a member of the Principal and/or College Leadership Team and a formal offer of place will be generated and sent to the family. A Teams interview can be arranged should the student not be visiting Perth.*
- 5. Parents are required to sign the Written Agreement, pay the Acceptance Fee and any related fees as shown in the College's Full Fee Paying Overseas Student Fees & Charges Information in order to accept the place for their daughter.*
- 6. The College's Registrar will generate a "Confirmation of Enrolment" (CoE) and "Welfare Arrangement", which will be sent to you electronically. The forms will enable you to apply for a student visa at the Australian Embassy or High Commission nearest to you. For further information in relation to applying for a student visa, please visit [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au). A student visa cannot be granted without a "Confirmation of Enrolment" form.*
- 7. One semester's fees (as per the International Fees) is payable in advance. All international students studying on student visas must have Overseas Health Cover (OSHC). OSHC is insurance that provides cover for the costs of medical and hospital care which international students may need whilst in Australia. It is a Government requirement that students pay for their health insurance in advance for the entire duration of their studies. The Health Fund is Medibank Private, which is the Australian Government's Health Insurance Fund. This information is a guide only. For up to date details, please visit [www.health.gov.au](http://www.health.gov.au)*

*The ESOS Framework and the National Code 2018 exist for the protection of all Full Fee Paying Overseas Students and their parents as consumers. Further information on the ESOS Framework can be obtained at the following link [www.internationaleducation.gov.au](http://www.internationaleducation.gov.au)*

## OVERSEAS FEES AND CHARGES INFORMATION

Refer to “Full Fee Paying Overseas Students Fees & Charges Information Schedule”

- a) All fees must be paid in Australian Dollars.
- b) The Application Fee is non-transferable and non-refundable.
- c) The non-transferable and non-refundable Acceptance Fee is payable on acceptance of a student place and completion of the Written Agreement.
- d) Pre-paid fees include the Tuition fees.
- e) Tuition fees are due and payable in advance in two equal instalments each year, on or before the first day of each semester. As the College is unable to claim government funding for international students, a levy is included to cover the costs associated with the international student program. Year 11 and 12 students are required to register with the School Curriculum and Standards Authority (SCSA) for the purposes of secondary graduation. Currently the costs are approximately \$220 for Year 11 and \$495 for Year 12. These costs will be added to your account.
- f) Continuance of enrolment cannot be guaranteed unless all fees are paid in accordance with the Overseas Fees & Charges or an arrangement has been made with the Principal. (Refer International Student Deferment, Suspension and Cancellation Policy)
- g) Any expenses, costs or disbursements incurred by the College in recovering any outstanding monies, including debt collection agency fees and solicitors costs shall be charged to the account.
- h) The parent will be responsible for breakages and damage to school property caused by the student, which will be added to the fees account.
- i) Privacy – Information is collected in order to meet our obligations under the ESOS Act and the National Code 2018, and to ensure student compliance with the conditions of their visas and obligations under Australian immigration laws generally.

These conditions are subject to alteration from time to time by the College Board.

## COURSE CREDIT

Prior to entry at St Brigid’s College, an assessment of a student’s current academic and English levels will be made. St Brigid’s College does not accept subject or course credits from other education providers, however every effort will be made to place a student into the most appropriate year group.

It is important to note that students intending to enter Year 11 or Year 12 must do so from the commencement of the school year.

## ENTRY YEARS / COURSE DETAILS

*The student's level of entry (and course selection in Secondary School) will be determined in close consultation between the Principal and Head of Secondary School. The student's age, English competency results and academic reports will also form part of the decision process.*

*St Brigid's College aims to give international students the best Australian educational experience. We strongly advise that admission be considered no later than Year 11, which is considered the beginning of a student's senior secondary school experience. Entry at Year 12 will only be considered in exceptional circumstances.*

## COURSE DETAILS

- *Students enrolled at St Brigid's College will follow a course of study determined by their age, their interests and their academic ability.*
- *All courses are fully accredited by the Curriculum Council of Western Australia and, on satisfactory completion of Years 11 and 12, a Western Australian Certificate of Education will be granted.*
- *The duration of secondary school education at St Brigid's College is six years from Year 7 to Year 12.*
- *Assessment methods include internal examination, assignments and tests at all levels. External examinations are held at the end of the year for Year 12 ATAR students*
- *All students are required to study English as a subject at an appropriate level each year whilst enrolled.*
- *All students at St Brigid's College have access to a range of support services as detailed in this document.*

## EXTENSION TO COURSE

*St Brigid's College will not extend the duration of the student enrolment if the student is unable to complete the course within the expected duration, unless the following occurs:*

- *There are compassionate or compelling circumstances, as assessed by the College based on demonstrable evidence, or*
- *The College has implemented, or is in the process of implementing, an intervention strategy for the student because the student is at risk of not meeting course progress requirements, or*
- *An approved deferral or suspension of the student's enrolment has occurred under National Code 2018 Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).*



## ST BRIGID'S COLLEGE ACADEMIC YEAR

*The College's academic year consists of two semesters with two terms in each semester. Semester One consists of Term 1 and Term 2. Semester Two consists of Term 3 and Term 4.*

