



INTERNATIONAL **STUDENT HANDBOOK**



POLICIES

DEFERMENT, SUSPENSION AND CANCELLATION OF ENROLMENT POLICY

COMMUNICATING WITH FAMILIES ABOUT CHANGES IN ENROLMENT STATUS

a) All communications regarding changes to enrolment status will be made directly with students and parents, in accordance with the latest contact details provided to the school.

b) Parents must therefore keep St Brendan's College informed of their current contact details, as per the conditions of the student visa.

c) Where relevant and where approved by the parents, the school may also share copies of correspondence with the child's education agent to help facilitate communication about any changes in enrolment status. However, the parents with whom the school has a formal written agreement, are the primary contact for the school in such matters. The school will not act on any decision affecting the student's enrolment that is not made by the parents.

STUDENT INITIATED CHANGES IN ENROLMENT

1. DEFERMENT OF COMMENCEMENT OF STUDY REQUESTED BY STUDENT

St Brendan's College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:

a. illness, where a medical certificate states that the student will be unable to attend classes.

b. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).

c. major political upheaval or natural disaster in the home country that has impacted on expected commencement of studies.

d. a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologist's reports).

e. after undertaking ELICOS studies, the student has not/will not meet the English language benchmark required for entry into the desired course, and the school is willing to defer the student's commencement in the course until a later date when the required benchmark is achieved.

All applications for deferment will be considered within 14 working days.

The final decision for assessing and granting a deferment of commencement of studies lies with the Principal or Deputy Principal. Where a student's request to defer his commencement of studies is refused, the student has a right of appeal (see St

Brendan's College Complaints and Appeals policy).

Deferment will be recorded on PRISMS within 14 days of being granted.

2. SUSPENSION OF STUDY REQUESTED BY STUDENT

Once the student has commenced the course, St Brendan's College will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:

a. illness, where a medical certificate states that the student will be unable to attend classes.

b. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).

c. major political upheaval or natural disaster in the home country requiring emergency travel that has/will impact on studies.

d. a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologist's reports).

e. student return to their home country to sit a university exam (or similar assessment) which impacts upon their education.

Where there is a significant issue impacting upon a student's attendance or course progress, it is essential that the student or parents contact the school as soon as possible to discuss the concern so that appropriate support can be put in place. Where deemed necessary, this may involve temporarily suspending the student's enrolment so that matters can be resolved without having a negative impact on the student's ability to satisfy their visa conditions.

- Temporary suspensions of study cannot exceed 6 months duration.
- Suspensions will be recorded on PRISMS within 14 days of being granted if the student is under 18 years of age, and within 31 days if the student is over 18 years of age.
- The period of suspension will not be included in attendance calculations.
- Applications will be assessed on merit by the Principal or Deputy Principal.

Some examples of circumstances that are not considered compassionate and compelling at St Brendan's College include:

a. Requests for early departure or late return from vacation, including inability to secure cheap flights.

b. Leaving early or returning late from holidays in order to attend festivals in the student's home country.

c. Returning home to attend family gatherings that occur during term time.

As part of any assessment of a request to defer or temporarily suspend studies, the impact of the request on the student's ability to complete their intended course of study in accordance with their CoE's and student visa will be considered. Any implications will be communicated to students.

All applications for suspension will be considered within 14 working days.

The final decision for assessing and granting a suspension of studies lies with the Principal or Deputy Principal. Where a student's request to suspend studies is refused, the student has a right to appeal (see St Brendan's College Complaints and Appeals policy, www.stbrendans.qld.edu.au.)

3. STUDENT-INITIATED CANCELLATION OF ENROLMENT

All notification of withdrawal from a course, or application for refunds, must be made in writing and submitted to the Enrolments Officer. Please see St Brendan's College's Refund Policy – www.stbrendans.qld.edu.au.

*A student will be deemed to have inactively notified St Brendan's College of cancellation of enrolment where:

- a. The student has not yet finished his/her course/s of study with the school, and
- b. does not resume studies at the school within 14 days after a holiday break, and
- c. The student has not previously provided the school with written notification of withdrawal.

Student-initiated cancellation of enrolment, including "inactive" cancellation of enrolment in *, above, is not subject to St Brendan's College Complaints and Appeals Policy.

SCHOOL-INITIATED CHANGES IN ENROLMENT

4. SCHOOL-INITIATED EXCLUSION FROM CLASS

a. St Brendan's College 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 St Brendan's College Behaviour Management Policy/Code of Conduct.

b. Students may also be excluded from class for failure to pay fees that he was required to pay in order to undertake or continue the course, as stated in the written agreement.

c. Where St Brendan's College intends to exclude a student from class it will first issue a letter which notifies the student and parents of this intention. The letter will provide details of the reason/s for the intended exclusion, as well as information about how to access St Brendan's College internal appeals process. Further information about the appeals process in the event of a school-initiated exclusion from class is outlined below.

d. An excluded student must abide by the conditions of their exclusion from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the Deputy Principal.

e. 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.

f. Exclusion from class will not be included in attendance calculations for the study period and will not be recorded on PRISMS.

5. SCHOOL-INITIATED SUSPENSION OF STUDIES

a. St Brendan's College 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 St Brendan's College Behaviour Management Policy/Code of Conduct.

b. Students may also be suspended for failure to pay fees that he was required to pay in order to undertake or continue the course, as stated in the student's written agreement.

c. Where St Brendan's College intends to suspend the enrolment of a student, it will first issue a letter that notifies the student and parents of this intention. The letter will provide details of the reason/s for the intended suspension, as well as information about how to access St Brendan's College internal appeals process. Further information about the appeals process in the event of a school-initiated suspension is outlined below.

d. Suspended students must abide by the conditions of their suspension from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the Deputy Principal.

e. Students who have been suspended for more than 28 days may need to contact Department of Home Affairs (Immigration). Please see contact details at: <http://www.homeaffairs.gov.au/about/contact/offices-locations>

f. Suspensions will be recorded on PRISMS.

g. The period of suspension will not be included in attendance calculations.

6. SCHOOL-INITIATED CANCELLATION OF ENROLMENT

St Brendan's College will cancel the enrolment of a student under the following conditions:

a. Any breach of an agreed condition of enrolment as outlined in the student's written agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care

b. Failure to pay course fees

c. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).

d. Any behaviour identified as resulting in cancellation in St Brendan's College's Behaviour Management Policy /Code of Conduct outlined in the Student Diary and International Student Handbook.

Where St Brendan's College intends to cancel the enrolment of a student it will first issue a letter which notifies the student and parents of this intention. The letter will also provide details of the reason/s for the intended cancellation, as well as information about how to access St Brendan's College's internal appeals process. Further information about the appeals process in the event of a school-initiated cancellation is outlined below.

