



For the Whole of Their Life

St Philip's Christian College International Enrolment Handbook

International Student Enrolment Information Booklet

Thank you for your interest in enrolling a student at St Philip's Christian Education Foundation. This booklet, along with information on the website, will guide you through the enrolment process at our School.

The St Philip's Christian College group of schools leads the way in Whole of Life Education. The College spans six schools and caters to students from Pre-Kindergarten to Tertiary Learning. Our schools are accredited with the New South Wales Education Standards Authority (NESA) to present candidates for the NSW Higher School Certificate. Our for main schools are registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), (CRICOS No. 00553M) and complies with the Education Services for Overseas Students (ESOS) Act 2000 (amended 2015) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

At St Philip's Christian College we passionately believe in the need for independent schools which develop the whole child – intellectually, socially, physically and spiritually; schools that maintain high academic and behavioural standards while keeping the truth of the Christian Gospel at its core.

Locations

SPCC Waratah

57 High Street, Waratah, NSW, 2298

SPCC Port Stephens

182 Salamander Way, Salamander Bay, NSW, 2317

SPCC Gosford

20 Narara Creek Road, Narara, NSW, 2250

SPCC Cessnock

10 Lomas Lane, Nulkaba, NSW, 2325

The College Motto

Our College Motto is: ***The Way, The Truth, The Life***. We believe that Jesus alone is the means by which men, women, boys and girls can come to know for themselves our Creator and Father God.

The College Mission Statement

St. Philip's Christian College will continue to provide quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice.

The College's Five Core Values

1. Christ First - we want to honour Christ in all things.
2. Serve One Another - we want to appreciate the unique God-given potential of each person.
3. Strive for Excellence - we want to aim to continually do our very best in our learning and serving.
4. Do what is right - we want to always behave in a Christian manner.
5. Build Community - we want everyone to know they belong because they know that they are respected and how to serve others.

International Student Program

Aims

The purpose of the International Student Program at St Phillip's Christian College, is to provide International Students with a high quality academic education in a Christian Environment with Christian Pastoral Care and support.

The College pursues this aim by providing the students with a pastoral and social framework. This framework will enable them to develop their English language skills and be a support to help them adjust to a new social and cultural environment.

History

Our International Student Program has been operating for approximately 14 years. Countries that have been represented over the years are Hong Kong, Indonesia, Mainland China, Taiwan, Philippines, Korea, Thailand, Japan, India, Malaysia, France, Austria and Brazil. The student intake differs each year.

Current Program and Market

There are two facets of our International Program

- Long term students
- Short term placements

Long Term Program

The Secondary School aims for a maximum of 10% ratio in the grade;
e.g. 300 students overall = 30 International Students.

The aim of most of our International students is to continue through our education system and complete tertiary education in Australia. Education ranks very highly in Australia's export markets.

Short Term Program

The College supports a number of Short-Term students during the year that allows opportunities for International Students to gain social experience and practice in conversational English. These students stay for a Term to a year.

Modes of Study

Face to Face full-time study. Courses components may include:

- Excursions or field studies
- Work experience or work placement
- Online learning in class
- Community outreach programs
- Independent studies for a distance education study that has been requested by the student and approved by the Director of Studies

Homestays

International students who are not living with a parent or close family member are placed with Christian families and are expected to participate in host family activities and at all times to behave in a respectful manner. Homestay includes meals and access to all facilities and some participation in duties in the home. The School will monitor homestay arrangements.

International students with school approved Welfare and Accommodation arrangements, such as Homestay students who are not living with a parent or parent nominated relative or custodian, are not permitted to make any change to their living arrangements without the prior written approval of the school.

Where the School takes on responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements for a student who is under 18 years of age, the School:

- nominates the dates for which the School accepts responsibility for approving the student's accommodation, support and general welfare arrangements and advises the Department of Home Affairs of the dates in the form required.
- ensures any adults involved in, or providing, accommodation and welfare arrangements to the student have appropriate working with children clearances in accordance with the School's Child Protection Program.

