International Student HANDBOOK 2016
International students must be provided with information that will enable them to make informed decisions about their studies in Australia.

This Handbook is provided to all prospective and current students and families prior to accepting a student, or an intending student, for enrolment in a course, via email, post, College website, Passmarc/Handbooks & Policies at the minimum.
# Table of Contents

**ABOUT US** .................................................................................................................................................. 4

**FACILITIES OVERVIEW** ............................................................................................................................... 5

| PRIMARY CAMPUS                                      | 6 |
| JUNIOR SECONDARY CAMPUS                             | 7 |
| SENIOR SECONDARY CAMPUS                             | 7 |
| INFORMATION ABOUT STUDYING IN AUSTRALIA            | 9 |
| OTHER IMPORTANT WEBSITES                           | 9 |
| STUDENT VISAs OPTIONS                               | 9 |
| STUDYING ON THE GOLD COAST                         | 10 |
| MARKETING & STUDENT RECRUITMENT                    | 11 |
| MIGRATION AGENTS                                   | 11 |
| PRE ARRIVAL AND ARRIVAL INFORMATION - IMPORTANT INFORMATION & EMERGENCY CONTACTS | 12 |
| IMPORTANT TELEPHONE NUMBERS                        | 12 |
| ARRANGING TRAVEL                                    | 13 |
| THINGS TO DO: BEFORE LEAVING HOME:                  | 14 |
| ☑ UPON ARRIVAL IN AUSTRALIA:                        | 15 |
| MARKETING INFORMATION                               | 15 |
| WRITTEN AGREEMENT                                  | 15 |
| WHAT TO BRING                                      | 16 |
| VARIOUS OTHER INFORMATION ON LIVING IN AUSTRALIA    | 17 |
| ACCOMMODATION OPTIONS IN AUSTRALIA WHILST STUDYING WITH COOMERA ANGLICAN COLLEGE. | 17 |
| OVERSEAS STUDENT HEALTH COVER (OSHC)                | 19 |
| AUSTRALIAN LAWS AND TRAVEL TIPS                    | 20 |

**STUDYING AT COOMERA ANGLICAN COLLEGE** ..................................................................................................... 21

**CURRENT COURSES AVAILABLE TO STUDENTS ON INTERNATIONAL STUDENT VISAS WITH COOMERA ANGLICAN COLLEGE** | 21 |
| “PACKAGE STUDY”                                    | 22 |
| UNIFORMS                                          | 22 |
| ORIENTATION                                       | 22 |

**LEGISLATION AND POLICIES** .......................................................................................................................... 23

**CURRENT CRICOS LEGISLATION—** .................................................................................................................... 23
**LEGISLATION INFORMATION FOR INTERNATIONAL STUDENTS** ........................................................................ 23
**VISA INFORMATION** ....................................................................................................................................... 23

**POLICIES & PROCEDURES TO BE PROVIDED TO INTERNATIONAL STUDENTS** .................................................. 25

**STUDENT CODE OF CONDUCT / BEHAVIOUR AND DISCIPLINE POLICIES FOUND ON PASSMARC** ................. 25
**NC STANDARD 3 - REFUND POLICY** .................................................................................................................. 26

**STUDENT / PARENT DECLARATION** .................................................................................................................... 27
About Us

Welcome

We invite you to experience the vibrant community for which our college is celebrated.

Choosing the right education for your child is one of the most important decisions a family makes. After all, the school you select will play a vital role in shaping the adult your child will eventually become.

At Coomera Anglican College we work in partnership with you and your family in a supportive Christian community to nurture, stimulate and challenge your child. Our highly professional, innovative, caring teachers have been individually chosen to cater for the wide-ranging talents of each student and to offer a broad array of co-curricular activities. Working together we can help your child reach his or her potential through a balanced involvement in the academic, spiritual, sporting and cultural life of the College.

Our priority is to produce graduates who are:

Articulate, independent and self-motivated
- Resilient with a positive self-image
- Able to think and communicate with clarity and precision
- Open to continuous learning
- Independent thinkers
- Responsible risk takers
- Creative, imaginative and innovative
- Able to weigh moral values with an informed conscience illuminated by faith
- Prepared to make a significant contribution to the global community.