St Brendan's College is required to report any confirmed breach of course progress and attendance requirements to the Department of Home Affairs (Immigration). Where a student is reported for breach of visa condition, his enrolment at St Brendan's College will be cancelled and this may impact on the student's visa. Further information can be found in St Brendan's College's Course Progress and Attendance Policy.

For the duration of the internal appeals process, where possible St Brendan's College will maintain the student's enrolment and the student may attend classes as normal. The Deputy Principal

will determine if participation in studies will be in class or under a supervised arrangement outside of classes or, outside of School.

If a student decides to access St Brendan's College's complaints and appeals process because they have been notified of a school initiated suspension or cancellation of enrolment under Standard 9, the change in enrolment status will not be reported in PRISMS until the internal complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply – see definitions below.

Where extenuating circumstances are deemed to exist, a student may still access the complaints and appeals process, but St Brendan's College need not await the outcome of this process before changing the student's enrolment status in PRISMS. If the school has issued a CAAW for such a student, welfare provisions under Standard 5.6 are applicable.

The use of extenuating circumstances by St Brendan's College to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.

The final decision for evaluating extenuating circumstances lies with the Principal or Deputy Principal.

7. STUDENT TO SEEK INFORMATION FROM DEPARTMENT OF HOME AFFAIRS (IMMIGRATION)

- Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students can visit the Department of Home Affairs Website <http://www.homeaffairs.qld.gov.au> for further information about their visa conditions and obligations.

8. DEFINITIONS

a. Day – any day including weekends and public holidays in or out of term time

b. Extenuating circumstances – if the student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

Examples include:

- The student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
- The student is missing
- The student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing
- The student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
- Is at risk of committing a criminal offence, or
- The student is the subject of investigation relating to criminal matters.

INTERNATIONAL STUDENT COMPLAINTS AND APPEALS POLICY

A copy of this policy will be provided to the student (or parent(s)/ legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed, and again during orientation or within 7 days of the commencement of student attendance of the enrolled course.

1. Purpose

a) The purpose of St Brendan's College'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 involving St Brendan's College, or an education agent or third party engaged by St Brendan's College to deliver a service on behalf of St Brendan's College.

b) The internal complaints and appeals processes are conciliatory and non-legal.

2. Complaints against other students

a) Grievances brought by a student against another student will be dealt with under the school's Behaviour Policy/Code of Conduct.

3. Informal Complaints Resolution

a) In the first instance, St Brendan's College requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.

b) Students should contact the International Student Coordinator, Deputy Principal or Head of Residence, in the first instance to attempt mediation/informal resolution of the complaint.

c) If the matter cannot be resolved through mediation, the matter will be referred to the Principal and St Brendan's College's internal formal complaints and appeals handling procedure will be followed.

4. Formal Internal Complaints Handling and Appeals Process

a) The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.

b) The student must notify the school in writing of the nature and details of the complaint or appeal.

c) Written complaints or appeals are to be lodged with the Principal. Students may seek out the assistance of the International Student Coordinator, or any staff member with whom they feel comfortable to assist them in this process.

d) Where the internal complaints and appeals process is being accessed because the student has received notice by the school that the school intends to report him for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of receipt of notification in which to lodge a written appeal.

e) Complaints and appeals processes are available to students at no cost.

f) Each complainant has the opportunity to present his case to the Principal.

g) Students and/or the School may be accompanied and assisted by a support person at all relevant meetings.

h) The formal internal complaints and appeals process will commence within 10 working days of lodgement of the complaint or appeal with the Principal and will be finalised as soon as practicable.

i) For the duration of the internal complaints and appeals process the student's enrolment will be maintained, as required under the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and the student must continue to attend classes.

However, if the Principal deems that the student's health or wellbeing, or the well-being of others is at risk he/she may decide to suspend or cancel the student's enrolment before the complaints and appeals process has been accessed or fully completed. In such

cases, the student may still lodge a complaint or appeal, even if the student is offshore.

j) Once the Principal has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome, and a copy will be retained on the student's file.

k) If the complaints and appeals procedure finds in favour of the student, St Brendan's College will immediately implement the decision and any corrective and preventative action required, and advise the student of the outcome and action taken.

l) Where the outcome of a complaint or appeal is not in the student's favour, the school will advise the student within 10 working days of concluding the internal review of the student's right to access the external appeals process. However, the school is only obliged to await the outcome of an external appeal if the matter relates to a breach of course progress or attendance requirements. For all other issues, the school may take action (including making changes to the student's enrolment status in PRISMS) in accordance with the outcome of the internal appeal.

5. External Appeals Processes

a) If the student is dissatisfied with the conduct or result of the internal complaints and appeals procedure, he may contact and/or seek redress through the Overseas Students Ombudsman at no cost. Please see: <http://www.ombudsman.gov.au/about/overseas-students> or phone 1300 362 072 for more information.

b) If the student wishes to appeal a decision made by St Brendan's College that relates to being reported for a breach of course progress or attendance requirement (under Standard 8), the student must lodge this appeal with the Overseas Student Ombudsman's office within 10 working days of being notified of the outcome of his internal appeal.

c) If the student wishes to appeal a decision made by St Brendan's College that relates to:

- i) refusal to approve a transfer application (under Standard 7), or
- ii) suspension or cancellation of the student's enrolment (under Standard 9) any choice to lodge an external appeal with the Overseas Student Ombudsman is at the student's discretion. The school need not await the outcome of any external appeal lodged, before implementing the outcome of the internal appeal.

6. Other legal redress

a) Nothing in the School's Complaints and Appeals Policy negates the right of an overseas student to pursue other legal remedies.

7. Definitions

a) Working Day – any day other than a Saturday, Sunday or public holiday during term time

b) Student – a student enrolled at St Brendan's College or the parent(s)/legal guardian of a student where that student is under 18 years of age

c) Support person – for example, a friend/teacher/relative not involved in the grievance.

INTERNATIONAL STUDENTS COLLEGE ASSESSMENT POLICY

Distribution of Assignments

1. The teacher will direct you to the location of the assignment task sheet a minimum of three weeks prior to the due date for any major piece of assessment. Less time may be given for smaller tasks or portfolio tasks.

2. The teacher will give you three dates when they distribute the assignment. These will appear on the task cover sheet. A

Monitoring Date, a Conferencing Date and a Due Date. If you stick to these dates you should be able to submit a quality assignment on time.