*The College publishes the annual term dates in the previous year and it is emailed to current families and available on the College website.*

## VISA IMPLICATIONS

*In the event of a course extension, St Brigid's College will counsel the student to contact the Department of Home Affairs (DHA) to seek advice on any potential impact to their visa, including the need to obtain a new visa. This will be the sole responsibility of the student's parents/guardians.*

## STUDENT VISA REQUIREMENTS

*St Brigid's College must be informed immediately of any change of living circumstances, including change of accommodation details and local carer/guardian details. The College is legally required to inform DHA of poor attendance, suspension or deferment, all of which will have implications for the ongoing viability of the student's visa.*

### Change of Living Circumstances

*The local carer and/or guardian must inform St Brigid's College within 7 days of any change of living circumstances, including change of accommodation details and Local Carer and/or Guardian details.*

### Satisfactory Attendance and Course Progress

*Overseas students must make satisfactory attendance and course progress in order to maintain a student visa.*

- *Satisfactory attendance is defined as attending a minimum of 80% of classes*
- *Satisfactory course progress is defined as attaining a 'C' average across a semester*

*Where St Brigid's College assesses an overseas student as not achieving satisfactory progress across a semester, the parents (and student if appropriate) will be contacted and an intervention strategy will be agreed and implemented in order to maximise the student's opportunity for success.*

## DEFERRAL, SUSPENDING OR CANCELLING A STUDENT'S ENROLMENT

*Refer to “International Student Deferment, Suspension and Cancellation Policy and International Student Course Progress and Attendance Policy.*

*St Brigid’s College must appropriately manage the enrolment of their overseas students and ensure all necessary information about enrolments has been provided to the relevant government department by maintaining updated information in the Provider Registration and International Student Management System (PRISMS) database.*

*Overseas students are required to have a current student visa. Holders of a student visa must comply with a number of visa conditions.*

*An important visa condition is 8202 – Meeting Course Requirements. This relates to issues such as poor attendance or unsatisfactory academic progress. Any absenteeism will be documented as per College policy including informing the Enrolment Manager of any unauthorised absences. The College must also be notified of any change of address or living circumstances of the student or guardian, failure to do so may affect the viability of her on-going visa. Unsatisfactory academic progress may also result in your daughter’s enrolment being cancelled, which would mean she would be in breach of this visa condition. Breaching this condition has serious implications for your daughter’s visa and will affect her possibilities for future study in Australia.*

*In general, if your daughter fails subjects or is identified as a student at risk of making unsatisfactory progress, the Head of Secondary School will inform you in writing and seek a meeting. This meeting will provide you and your daughter with the opportunity to explain your daughter’s circumstances and discuss strategies to assist her with achieving satisfactory results. If your daughter continues to make unsatisfactory progress, the College will ask you to make a written submission and/or attend a meeting with the Principal. It is important that you make every attempt to attend this meeting and provide all the relevant information as to why your daughter is not progressing satisfactorily as it is at this meeting that the College may recommend cancellation of your enrolment. A decision will be made, even if you do not attend.*

*The College will notify you in writing if it decides to recommend cancellation of your daughter’s enrolment. This letter will include information about appealing the recommendation and the College’s obligation to make a report to the WA Department of Education (DoE) and the DHA, if your daughter has not made satisfactory academic progress. When you receive this letter, you have 20 working days to decide on one of the following options:*

1. You discontinue your daughter's enrolment within 20 working days of having received the letter; or
2. You appeal the College's decision within 20 days of having received the letter.

*If you do not respond, the Principal will make a decision in your absence. The Principal's decision is final, and no further review will be made available from within the College.*

*Should you choose to appeal the Principal's decision, you will need to inform her, in writing, within 10 working days. During this process you will be given a chance to formally present your case, at no cost, and be accompanied by a support person, of your choice, to any relevant meetings. If you are dissatisfied with the result or conduct of the internal complaint appeals process, you have the right to access the external appeals process by contacting the Overseas Students Ombudsman at [www.oso.gov.au](http://www.oso.gov.au). This service is free and independent for external appeals and complaints about decisions made by the College. Whilst you will need to inform the Principal within 10 working days of your intention to appeal, your right to appeal to the ombudsman is not limited to 10 working days. If no evidence of an appeal is received the College will notify the Commonwealth Department of Education, (DESE) and DHA that your daughter has not achieved satisfactory academic progress. If your daughter's enrolment is suspended or cancelled, the College will provide relevant course material and ensure she is in the care of her nominated guardian until the appeals process is concluded.*

*Cancellation of your daughter's visa can have serious implications. If she discontinues her course after you have received the written notice from the College, the College will cancel your daughter's CoE and inform DESE and DHA that your daughter has ceased her studies. If you want to extend your daughter's stay in Australia for further study, you will need to apply for a new student visa. If you have chosen to access the College's appeals processes and you withdraw from the process or the process is completed in support of the College, the College must notify DESE and DHA that your daughter has not achieved satisfactory academic progress. Your daughter will be sent a non-compliance notification with instructions to report to a DHA office and information about the consequences of failing to do so. DHA must cancel your daughter's visa if she has breached visa condition 8202 relating to academic progress and the breach of the condition is not due to exceptional circumstances. In addition, your daughter may not be granted another temporary visa for a period of three years. If you wish to lodge an external appeal or complain about this decision, you can contact the Overseas Students' Ombudsman. The Overseas Students' Ombudsman offers a free, impartial and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by the College.*

