



INFORMATION FOR OVERSEAS STUDENTS

1.0 COURSE OF STUDY

1.1 General

Middle School (7-9)

Overseas students normally enrol for the whole or part of the Year 7, 8, 9 course.
Each course is 38 weeks in duration.

- All students in Year 7 and Year 8 study a broad range of subjects.
- Year 9 is an elective year and students will need to undertake 3 electives.

Senior College (10-12)

Overseas Students normally enrol for the whole or part of the Year 10 or Year 11 course.

Students completing the full requirements of the HSC Preliminary Course are eligible to proceed to Year 12 work. At the end of Year 12, subject to the successful completion of the relevant examinations, students will qualify for an HSC.

Students enrolling for only part of the HSC will not receive a qualification.

The Year 11 Course is a 35 week program of study including holiday breaks. As Year 12 work commences in the final term of the Year 11 course, the Year 12 Course is a 50 week program, followed by Year 12 examinations. The Year 12 examinations are held over 4 weeks in Term 4 of the final year of study.

1.2 Higher School Certificate

The Higher School Certificate runs for two years and comprises the Preliminary Course which runs during Terms One, Two and Three of Year 11 and the Higher School Certificate course which runs during Term Four (Year 11) and Terms One, Two and Three of Year 12.

All students studying for the Higher School Certificate must successfully complete 12 units for the Preliminary Course and at least 10 units of study for the Higher School Certificate. Both courses must include 2 units of English: either English Standard or English Advanced.

In addition, all students must:

- complete a school-based program in Religion/Life Skills and in Study Skills (Year 11 only)
- complete HSC: All My Own Work (or its equivalent) before they submit any work for Preliminary (Year 11) or HSC (Year 12) courses.
- achieve Stage 5 (Year 10) – minimum standards testing in numeracy, reading and writing.

1.3 Modes of Delivery

The Central Coast Grammar School requires all students to attend scheduled classes and maintain contact hours. CCGS does not deliver courses via online learning or distance learning.

2.0 THE ESOS FRAMEWORK OVERVIEW

An electronic copy of the ESOS Framework is available through the [Australian Government Department of Education and Training website](#).

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 Students (ESOS) Act 2000* and the National Code.

Protection for overseas students

As an overseas student on a student visa, you 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 <http://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 your rights, including:

- your 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.
- your 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. You should keep a copy of your written agreement.
- your 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.
- your 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

Your responsibilities

As an overseas student on a student visa, you have responsibilities to:

- satisfy your student visa conditions;
- maintain your 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

Contact details

Who?	Why?	How?
Your provider	For policies and procedures that affect you	Speak with your provider. Go to your provider's website.
Department of Education and Training (DET)	For your ESOS rights and responsibilities	www.education.gov.au ESOS Helpline +61 2 6240 5069 Email esosmailbox@dest.gov.au
Department of Home Affairs (DHA)	For visa matters	www.homeaffairs.gov.au Phone 131 881 in Australia

- 2.1** Prior to an overseas student enrolling at CCGS, the Registrar ensures that all staff members who interact directly with overseas students are briefed about the School's obligations under the ESOS framework, and the potential implications for students arising from the exercise of these obligations. This briefing takes place in a face-to-face setting where staff members are provided with a copy of the ESOS framework.

3.0 ENTRY REQUIREMENTS

Central Coast Grammar School undertakes to recruit overseas students in an ethical and responsible manner. An offer of a place will be based on an assessment by a suitably qualified person; the Head of the Middle School, Head of the Senior College or the Headmaster. Any final determinations are made exclusively by the Headmaster.

Students will be assessed on their level of English language proficiency, academic standard and their willingness to contribute to school life. Assessment procedures are listed below:

3.1 ENGLISH PROFICIENCY FOR ENTRY

Overseas students whose first language is not English will be required to sit an English assessment with Australian Education Assessment Services (AEAS) to show evidence of their English competency. CCGS does not offer conditional places. An AEAS report must be submitted to CCGS before a place can be offered.

All costs associated with AEAS testing are to be paid by the family/student. Please refer to the AEAS website www.aeas.com.au for indicative costing and a description of the testing. AEAS is the only recognised testing procedure used by CCGS for students currently studying overseas.

3.2 ACADEMIC STANDARD

The minimum entry requirement to Year 7 is equivalent of the NSW Year 6 course.

The minimum entry requirement to Year 8 is equivalent to the NSW Year 7 course.

The minimum entry requirement to Year 9 is equivalent to the NSW Year 8 course.

The minimum entry requirement to Year 10 is equivalent to the NSW Year 9 course.

The minimum entry requirement to Year 11 course is the equivalent of the NSW Year 10 course.

- Students need to provide translated academic results for at least 2-3 years.
- Students need to have demonstrated consistent above average academic performance.
- Consistent work ethic across all subjects.
- Conduct at previous college needs to have been at a consistently good level to fit in with the Central Coast Grammar School environment.

3.3 CONTRIBUTION TO SCHOOL

- Students accepted into Central Coast Grammar School will be expected to cooperate and participate in a full range of activities including academic, sporting, and cultural life of the School.

3.4 RECOGNISED PRIOR LEARNING (RPL)/COURSE CREDIT

- CCGS does not grant recognised prior learning (RPL) or course credit to overseas students.

4.0 MODES OF STUDY/TEACHING METHODS & ASSESMENT

TEACHING METHODS

Teaching styles vary from subject to subject. They can range from a traditional model of the 'teacher at the front with the whiteboard' to interactive discussion groups. Technology is utilised to enhance teaching methods. Students in Years 7-9 use a notebook computer for lessons (please refer to section: 6.0 for outline of costs).

Participation is key for students studying in Australia. Students will be expected to ask questions in class; contribute to discussions and demonstrate their knowledge in a variety of ways.

The Australian Education System places a high value on experiential, interactive learning. Therefore, it is common for students to participate in excursions relevant to the subject of study.

For students from countries where the teaching method is a traditional lecture style you will find Australian teaching methods quite different. Student learning is assessed on the basis of how students apply knowledge. This is achieved through testing; exams and assessment projects.

In Australian High Schools, students move from room to room depending on where their subject is located. This is opposite to a number of countries where the teachers move around while the students stay in the one room.

The Australian Education system requires that all students participate in physical education. This is most commonly done in the form of playing sports. CCGS offers a variety of different sports that suits most students.

CCGS is a nondenominational school with a Christian ethos.

5.0 FACILITIES AND RESOURCES

Central Coast Grammar School (CCGS) is in Erina Heights on the Central Coast of New South Wales. Erina Heights is approximately 1 hour and 20 minutes' drive from the city of Sydney.