- The Monitoring Date is a, "how are you travelling checkpoint". The teacher will need to see some indication that the assignment has been commenced and that planning has taken place. Different teachers may require different things at this date but they will inform you of this.
- At the Conferencing date the teacher will expect a full draft, or an assignment that is up to the "Procedure Points", stated by the teacher at the time of distribution.
- The Conferencing Date is viewed by the College staff as a collection date to ensure that the College has evidence to allocate results in the event that you subsequently fail to meet your requirements at the due date.
- Despite the narrow definition of a collection point, teachers will still provide structured feedback to you at the Conferencing date. Although, the depth and level of feedback will vary between teachers, depending upon how the assignment has been structured or how the class time was utilised. As a minimum requirement, you can expect teachers to provide a generic checklist matched against the criteria to show where improvements can be made.
- Of course, you can give your assignment to your teacher prior to this date and have more than one option to conference.

CONFERENCING DATE PROCEDURES

1. An electronic copy of the assignments must be emailed, or loaded to the TASS Learning Management system by the end of the lesson on the Conferencing Date and a final copy emailed by the end of the lesson on the Due Date.

What will happen if I fail to submit my assignment at the Conferencing Date?

- The teacher will complete the 'Assignment Non-Submission' slip and email it to the Extended Learning Centre Coordinator.
- The ELC coordinator will call you (phone, morning notices, or a note to your teacher) to the ELC (CIA) at the earliest possible lesson on the next day or days.
- You will have one lesson to complete the requirements of the assignment in the ELC.
- The ELC Coordinator will make a copy of the work for the teacher and record your name in the non-submission database.
- The ELC coordinator will give you an "Assignment Detention" notice.
- The ELC coordinator will give your name to the office staff and they will contact your parents, the Deputy Principal Student Learning and the Year level Coordinator via a letter.
- If you arrive at the ELC with the assignment, you will simply submit it to the ELC Coordinator, receive the 'Assignment Detention' notice and go back to class. Your parents will still be informed of the late submission at Conferencing.

What will happen if I fail to submit my assignment at Conferencing because I was absent?

- If you are ill, injured or away from school for some reason on the Conferencing Date you must email the assignment to the teacher. Failing this, you are to give your assignment to the ELC coordinator (not to your teacher) at the start of 'Period One' on your first day back at school.
- You must have a medical certificate or a note from your parents, Head of Residence, Boarding supervisor or Health

Centre Staff explaining your absence.

- If you do not have a note you will be treated as though you failed to submit the assignment on time and you will receive an 'Assignment Detention' notice and the parental letter.

Where and what do I do for my Assignment Detention?

- Assignment Detentions will be undertaken in T3A on Tuesday, Wednesday and Thursday afternoons from 3.15pm until 4.00pm. During this time you will complete the online, "Enhanced Learning Education Services" study modules.
- You will have two opportunities to attend your Assignment Detention from the date it is issued by the ELC coordinator. If you do not attend within this timeframe you will be internally suspended and your return to class will be dependent upon the completion of the necessary study skills modules (hard copy) in the Responsible Thinking Centre.

What will happen if I continually miss the Conferencing Date submission?

- The Principal and Deputy Principal will review the late submission data at the end of each term and then conduct an interview with you and your parents. In cases where there is no improvement, or no obvious reasons for the late/non-submission, they will make a recommendation that you may need to repeat your current year level or potentially that your enrolment be cancelled.

What will happen if I refuse to work or complete the requirements in my ELC session?

- If you refuse to cooperate, or fail to produce work that meets the expected standard in the ELC session, you will be sent to the Deputy Principal Student Learning (DPSL) and may be internally suspended, or sent home until such a time that the assignment is completed to the required standard. Your return to class or to the College, will then only be made after an interview with the Principal and the DPSL.

What will happen if my assignment does not meet the expected standard at the Conferencing Date?

- If the teacher does not consider the work that you submit to be a full assignment draft, or to their stated "Procedure Point", they will treat the work as a non-submit and you will go through the ELC non-submission process.

DUE DATE PROCEDURES

What will happen if I fail to submit my assignment by the end of the lesson on the Due Date?

- The teacher will use the evidence of work from the Conferencing Date to allocate a result.
- The teacher will give your name to the ELC Coordinator.
- The ELC Coordinator will give your name to the office staff and they will contact your parents, the Deputy Principal Student Learning and the Year level Coordinator via a letter.

What can I do on the Due Date if my assignment is not finished?

- If your assignment is not finished by the end of the lesson on the Due Date you can still submit it to the ELC coordinator up to 4.00pm (close of business) on that day.
- In such circumstances, the ELC coordinator will issue an "Assignment Detention", notice except in the case where you have been absent and legitimate documentation is received.

What will happen if I fail to submit my assignment on the Due Date because I was absent?

- If you are ill, injured or away from school for some reason on the Due Date you must email the assignment to your teacher. Failing this, you are to give your assignment to the ELC coordinator (not to your teacher) at the start of 'Period One' on your first day back at school.
- You must have a medical certificate or your parents must sign a Statutory Declaration indicating their recognition that you were sick or unable to attend.

What will happen if my assignment does not meet the minimum requirements on the due date?

- By collecting evidence of your work at the Conferencing Date the teacher should have sufficient information to allocate a result against the assessment criteria. However, in the event that your work does not meet the minimum requirements to be allocated an 'E', then a 'NR' (No Result) will be awarded by the teacher.
- A 'NR' for an individual assessment task at the senior level is likely to mean that you will not meet the substantive requirements of the course to be awarded a semester rating. This could ultimately impact upon the number of "Semester Weighted Units" and potentially make you OP ineligible. Conversely, if you are OP ineligible, the removal of a semester credit may limit your ability to attain twenty (20) points for the allocation of a QCE. Further, if the lack of information means that you have not met the mandatory requirements of the course you will not be awarded a Level of Achievement for the subject on your Senior Statement.
- At Year 8, 9 & 10 a 'NR' will appear on your term or semester report and you will be ineligible to receive an academic award.
- If you receive a NR you will be required to have an interview with the Principal and the Deputy Principal Student Learning. Where there is an obvious pattern of non-submission or insufficient work on assignment tasks, after subsequent parent consultation, your continuing enrolment at the College may be reconsidered.

20 QUICK TIPS FOR COMPLETING QUALITY ASSIGNMENTS BY THE DUE DATE

1. On the day of distribution, actively listen and take notes as the teacher explains the requirements of the assignment.
2. Ask your teacher to list the 'Procedure Points' that have to be completed by the Monitoring Date.
3. Record the Monitoring, Conferencing and Due Dates in your student diary and on a study calendar.
4. Read the context to get a feel for the topic. You may do additional research on aspects contained in the context to get important background information.
5. Highlight the key Terms in the 'Task Statement' and use your 'Key Terms Reference Guide' to determine how these should be addressed.
6. Highlight the genre that appears in the 'Task Statement'. Use the model provided by the teacher to identify the key features of the genre and/or do an internet search for additional clues about the genre.
7. Highlight the main content items in the 'Task Statement' and do your initial research on each of these.
8. When researching, narrow the search sites to a manageable number and ensure that you record the names of the authors or the web addresses so that you can reference them at a later stage.
9. When researching, be selective and copy only the parts of the articles or books that are relevant. Alternatively, you might

make bullet point notes of this information but try to avoid ending up with large amounts of data that you have to wade through.