*For information, visit the Overseas Students' Ombudsman website [www.oso.gov.au](http://www.oso.gov.au) or call 1300 362 072 within Australia or call +61 2 6276 0111 from outside Australia.*

## COMPLAINTS AND APPEALS PROCESS

Refer to “International Student Complaints and Grievances Policy”

The International Student Complaints and Grievances Policy provides the process and contact details for both internal and external assistance, if required. The Australian Government provides an Overseas Students’ Ombudsman who offers a free and independent service for international students who may have a complaint or who wish to lodge an external appeal in relation to a decision made by the College. Family or friends of an international student who are concerned about a problem a student is having can also contact the Ombudsman. Students may make a complaint in their own language. The Ombudsman will pay for the interpreter.

Any serious breach of the ‘Student Code of Conduct’, unsatisfactory course progress/poor attendance (across a semester), or non-payment of fees, may ultimately lead to the cancellation of the student’s enrolment at St Brigid’s College, and a report to the Secretary of DESE via PRISMS. If this occurs, the student may need to seek advice from DHA on the potential impact, as there may be implications for the ongoing viability of the student’s visa. It is always the intention of the College to work constructively and cooperatively with students, parents and legal guardians, and we expect that regular communication through the College’s well-established pastoral and academic care systems will allow the majority of issues to be resolved. However, if an issue is unable to be resolved through the normal course of communication, and the student enrolment is to be suspended, they may access the College’s Complaints Handling process.

### Internal process

The College’s complaint handling policy and guide are reviewed and endorsed by the College Principal regularly. This policy and guide are available on our website. St Brigid’s College is committed to handling complaints effectively and efficiently. Our internal complaints handling process is available at no cost and the College is committed to maintaining the confidentiality of information throughout the complaints process.

### Student Enrolment during the Complaints Process

The College will uphold Standard 9 and 10 of the National Code 2018 during the Complaints processes.

- During the internal process, the College will maintain the student enrolment.
- Dependent on the nature of the suspension, the Principal will decide whether the student is allowed to attend classes and/or remain in the Boarding House. In the event the overseas student is required to be removed from the College Boarding House, the Perth Guardian will be asked to accommodate the student. Under these circumstances it is preferable, and is an expectation, that a parent or guardian will fly to Perth as soon as possible in order to discuss and resolve the situation.

- *The College will await the outcome of the complaints process before notifying the Department of Education (DoE) through PRISMS of any change to the student enrolment. The student will only be reported in PRISMS after:*
  - ❖ *The internal process has been completed and the breach has been upheld.*
  - ❖ *The student has chosen not to access the internal complaints and appeals process within the 20-working day period.*
  - ❖ *The student withdraws from St Brigid's College (in writing). Following the internal complaints process, if the student (and family) is not satisfied with the outcome or the recommendations made, St Brigid's College will advise the student (and parents) within 10 days, that they may appeal the decision through the Overseas Student Ombudsman – an impartial, external body.*

#### *Overseas Student Ombudsman*

*In the unlikely event that an issue is unable to be resolved through either the College's internal complaints process, the student may appeal through the Overseas Students Ombudsman. Family or friends of the student may also contact the Ombudsman. The Ombudsman is independent and impartial. If required, the parent/guardian/student can make a complaint in their own language, and the Ombudsman will pay for the interpreter.*

#### *External Appeal in favour of the Overseas Student*

*If the external appeal is against the College's decision to report the student for poor attendance, progress, serious breach of school code of conduct, or failure to pay fees, St Brigid's College will immediately implement the decision or recommendation and/or take the preventive or corrective action required by the decision, and advise the student of that action (in writing).*

#### *Student Welfare Arrangements – Cancellation or Suspension of Enrolment*

*If a student is suspended, or their enrolment is cancelled, St Brigid's College will continue to approve the welfare arrangements for that student until any of the following applies:*

- *the student has alternative welfare arrangements approved by another registered Provider*
- *care of the student by a parent or nominated relative is approved by Immigration*
- *the student leaves Australia*
- *St Brigid's College has notified Immigration under Standard 5.3.6 that it is no longer able to approve the student's welfare arrangements or under Standard 5.5 that it has taken the required action after not being able to contact the student.*

#### *Student Record of Complaint or Appeal*

*A written record of the complaint or appeal, including a statement of the outcome and reasons for outcome will be provided by the Principal (or her representative) to the student's parents and the record will be maintained on the student file, in perpetuity.*

## STUDENT TRANSFER POLICY

*The National Code of Practice for Providers of Education and Training to Overseas Students (Standard 7) sets out that registered providers must not knowingly enrol an overseas student wishing to transfer from another registered provider's course until after they have completed the first six months of their first school course, not the principal course.*