- implements documented processes for verifying that the student's accommodation is appropriate to the student's age and needs, in accordance with our Younger Overseas Students Accommodation Arrangements Policy.
- includes a process for managing emergency situations and for when welfare arrangements are disrupted for students under 18 years of age.
- maintains up-to-date records of the student's contact details including the contact details of the parent(s), guardian(s) or any adult responsible for the student's welfare.

Courses Offered

St Philip's Christian Education Foundation offers enrolment into courses of Primary and Secondary education as accredited by NESAs, leading to the award of the NSW Higher School Certificate.

CRICOS Course Code: 063672E	Course Name: Primary School Studies K-6
CRICOS Course Code: 063673D	Course Name: Junior Secondary Years 7-10
CRICOS Course Code: 005143M	Course Name: Senior Secondary Years 11-12

Conditions of Enrolment / Preliminary Requirements

- a) For entry into a course at St Philip's Christian College, students are required to sit an English language proficiency. The requirement is:
 - a. AEAS
 - i. Year 4-6 = 46
 - ii. Year 7-9 = 71
 - iii. Year 10+ = 80
 - b. IELTS
 - i. Year 7-10 = 5.0
 - ii. Year 11-12 = 5.5
- b) Depending on the student's English language ability, the student may be required to successfully complete an ELICOS course and or phases from our ESL Program.
- c) As a condition of enrolment, the student authorizes St. Philip's Christian College to check visa entitlements electronically via VEVO for the duration of enrolment on the Department of Immigration and Citizenship website: <https://immi.homeaffairs.gov.au/visas/>
- d) As a condition of enrolment, the student agrees to abide by all school policies (located on our website www.spcc.nsw.edu.au/).

The School Year

The school year commences at the end of January and continues until December. Year 12 students finish in November upon completion of their Higher School Certificate exams. There are four terms in each School year. Term dates are available on the School website. It is an expectation that students adhere strictly to the term dates and make their travel plans accordingly. St Philip's Christian Education Foundation allows some students to commence studies during the year.

Uniform

The uniform of St Philip's Christian Education Foundation Schools is compulsory and may be purchased at the School uniform shop which is located at each site and also through the College website. The current uniform list is available on the school website.

Technology

Our schools incorporate technology into studies at all levels of education. Devices are provided for students use at School. In grades 5 – 12 students are provided with a MacBook which is able to be taken home and utilised for class work. A Technology levy for this equipment is a part of the fee structure.

Excursions and Camps

Excursions and camps are an integral part of the curriculum and provide opportunities for research and learning experiences which are vital to the overall academic program. Attendance of students at excursions and camps is compulsory.

Parent Communication

Parents/guardians will be notified of student progress and mid-year and final examination results by the School. If any serious situation arises parents will be notified immediately and the student will be counselled by teachers and other advisers. Every assistance will be given to students should difficulties arise. Parents/guardians will be provided with access to the school database program, MySPCC, and can view relevant student information.

Tuition Fees

- a. All fees must be paid in Australian dollars. Fee information is available on the School website.
- b. With respect to the first course the student enters the Parents/guardians must pay the relevant annual School tuition fee. (Please note that the School's tuition fees are subject to annual increases as directed by the School Board and this should be budgeted for accordingly.)
- c. Tuition fees are payable 12 months in advance, typically by the commencement date of Term 1.
- d. The Parents/guardians agree to pay tuition fees in advance, and acknowledge that there will be no refund, in whole or in part, if the Student is absent from School due to illness, leave or suspension.
- e. If the student changes visa status (e.g. becomes a temporary or permanent resident), the student will continue to pay the full international student fees for the duration of that six month study period.
- f. The parents/ guardians agree to pay changes in tuition fees if changes are required as a result of the student having their study outcomes reassessed or a deferral of study.

Non-Tuition Fees

- a. Non-refundable application fee of \$AUD200
- b. Overseas Student Health Cover (OSHC) (visa condition 8501) approximately \$500 per annum. As per the visa conditions OSHC must be in place for the entire duration of the student visa. Please note visa start and end dates are not the same as the course start and end dates. Once the visa is granted and the dates are known this may result in an adjustment to the OSHC costs that will either be credited or debited to the student fee account.
- c. Homestay Fees where applicable
- d. School Uniform Expenses
- e. Macbook program fee and bond

Default Information

If a student's visa application is refused by the Department of Immigration and Border Protection and the student cannot undertake the course, the school will refund within four weeks any unspent pre-paid fees where the request is made in writing and the student produces evidence that the application made by the student for a student visa has been refused by the Australian immigration authorities.