If these are qualities you consider to be important, then we look forward to meeting you and your child.

Dr Mark Sly

PRINC BIPAL
OUR CAMPUS is located at the northern end of the Gold Coast we are:

• 30 minutes from Central Business District of Brisbane
• 30 minutes from Surfers Paradise
• 45 minutes from Brisbane International Airport
• 45 minutes from Gold Coast International Airport

Facilities overview

To complement our technology rich classrooms, our specialist facilities cater to a variety of practical and academic interests and include the following:

- Six fully equipped Science Laboratories with experimental work stations, the latest microscopes linked to computers to enhance learning and a separate greenhouse.
- Two-storey Technology Centre incorporating a Film and Television classroom, computer laboratories and a modern, well-equipped Secondary Library full of the latest print and electronic resources. Primary students have their own Primary Library in their campus.
- Purpose built Performing Arts Centre complete with Music Classrooms and soundproofed instrumental tutor rooms.
- Light and airy Art Studios where our award winning budding artists can develop their talents in painting, drawing, sculpture, and digital photography.
- Design and Technology Workshop where students can bring their own designs to life and enhance their practical problem solving skills.
- Brand new kitchen facilities for our budding chefs studying Food Technology and Hospitality.
- Extensive Sports Centre housing two full sized basketball/netball courts, High Performance Centre, viewing mezzanine area, kitchen, and change rooms.
- Aquatic Centre offering swimming lessons, squad training and water polo. The pool is managed by Rackley Family Swim School. Parents can make bookings for swimming lessons on 1300 733 053.
- Additional sport facilities include 3 large grassed sports fields, tennis courts, internal and external sports courts and dance studios.
- Tertiary training rooms for vocational pathways and programmes through our own Coomera Training College.
College / Office hours
Monday to Friday
7.30am – 4.30pm

Primary Campus

The Coomera Anglican College Primary Campus currently accommodates approximately 780 students from Prep to Year 6. Coomera Anglican College is a community where parents are encouraged to become partners in the learning process.

As a College we aim to foster the enthusiasm for learning that each child has when he or she enters school. Inquiry based programmes, discovery and mastery techniques, group work, debates, discussions, excursions, structured materials and technology inclusive classrooms all have as their basis the retention of a zest for learning and complementing our primary function of developing mastery in the basic areas of literacy and numeracy.

At Coomera Anglican College our students experience an education characterised by a safe, disciplined and stimulating environment. With barriers to learning minimized it is our expectation that students will achieve the highest standards of which they are capable. Our aim is to strive together for the joy of lifelong learning in a caring Christian environment.

Academic standards are high and will remain a priority as Coomera Anglican College takes up the challenge of preparing our young men and women for a dynamic, knowledge-driven global society.
Junior Secondary Campus

The Junior Secondary programme at Coomera Anglican College provides a stimulating learning environment for middle adolescents in Years 7 - 9. Middle adolescence is a time characterised by growth and the College recognises that during these years students need to adjust to profound physical, intellectual, emotional and social changes.

At Coomera Anglican College we are committed to supporting every child in their endeavour to reach their full potential. While academic learning will always be our core business, we are also dedicated to helping our students develop socially, emotionally and spiritually. With the fast pace of today’s world, middle adolescents can struggle to find the balance between their social lives and their academic workload. By introducing mindfulness, and infusing Art Costa’s Habits of Mind into the Junior Secondary curriculum, we are encouraging our students to stop, reflect and think flexibly.

In Junior Secondary we encourage students to: follow their dreams; celebrate their unique talents; and to pursue a path of lifelong learning. Through the pastoral care programme, assemblies, worship and co-curricular activities students are provided with many opportunities to gain self-confidence and develop a sense of self-worth from activities - both inside and outside the classroom.

Within a P - 12 College, the Junior Secondary programme aims to extend the learning experiences of the primary years and prepare students for the academic demands of Senior Schooling, tertiary study and vocational opportunities. Our staff are a highly dedicated group of professional, experienced and enthusiastic teachers who understand and are passionate about teaching this age group.