*St Brigid's College will not consider or accept an application from an overseas student unless the transfer reason meets an exception under the National Code (Standard 7). It is the intention of St Brigid's College to consider the best interests of the student when considering a request to transfer either from or to a new provider and in accordance with Standard 7 of the ESOS National Code of Practice for Providers of Education and Training to Overseas Students.*

### *Transfer from St Brigid's College to another Provider*

*If a student wishes to transfer to another provider, the request should be made in writing by the student's parents and/or legal guardian to the Principal, outlining the reasons for the transfer. A release letter will only be provided if the Principal gives permission for the release letter to be issued, and the student has a valid enrolment offer from a new provider. The new provider will also need to indicate their willingness to accept welfare responsibility for the student if she is under 18.*

- 1. transfer to another provider is approved when the College has assessed that the transfer is in the student's best interest and that either:
  - a. the student's enrolment has been suspended or cancelled*
  - b. the student wishes to gain access to greater support (including academic, cultural and personal) with a new provider*
  - c. other circumstances as outlined in Standard 7.2.2 of the National Code.**

*St Brigid's College can only permit a transfer to another provider once the College is assured that the new provider has accepted responsibility for the student's safety, accommodation and welfare support. Documentation evidencing this will be required prior to permission for transfer being given.*

- 2. transfer to another provider may not be approved if:
  - a. The student is unable to provide an offer letter and welfare arrangements from the new provider*
  - b. The student does not have permission from her parents or legal guardian*
  - c. The student is trying to avoid being reported to Department of Home Affairs (DHA) for failing to meet attendance and progress requirements**

*If a release letter is not provided, St Brigid's College will confirm this in writing and outline the reasons for this decision. The student and her family may appeal this decision via the College's complaints and appeals process for FFPOS.*

*The Principal or Enrolment Manager must receive written notification of withdrawal at least one term in advance to be eligible for any refund. Please refer to the FFPOS - Refund Policy.*

### *Transfer from another Provider to St Brigid's College*

*St Brigid's College will not knowingly enrol a student wishing to transfer from another registered provider prior to the student completing six months of her school course except where:*

- a) The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered*
- b) The original registered provider has provided a written letter of release*
- c) The original registered provider has had a sanction imposed on its registration by the Australian Government or a State or Territory government that prevents the student from continuing her principal course*
- d) Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change*

*Students who wish to transfer from another registered provider to St Brigid's College should provide a copy of the release letter showing that the previous provider will release them to study at St Brigid's College. At which point the Enrolment Manager will contact the previous provider to negotiate the transfer date for welfare arrangements to ensure that there is no gap.*

*St Brigid's College will inform the student of their visa obligation to maintain their current welfare arrangements until the agreed transfer date.*

*St Brigid's College may be unable to enrol a student if the previous provider will not provide a release and/or a change of provider is not approved by DHA.*

### *Timeframe*

*The College is committed to assessing and replying to a student transfer request in a reasonable timeframe. Where the request meets the above criteria and is in accordance to Standard 7 of the ESOS National Code, then a response should be received by the student's parents and/or legal guardian within 10 business days.*

### *Record keeping*

*The College maintains records of student transfer requests, approvals and rejections to ensure that this policy is implemented fairly. These records will be maintained on the student file, in perpetuity.*

## CHILDSAFE PROGRAMME

The College's Child Protection Policy is available on the College's website - <https://sbcl.wa.edu.au/wp-content/uploads/2022/01/MEL-Child-Protection-Policy.pdf>

### Child Safety statement of commitment

All children and young people who come to St Brigid's College have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

St Brigid's College, along with Mercy Education Limited has a zero tolerance for all forms of child abuse. St Brigid's College has an over-arching commitment and non-delegable duty to ensure that its students are safe and secure while fostering their growth in a faith-centred community. Child safety and wellbeing are at the core of its mission and operations and its schools promote safe, inclusive and welcoming learning environments. St Brigid's College facilitates and oversees the implementation of child protection policies and codes of conduct across all its schools and throughout the organisation, in accordance with relevant state legislation, federal legislation and diocesan regulations.

## ACCOMMODATION AND WELFARE ARRANGEMENTS

It is a requirement that International Students reside on campus whilst enrolled at St Brigid's College however the Principal may permit an overseas student to reside with a parent or suitable nominated relative. This is dependent on an interview with the Principal and proof of identity and relationship to the student.

The student is also required to have an appointed legal guardian who resides in Perth. This guardian may be direct adult relative, such as an Aunt or Uncle and must fulfil the guardianship eligibility listed below. The guardian is also used in the case of the student becoming unwell and when the Boarding House closes for mid-term breaks and school holidays.

The person appointed as guardian has a great responsibility.

In relation to a child, "guardian" means a person who:

- Has responsibility for the long-term welfare of the child;
- Has all the powers, rights and duties that are vested by law or custom in the guardian of the child, other than:
  - The right to have the daily care and control of the child; and
  - The right and responsibility to make decisions concerning the daily care and control of the child
- Be over 30 years of age;
- Be a resident of Australia;
- Provide documentary evidence from the parent of the appointment as guardian;



- Complete the Guardianship Agreement Form.