Since the School began in 1985, there has been a vigorous tradition of building and growth. The CCGS facilities are constantly upgraded to provide the best possible learning environment for students.

The School's architecture harmonises with the surrounding bushland, the centrepiece being the Vision Splendid gardens and pond created by the P&F last year. The ARTEC building (A W Elliott Art and Technology building) houses Junior and Senior Art rooms, Design & Technology woodwork and metalwork workshops, Textile Technology, Food Technology commercial kitchens, Information Technology and Photography dark room. Its sweeping verandas overlook the picturesque Vision Splendid Memorial Garden.

Our latest development is a \$2 million refurbishment of the senior English and Geography classrooms was completed in January 2018. The new facility reflects the very latest international thinking in learning environments with a flexible approach design and furniture, increased digital capacities and a seamless connection to the outdoor environment.

In July 2014 we opened our new multipurpose Performing Arts Centre which includes a 750 seat acoustically designed, tiered theatre and a hydraulically operated orchestra pit, sound and lighting box. This professional facility is used extensively for Music Concerts, Drama and School Productions and also provides a venue for community gatherings and presentations.

Our new library opened in 2010, this spacious, passive-solar designed learning environment provides a significant boost to information resources for teaching and learning across K-12. Facilities include age-appropriate resources in dedicated areas for Junior and senior students, 4 tutorial rooms, 2 reading pits and audio-visual and photocopying facilities. The complex houses a technology laboratory with 36 terminals, 4 online public access terminals and wireless access for Notebook computers. An integral part of the facility is a semi-circular, tiered Lecture Theatre.

Our new Science block was completed in May 2012, featuring 7 state-of-the-art laboratories which all have wireless access, interactive smart boards and flexible seating. The Science building development has been designed to achieve a 4 star Green Star Education Design rating from the Green Building Council of Australia, representing best practise environmental design.

The school grounds provide extensive sporting facilities including three Rugby ovals, two cricket ovals and nets, a hockey oval, tennis courts, netball courts, a picturesque cross-country track and a multipurpose sports centre and gymnasium. An all-weather Multipurpose, wet-dressed Synthetic Sports Field suitable for a variety of sporting codes and major tournaments was opened in 2009. The ongoing development of the playing fields provides the school with a first-class sporting precinct and one of the best in NSW.

6.0 FEES – 2020

Application Fee	AUD \$180	(non-refundable)		
Enrolment Fee	AUD \$700	Per student, non refundable		
Entrance Fee	AUD \$2,500	Per family (\$1,250 refundable when the last child in the family leaves the school)		
Tuition Fees	Per Year		Consolidated Charge	Laptop Levy
	AUD \$28,650	Year 7	AUD\$675	650
	AUD \$29,160	Year 8	AUD\$445	650
	AUD \$29,700	Year 9	AUD\$450	650
	AUD \$30,310	Year 10		650 (optional)
	AUD \$31,250	Year 11		650 (optional)
	AUD \$29,960	Year 12		650 (optional)
		<ul style="list-style-type: none"> This does not include subject specific excursions but includes camps. Sibling rebate is available where two or more children from the one family are enrolled; 10% for second child, 20% for third child, 30% for fourth child and subsequent children. School Fees are payable by the Friday before each new School Term commences. All other accounts are payable within 14 days of issue. 		
Higher School Certificate Administration levy for overseas students	AUD \$1,161 (<i>subject to change</i>)	<ul style="list-style-type: none"> On commencement of the HSC course. 		
Uniform costs	AUD \$1,200 (if brand new)	Approximately for High School students		
Overseas health cover	\$543.00 for Medibank Essentials cover for 12 months.	Cover is available for periods increasing from 1 month, 2 months etc on a varying rate. Please refer to the Medibank website .		
<ul style="list-style-type: none"> School fees and charges are subject to periodic review by the School Board – please refer to conditions of enrolment (below in Section 11). Please refer to Appendix 4 to view the CCGS refund policy. 				

7.0 APPLICATIONS

Applications

Applications for FFPOS (Full Fee-Paying Overseas Students) places at Central Coast Grammar School should be directed to the Registrar.

A completed application form is required to be submitted to the Registrar with copies of past 2-3 years translated academic transcripts, evidence of English language proficiency (An Australian Education Assessment Services - AEAS report), copy of passport, Visa details, copy of birth certificate and immunisation records (if immunised).

Please visit: www.ccgsw.edu.au/Enrolment/ApplyNow.aspx to print off an application form.

Registrar contact details:

Mrs Sarah Barker

Registrar

CCGS

Arundel Rd, Erina Heights NSW 2260

T: (02) 4367 6766

E: enrol@ccgsw.edu.au

8 STUDENT RECORDS

8.1 Attendance

Accurate records of attendance and lateness will be kept for each student and reported on in a final written report. Each course will have an attendance roll recorded by the teacher. Course tutors mark a roll in Period One and Period Five on a daily basis and lodge returns with the Senior College or Middle School Administration Manager.

Attendance records will be monitored on a fortnightly basis by the Deputy Head of Senior College/Middle School. Students who are absent or late without approval will be contacted by the Deputy Head of the Senior College/Middle School and counselled by one of the House Coordinators. This will occur if a student is absent for more than five days without approval or who is not consistently attending their course. The Deputy Head of Senior College/Middle School will be responsible for monitoring attendance.

8.2 Reports

Students completing only a part of the Year 7, 8, 9, 10 or 11 course may not be eligible for a full School report.

Students undertaking the HSC will receive detailed academic reports. HSC students will receive a report at the end of the Preliminary Course, a mid-course report in Term One of Year 12 and a final report at the end of Term Three.

9 OVERSEAS STUDENT VISA REQUIREMENTS

It is the responsibility of each overseas student to ensure that his/her visa to stay in Australia is valid, and to ensure they hold a current passport.

9.1 Acceptance

Details of each student accepted will be submitted by the Registrar to DET via PRISMS within fourteen (14) days.

9.2 Breaches of Visa Conditions

Breaches of any student visa conditions relating to either attendance or academic performance will be reported to the Department of Home Affairs (DHA) by the Headmaster of Central Coast Grammar School. Failure to attend 80% of the contact hours for the course will constitute a breach of conditions.

Any such breach will be brought to the attention of a student in writing by the Headmaster. The Headmaster will present the student with a written notice informing the student of the reasons for the intention of the report and advises the student of their right to access the CCGS complaints and appeals process, in accordance with the National Code Standard 10 (complaints and appeals) within 20 working days.