In the event of **Student default**

- a. Any amount owing under this section will be paid within four weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18).
- b. Non-tuition fees will be refunded (e.g. camps, homestay, health insurance on a pro-rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made).
- c. If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date a maximum of ten weeks tuition fees will be refunded from prepaid tuition fees.
- d. If up to two semester's tuition fees have been prepaid, and the school receives written notification of withdrawal by the student or parent(s)/legal guardian if the student is under 18), the school will refund the amount of prepaid fees less the following amounts:
 - i. An administrative fee of \$200 (other non-refundable fees) if written notice is received up to four weeks prior to commencement of the course.
 - ii. If the student withdraws from the course 28 days or more before the commencement date, 75% of course fees will be refunded.
 - iii. If the student withdraws from the course less than 14 days before the commencement date, 50% of course fees will be refunded. No refund will be paid after the course has commenced.
 - iv. However, if a student leaves after 6 months of the first registered School Sector Course, the remaining homestay fees only will be refunded.
 - v. All refunds are made in Australian dollars and will be paid within 4 weeks of receiving a written request for a refund.

- e. No amount will be refunded if written notice is received more than six months after the commencement date of the student's course.
- f. If more than two semester's tuition fees have been prepaid in one amount, refund provisions under (b) will apply for tuition fees after this will be refunded.
- g. If a student becomes an Australian resident during the course of studies (i.e. has a change of visa status), there will be no adjustment to the fees paid for the remainder of the calendar year.
- h. No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:
 - i. Failure to maintain satisfactory course progress (visa condition 8202).
 - ii. Failure to maintain satisfactory attendance (visa condition 8202)
 - iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
 - iv. Failure to pay course fees.
 - v. Any behaviour identified as resulting in enrolment cancellation in St. Philip's Christian College's Code of Conduct Policy.

In the event of **Provider default** (Any default by the school must be compliant with the current provisions of the ESOS Act 2000 (as amended) and the ESOS regulations 2019 (as amended).

- a. If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unspent pre-paid tuition fees paid to the school will be made within 14 days of the agreed course starting day.
- b. If for any reason the school is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unspent pre-paid tuition fees paid to the school will be made within 14 days of the agreed course starting day.
- c. In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive advice to seek assistance from the Australian government's Tuition Protection Service.

Refund of Fees

- a. The enrolment application fee is non-refundable.
- b. Fees are payable according to Letter of Offer attached.
- c. An itemised list of school fees are provided in the school's written agreement (as per NC standard 3.1b)
- d. All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
- e. Refunds will be paid to the person who enters into the written agreement.
- f. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to St Philip's Christian College.

Tuition Protection Service (TPS)

The TPS is a placement and refund service to assist international students whose registered providers are unable to complete delivery of the student's course of study. The TPS ensures that international students can either:

- Complete their studies in another course or with another registered provider; or
- Receive a refund for unspent tuition fees.

For more information on the TPS, please see: <https://www.dese.gov.au/tps>

Complaints and Appeals

The following information is an outline only of the School's internal and external complaints and appeals process. For further information on this visit the Policies page of our website.

To lodge a formal complaint, the international student or parent/guardian of the international student must refer their formal complaint to the College Principal at their site. The School will commence assessing a complaint from an overseas student within 10 working days from the date on which the complaint was lodged.

If an international student or an international student's parents/guardians are not satisfied with the result of the School's complaints handling process they can decide to internally appeal the School's decision.

If an international student or an international student's parents/guardians are not satisfied with the result from the School's internal complaints process, the School must advise the international student within 10 working days of

concluding the internal review of the overseas student's right to access an external complaints handling and appeals process at minimal or no cost.