*It is a requirement, prior to enrolment, that the appointed guardian be interviewed with the parents of the student by the Principal.*

*Responsibilities of the Guardian:*

- Maintain regular contact with both the student and parents;
- Available as a contact for general issues;
- Available to support the student where needed, eg health matters, medical emergencies, travel and accommodation arrangements during holiday periods;
- Attendance at College functions and events concerning the student, eg information briefings, parent/teacher interviews;
- Actively involved in the wellbeing of the student;
- Display an interest in and monitoring of student academic progress;
- Notify the College of student absences;
- Actively support the College guidelines and ethos.

*All boarders and, in particular full fee-paying overseas students, must have an adult relative or family friend, at least 30 years of age and living in Perth, to act as their guardian whilst attending St Brigid's College. The guardian will be required to supply a recent photograph and a current Australian Police Clearance Certificate and a Working with Children Check. If necessary, the guardian should be able to meet your daughter on arrival in Australia and accommodate her until the Boarding House opens and when it is closed during mid-term breaks and school holidays. For practical reasons, the guardian should be available at all times during the school term in case your daughter needs a place, other than St Brigid's College to stay. Should your daughter be unable to remain in the Boarding House due to illness or infection or during a critical incident she will need to stay with her guardian. It is therefore extremely important that the guardian informs the College if he or she will be leaving Perth for any reason and informs the College immediately of any changes in his or her contact details.*

*Prior to the accommodation being approved and at a minimum of every 6 months thereafter, a representative of the College (normally the Principal, Head of Secondary School, Dean of Boarding or Registrar) will be required to meet with the nominated guardian/local carer to ensure the appropriateness of accommodation and welfare arrangements during term breaks etc. whilst the student is enrolled at the College.*

*St Brigid's college will notify immigration within 24 hours if the college is not able to provide student welfare arrangements.*

*If, at any time, St Brigid's College is unable to contact a student and has concerns for the student's welfare, the college will make all reasonable efforts to locate the student, including notifying the police and any other relevant Commonwealth or State agencies as soon as practicable.*

## SUPPORT SERVICES

*Overseas students at St Brigid's College are supported by all College staff in a caring and welcoming environment. The College's Pastoral Care team are a designated group of staff that assess, monitor, intervene and manage student's welfare in conjunction with the Principal, Director of Boarding and Head of Secondary School.*

*All International students joining the college are provided with full contact details for the Principal, Mrs Veronica Parker, the Director of Boarding, Ms Fiona Hepi and both of the Assistants to the Director of Boarding, Mrs Donna Gill and Mrs Lynn-Maree Byrne. This important contact information is provided to the student on arrival at the college.*

### Academic and Pastoral Care

*The College Pastoral Care Program is delivered to local and international students across all year groups and covers issues that relate to students' developmental phases as young people. The program teaches resiliency and time management skills, stress management, decision making strategies, techniques for successful relationships and leadership training. Most importantly, the Pastoral Care Program ensures a comfortable transition from one learning community to another.*

*Every effort is made to ensure our new international students are made to feel welcome and that they are well supported, both academically and pastorally, during their transition to life in Perth and as a student at St Brigid's College.*

*Within each year group, students are assigned to one of our six Houses. These smaller House groups allow students to develop positive relationships with their peers and staff. All students are encouraged to take an active role in their House by participating in academic, spiritual, sporting, cultural and community service activities.*

### Director of Boarding

*The Director of Boarding is responsible for the academic and pastoral welfare of the girls living in the Boarding House and is supported by the Academic and Pastoral Care team.*

### Head of Secondary School

*The Head of Secondary School has overall responsibility for the academic performance of all students within the Senior School in Years 7 to 12. Learning programs are deliberately*

*constructed to be student centred, differentiated, embedded in technology, challenging and rigorous. Individual pathways are planned, monitored and assessed so that the learning needs of each student are met in an environment that is supportive and affirming. The College offers students a broad range of curriculum options and the guidance and support to achieve personal academic goals and aspirations.*

### Pastoral Care Team

*Pastoral Care Team take a particular interest and responsibility for year level matters pertaining to student health and wellbeing. They are responsible for overall behaviour and the efficient running of the College within a pastoral care context, recognising, understanding and addressing the differing needs of individual students.*

### Year Team Leaders

*Each Head of Year is responsible for the academic and pastoral care needs of the students within their Year. The Head of Year works directly with the student in their Year Level, in close consultation with their Teacher, as well as other appropriate pastoral care personnel. The Head of Year works in closely with the Head of Secondary School and is a member of the Pastoral Care Team.*

### Homeroom Teacher

*The Homeroom Teacher is the special focus person who is responsible for the pastoral care of a specific group of students throughout each year of their secondary schooling. This person is the significant adult to whom the students relate, fostering a sense of care and belonging within the group. This teacher is also responsible for reporting on the general progress of students to parents.*

### College Counsellor

*The College Counsellor role in pastoral care involves counselling and the facilitation of problem solving – at the individual, classroom and entire College level.*

### Health Centre

*The College Nurse is responsible for the medical care of our students.*

## **THE SCHOOL CURRICULUM AND STANDARDS AUTHORITY (SCSA)**

*SCSA is the government body responsible for all school curricula, for Year 11 and 12 syllabus preparation, for monitoring comparability of standards between schools, the setting and administration of the ATAR Examinations and the certification of student results.*