It is the responsibility of the CCGS Headmaster to notify DHA of student attendance or academic performance default.

9.3 Change of Enrolment Status

Any change of status to a student's enrolment will be notified to DET via PRISMS. This is the responsibility of the CCGS Registrar.

9.4 Lack of Attendance

It is the responsibility of the CCGS Deputy Head of Senior College/Middle School to make all staff teaching overseas students aware that they are legally obliged to use PRISMS to report overseas students' lack of attendance.

10 AGENTS

Central Coast Grammar School deals directly with the families wishing to enrol their son or daughter. CCGS does not use agents to recruit students.

11 SUPPORT SERVICES

11.1 Orientation

CCGS assists overseas students to adjust to study and life in Australia by providing an orientation program that helps overseas students to access information and services.

All overseas students are supplied with an Overseas student orientation guide prior to commencement that provides information about:

- Support service available to assist adjusting to study and life in Australia, including general or personal circumstances that adversely affect their education in Australia.
- English language and study assistance programs
- Relevant legal, emergency and health services
- CCGS facilities and resources
- Complaints and appeals process
- Requirements for course and attendance progress
- Services students can access for information on their employment rights and conditions and how to resolve workplace issues.

Support services are provided to all students at Central Coast Grammar School through the wellbeing system. Each student is allocated to one of four Houses, each of which has a staff member allocated as House Coordinator who is the designated point of contact for overseas students.

Student support on commencement: Overseas students are buddied up with a suitable current CCGS student to show them to their classes and assist with the transition to a new school.

11.2 Wellbeing

The Wellbeing system at CCGS provides support at a number of levels. For support on lower level or day to day issues each student is assigned to a House Coordinator who monitors the well-being of each of the students in the Middle School or Senior College in their respective House.

The Head of Middle School, Deputy Head of Middle School, Head of Senior College, Deputy Head of Senior College and Careers Adviser are also available for consultation and advice. Further support is then available through the

School Counsellors who are able to provide short-term therapy across a range of issues. For more long-term cases support can be arranged onsite on a case by case basis with a consultant psychologist, through further sessions with one of the School Counsellors or via referral to other external agencies.

These services are provided at no additional cost to the student. If CCGS refers the student to external support services, CCGS does not charge for the referral.

11.3 Independent External Dispute Resolution – If an external dispute resolution service is required for overseas students CCGS can access EAP services.

11.4 Briefing Staff who deal with overseas students

All staff dealing with overseas students at Central Coast Grammar School are advised of their relevant responsibilities under the National Code, the ESOS Act 2001 and relevant State requirements. All staff who interact directly with overseas students are provided with a copy of the ESOS framework, so they are aware of CCGS obligations and potential implications for overseas students arising from the exercise of these obligations. This is conducted at face-to-face staff induction meetings.

12 ACCOMODATION AND WELFARE

12.1 Accommodation

Where students are under 18 years of age students they are required to live with their parent/s or a DHA approved relative over the age of 21 years of age who resides on the Central Coast, NSW.

CCGS does not currently take on the responsibility under the Migration Regulations for approving the accommodation, support and welfare arrangements but strictly monitors the welfare of our overseas students while enrolled at CCGS.

If the student is residing with a natural relative, CCGS requires written authorisation from the student's parents that the relative relationship is true and accurate, and the parent approves of the welfare arrangements.

If the student is residing with a natural relative, CCGS requires written authorisation from the natural relative that they plan to reside on the Central Coast (NSW) for the duration of the student's enrolment at CCGS. If there are any changes in contract details, including residential address, CCGS is to be notified immediately.

12.2 Changes in Contact Details

It is an enrolment obligation that students must advise the School of any changes in their contact detail; including address, phone number and email address.

12.3 Concerns about student's welfare

If CCGS is unable to contact a student and his/her parents or nominated relatives and has concerns for their welfare, CCGS will make all reasonable effort to locate the student, including notifying the police and other relevant Commonwealth state or territory agencies as soon as practical.

13 WHERE DO I GO WHEN I NEED HELP?

Please refer below to the list of staff at the Central Coast Grammar School who deal with overseas students or intending overseas students, or act on their behalf. Please refer to Appendix 4 for the CCGS Senior School Organisational Chart and the CCGS Administration Organisational Chart - Appendix 5.

PERSONAL ISSUES

- Middle School House Coordinators – Michele Hockey (Nicholii), Jodi Clements (Acacia), Lindsey McMasters (Ironbark), Keith Mills (Grevillea)
- Senior College House Coordinators – Phil Knox (Nicholii), Bronwyn Tancred (Acacia), Mandy Vickers (Ironbark) and Sandra Peebles (Grevillea)

Depending on which 'house' and sub school the overseas student is placed they are allocated a House Coordinator to manage their wellbeing and pastoral care.

ACADEMIC ISSUES

- Head of Middle School – Mr Steven Bennett
- Head of Senior School – Ms Denise McDonough

ADMISSIONS

- School Registrar – Mrs Sarah Barker

CAREERS

- Careers Adviser – Mrs Emma Henshaw

14 CONDITIONS OF ENROLMENT

1. We agree to conform to the School's policies and rules including school uniform and to such variations of those policies and rules as are adopted by the School Board or the Headmaster, as set out in publications such as future editions of the School Diary, and as published from time to time at the Headmaster's discretion.
2. We agree to fully support the School's aims and to encourage the student to conform to those policies and rules and to actively involve himself or herself in School activities.
3. Where we do not reside in Australia, we agree to nominate a natural relative who resides on the Central Coast of NSW to act as a guardian for the student. Guardians must:
 - a) be at least 21 years old;
 - b) speak English;
 - c) be contactable by the School;
 - d) be able to give support to the School in meeting the needs of the student;
 - e) attend enrolment interviews, parent-teacher interviews and other contacts at the School's request;
 - f) exercise a duty of care to the student when he or she is on leave with them; and
 - g) Liaise with both parents and the Head of the Senior College to ensure the student's welfare
4. We agree that the School may discipline students for breaches of the School rules or unacceptable conduct occurring in or associated with the School, by detention or extra activity and, in aggravated cases, by suspension or dismissal. The Headmaster may in his or her absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student for breaches of rules or discipline or where I/we have failed to comply with these conditions of enrolment. If the School Board or the Headmaster believes that a mutually beneficial relationship of trust and cooperation between a parent and the School has broken down to the extent that it adversely impacts on that relationship, then the School, the School Board or the Headmaster may require us to remove the student from the school. No remission of fees will apply in either case.
5. We understand that the School requires parents to be actively involved in the School through attendance at parent-teacher interviews and parent forums, participation in courses offered by the School relevant to the student's education and assistance to the School in a voluntary capacity from time to time.
6. We acknowledge that the Headmaster may, by giving us reasonable notice, ask us to remove the student from the School at the end of a school year where the student has, in the Headmaster's opinion, failed to meet the requirements of the New South Wales Board of Studies or has otherwise failed to make satisfactory progress in his or her academic work.
7. We acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Headmaster or his nominee may search the student's bag, locker or other possessions.