Senior Secondary Campus

When you walk into a school you can quite quickly gain a feeling for the ethos of the place. It is therefore very pleasing to note that the Secondary campus is characterised by enthusiasm, vitality, optimism, respect, good humour and sound leadership at all levels.

To create this positive environment takes considerable commitment, understanding and effort from staff and students alike. This lies at the heart of what makes Coomera Anglican College so successful and such an enjoyable place in which teach and learn.

We provide a holistic education that caters for every area of a young person’s life: the academic, the spiritual and the physical.
Coomera Anglican College is for a community awakened to truth, wisdom and compassion where the Christian faith is presented as a meaningful and relevant way of life as seen in our policies and programs and in the language of our College values: imagine, listen and respect.

Students are challenged to consider what it means to be a member of a Christian community. They are encouraged to explore their personal beliefs, to develop an awareness of spirituality, to encourage respect and understanding in the search for truth; and to develop a strong sense of morality and ethics. Acts of service are central to the call and witness of the Anglican Church. Consequently, service is a central element to the life of Coomera Anglican College, and the means through which we explore models of empowering leadership.

International Student YouTube Video
Please take the time to view our International Student video and learn about our College
https://www.youtube.com/watch?v=CDvURpRzdrg

Our College is located at the Northern end of the Gold Coast, it is approximately;
5 minutes from Dreamworld http://www.dreamworld.com.au/
10 minutes from Movieworld, Wet’n’wild, Australia’s Outback Spectacular
30 minutes from Seaworld http://seaworld.com.au/ 
1 hours drive to Byron Bay
45 minutes drive to Brisbane
Information about studying in Australia

Queensland
http://www.destinationqueensland.com/

Study in Australia

Living in Australia

Life in Australia Book (translated versions)
http://www.border.gov.au/Trav/Life

Other Important websites

Overseas Students Ombudsman

Department of Immigration and Border Protection (DIBP)
The Australian Government’s Department of Immigration and Border Protection provides comprehensive information about student visa requirements and the application process, as well as application document checklists to assist you with your application. Visit http://www.border.gov.au/ for the latest information.

Student Visa options

Applying for a Student Visa – rules and requirements

Provider default (if your provider can no longer offer your course for study)

Student Visa Conditions:

If you are granted a visa, you must abide by its conditions. Failure to comply with these conditions could result in the cancellation of your visa.

These conditions include (but are not limited to):

- Complete the course within the duration specific on the CoE
- Maintain satisfactory academic progress
- Maintain satisfactory attendance
- Maintain approved Overseas Student Health Cover (OSHC) while in Australia
- Remain with your principal education provider for 6 calendar months, unless issued a letter of release from the College to attend another institution
- Notify your training provider of your Australian address, phone or email and any subsequent changes of address within 7 days.

### Studying on the Gold Coast

The Gold Coast is a 45-minute drive from Brisbane, the capital of Queensland - the ‘Sunshine State’ and renowned for its beaches, theme parks, shopping, dining, cultural diversity and nightlife.

Australia’s Gold Coast, located in Queensland’s south east, is home to three major universities, around 20 English Language Schools, more than 200 Registered Training Organisations, over 100 primary and secondary schools – both state and independent – including two boarding schools. It is a unique study destination, offering a variety of institutions to choose from in the backdrop of an unrivalled destination.

The Gold Coast, boasts 70km of beach, sees more than 300 days of sunshine each year and is boarded by a lush Hinterland rainforest.

The Gold Coast’s education industry offers students a diverse and quality offering in a safe and friendly environment. The quality coupled with an unrivalled destination makes it the first choice for many Australian and International students. The Gold Coast offers a traditional and contemporary range of innovative study programs through numerous quality providers.


**Surrounding areas to visit**

- **Brisbane**

- **Sunshine Coast**
Marketing & Student Recruitment

Students will be recruited from a variety of sources:
- Via the Internet
- Other schools
- Via overseas agents
- Via local agents
- Referred by English Language College
- Direct enquiry from family

Our website has a page for international students. This page is continually updated and includes the facility for translation into a variety of languages of the current College prospectus. Our website is available to international students via links on international educational and government website sites.