## **WESTERN AUSTRALIAN STATEMENT OF STUDENT ACHIEVEMENT (WASSA)**

*At the end of Year 12 all students will receive a WASSA. The WASSA provides a formal record of the achievements of all leaving Year 12 students as a result of their school education in Western Australia.*

## **WESTERN AUSTRALIAN CERTIFICATE OF EDUCATION (WACE)**

*The WACE is the certificate that students receive upon successful completion of their senior secondary education. It is recognised nationally in the Australian Qualifications Framework (AQF), by universities, industry and training providers.*

## **THE WACE REQUIREMENTS**

*Achievement of a WACE is now a more significant achievement than it used to be. Essentially a WACE acknowledges a student has demonstrated at least a minimum standard in both literacy and numeracy and has at least achieved the minimum standards in an educational program of suitable breadth and depth.*

*The basic requirements:*

- *Satisfactory demonstration of the literacy and numeracy competency requirement. This is achieved from past Year 9 NAPLAN results or OLN tests done thereafter;*
- *Complete at least twenty course units or the equivalent across Years 11 and 12, from ATAR and/or General courses;*
- *Complete four or more Year 12 ATAR courses or complete a VET Certificate II or Certificate III course.*

*Breadth and Depth requirements: Within the twenty course units completed across Years 11 and 12, there must be:*

- a) A minimum of 10 (or equivalent) Year 12 units;*
- b) Two completed Year 11 English units and a pair of Year 12 English units (or Literature or EALD);*
- c) One pair of Year 12 course units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology). Achievement standard requirements*
- d) At least 14 C Grades (or the equivalent) in units across Years 11 and 12 with at least six C Grades (or the equivalent) having been achieved in Year 12 units.*

## ENGLISH LEVEL REQUIREMENTS

International students with English as a second language seeking a place at St Brigid's College must be tested by Australian Education Assessment Services (AEAS): [www.aeas.com.au/how-to-register/australia](http://www.aeas.com.au/how-to-register/australia). The AEAS test provides an education profile and covers English language ability, non-verbal reasoning ability and mathematics reasoning ability.

The minimum requirement for enrolment at St Brigid's College is advanced. Arrangement and payment of the AEAS Assessment is the responsibility of the parent and is currently \$545 (AUD) and may vary from year to year.

### AEAS test guidelines for English Proficiency

AEAS English Score	Level	ELICOS Recommendation	ELICOS Recommendation
		Upper Secondary School Entry Years 10-12	Lower Secondary School Entry Years 7-9
0-25	Beginner	40-48 weeks	30-40 weeks
26-35	Elementary	30-40 weeks	20-30 weeks
36-45	Pre-Intermediate	20-30 weeks	12-20 weeks
46-60	Intermediate	12-20 weeks	8-12 weeks
61-70	Upper Intermediate	8-12 weeks	4-8 weeks
71-80	Pre-Advanced	4-6 weeks	0 weeks
Above 80	Advanced	0 weeks	0 weeks

## REFUND POLICY

Refer to “International Student Refund Policy”

Notice of withdrawal must be given in writing to the Principal. Verbal notification is not considered due notice. Fees are not refundable where a student is requested to leave the College as a result of breach of visa conditions or of a serious breach of College regulations. Fee refunds are in accord with the ESOS Act 2000 and the National Code 2018. Tuition fees do not include the Application or the Acceptance Fee. These fees are non-refundable and non-transferable. This written agreement, and the right to make complaints and seek appeals of decisions and action 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.

REASON	REFUND
The College withdraws the offer or is unable to provide the program offered or terminates an education service before the semester or education service commences.	Full refund of fees.
The student’s application for a student visa is refused by DHA and the College is notified prior to commencement of the semester.	Full refund of fees less an administration fee of \$1,100.
Withdrawal more than 10 weeks prior to the agreed start date.	Full refund of fees less an administration fee of \$1,100.
Withdrawal more than 4 weeks and up to 10 weeks prior to the agreed start date.	Refund of 50% of a semester’s fees less an administration fee of \$1,100.
Withdrawal 4 weeks or less prior to the agreed start date.	Refund of 30% of a semester’s fees less an administration fee of \$1,100.
Withdrawal after the agreed start date and within 6 months of course commencement.	No refund.
If St Brigid’s College asks the student to leave the College due to a serious breach of the College’s rules after the semester or Education Service commences.	No refund.
If the student is asked to leave St Brigid’s College or Western Australia due to a serious breach of the international student visa conditions after the semester commences.	No refund.
In the event that the College is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund.	Student will receive assistance from the Australian Government’s Tuition Protection Service. For information on the TPS, please see <a href="https://tps.gov.au/">https://tps.gov.au/</a>

## NOTICE OF WITHDRAWAL

*Refer to “International Student Refund Policy”*

*Notice of withdrawal must be provided in writing to the Principal by the student’s parents or legal guardian(s). Verbal notification is **not** considered due notice.*

*Refunds will be paid in accordance with the International Student Refund Policy and applications for refunds should be made in writing to the Principal.*