10. Once you have your research notes and data create a suitable 'Mind-Map' to show how the information fits together and identify the parts that relate to each other.
11. Work through the 'Procedure Points' one at a time. Tick them off as they are finished as a record of your achievements.
12. Working through the 'Procedure Points' should enable you to produce a first or rough draft for the teacher to view at Monitoring.
13. Accept the advice from your teacher and make the necessary corrections for a second draft at Conferencing
14. Be sure to read the assignment out loud or have another person proof read it for you before working on the final copy. Both methods will enable you to identify mistakes in spelling, punctuation and grammar that can then be corrected.
15. Before completing the final version ensure you read the 'Assessment Advice'. If some of them have not been addressed it could mean the difference between an 'A' and a 'C' result.
16. Write your assignment using "Double Line Spacing" so that your teacher has sufficient room to make comments during the Monitoring and Conferencing stages.
17. If the assignment is an essay, make sure that your introduction is a comprehensive summary of the points or arguments that you will raise or discuss during the essay.
18. Make sure that each paragraph has a clear purpose and as a general rule addresses only one significant point.
19. Stick to the same tense when writing your essay. If you start in the past tense this must be continued throughout.
20. When you get the assignment back read the advice from the teacher so that you can continue to improve on all further work.

ASSIGNMENT EXTENSIONS

What do I do if I need an assignment extension?

- If you need an extension because of illness, injury, extra-curricular demands, family situations or other unforeseen events you can contact your teacher at any point up to and including the Due Date.
- Your teacher can give you an extension of 1-2 days maximum and will give you an 'Assignment Extension' slip showing the new Due Date.
- If you require more than 1-2 days, you will need approval from the Head of Department.
- Teachers will not grant you an extension without a note or a phone call from your parent, Head of Residence, Boarding Supervisor or Health Centre Staff.
- Teachers will not grant you an extension if you have failed to work in class or failed to meet the Monitoring and Conferencing requirements.

What will happen if I am given an assignment extension and I fail to submit on the new Due Date?

- If you fail to submit on the new due date it will be treated as a non-submit and the teacher will go through the Non-Submission process.

PRIVACY POLICY

1. RATIONALE

St Brendan's College is a Catholic School in the Edmund Rice Tradition. Its policies are centered on the four Touchstones of the Charter for Catholic Schools in the Edmund Rice Tradition – namely, Gospel Spirituality, Liberating Education, Inclusive Community, Justice and Solidarity. As such, the College is committed to protecting the privacy of its employees, prospective employees, students and family members of students as they interact with the College from time to time. This privacy policy applies to all of the above-named groups at St Brendan's College.

2. ACCOUNTABILITY

Legal:

Education (Accreditation of Non-Government Schools) Act (2001)

- Privacy Act (1998)
- Privacy Amendment (Private Sector) Act 2000
- Anti-discrimination Act (1991) and amendments
- Disability Discrimination Act (1992)

Disability Standards for Education (2005)

- Education Services for Overseas Students Act (2000)
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007)

Other:

- Edmund Rice Education Australia
- Non-State Schools Accreditation Board
- Charter for Catholic Schools in the Edmund Rice Tradition
- Queensland Curriculum and Assessment Authority
- Queensland Tertiary Admissions Centre
- Queensland College of Teachers
- Training and Employment Council of Australia

3. DEFINITIONS

3.1 "Employee" means any person employed by the College including any job applicant or prospective employee

3.2 "Employee Record" means an employee record as defined by the Privacy Act 1998

3.3 "Family Member" means a parent, step-parent, carer, legal guardian, homestay provider, educational agents or other family member of the student.

3.4 "Student" means prospective, current or past student of St Brendan's College.

4. POLICY STATEMENT

4.1 Collection of Information

4.1.1 The College only collects personal information that is necessary to carry on the College's functions and activities as an educational institution. This includes:

- Matters relating to an employee's employment
- Matters relating to the enrolment, education, welfare or

health of a student

- Matters relating to functions or events at the school
- Matters relating to fundraising for the school or charities
- Matters relating to statutory obligations in respect to Child Protection

4.1.2 In the event that personal or sensitive information inadvertently comes into the possession or knowledge of the school for which the school has no need or authority to collect or keep, then that information will be destroyed or removed from all records held by the school as soon as is practicable.

4.2 Personal information

4.2.1 Personal information means information about an individual whose identity is apparent or can be reasonably ascertained.

4.2.2 Personal information pertaining to an employed family member or student may be collected by the school where that information is required to the school to conduct its functions and activities as an educational institution.

4.2.3 Personal information that may be collected includes but is not limited to:

- Family members' names, phone numbers, addresses, email addresses, vehicle registration details, marital status/issues, custody details, doctor's name and contact details, Medicare number, educational history, occupations, professional associations membership.
- Student's name, address, phone number, date of birth (and age), birth certificate, next of kin details, school reports, emergency contact details, number of doctor, residency/visa status (where applicable) assessments, referrals (eg government agencies, welfare, etc), correspondence with family members, photos, current/previous schools, health fund, Medicare number.
- Student sibling name and dates of birth.
- Employee's name, company name, phone number, email address, tax file number, date of birth, next of kin details, emergency contact details, residency/visa status, qualifications, education, academic transcript, passport, Blue Card (where applicable), salary issues including superannuation details, bank account numbers, marital status, letters of appointment or resignation, performance reviews, professional development details.
- Information that is required to be collected for the purposes of accountability for government funding.

4.3 Sensitive information

4.3.1 The collection of sensitive information is prohibited (by law) except where that information is exempt. The following is a list of exempt sensitive information that may be collected:

- Racial or ethnic origin
- Criminal record
- Membership of a trade union
- Religious belief or affiliation
- Health information about an individual

4.3.2 It must be agreed by both parties (school and individual) that exempt sensitive information such as that above may be collected by the school to carry out its functions or activities as an educational institution.

4.4 Use and Disclosure of Information

4.4.1 St Brendan's College will only use personal information or exempt sensitive information for the purposes for which it was collected.

4.4.2 Written prior consent will be obtained by the College should there be a reason to disclose such information otherwise than to a readily apparent third party.

4.4.3 From time to time the College may wish to use photographs, names and ages of students, activities engaged in for purposes directly relating to the functions and activities of the College.

Such publicity may include but not limited to: College website, College Magazine, promotional or marketing material, past-student publications, social media and press releases. Parents/carers may expressly request that no such use be made of the image and/or name.

4.5 Security

4.5.1 The College will take all reasonable steps to ensure that:

- personal information collected, used or disclosed is accurate, complete and up to date
- collected information is protected from misuse, loss, unauthorised access, modification or disclosure
- information that is no longer needed for any purpose is destroyed or permanently de-identified.