This written agreement, and the right to make complaints and seek appeals of decisions and actions under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

Conditions of Enrolment

Abide by all the international student visa conditions

- a. maintain satisfactory course progress for each study period (visa condition 8202)
- b. maintain satisfactory attendance (visa condition 8202)
- c. maintain approved welfare and accommodation arrangements (visa condition 8532) [if applicable]
- d. maintain Overseas Student Health Cover (OSHC) (visa condition 8501)
- e. continue to have sufficient financial capacity to support your study and stay in Australia. (visa condition 8516) Pay all required tuition and non-tuition fees
- f. Notify your education provider, the School, the address where you live within 7 days of arriving in Australia, if you change the address where you live within 7 days of the change (visa condition 8533)
- g. Avoid any behaviour identified as resulting in enrolment cancellation
- h. As a condition of enrolment, the student agrees to abide by all school policies for the duration of their enrolment. School policies are available on the School website.

Enquiries

Please contact the Registrar at the school site you are interested in enrolling in

SPCC Waratah

57 High Street, Waratah, NSW, 2298
Ph: 4960 6600

SPCC Port Stephens

182 Salamander Way, Salamander Bay, NSW, 2317
Ph: 4919 5400

SPCC Gosford

20 Narara Creek Road, Narara, NSW, 2250
Ph: 4331 4400

SPCC Cessnock

10 Lomas Lane, Nulkaba, NSW, 2325
Ph: 4007 5000

Education Agent

Families may choose to engage the services of our authorised Education Agent. St Philip's Christian Education Foundation makes use of the following Education Agent:

Grace Education Services International Pty Ltd

Daniel Wong (Director) QAEC No. C061

Email: daniel@graceedu.com.au

Website: www.graceedu.com.au

Eligibility

Pacific Hills considers applicants for enrolment who will enter Australia on a 500 Student Visa and are eligible for the courses listed under Courses Offered. Short term placements (less than 3 months) will be considered for applicants travelling in Australia on a Visitor Visa.

Required Enrolment Information

Completed Enrolment forms should be submitted to the school together with certified copies of the student's:

- Birth certificate (with copy of certified translation)
- Passport
- Immunisation Record

- Three most recent academic reports (with copy of certified translation)
- Evidence of English Proficiency. See Prerequisites to enter the course.
- \$200 non-refundable application fee payment
- Evidence of capacity to secure Medical Insurance

ESOS Framework

The ESOS framework—providing quality education and protecting your rights The Australian Government wants overseas 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.

Protection for International Students

As an international student on a student visa, students must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at www.cricos.education.gov.au CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course – including its location – match the information on CRICOS.

Your Rights

The ESOS framework protects international student rights, including:

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

International Student Responsibilities

As an international student on a student visa, students have responsibilities to:

- satisfy student visa conditions;
- maintain Overseas Student Health Cover (OSHC) for the period of your stay;
- meet the terms of the written agreement with your provider;
- inform your provider if you change your address;
- maintain satisfactory course progress;
- if attendance is recorded for your course, follow your provider’s attendance policy; and
- if you are under 18, maintain your approved accommodation, support and general welfare arrangements.

Useful Web Links

Living and Studying in Australia www.studyinaustralia.gov.au

Study in Australia is the official Australian Government site for studying in Australia. This website will prove invaluable to students wishing to study in Australia. It contains a wide range of information covering aspects such as: Culture, History, Money Matters, Safety and Courses.

Department of Home Affairs <https://www.homeaffairs.gov.au/trav/stud>

This website will guide you through the process of applying for the correct visa and also contains information that would be useful to you regarding living in Australia.

The Department of Education, Skills and Employment

<https://internationaleducation.gov.au/regulatory-information/Pages/National-Code-2018-Factsheets-.aspx>

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

Education Services for Overseas Students (ESOS) framework

<https://www.legislation.gov.au/Series/C2004A00757>

The ESOS Act sets out the legal framework governing delivery of education to international students in Australia on a student visa.

Overseas Student Ombudsman (OSO) <http://www.oso.gov.au/>

The OSO investigates complaints about problems overseas students or intending overseas students may have with private education and training in Australia. Call: 1300 362 072 Monday to Friday – 9am to 5pm Australian Eastern Standard or Daylight-Saving Time.

Tuition Protection Service (TPS) <https://www.dese.gov.au/tps>

The TPS is a placement and refund service to assist international students whose registered providers are unable to complete delivery of the student's course of study.