## COMPLAINTS AND APPEALS PROCESS

*Refer to “International Student Complaints and Grievances Policy”*

*The International Student Complaints and Grievances Policy provides the process and contact details for both internal and external assistance, if required. The Australian Government provides an Overseas Students’ Ombudsman who offers a free and independent service for international students who may have a complaint or who wish to lodge an external appeal in relation to a decision made by the College. Family or friends of an international student who are concerned about a problem a student is having can also contact the Ombudsman. Students may make a complaint in their own language. The Ombudsman will pay for the interpreter.*

## OVERSEAS HEALTH COVER

*All international students studying on Student Visas must have Overseas Health Cover (OSHC). OSHC is an insurance that provides cover for the costs of medical and hospital care, which international students may need whilst residing in Australia. Students must obtain OSHC for the proposed duration of their Student Visa. Medibank Private Fees are subject to change annually.*

## COLLEGE INVOLVEMENT

*International Students are required to comply with requirements of the College in respect of dress code, behaviour and participation in the College’s cocurricular program. There is a diverse and engaging array of cocurricular activities offered by the College, including, but not limited to, sport, drama, debating, community service, music, choir and robotics.*

## **ORIENTATION**

*Orientation for students new to the College, dependent upon the entry year group, is held in November or just prior to the commencement of school year. Through the provision of an age and culturally appropriate orientation programme, the International student will be provided with information about student support services, legal services, emergency and health services, the complaints and appeals processes, facilities and resources, and student conditions relating to course progress and attendance, and visa implications. Should a student be unable to attend the orientation, an alternative time will be arranged by the College Registrar and/or Head of Secondary School.*

## **COLLEGE UNIFORM**

*St Brigid's College students are required to wear the College uniform during school hours and to and from the college. All items can be purchased at the College Uniform Shop conveniently located on our campus. To contact the Uniform Shop please call +08 9290 4261. The Uniform Shop is open during the term on Tuesdays from 3pm to 5pm and Wednesdays from 7:30am to 9:30am and 12:00pm to 5:00pm.*

## **EDUCATION SERVICES**

*The College recommends that parents and staff visit the Department of Education, Skills and Employment website <https://www.dese.gov.au/esos-framework> for pertinent information regarding the Education Services for Overseas Students (ESOS).*

## **TEXTBOOKS**

*Suitable arrangement concerning stationery and textbooks are made upon arrival of student.*

## **RECORD KEEPING**

*The College maintains all Students records and documents. These documents are filed on the student's record and will be maintained on the student file, in perpetuity.*



## **Part-time employment and the Fair Work Ombudsman**

*Overseas students have the same workplace rights as all other workers in Australia. Pay rates and workplace conditions are set by Australian Law. The Fair Work Ombudsman provides free advice and assistance to all workers to help them understand their rights, and translated information is available in multiple languages in the 'Language Help Section' of the website.*

*The Department of Home Affairs provides a Translating and Interpreting Service which can be contacted on 131 450.*

*If you are enrolled as a boarding student and in Year 11 or 12, you may undertake part-time work over the weekend. Arrangements to attend would be discussed with the Director of Boarding, prior to accepting a job offer. If you are residing with a parent or guardian these arrangements would be at their discretion.*

*The conditions of your visa should also be checked through the Department of Home Affairs.*

## **THE ESOS FRAMEWORK – PROVIDING QUALITY EDUCATION AND PROTECTING RIGHTS**

*The Australian Government wants international students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework, and include the Education Services for Overseas (ESOS) Act 2000 and the National Code 2018.*

## **PROTECTION FOR OVERSEAS STUDENTS**

*Overseas students on student visas must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Students (CRICOS) at*

*<http://cricos.education.gov.au/>. CRICOS registration guarantees that course and education providers meet the high standards necessary for overseas students. Students should check carefully that the details of a course – including its location – match the information on CRICOS.*

## STUDENTS' RIGHTS

*The ESOS framework protects students' rights, including:*

- *Their right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from the provider and provider's agent. If students are under 18, to ensure their safety they will be granted a visa only if there are arrangements in place for their accommodation, support and welfare;*
- *Their right to sign a written agreement with the provider before or as fees are paid, setting out the services to be provided, fees payable and information about refunds of course money. Students should keep a copy of the Written Agreement;*
- *Their right to receive the education they paid for. The ESOS framework includes consumer protection that will allow them to receive a refund or to be placed in another course if the provider is unable to teach their course;*
- *The students' right to know:*
  - *how to use the provider's student support services*
  - *who the contact officer or officers are for overseas students*
  - *if students can apply for course credit when enrolment can be deferred, suspended or cancelled*
  - *what the provider's requirements are for satisfactory progress in the courses students' study*
  - *if attendance will be monitored for those courses*
  - *what will happen if the student wishes to change providers; and*
  - *how to use the provider's complaints and appeals process.*

## STUDENTS' RESPONSIBILITIES

- *As overseas students on student visas, students have responsibilities to:*
  - *satisfy student visa conditions;*
  - *maintain Overseas Student Health Cover (OSHC) for the period of their stay;*
  - *meet the terms of the Written Agreement with the provider;*
  - *inform the provider if the student changes address;*
  - *maintain satisfactory course progress;*
  - *if attendance is recorded for the course, follow the provider's attendance policy; and*
  - *if the student is under 18, maintain approved accommodation, support and general welfare arrangements.*