4.6 Access

4.6.1 Employees or parents/carers may request access to any of their own records of personal information covered by this policy which have been collected and held by the College, or if they believe that any records need correction or updating. Such requests should be made directly to the Principal.

1.6.2 Records of personal information will be retained by the College for the period required by Government legislation.

5. CONSENT

I ACCEPT THE TERMS AND CONDITIONS OF THIS PRIVACY POLICY, AND CONSENT TO THE PERSONAL INFORMATION, AS DETAILED IN CLAUSE 4.2 AND 4.3, TO BE USED OR DISCLOSED IN THE MANNER DETAILED IN CLAUSE 4.4 ABOVE.

Please complete below where applicable:

Name of Employee/Parent/Carer:

Signature of Employee/Parent/Carer:

Name of Student:

INTERNATIONAL STUDENT REFUND POLICY

1. This policy outlines refunds applicable to course fees paid to the school.

2. Any service fees a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.

3. The enrolment application fee is non-refundable.

4. Payment of Course Fees and Refunds

a) Fees are payable according to the St Brendan's College Student Fee Statement available on the College Website – www.stbrendans.qld.edu.au

b) An itemised list of school fees is provided in the St Brendan's College Letter of Offer – Written Agreement as per NC Standard 3.3.4

c) All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.

d) Refunds will be paid to the person who enters into the Letter of Offer – Written Agreement unless the school receives written advice from the person who enters the written agreement to pay the refund to someone else.

5. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Principal.

6. Student default because of visa refusal

a) If a student produces evidence of visa refusal (or provides permission for the school to verify visa refusal with the Department of Home Affairs (Immigration)) and fails to start a course on, or withdraws from the course on or before the agreed starting day, the school will refund within four weeks of receiving a written claim from the student the total amount of course fees received by the school before the student's default day, minus the lesser of

- 5% of the amount of course fees received, or
- AUD \$500.

If a student whose visa has been refused withdraws from the course after it has commenced, the school will retain the amount of tuition fees proportionate to the amount of the course the student has undertaken and will refund any unused tuition fees* received by the school with respect to the student within the period of four weeks after the day of student default.

*Calculation of the refund due in this case is prescribed by a legislative instrument (s.10 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).

7. Student default

Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18).

(a) Non-tuition fees:

Unused non-tuition fees will be refunded by the college. The Application Fee is non-refundable. Students (or parent(s)/legal guardian if the student is under 18) may apply for a refund of Overseas Student Health Cover (OSHC) through their OSHC provider.

(b) Non-commencement with no notification of withdrawal:

If the student does not provide written notice of withdrawal, and does not start the course on the agreed starting date, up to 80% tuition fees will be retained from tuition fees received by the school.

(c) Non-Commencement with notification of withdrawal:

i. If the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) 4 or more weeks prior to commencement, the school will refund the amount of tuition fees received less an administration fee of \$A750 (a processing administration fee).

ii. If the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) less than 4 weeks prior to commencement of the course, the school will refund 50 % of the tuition fee.

(d) Refunds after commencement of a course:

If tuition fees for up to [1 term/1 semester/2 semesters] have been received in advance by the school 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:

i. Retain an administration fee of \$250 and refund the balance of the tuition fees if written notice is received up to four weeks prior to commencement of the course.

ii. Refund 75 % of the tuition fees received if written notice is received less than four weeks prior to commencement of the course.

iii. Refund 50% if written notice is received after 1 term/semester of the payment period has passed.

If tuition fees for more than one semester have been received in advance: If fees for more than one semester have been received in advance, 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 unused tuition fees less \$A500 Administration Fee, provided that at least 4 weeks written notice of withdrawal has been received.

(e) Refunds in the event of a provider initiated cancellation of enrolment:

i. No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:

- Failure to maintain satisfactory course progress (visa condition 8202). Please see Course Progress and Attendance Policy – www.stbrendans.qld.edu.au
- Failure to maintain satisfactory attendance (visa condition 8202). Please see Course Progress and Attendance Policy – www.stbrendans.qld.edu.au
- Failure to maintain approved welfare and accommodation arrangements (visa condition 8532). Please see Student Welfare and Accommodation Policy - www.stbrendans.qld.edu.au
- Failure to pay course fees.
- Any behaviour identified as resulting in enrolment cancellation in St Brendan's College Behaviour Policy/Code of Conduct. Please refer to the International Student Handbook – www.stbrendans.qld.edu.au

ii. Any refund in the case of cancellation of a student's enrolment for failure to maintain St Brendan's Colleges' agreed conditions of enrolment as outlined in the student's letter of offer -written agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care, will be at the discretion of the school.

8. Provider default

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 unused tuition fees* received by the school with respect to the student 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 unused tuition fees* received by the school with respect to the student will be made within 14 days of the school's default 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 assistance from the Australian Government's Tuition Protection Service. For information on

the TPS, please see: <https://tps.gov.au/StaticContent/Get/StudentInformation>

*Calculation of the refund due in this case is prescribed by a legislative instrument <https://www.legislation.gov.au/Details/F2014L00907>

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

DEFINITION FOR ST BRENDAN'S COLLEGE

a. Non-tuition fees – fees not directly related to provision of the student's course, including Application Fee, Overseas Student Health Cover (OSHC), Queensland Curriculum and Studies Authority (QCAA) levy, Uniforms and Homestay fees.

b. Tuition fees – fees directly related to the provision of the student's course, including text books, laptop and charger.

c. Course fees – the sum of tuition fees and non-tuition fees received by the school in respect of the student in order for the student to undertake the course.

d. Term – one term is equivalent to $\frac{1}{4}$ of one year. There are four terms in one year.

e. Semester – one semester is equivalent to $\frac{1}{2}$ of one year. There are two semesters in one year.

If the student changes visa status (e.g. becomes a temporary or permanent resident) he will continue to pay full overseas student's fees for the duration of that billing period.

EDUCATION AGENTS

Education agents are not engaged to formally represent St Brendan's College.

St Brendan's College responds to all enrolment enquiries and to applications for enrolment according to established procedures.

ACCOMMODATION AND WELFARE POLICY - INTERNATIONAL STUDENTS

CARE FOR YOUNGER STUDENTS UNDER 18 YEARS

St Brendan's College is a CRICOS-registered provider which enrolls younger students under 18 years of age.

As part of its registration obligations St Brendan's College must satisfy Commonwealth and state legislation, as well as any other regulatory requirements, relating to child welfare and protection for any overseas student enrolled who is under 18 years of age.

These obligations include ensuring that all overseas student under 18 years of age are given age-and culturally-appropriate information on:

- Who to contact in emergency situations, including contact number/s of a nominated staff member, and
- How to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.