8. We confirm that we have read the current Fee Schedule and agree to be responsible (when more than one person is signing this form, both jointly and severally) for the payment of all School fees and charges. School fees and charges are subject to periodic review by the School Board. We agree that:
- a) the Enrolment Fee (\$700 per student) and part (\$1,250) of the Entrance Fee (\$2500 per family) paid by us is not refundable. The refundable portion will be returned to us without interest when the last student in the family has left the School, when all accounts are settled, having otherwise complied with the terms and conditions of enrolment. Where a student's enrolment is cancelled with less than one term's notice, the refundable portion of the Entrance Fee will be forfeited by us. In exceptional circumstances, where we can demonstrate that factors quite outside our control led to the cancellation, we may apply for a refund. However, any refund, which will be made only in exceptional circumstances, will be entirely at the discretion of the Headmaster.
 - b) all School Fees and Consolidated charges must be paid annually in advance before the start of Term 1, or by Direct-Debit on a weekly, fortnightly or monthly basis, as determined by the School. All other incidental School Charges must be paid by Direct-Debit on a weekly, fortnightly or monthly basis, as determined by the School.
 - c) a service fee will be charged for late payment. We agree to pay the service fee calculated on the amount outstanding from the due date until the date of payment. The service fee is a rate percent per annum determined by the School from time to time. It is based on the average rate paid by the School on its borrowings plus an amount to reflect the administrative costs to the School in collecting outstanding fees. The service fee represents a genuine pre-estimate by the School of the loss that it would suffer if fees were not paid by the due date. We understand that we may obtain the current rate from the Finance Office;
 - d) the student may not be permitted to return to School if the fees for the previous term have not been fully paid by the end of that term;
 - e) a full term's notice, in writing to the Headmaster, is required of intention to withdraw the student from the School;
 - f) if such notice is not given, a full term's fee is payable by us to the School.
9. We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.
10. We understand that any request to postpone the date of entry of the student to the School (either to another date in the same year or to a later enrolment date) must be made in writing to the School giving at least one term's notice. (see 7 (a) above). The School in its absolute discretion may or may not agree to that request. If the School agrees to the request we acknowledge that the student will be placed on a waiting list for that year of enrolment and this Enrolment Acceptance will terminate. We acknowledge that, should a place be available to the student for the later date of entry, we must sign a further Enrolment Acceptance and otherwise comply with the School's enrolment requirements applicable at that time. The School may or may not in its absolute discretion require the payment of a further amount in the event of increase in the Enrolment Fee and Entrance Fee.
11. We note that absence from School must be for a very special reason, usually illness. We will send a note signed by us or an SMS to the Headmaster following each absence. We understand that permission to be absent from School for extraordinary reasons must be obtained from the Headmaster beforehand and that the granting of permission is always at the Headmaster's discretion.
12. We accept that the School may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Headmaster.
- a) school Service and Assemblies;
 - b) Studies of Religion which is part of the School curriculum;
 - c) co-curricular activities;
 - d) the School sports program;
 - e) important School events such as Speech Night, and other events as required by the Headmaster from time to time;
 - f) camps and excursions that occur from time to time as part of the Outdoor Education Program which is an integral part of the School curriculum.

13. We agree to keep the school fully informed of the student's health issues or other special needs. If the student becomes ill or is injured, necessitating urgent hospital and/or medical treatment (for example, injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Headmaster, or in his absence, a responsible member of the School staff, to give the necessary authority for such treatment. We indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
14. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which the student has. Where any disclosed special needs change or where any special needs arise, we agree to notify the School immediately. We also agree to complete the student's medical form accurately and provide annual updates for The School.
15. We understand that the School requires parents to observe School security procedures for the protection of students from direct contact with those outside School during school hours and that we are only to make contact through the School office.
16. We acknowledge that the student's personal property is not insured by the school which does not accept any responsibility for loss.
17. We agree to notify the School of any change of family details. We understand that enrolment may be terminated if correspondence is unacknowledged or returned unclaimed after one month of mailing date.
18. Where relevant we agree to provide to the School all current Family Court or other court orders relating to us and the student. We note that the School's Privacy Policy deals with the confidentiality of such information.
19. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of this information is to enable the School to provide schooling for the student. The School's Privacy Policy and Standard Collection Notice are available at www.ccgs.nsw.edu.au. We consent to the School taking and making use of photos and video footage of the student on the School's website and in other marketing and promotional material. We will notify the Headmaster immediately if any circumstances arise that would prevent the School from using such images as outlined above.
20. We agree that the School may change these conditions provided it gives us at least two terms' notice and that the new conditions take effect from the beginning of a calendar year.
21. We understand that our acceptance of the School's offer of a place for the student implies that he or she will complete his or her school life at the School unless unforeseen circumstances arise.

15 GENERAL

17.1 Provision of student details to government agencies

Students need to be aware that information about them may be made available to Commonwealth and State agencies.

GLOSSARY

CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
DET	Department of Education and Training
DHA	Department of Home Affairs
ESOS Act 2000	Education Services for Overseas Students Act 2000
FFPOS	Full Fee Paying Overseas Student
PRISMS	Provider Registration and International Students Management System

Appendix 1

Central Coast Grammar School's Code of Conduct

CENTRAL COAST GRAMMAR SCHOOL - A COMMUNITY OF RESPECT

Striving for excellence in all endeavours in a happy, caring and supportive environment

The most essential standard of behaviour is that all members of the community will treat one another with kindness, honour and respect in all situations. In everything we do, we will:

Demonstrate Self-Respect by:

- Striving to reach our potential in all areas, including academic and co-curricular activities, and citizenship.
- Taking pride in our behaviour and appearance.
- Focusing on our health and safety.

Respect Others by:

- Helping to create an environment of encouragement and support within our K-12 school community.
- Listening with consideration to the opinions and ideas of others in the community even when they are different from our own.
- Respecting the privacy and property of others in the community.

Respect the School by:

- Adhering to the rules of the School at all times.
- Maintaining the grounds and facilities by cleaning up after ourselves and others when necessary.
- Being a positive, honourable representative for the School in all endeavours and at all times.