We have forged excellent relationships with English Language Schools who offer ELICOS (English language for international course for overseas students) or High School Preparation (HSP) programmes for international students. Students can be referred to us when they enrol in a HSP course or when they have completed these courses.

Migration Agents

A migration agent can assist you in submitting your visa application and communicate with DIBP on your behalf, but please note that you do not need to use a migration agent to lodge any kind of visa application.

Education Agents

Education agents promote various Australian education programs and institutions internationally and are a good way for students to apply to study in Australia. Agents are experienced in assisting with international student applications and applying for visas. Most speak both English and the local language so this makes the application process a lot simpler and generally hassle free for students and parents. Most do not charge for their service as they collect a commission from the institution you choose to attend. However, some agents do charge small amounts or offer additional services for which they charge. You can check our website to see a current list of agents we recommend.

In most instances the student will have been recruited by an agent. This agent should also be available to assist the student if problems arise and will be able to relate to them and their parents in their home language. If a problem arises that is not easily dealt with by the College, the agent should be contacted to see how they can help. Agent details are listed on the student’s enrolment form and in our College database.

Please Note: Although able to assist in completing education and visa applications, Education Agents are NOT licensed to provide migration advice.
Pre arrival and Arrival information - Important Information & Emergency Contacts

General Contact Details
Coomera Anglican College +61 55859900

International Student Enrolments
Rachel Castles / Anthea Ludik +61 7 55859916

International Student Co-ordinator
Lisa Caulfield +61 7 5585 9900
(Senior Secondary Staff Room)

International Student 24 Hour Emergency Contact
Dr Mark Sly (or his delegate) Coomera Anglican College
Principal +61 419779227 / +61 55859901

Eastern Shores International Homestay Agency
Gloria Kleinert +61 423 374 908

Important Telephone Numbers

Emergency

IN THE CASE OF EMERGENCY DIAL 000 from a landline or phone box

or

112 from a mobile phone for Police, Fire or Ambulance

Department of Immigration and Border Protection (DIBP)

Offices in Australia: http://www.border.gov.au/about/contact/offices-locations
Hours of operation 9 am to 4.00 pm Monday to Friday

Brisbane Office
Ground Floor
299 Adelaide Street
Brisbane QLD 4000

Immigration Offices Outside of Australia
http://www.border.gov.au/about/contact/offices-locations

Medical Centres / hospitals

Medicross Medical Centre – Coomera +61 7 55730911
Gold Coast University Hospital 1300744284
Pindara Private Hospital +61 7 55889888
Logan Hospital +61 7 32998899

Transport

Buses
Trains
http://www.queenslandrail.com.au/AllStations/Pages/AllStations.aspx?StationName=Coomera
Taxis

Public Facilities
Post Offices
Local Banks
Libraries

Department of Foreign Affairs and Trade (DFAT)

As well as links from the DIBP website the Department of Foreign Affairs and Trade website http://www.dfat.gov.au/embassies.html has a comprehensive list of Australian embassies, high commissions, consulates and representative offices around the world.

Some Embassies/Consulates are listed below for your convenience:

<table>
<thead>
<tr>
<th>Country</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>China PR</td>
<td>(03) 9822 0604</td>
</tr>
<tr>
<td>India</td>
<td>(02) 6273 3999</td>
</tr>
<tr>
<td>Greece</td>
<td>(03) 9866 4524</td>
</tr>
<tr>
<td>Indonesia</td>
<td>(03) 9525 2755</td>
</tr>
<tr>
<td>Japan</td>
<td>(03) 9639 3244</td>
</tr>
<tr>
<td>Korea South</td>
<td>(02) 6273 3044</td>
</tr>
<tr>
<td>Malaysia</td>
<td>(03) 9820 0921</td>
</tr>
<tr>
<td>Taiwan</td>
<td>(03) 9650 8611</td>
</tr>
<tr>
<td>Thailand</td>
<td>(03) 9650 1714</td>
</tr>
<tr>
<td>Vietnam</td>
<td>(02) 6268 6059</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>(02)6273 4780</td>
</tr>
</tbody>
</table>

For a complete list of foreign embassies in Australia visit -

Arranging Travel:

Students will need to make their own travel arrangements to Australia. Please try to arrive at least 1-2 weeks before the start of Student Orientation to allow enough time for settling-in, adjusting to the climate and overcoming jet-lag.