St Brendan's College has documented procedures relating to child welfare and safety, and will implement these procedures in the event that there are any concerns for the welfare of a student under 18 years of age.

1. ACCOMMODATION AND CARE OPTIONS FOR OVERSEAS STUDENTS UNDER 18 YEARS

St Brendan's College approves the following accommodation and care options for overseas students: The student will live with a parent or relative approved by the Department of Home Affairs (immigration).

In this case

a. The College does not provide a welfare letter (CAAW) via PRISMS. The student's family completes Form 157N and provides proof of relationship to Department of Home Affairs (Immigration) at the time of visa application for approval of these arrangements. The Department of Home Affairs (Immigration) must also approve any further change of welfare arrangements.

b. If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a Student guardian Visa (subclass 500), all obligations and conditions of this visa must be met, including:

i. Not leaving Australia without the nominating student unless there are compassionate and compelling circumstances and the School has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence, and

ii. Advising the Department of Home Affairs (Immigration) of any change of address, passport or other changes of circumstances.

St Brendan's College requires holders of Student Guardian Visas to:

a. Maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia

b. Immediately advise the School of any change to address or contact details

c. Immediately advise the School if there are any compassionate or compelling reasons to travel overseas or not be at home for an extended period of time to care for the student.

If there is a valid reason for travelling overseas, and the School is able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the School will provide documentation approving temporary care arrangements for the student to the student's guardian and for the Department of Home Affairs (Immigration) via PRISMS.

If there is not a valid reason for travelling overseas, or if the School is not able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the student will need to travel overseas with the holder of the student guardian visa. In this case, the School will advise if compulsory attendance requirements will or will not be affected by the student's absence.

2. THE STUDENT WILL LIVE IN SCHOOL APPROVED ACCOMMODATION AND WELFARE ARRANGEMENTS AND ST BRENDAN'S COLLEGE WILL GENERATE THE WELFARE LETTER (CAAW) VIA PRISMS TO ACCOMPANY THE STUDENT'S CONFIRMATION OF ENROLMENT (COE).

Accommodation options that may be approved by St Brendan's College for full fee paying 500 (formerly 571) visa subclass students under 18 years of age include:

a. Homestay during school vacation periods Program operated by International Student Care Australia (ISCA). Please see Additional Information, below.

b. Private accommodation and care arrangements requested by the parent but approved by the School which meet all requirements under relevant state and commonwealth legislation.

c. School Boarding houses.

St Brendan's College will maintain approval of accommodation

and care arrangements until:

- a. The student completes the course and departs Australia
- b. The student turns 18 years
- c. Any appeals processes in relation to St Brendan's College's intentions to cancel the student's enrolment has been finalised (including suspensions, cancellations, course progress and attendance)
- d. The student has alternative welfare arrangements approved by another registered provider
- e. A parent or nominated relative approved by the Department of Home Affairs (Immigration) assumes care of the student
- f. St Brendan's College has notified the Department of Home Affairs (Immigration) that it is no longer able to approve the student's welfare arrangements and has taken the required action after not being able to contact the student.

Any accommodation, welfare and other support arrangements for the student must be approved by St Brendan's College, including arrangements provided by third parties.

Accommodation and care arrangements are checked prior to approval and at least every six months thereafter to ensure they are appropriate to the student's age and needs.

Any adults involved in or providing accommodation and welfare arrangements to the student have a blue card as appropriate (<https://www.bluecard.qld.gov.au>)

Any changes to approved arrangements must also be approved by the School. This includes any requests by students under 18 years of age to attend "Schoolies Week" on completion of Year 12.

If a student cannot be located and the School has concerns for his welfare, the School will contact the student's parents / legal guardian and notify the police and any other relevant authorities.

If a student for whom the School has issued a CAAW refuses to maintain approved arrangements, the School will report this to the Department of Home Affairs (Immigration) and advise the student to contact the Department of Home Affairs (Immigration) to ensure visa implications are understood. (See Department of Home Affairs (Immigration) office addresses at <https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations/list>)

In the event of a significant or critical welfare issue involving the student, and if determined necessary by the school, a parent, legal guardian or approved relative agrees to travel to a designated location within 7 days to assume care of the student until the situation has been resolved to the school's satisfaction.

If a parent / nominated guardian wishes to assume welfare responsibility, the parent / nominated guardian must notify the school as soon as practicable of their intentions and must provide the school with written evidence of a guardian visa grant.

Students who meet the criteria outlined in the St Brendan's College Policy on Independent Living may lodge an application to live out of homestay arrangements. In this case of student who have been given written permission to live independently, the criteria for maintaining both Satisfactory attendance and satisfactory academic progress, will need to be maintained throughout the remainder of their time at St Brendan's College.

3. FOR SCHOOL VACATION PERIODS, STUDENTS UNDER 18 YEARS OF AGE FOR WHOM ST BRENDAN'S COLLEGE HAS ISSUED A CAAW WILL:

- a. Return home to parents, or
- b. Continue to live in / is placed in Homestay arranged and

approved by the school, or

c. Apply for approval to spend the vacation with relatives or a friend's family, or

d. Apply to attend a supervised excursion, camp, etc. if all requirements are met in order to attain school approval.

4. ACCOMMODATION OPTIONS FOR STUDENTS 18 YEARS AND OLDER INCLUDE:

a. It is a condition of enrolment that students over 18 years also maintain school approved accommodation arrangements until the completion of their enrolled course. This includes, that students new to the college, over 18 years will need to live in an approved homestay arranged by International Student Care Australia (ISCA) for the first term and only have approval to live independently if their attendance and course progress meets St Brendan's College requirements or,

b. After completing the first term of studies at St Brendan's College, the 18 years and older student may apply to live Independently using the St Brendan's College Application to Live Independently form – see International Student Handbook, available at www.sbc.qld.edu.au

c. All international students, including those over 18 years who have been given permission to live independently, moving to a new address, must inform the school in writing and complete the appropriate forms advising of their new address within 7 days of taking up residence at that new address. Any change in contact numbers must also be provided. Students must advise St Brendan's College of the name, address and phone contact details of an Emergency Contact person. Students will be advised in writing, on arrival, of the need to comply with this requirement as a condition of their student visa.

d. Live in private arrangement requested by a parent.

5. FOR SCHOOL VACATION PERIODS, THE FOLLOWING ACCOMMODATION OPTIONS ARE AVAILABLE TO STUDENTS 18 YEARS OR OLDER:

- a. Student returns home to parents
- b. Student continues to live in arrangements for Independent Living, approved by the College and details of which are recorded by the School
- c. Students may spend vacation with friends, family or relatives, provided details are given
- d. Students may travel unaccompanied during vacation periods, provided details are given.
- e. Student may attend a supervised excursion, camp, etc., provided details are given.