RIGHTS

To be treated with dignity and respect.

To feel secure in an environment free from negative actions from others and from harmful substances and objects

To study, work and pursue activities in pleasant, well kept surroundings.

To have belongings treated with care.

To be communicated with clearly, politely and respectfully.

RESPONSIBILITIES

To treat staff, students and visitors with consideration and respect.

To respect the rights of others to work free of distractions.

To move around the School in an appropriate manner.

To display behaviours which, at the School and in public, bring credit to oneself and the School.

To wear the School uniform correctly and with pride.

Not to bring to School substances which are harmful to health and items which have the potential to cause injury.

Not to hurt or cause harm to others.

To contribute my best efforts.

To help keep classrooms tidy.

To respect School grounds and property.

To eat and drink outside classroom blocks, the library building, etc.

To remain within School bounds.

To dispose of litter in the bins provided.

To not bring chewing gum to School.

To respect the belongings of others.

To understand that laptops and calculators are the only forms of personal electronic equipment to be used at school and mobile phones are to be switched off.

To communicate with others clearly, politely and respectfully.

To have viewpoints and contributions respected.

To treat the viewpoints of others with respect.
To respect the ethos of Central Coast Grammar School.

All students are required to respect the traditions and ethos of the School and its continued good name. A student's ongoing enrolment in the School may be placed at risk for serious breaches of student responsibilities. Examples of serious issues including bullying, use of alcohol or illegal drugs, smoking and theft.

The School reserves the right to search bags and lockers for forbidden items.

BULLYING

Bullying by any member of the School Community is unacceptable at Central Coast Grammar School.

What is bullying?

- Bullying is any kind of behaviour used repeatedly with the intention of causing embarrassment, pain, discomfort or unhappiness to another person.
- Bullying can take many forms including physical, verbal, gesture, extortion or exclusion.
- It can be unintentional or planned.
- It may involve an individual or a group.

Avoid the following behaviours:

Physical violence, teasing, belittling, gossiping, spreading rumours, excluding others from a group, forcing others to act against their will, making suggestive comments or other forms of sexual abuse, making discriminatory or degrading comments about another's appearance, race, culture, religious or social background, writing offensive notes or graffiti about others.

What should I do if I am being bullied?

If someone is making you feel unsafe by threatening you, taking your belongings or hurting you either physically or with words:

- It is important to get help from a teacher, parent or trusted friend.
- In all cases the Senior College House Coordinators or Director of Welfare or Deputy Head of Senior College should be notified so that appropriate action may be taken.

What should I do if I am witness to bullying?

- Speak up. Ask the bully to stop, tell the bully you do not approve of what they are doing.
- Create a distraction.
- Report the incident to a trusted teacher. This is particularly important where someone may be in danger of being harmed.

Staff have been briefed about procedures to follow should an incident of bullying be reported.

Consequences of Bullying

In line with the School's Rights and Responsibilities all cases of bullying will be regarded as an offence against the School community whether you are directly or indirectly involved. All cases brought to the School's attention will be fully investigated and appropriate disciplinary action will be taken. Offenders who have been officially identified by the School will almost certainly have their enrolment reviewed.

STUDENT PLEDGE

As a student of Central Coast Grammar School, I accept my responsibility to contribute to the School environment by being a positive member of the Central Coast Grammar School family.

To this end, I commit to uphold the School philosophy and policy to:

- Keep the campus a clean and friendly environment for all.
- Endorse and support the School's policy to respect all students and all members of the Central Coast Grammar School family. I will not be a party to any form of bullying or harassment and will report all incidents of bullying or harassment to my Senior College House Coordinators.
- Support totally and commit to upholding the School's policy of a drug-free environment. I will do all I can to support the School's vision of a drug-free environment.
- Abide by the Central Coast Grammar School's ICT Acceptable Use Policy.

I make this commitment, and will endeavour to fulfil it in a manner as a positive member of the Central Coast Grammar School family.

I understand that behaviour contravening these expectations may involve disciplinary action.

The Headmaster reserves the right to terminate the attendance and enrolment of any student having taken into account the interests and needs of the student and the School.

Student's signature _____ Date _____

Parent/Guardian

I have read and understood Central Coast Grammar School's Community of Respect and associated rules, including the Acceptable Use of the Internet Policy, Rights and Responsibilities for Parents, and ISA Code of Conduct. I accept the rules and conditions outlined in the school diary. I understand that behaviour contravening these expectations may involve disciplinary action for my child.

Parent/Guardian Signature: _____ Date: _____

Appendix 2

Central Coast Grammar School Complaints and Appeals Policy for Overseas Students

The purpose of Central Coast Grammar School's Complaints and Appeals Policy is to provide a student or parent(s)/legal guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint. These internal procedures are a conciliatory and non-legal process.

In the first instance, Central Coast Grammar School requests there is an attempt to informally resolve the issue. If this is unsatisfactory or does not result in a resolution of the matter, the School's internal formal complaints handling procedure will be followed.

Academic procedures are detailed in the Assessment Guidelines. The process of a grievance procedure is confidential and any complaints are a matter between the parties concerned and those directly involved in the complaints handling process. If the student or parent(s)/legal guardian remain dissatisfied with the outcome, the School will advise of access to an independent external appeals process if appropriate. Grievances brought by a student against another student will be dealt with under Central Coast Grammar School's Code of Conduct.

For conditions which apply to handling of a complaint or appeal arising from the school's suspension or cancellation of a student's studies, please refer to the CCGS Discipline Policy.

Students

- a) Students should contact the House Coordinator in the first instance to attempt mediation/informal resolution of the complaint.
- b) If the matter cannot be resolved through mediation, the matter will be referred to the Headmaster. For specific issues for example, academic issues to the Head of School, or the Head of the Middle School or Head of Senior College.
- c) At this point, the student should notify the school in writing of the nature and details of the complaint.
- d) Each complainant has the opportunity to present his/her case to the Head of School/other. Students will be accompanied by a House Coordinator.
- e) The formal complaints process will commence within 10 working days of the lodgement of the complaint with the Headmaster/other.
- f) Once the Headmaster/other has come to a decision regarding the complaint, the student will be informed in writing of the outcome and the reasons for the outcome.
- g) If the complaints procedure finds in favour of the student, Central Coast Grammar School will immediately implement the decision and any corrective and preventative action required.
- h) If the complaints procedure does not find in favour of the student or the student is dissatisfied with the result of the complaints procedure, he/she will be informed of the external complaints and appeals process available to them at minimal or no cost.
- i) Central Coast Grammar School undertakes to finalise all grievance procedures within 10 working days where possible.
- j) For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal.