Coomera Anglican College Campus

Or

Arrival To Australia

On arrival you should have a pre-arranged pick up with Eastern Shores International www.esinternational.com.au if you are staying in Homestay accommodation. If you are staying with
a Parent appointed Guardian, pick up arrangements should be made prior to travel and the College notified of the method of transport and collection.

**Things to Do: Before Leaving Home:**

- Apply for passport
- Arrange student visa
- Make contact with college
- Complete required forms with College
- Make payments to College
- Arrange for immunisations and medications from doctor
- Apply for a credit card and/or arrange sufficient funds
- Confirm overseas access to your funds with your bank
- Make travel arrangements
- Arrange travel insurance / OSHC
- Advise institution of travel details
- Arrange accommodation
- Arrange transport from airport to accommodation

- Pack bags being sure to include the following:
  - Name and contact details of a College representative
  - Enough currency for taxis, buses, phone calls etc. in the event of an emergency
  - Important documents:
    - THIS HANDBOOK
    - Passport
    - Letter of Offer
    - Confirmation of Enrolment (eCoe)
    - Certified copies of qualifications & certificates
    - Travel insurance policy
    - ID cards, drivers licence, birth certificate (or copy)
    - Receipts of payments paid
    - Medical records and/or prescriptions.

*If you are travelling with your family you will need to include their documents as well. Keep all documents in your carry-on luggage. In case you lose the originals, make copies that can be left behind with family and sent to you.*
Upon Arrival in Australia:

- Call home
- Settle into accommodation
- Contact College
- Purchase household items and food
- Enrol children in school (if applicable)
- Attend international student orientation at College (compulsory)
- Advise College of your address, phone and email
- Get student ID card
- Advise health insurance company of local address & get card
- Open a bank account
- Attend faculty/course specific orientation sessions
- Get textbooks
- Start classes
- Apply for tax file number if seeking work
- Get involved in student life and associations (eg music, sporting and cultural clubs).

Marketing information

Information about Coomera Anglican College is available to prospective families by way of:

Information kits & International Student Handbook (in paper format) sent by Email/mail or in person
College website’s international page. [http://www.cac.qld.edu.au/international](http://www.cac.qld.edu.au/international)
College prospectus translated into Korean, Japanese, Chinese and English via website or printed.
This includes information about:
- Entry requirements
- Course content and duration
- Campus location, general description, facilities and resources
- Course fees, Tuition fees and non-tuition fees
- Enrolment forms

Written agreement

Written agreements between Coomera Anglican College and the student/parent are available in the form of:
- International Enrolment Agreement and Fee policy
- Application for Registration and Enrolment form
- International Student Refund Policy
- Student Agreement
- Text book hire form
- Emind contract
- Student Medical form
- International Student Enrolment Contract
- Confirmation of Enrolment form
These forms set out
tuition fees and charges^
terms of payment^
refund policy^
enrolment requirements^
privacy policy^
conditions of ongoing enrolment^

^These are available online on the College website and in paper format on request.*Are emailed to the Parent/Agent at the time of offer.  http://www.cac.qld.edu.au/forms-and-policy

What to Bring

Australian Customs Services and quarantine are considered to be quite strict. If you're in doubt about whether your goods are prohibited or not, declare it anyway on the Incoming Passenger Card which you will receive on the plane. Students have received on the spot fines for not declaring items. For further information visit the Australian Customs website: http://www.customs.gov.au/ For information on how much luggage you can bring check with your airline.