6. HOMESTAY / PRIVATE ACCOMMODATION ARRANGEMENTS AT ST BRENDAN'S COLLEGE:

The Homestay accommodation arrangements approved by St Brendan's College meet Queensland legislative requirements for child protection as well as Standard 5 of the 2018 National Code of Practice for Providers of Education and Training to Overseas Students. These include:

- a. Continuous dates for approved welfare arrangements
- b. Documented procedures for checking suitability of accommodation, support and general welfare arrangements before a student is placed in an approved arrangement, and at least every six months thereafter, covering
- i. Guidelines for selecting, screening and monitoring each family and ensuring the family can provide age appropriate care and facilities for the duration of the student's enrolment at the school

- ii. Criteria about accommodation services to be provided, and contract for arrangements about providing accommodation services
- iii. Orientation program for families new to provision of homestay services
- iv. Compliant Homestay risk management strategy, reviewed annually, undertaken by approved school operator of the homestay program
- c. Blue cards as required for adults living in the homestay, other than overseas students, or who otherwise have regular contact with the student.

St Brendan's College uses the services of International Student Care Australia (ISCA) to monitor the Homestay and Welfare of International students under the age of 18 and others in Homestay arrangements. More information can be found on their website <http://www.isca.net.au>

INTERNATIONAL STUDENT TRANSFER POLICY

St Brendan's College's Overseas student transfer policy and processes apply to:

- overseas students requesting to transfer prior to completing the first six months of their first registered school sector course or
- where the student has completed the first six months of their enrolment in their first registered school sector course and wishes to transfer but the provider holds welfare responsibility via a CAAW.

Overseas students requesting to transfer prior to completing the first six months of their first registered school sector course:

1. Overseas students are restricted from transferring from their first registered school sector course of study for a period of six months. This restriction also applies to any course(s) packaged with their first registered school sector course of study. Exceptions are:

- a) If the student's course or school becomes unregistered
- b) The school has a government sanction imposed on its registration
- c) A government sponsor (if applicable) considers a transfer to be in the student's best interests
- d) If the student is granted a release in PRISMS.

2. Students can apply to be released by submitting a Student Transfer Request Application at no charge to enable them to transfer to another education provider. However, if a student has not completed the first six months of the first registered school sector course of study or is under 18 years of age, conditions apply.

3. St Brendan's College will only release a student before completing the first six months of their first registered school sector course in the following circumstances:

- a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school.
- b) The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with the College's intervention strategy to assist them in accordance with Standard 8 (Overseas student visa requirements).
- c) The student provides evidence of compassionate or compelling circumstances.

d) St Brendan's College fails to deliver the course as outlined in the written agreement.

e) The student provides evidence that their reasonable expectations about their current course are not being met.

f) The student provides evidence that he was misled by St Brendan's College or an education or migration agent regarding St Brendan's College or its course and the course is therefore unsuitable to his needs and/or study objectives.

g) An appeal (internal or external) on another matter results in a decision or recommendation to release the student.

h) Any other reason stated in the policies of St Brendan's College.

4. Students under 18 years of age MUST also have:

a) Written evidence that the student's parent(s)/legal guardian supports the transfer application

b) Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent / legal guardian or a suitable nominated relative

5. St Brendan's College will NOT agree to the transfer before the student completes the first six months of their first registered school sector course in the following circumstances:

- a) The student's progress is likely to be academically disadvantaged
- b) St Brendan's College is concerned that the student's application to transfer is a consequence of the adverse influence of another party
- c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer
- d) The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services
- e) School fees have not been paid for the current term/semester.

6. To apply for transfer to another provider, students need to:

a) Complete an Application for Student Transfer Form available from www.stbrendans.qld.edu.au or the Enrolments Officer.

b) Give this completed application form and a valid offer of enrolment from another provider to the Enrolments Officer for assessment.

c) If under 18 years of age, complete an Application for Student Transfer Form with signature of the parent/s or legal guardian/s support for the transfer to the nominated provider.

In this case, the valid offer of enrolment must also confirm the new provider's acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from St Brendan's College, in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.

7. St Brendan's College will assess the student's transfer request application and notify the student of a decision within 15 working days.

8. If St Brendan's College grants the student's transfer request, the student will be notified and the decision will be reported to the Department of Home Affairs (Immigration) via PRISMS.

9. If St Brendan's College intends to refuse the student's transfer

application request, St Brendan's College will provide the student with reasons for refusal in writing and include a copy of St Brendan's College's complaints and appeals policy www.stbrendans.qld.edu.au. The student has the right to access St Brendan's College's complaints and appeals process and has 20 working days to do this. The student's transfer request application will only be finalised in PRISMS after one of the following occurs:

- a) the student confirms in writing they choose not to access St Brendan's College's complaints and appeals process, or
- b) the student confirms in writing they withdraw from any appeals process they have commenced, or
- c) the appeals process is completed and a decision has been made in favour of the student or St Brendan's College.

10. Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs (Immigration) office as soon as possible to discuss any implications. The address of the nearest Office is: 299 Adelaide Street, Brisbane QLD 4000 or <https://www.homeaffairs.gov.au/about/contact/offices-locations/australia>. Alternatively, students can contact the Department of Home Affairs (Immigration) through their web enquiry form: <https://www.homeaffairs.gov.au/help-and-support/contact-us>

Students who are no longer subject to the transfer restriction but St Brendan's College holds welfare responsibility via a CAAW.

11. Students under 18 years of age MUST have:

- a) Written evidence that the student's parent(s)/legal guardian supports the transfer application
- b) Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent / legal guardian or a suitable nominated relative

12. To apply for transfer to another provider, students need to:

- a) Complete an Application for Student Transfer Form available from www.stbrendans.qld.edu.au
- b) Give this completed application form and a valid offer of enrolment from another provider to the International Student Coordinator or the International Administration Assistant for assessment and response within 15 working days.

If under 18 years of age, complete an Application for Student Transfer Form with signature of the parent/s or legal guardian/s support for the transfer to the nominated provider.

In this case, the valid offer of enrolment must confirm acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from St Brendan's College in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.

13. St Brendan's College will negotiate the welfare transfer date with the receiving provider and will advise the student of the welfare transfer date within 15 working days.

1. Transfers to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs (Immigration) office as soon as possible to discuss any implications. See <https://www.homeaffairs.gov.au/about/contact/offices-locations/australia>. Alternatively, students can contact the Department of Home Affairs (Immigration) through their web enquiry form: <https://www.homeaffairs.gov.au/about/contact/make-enquiry>

ANTI – SMOKING POLICY

Ref No. P1.3

1.0 POLICY CONTEXT:

St Brendan's College is committed to providing and conducting ongoing preventative programs, which aim to promote positive health and lifestyle behaviours for students and staff.