Parent(s)/Legal guardians

- a) Parent(s)/legal guardians should contact the House Coordinator in the first instance to attempt mediation/informal resolution of the complaint.
- b) If the matter cannot be resolved through mediation, it will be referred to the Headmaster/other. For specific issues for example, academic issues to the Head of HSC or Head of School.
- c) At this point, parent(s)/legal guardians must notify the school in writing of the nature and details of the complaint.
- d) Each complainant has the opportunity to present their case to the Headmaster/other. Parent(s)/legal guardians may be accompanied by a support person.

- e) Central Coast Grammar School's internal formal complaints process will commence within 10 working days of the lodgement of the complaint with the Headmaster/other.
- f) Once the Headmaster has come to a decision regarding the complaint, the parent(s)/legal guardian will be informed in writing of the outcome and the reasons for the outcome.
- g) If the complaints procedure finds in favour of the parent(s)/legal guardian the School will immediately implement the decision and any corrective and preventative action required.
- h) If the complaints procedure does not find in favour of the parent(s)/legal guardian or the parent(s)/legal guardian is dissatisfied with the result of the complaints procedure, the School will advise of the external complaints and appeals process available to them at minimal or no cost.
- i) Central Coast Grammar School undertakes to finalise all grievance procedures within 10 working days.

Definitions

- a) Working Day – any day other than a Saturday, Sunday or public holiday during term time
- b) Student – a student enrolled at Central Coast Grammar School
- c) Support person – a friend/teacher/ House Coordinator/relative not involved in the grievance
- d) Schools could note in the definition that lawyers and/or education agents are not acceptable support persons at this stage of the complaints handling process]

Legal advice for overseas students:

- Visit: studyinaustralia.gov.au
- NSW Community Justice Centers at <http://www.cjc.nsw.gov.au>

CCGS reference documents

- Assessment Guidelines (Year 11 or 12)
- Central Coast Grammar School – Code of Conduct (Community of Respect)
- Central Coast Grammar School – Policy for Attendance and recording of Absence

GRIEVANCE APPEAL FORM

This form is to be completed by Overseas Students who have a complaint, grievance or issue that has not been previously resolved within the School's Complaints and Appeals Policy.
Students will be advised of the outcome within 10 working days following lodgment of this form.

STUDENT _____

COURSE/LEVEL _____ CLASS _____

DATE of Grievance Appeal _____

Brief Outline of Grievance or Concern

SUPPORTING EVIDENCE: *(Circle Correct Answer)*

- | | | |
|--|-----|----|
| 1. Medical Certificate Attached | YES | NO |
| 2. Parental Note Attached | YES | NO |
| 3. Other supporting evidence also attached | YES | NO |

SIGNATURE OF STUDENT: _____

DATE: _____

SIGNATURE OF PARENT/GUARDIAN: _____

DATE: _____

INTERNATIONAL STUDENT ADVISER CONSULTED YES / NO

ISA: _____

RECOMMENDATIONS OF THE HEADMASTER

OUTCOME OF APPEAL

AUTHORISATION OF HEADMASTER _____

Date _____

Student notified of outcome by International Student Adviser _____ Date _____

☐ Attach copy of notification to this form

☐ Copy Student Record

Appendix 3

Overseas Student Course Progress and Attendance Policy

1) Course Progress

- a) The school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) The course progress of all students will be reported twice a year.
- c) Students who have begun part way through a semester will be assessed after one full period of attendance.
- d) Interim tracking takes place to monitor the student's Personal Learning Profile.
- e) To demonstrate satisfactory course progress, students will need to complete all set assessment tasks, work with diligence and sustained effort. [or any other measure of satisfactory course progress as required by the School].
- f) If a student does not satisfy the requirements in an assessment period, the Head of School will ensure a House Coordinator meeting is arranged with the student to develop an intervention strategy for academic improvement.

The Central Coast Grammar School intervention Strategy is listed below:

- i) additional supervised study periods
- ii) literacy and tutorial support
- iii) Work Recovery Strategy formulated by the Head of School, or representative, designed to meet individual needs
- iv) other intervention strategies as deemed necessary such as psychological assessment and counselling.

The point of intervention will be in accordance with the National Code 2007 (at a minimum the School must implement an intervention strategy if a student is deemed not competent in 50% or more of the assessments in any one study period.)

- g) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
- h) The student's individual strategy for academic improvement will be monitored over the following semester by the student's House Coordinator and records of student response to the strategy will be kept.
- i) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, the Head of School, or representative, will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process.
- j) The school will notify DET via PRISMS of the student not achieving satisfactory course progress as soon as practicable where
 - i) the student does not access the complaints and appeals process within 20 days, or
 - ii) withdraws from the complaints and appeals process, or
 - iii) the complaints and appeals process results in favour of the school

2) Completion within expected duration of study (course progression)

- a) As noted in 1a, the School will monitor record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their course within the expected CRICOS registered duration of the course (the student is 'on-track').
- c) The school will only extend the duration of the student's study where the student will not complete their course within the expected duration due to:
 - i) compassionate or compelling circumstances
 - ii) student participation in an intervention strategy as outlined in 1.e.

- iii) an approved deferment or suspension of study has been granted in accordance with the CCGS deferral, suspension and cancellation policy.

If CCGS extends the duration of the student's enrolment, CCGS will advise the student to contact immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

3) Course attendance

a) Satisfactory course attendance for an international student is a minimum attendance of 80% of scheduled course contact hours.

b) Student attendance is:

- i) checked and recorded daily
- ii) assessed regularly
- iii) recorded and calculated over each semester.

c) Late arrival at school will be recorded and will be included in attendance calculations.

d) All absences from school should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Head of School.

e) Any absences longer than 3 consecutive days without approval will be investigated by the Deputy Head of the appropriate school.

f) Student attendance will be monitored by the Deputy Head of School every 14 days/2 weeks over a semester to assess student attendance using the following method.