## OTHER IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

- *It is imperative that parents advise the College's Registrar of any change of address or contact details within seven working days, as the College's Registrar is required to report this change on PRISMS. Failure to report such changes will be a breach of your daughter's visa conditions.*
- *You will need to finalise your daughter's travel arrangements. If she returns to their home country each holiday, you will need to make bookings well in advance.*
- *To meet your daughter's student visa requirements, it is important that she does not leave school before the end of each term or return late after each new term has commenced.*
- *Permission for students to arrive after the term commences or leave before the term ends will be granted by the Principal only in exceptional circumstances, and written permission must be requested with at least three weeks' notice.*
- *International students may not drive or have access to any form of motor transport whilst a student at St Brigid's College.*
- *The possession, distribution or use of any form of illegal substance under Australian law or any type of offensive weapon or behaviour illegal under Australian law will lead to the immediate dismissal of the student from the School.*

*International students are expected to participate fully in the academic, sporting, cultural and social life of the College. They are expected to observe Australian customs of social courtesy and behaviour. In return Australian students are expected to respect the different cultural backgrounds and experiences of their international colleagues. An unwillingness to be an active and committed member of the St Brigid's College community will lead to the enrolment of a student being reviewed by the Principal.*

St Brigid's College	For policies and procedures at the school	Speak with senior staff members. <a href="http://www.sbcl.wa.edu.au">www.sbcl.wa.edu.au</a>
Department of Education, Skills and Employment	For your ESOS rights and responsibilities	<a href="https://www.dese.gov.au/esos-framework">https://www.dese.gov.au/esos-framework</a> ESOS Helpline 1300 793 993 Email: <a href="mailto:esosarcmailbox@dese.gov.au">esosarcmailbox@dese.gov.au</a>
Department of Home Affairs (DHA)	For visa matters	<a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> Phone 131 881 in Australia.

## OVERSEAS STUDENT HEALTH COVER

For information on Overseas Health Cover requirements for International Students, please contact Medibank at <http://www.medibank.com.au/oshc/>

## PERSONAL INFORMATION

Personal information may be made available to Commonwealth and State Agencies pursuant to obligations under the ESOS Act 2000 and the National Code 2018 and the St Brigid's College, Mercy Education Privacy Policy.

## OVERSEAS AGENTS

In accordance with Section 21A of the ESOS Act, St Brigid's College does not engage or employ agents to attract overseas students.

## IMPORTANT SOURCES OF INFORMATION FOR OVERSEAS STUDENTS

Education Services for Overseas Students Act (ESOS)	<a href="https://www.dese.gov.au/esos-framework">https://www.dese.gov.au/esos-framework</a>
Department of Education	<a href="https://www.dese.gov.au/">https://www.dese.gov.au/</a>
Australia Education Assessment Services (AEAS)	<a href="http://www.aeas.com.au">www.aeas.com.au</a>
Australian Education International (AEI)	<a href="https://internationaleducation.gov.au/">https://internationaleducation.gov.au/</a>
Department of Home Affairs (DHA)	<a href="https://www.homeaffairs.gov.au/">https://www.homeaffairs.gov.au/</a>
Medibank Private Overseas Health Cover	<a href="http://www.medibank.com.au/oshc/">http://www.medibank.com.au/oshc/</a>
Overseas Students Ombudsman	<a href="https://www.ombudsman.wa.gov.au/">https://www.ombudsman.wa.gov.au/</a>
St Brigid's College	<a href="http://www.sbcl.wa.edu.au">www.sbcl.wa.edu.au</a>
St Brigid's College International Student Policies and Procedures	<a href="https://www.sbcl.wa.edu.au/fs/resource-manager/view/0d698c5e-0483-493f-8d94-80de7969ba31">https://www.sbcl.wa.edu.au/fs/resource-manager/view/0d698c5e-0483-493f-8d94-80de7969ba31</a>

## RECORD KEEPING

*St Brigid's College will retain student files, including all records, on the student file in perpetuity.*

## IN THE CASE OF AN EMERGENCY

*Dependent on the nature or urgency of the emergency, the following steps are available to the student and parent:*

- *Telephone Boarding House Reception on +61 8 9290 4222*
- *Telephone Director of Boarding (College mobile number provided prior to commencement)*
- *If the emergency is life-threatening or time-critical, in Australia you telephone 000 (Triple Zero) An operator will answer your call and ask whether you require police, fire and rescue or ambulance.*

## COLLEGE INFORMATION

*College bank details can be made available on request.*

*Further information on enrolment at St Brigid's College can be obtained by contacting:*

*Patty Majko - Registrar*

*St Brigid's College*

*200 Lesmurdie Road, Lesmurdie, Western Australia, 6076*

*Telephone: +61 8 9290 4200*

*Email: [sbc@sbcl.wa.edu.au](mailto:sbc@sbcl.wa.edu.au)*

*Website: [www.sbcl.wa.edu.au](http://www.sbcl.wa.edu.au)*