2.0 OBLIGATIONS:

- This policy takes into consideration that:
- Smoking is illegal for students under 18 years of age
- All Edmund Rice schools are smoke free
- EREA Charter
- Queensland Legislation requires schools to be smoke-free up to and including 5 metres beyond the boundary of the school property.

3.0 POLICY PRINCIPLES:

The anti-smoking policy of the St Brendan's College will accord with the following principles:

- 3.1 Smoking is not permitted in any buildings and areas designated as school property;
- 3.2 Medical advice indicates that smoking is habit-forming and extremely detrimental to health;
- 3.3 The uptake of smoking occurs predominantly among teenagers;
- 3.4 All students and adults have the right to a smoke-free environment thereby avoiding the dangers of passive smoking;
- 3.5 The College deems that it is unacceptable for boys to smoke.

4.0 POLICY STATEMENT:

- 4.1 The College understands that smoking is potentially addictive and detrimental to healthy living, and will provide a graduated pastoral response for students found to be involved with smoking;
- 4.2 All students have the right to a smoke-free environment and therefore the College is a smoke-free zone. Smoking is not permitted in any area of the school property (including 5 metres around the school property), nor at any school related activity or function, by students or staff. Any student found to be smoking will be in violation of this policy. The College deems this behaviour as unacceptable and undertakes to respond in a more punitive manner;
- 4.3 Students violation of the Anti-Smoking Policy will result in appropriate consequences being applied as outlined in the College Anti-Smoking Procedure.

5.0 POLICY SCOPE & IMPLEMENTATION:

This policy applies to all College students and staff, but is the responsibility of all members of the College community:

5.1 Staff will:

- 5.1.1 Ensure they understand and adhere to the College Anti-Smoking Policy;
- 5.1.2 Ensure all students are following the current guidelines;
- 5.1.3 Report to parents / caregivers on breaches of College policy;
- 5.1.4 Take consistent and fair measures to help students follow the

guidelines.

5.2 The Students will:

5.2.1 Be responsible for following anti-smoking guidelines;

5.2.2 Be aware of consequences of non-compliance with the anti-smoking policy.

5.3 The Parents/Caregivers will:

5.3.1 Undertake to support the College policy by ensuring their son complies with policy and guidelines.

5.4 The College Board will:

5.4.1 Participate in the development, implementation and review of this policy.

Signed:

Date:

Board Chair
Principal

COURSE PROGRESS, ATTENDANCE AND COURSE DURATION POLICY

Overseas students are required to meet and maintain satisfactory course progress and attendance requirements under visa condition 8202 and under Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

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 assessed at the end of each study period of enrolment according to St Brendan's College's course assessment requirements.

c) Students who have begun part way through a study period/ semester will be assessed according to St Brendan's College's course assessment requirements after completing one full study period.

d) To demonstrate satisfactory course progress, students will need to have made satisfactory course progress as appropriate for the registered course in any study period. Students with 3 or more "Limited Achievement" grades each semester will be deemed unsatisfactory. For Senior Secondary Yr11-12 the minimum definition of course progress is eligibility of a QCE (OP is optional).

e) If at the end of a study period a student does not achieve satisfactory course progress as described above, the Deputy Principal and Senior Coordinator will formally contact the parent(s) to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include

i. After hours tutorial support

ii. Subject tutorial support in class time

iii. Mentoring

iv. Additional ESL support

v. Change of subject selection, or reducing course load (without affecting course duration)

vi. Counselling – time management

vii. Counselling - academic skills

viii. Counselling - personal

ix. other intervention strategies as deemed necessary

d) A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents.

e) The student's individual strategy for academic improvement will be monitored over the following study period by the Deputy Principal and Senior Coordinator and records of student response to the strategy will be kept. Parents will be kept informed of the student's academic progress while the student is receiving formal intervention.

f) If the student does not achieve satisfactory course progress by the end of the next study period, St Brendan's College will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access the school's internal complaints and appeals process. The notification of intention to report will be issued to the student prior to the commencement of the next semester. Following the outcome of the internal process, if the student wishes to complain or lodge an external appeal about a decision made or action taken by St Brendan's College, he may contact the Overseas Student Ombudsman at no cost. Please see St Brendan's College's Complaints and Appeals Policy for further details.

g) The school will notify the ESOS agency 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 the student withdraws from the complaints and appeals process by notifying the Principal of St Brendan's College in writing, or

ii. the complaints and appeals process results in a decision in favour of the school.

2. Completion within expected duration of study

a) As noted in 1.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) 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 studies within the expected duration of the course.

c) The school will only extend the duration of the student's study where it is clear the student will not be able to complete their course by the expected date because:

i. the student can provide evidence of compassionate or compelling circumstances (see Definitions below)

ii. the student has, or is, participating in an intervention strategy as outlined in 1.e.

iii. an approved deferment or suspension of study has been granted in accordance with St Brendan's College's Deferment, Suspension and Cancellation Policy.

e) Where the school decides to extend the duration of the student's study, the school will report this change via PRISMS within 14 days and/or issue a new COE if required. In this case, the student will need to contact the Department of Home Affairs (Immigration) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

3. Monitoring Course attendance

a) Satisfactory course attendance is 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 study period.

c) All absences from school will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal/Head of School.

d) Any absences longer than 5 consecutive days without approval will be investigated.

e) Student attendance will be monitored by the Enrolments Officer every week over a study period 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 study period
e.g. $\text{number of days absent} \div \text{days in semester} \times 100$ will give the % of absence.

ii. Any period of exclusion from class will not be included in student attendance calculations.

f) Parents of students at risk of breaching St Brendan's College's attendance requirements will be contacted using contact details provided, and students will be counselled and offered any necessary support when they have absences totalling 10 % in any study period.

g) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, St Brendan's College will assess the student against the provisions of Item 3.i. (below). Where the student has failed to meet the minimum attendance requirement, and Item 3.i. does not apply, the school will promptly 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.

h) The school will notify the ESOS agency via 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. the student withdraws from the complaints and appeals process by notifying the Principal of St Brendan's College in writing,

iii. the complaints and appeals process results in a decision in favour of the school.

i) Students will not be reported for failing to meet the 80% attendance threshold for a study period where:

i. the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per Definition, below, and

ii. the student's attendance has not fallen below 70% for the study period.

j) 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%.

k) If a student is assessed as having nearly reached the threshold of 70% attendance for a study period, The Principal will assess whether a suspension of studies is in the interests of the student as per St Brendan's College's Deferment, Suspension and Cancellation Policy.

l) If the student does not obtain a suspension of studies under the St Brendan's College's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance for the study period, 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 (with evidence of a death certificate if possible)

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

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.

d) Study period - St Brendan's College defines a "study period" for the purposes of monitoring course attendance and progress as a semester.

DISCOVER

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