- i) Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester e.g.
- ii) Any period of exclusion from class will not be included in student attendance calculations.

g) Students at risk of breaching Central Coast Grammar School's attendance requirements will be counselled and offered any necessary support when they have absences totalling more than 20% during any assessment period. Responsible Officer; Deputy Head of School or their delegate.

h) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, Central Coast Grammar School will advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process except in the circumstances outlined in 3.j.

i) The school will notify PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:

- i) the student does not access the complaints and appeals process within 20 days
- ii) withdraws from the complaints and appeals process
- iii) the complaints and appeals process results in a decision for the school.

j) Students will not be reported for failing to meet the 80% threshold where:

- i) the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate, and
- ii) has not fallen below 70% attendance.

k) The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study days x contact hours x 30%.

l) If a student is assessed as having nearly reached the threshold for 70% attendance, the Deputy Head of Senior College will assess whether a suspension of studies is in the interests of the student.

m) If the student does not obtain a suspension of studies and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.h. – 3.i

4) Definitions

a) Compassionate or compelling circumstances

- circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:

- i) serious illness, where a medical certificate states that the 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 their emergency travel that has impacted on their studies
- iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
- v) where the school was unable to offer a pre-requisite unit as recommended and approved by the School
- vi) inability to begin studying on the course commencement date due to delay in receiving a student visa

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.

b) 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.

c) School day – any day for which the school has scheduled course contact hours

Supporting Documents

- Middle School Curriculum Books
- Senior College Handbook
- Year 11 and 12 Assessment Guidelines
- Year 10 and 11 Curriculum Guides
- CCGS Attendance Policy
- CCGS Code of Conduct (Community of Respect)

Appendix 4

CCGS REFUND POLICY

Central Coast Grammar School will not accept payment of any fees for a course from an overseas student without providing them with a copy of this policy.

Enrolment fees:

- Application fee: \$180 and Enrolment Fee: \$700 are non-refundable
- Entrance fee: \$2,500 is partially refundable (\$1,250) if a term's notification is provided and all tuition fees and other expenses are up to date).

Course fees:

- All fees must be made in Australia dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees received.
- If the course does not start on the agreed starting day or the course ceases to be provided before it is completed or is not provided in full then a full refund or partial refund of tuition fees will be made. Refunds will be payable within two weeks of any default by the School. Refunds will be accompanied by a detailed statement of accounts explaining how the refund was calculated.
- The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:
 - complete their studies in another course or with another education provider.
 - Receive a refund of their unspent tuition fees.Visit <https://tps.gov.au> for more information.
- Where a student does not start the course on the agreed date or withdraws before completion, partial refunds may be approved depending on the reasons for non-attendance or withdrawal and the amount of notice given.
- A student wishing to apply for a refund should contact the office of the Central Coast Grammar School Business Manager in writing as soon as possible after withdrawing from a course or failing to commence a course. Refunds will be finalised within two (2) weeks of the Business Manager's office receiving a written claim.
- The written agreement, provided to the overseas student at offer of enrolment, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the right of the overseas student to take action under the Australian Consumer Law, if the Australian Consumer Law applies'.

Appendix 5

ENROLMENT DEFERRAL, SUSPENSION AND CANCELLATION POLICY

16.1 Deferment of commencement of study requested by student

- a) Central Coast Grammar School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - i) illness, where a medical certificate states that the student was unable to attend classes
 - ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
 - iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
- b) The final decision for assessing and granting a deferment of commencement of studies lies with the Headmaster.
- c) Deferment will be recorded on PRISMS depending on the students CoE status.

16.2 Suspension of study requested by student

- a) Once the student has commenced the course, Central Coast Grammar School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
 - i) illness, where a medical certificate states that the student was unable to attend classes
 - ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
 - iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
- b) Suspensions will be recorded on PRISMS.
- c) The period of suspension will not be included in attendance calculations.
- d) The final decision for assessing and granting a suspension of studies lies with the Headmaster.

16.3 Assessing requests for deferment or suspension of studies

- a) Applications will be assessed on merit by Headmaster.
- b) All applications for deferment or suspension will be considered within 14 working days.

16.4 Exclusion from class (1-28 days)

- a) Central Coast Grammar School may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in Central Coast Grammar School's Code of Conduct (*please refer to Appendix 1*).
- b) Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Headmaster.
- c) Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.
- d) Exclusions from class will not be recorded on PRISMS.
- e) Periods of 'exclusion from class' will not be included in attendance calculations as per Central Coast Grammar School's Progress and Attendance Policy (*please refer to Appendix 3*).

16.5 School initiated suspension of studies (28 days +)

- a) Central Coast Grammar School may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in Central Coast Grammar School's Code of Conduct (*please refer to Appendix 1*).
- b) Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Headmaster.
- c) Students who have been suspended for more than 28 days are required to return to their home country by DHA unless special circumstances exist (e.g. the student is medically unfit to travel).
- d) If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Headmaster.
- e) Suspensions will be recorded on PRISMS.
- f) The period of suspension will not be included in attendance calculations.

16.6 Cancellation of enrolment

- a) Central Coast Grammar School will cancel the enrolment of a student under the following conditions;
 - i) Failure to pay course fees
 - ii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
 - iii) Any behaviour identified as resulting in cancellation in Central Coast Grammar School Code of Conduct (*please refer to Appendix 1*).
- b) Central Coast Grammar School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DHA which will result in automatic cancellation.

16.7 Complaints and Appeals

- a) Student requested deferment and suspension are not subject to Central Coast Grammar School's Complaints and Appeals Policy (*please refer to Appendix 2*).
- b) Exclusion from class is subject to Central Coast Grammar School Complaints and Appeals Policy (*please refer to Appendix 2*).
- c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to Central Coast Grammar School Complaints and Appeals Policy (*please refer to Appendix 2*).
- d) For the duration of the appeals process, the student is required to maintain his/her enrolment and attendance at all classes as normal. The Headmaster will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If students access Central Coast Grammar School complaints and appeals process regarding a school-initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.
- f) Extenuating circumstances include;
 - i) the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
 - ii) the student is missing
 - iii) the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing
 - iv) the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
 - v) is at risk of committing a criminal offence, or
 - vi) the student is the subject of investigation relating to criminal matters
- g) The use of extenuating circumstances by Central Coast Grammar School to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- h) The final decision for evaluating extenuating circumstances lies with the Headmaster.

16.8 Student Advice

Before CCGS initiates a suspension or cancellation CCGS must:

- a) Inform the overseas student of that intention and the reasons for doing so in writing.
- b) Advise the overseas student of their right to appeal through the registered provider's internal complaints and appeals process, in accordance with National Code Standard 10 (complaints and appeals), within 20 working days.
- c) Inform the student of the need to seek advice from Immigration on the potential impact of his or her student visa.
- d) Report the change to the overseas student's enrolment under section 19 of the ESOS Act.

16.9 Parent Advice

Before CCGS identifies a risk of suspension or cancellation of a student under 18 years of age they will notify the parents of the child immediately.

16.9 Definitions

- a) Day – any day including weekends

Appendix 6

OVERSEAS STUDENT TRANSFER REQUEST ASSESSMENT POLICY

1.1 Overseas students are restricted from transferring from their principle course of study for a period of six months.

1.2 CCGS will not enrol an overseas student seeking to transfer from another registered provider's course until after the first six months of the registered school sector course except where any of the following apply:

- The releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered.
- The releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing his or her course at that registered provider.
- The releasing registered provider has agreed to the overseas student's release and recorded date of effect and reason for the release in PRISMS.
- Any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change.

1.3 Students can lodge a written request to transfer, by completing a release form, to enable them to transfer to another education provider through the Registrar with final approval resting with the Headmaster. The release form must be accompanied by a valid enrolment offer from another registered provider.

1.4 Central Coast Grammar School will only grant the transfer request to students in the first six months of their principle course in the following circumstance, included but not limited to:

- CCGS has assessed the overseas student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with the CCGS intervention strategy to assist overseas student in accordance with the National Code Standard 8.
- evidence of compassionate or compelling circumstances.
- CCGS fails to deliver the course as outlined in the written agreement.
- evidence that the overseas student's reasonable expectations about their current course are not being met.
- evidence the overseas student was misled by CCGS regarding its course therefore unsuitable to their needs and/or study objectives.
- an appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student.
- The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school
- It has been agreed by the school the student would be better placed in a course that is not available at Central Coast Grammar School.

1.5 Central Coast Grammar School will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:

- a) The student's progress is likely to be academically disadvantaged
- b) Central Coast Grammar School is concerned that the student's application to transfer is a consequence of the adverse influence of another party.

1.6 Students under 18 years of age MUST have;

- e) Written evidence that the student's parent(s)/DHA approved relative supports the transfer.
- f) Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not living with a parent(s)/legal guardian or a suitable nominated relative.

1.7 All applications for transfer will be considered within 10 working days and the applicant notified of the decision.

1.8 If a release is granted, it must be at no cost to the overseas student and CCGS must advise the overseas student to contact immigration to seek advice on whether the new student visa is required.

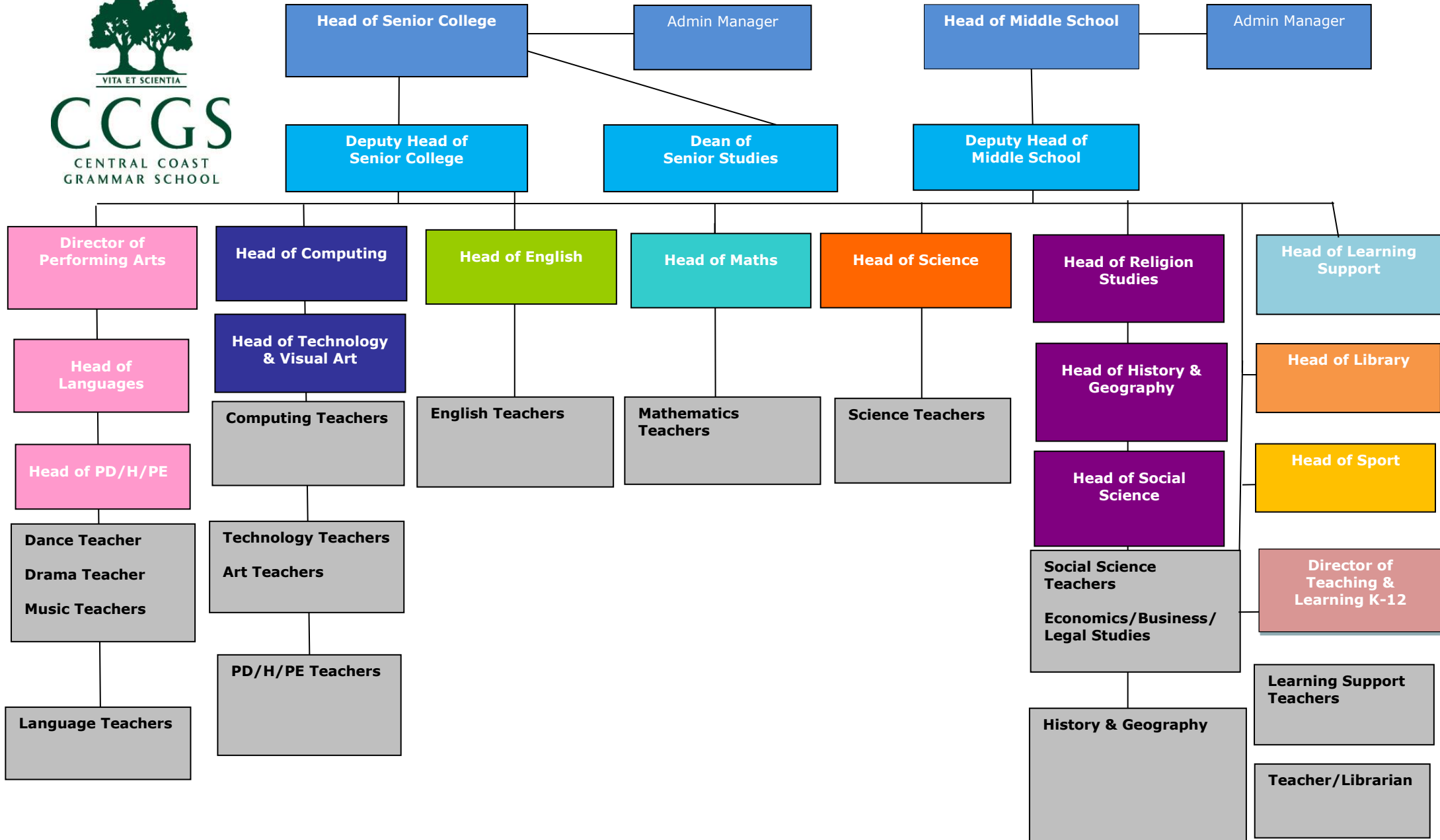
1.9 If CCGS refuses a transfer the overseas student will be informed in writing of the following:

- Reasons for the refusal
- the overseas student's rights to access the provider's complaints process in accordance with the National Code Standard 10 (complaints and appeals) within 20 working days.
- CCGS will not finalise the overseas student refusal status in PRISMS until the appeal finds in favour of CCGS, or the overseas student has chosen not to access the complaints and appeals processes within the 20-working day period, or the overseas student withdraws from the process.

APPENDIX 7

ORGANISATIONAL CHARTS

SENIOR SCHOOL 2020



Administration