Information and Tips in various languages -


Australian Customs for arriving travellers -


Guide for Travellers -

Various other information on living in Australia


**Accommodation Options in Australia whilst studying with Coomera Anglican College.**

*Choosing Where to Live*

Most students want to live within walking distance of the campus but this is not always possible and is usually determined by availability and cost. Often it is more convenient and more cost-effective to live further from the campus but closer to shops and public transport.

Living arrangements – students must keep Coomera Anglican College informed of their current address at all times. They are not permitted to change their living arrangements without permission from Coomera Anglican College. (See Homestay section)

The student’s visa is issued on the basis that they will be attending Coomera Anglican College and it is a condition of this visa that they must stay at Coomera Anglican College for a minimum of 6 months. Students generally cannot withdraw and go to another school before this 6 month minimum time frame has elapsed. (see Risk Management Strategy)

Whilst studying with CAC your accommodation options are:

**Homestay**

All students under 18 years of age must be accommodated in an appropriate manner. Coomera Anglican College policy states that students must be accommodated either:
- with a parent
- with a parent appointed guardian or
- in College approved homestay

The most preferable situation is that the student stays with a Homestay family registered with Eastern Shores International (ESI).

CAC has an agreement with ESI to provide homestay to our students.

Family or friends nominated by the student’s parents must be appointed by the parents in writing. Guardians appointed must be over the age of 21 years. Parent appointed guardians must also meet DIBP requirements.


All homestay families recruited by Eastern Shores are

- Blue Card holders
- visited or contacted on a regular basis by ESI staff
- provided with inductions and training by ESI staff
- given a ‘Homestay Family Guidelines’ booklet written by Coomera Anglican College and ESI.
Eastern Shores International consultancy has a current Homestay Risk Management Strategy which is available upon request.

**Homestay arrangements**

An arrangement for homestay services has been entered into with:

Eastern Shores International  
Phone: 5562 0946  
Email: esinternational@esinternational.com.au  
Internet: www.esinternational.com.au  

Eastern Shores International have a network of approx. 250 homestay families – all of whom have ‘Blue Cards’ and have been personally interviewed and assessed.

**Booking Homestay accommodation**

There are a number of ways in which Homestay can be booked:

1. **Online.** A link to Eastern Shores Homestay website and application form is available on our website and below. In this way students may apply for homestay accommodation online. On receipt of an online application, Eastern Shores will send us a copy of the application form for our files. www.esinternational.com.au

2. **Via the College.** Ideally we would prefer students to deal directly with ESI so as to make payments etc easier to handle. Alternatively, copies of the ESI Application for Homestay Form will be made available to the College and these can be sent to the family/agent. If the student/agent completes this form and sends it to us with their enrolment form, we will forward the form on to ESI. No payment for ESI can to be accepted by the College.

Example of Home Stay Application Form can be requested at anytime or found here http://www.esinternational.com.au/students/student-homestay-information

**Student Welfare Letter**

When students under 18 years of age are placed in homestay arrangements the college is accepting responsibility for their welfare therefore must provide them with an “Education Provider’s Confirmation of Appropriate Accommodation/Welfare for a Student under 18 Years of Age” or “Student Welfare Letter”. It is necessary for the student to have this letter in order to apply for their visa. This document is created in the DIBP ‘PRISMS’ website at the same time as the COE (confirmation of enrolment) and is generated by the PRISMS system automatically. The main purpose of the Student Welfare Letter is to show proof to the Department of Immigration and Border Protection that the education provider (CAC) has made arrangements for the student’s care and accommodation whilst attending College.

For more information visit: http://www.border.gov.au/Trav/Life
For further information about schools in Queensland, please contact:

Queensland:

There are two types of schools in Australia – State schools and independent schools.


Directory of State and Independent Schools Queensland


Overseas student health cover (OSHC)

Overseas student health cover (OSHC) is insurance that provides cover for the costs of medical and hospital care which international students may need while in Australia and is mandatory for international student visa holders for the duration of their study. OSHC will also cover the cost of emergency ambulance transport and most prescription drugs.

How do I get OSHC?

Students are to purchase their OSHC directly with the health care provider, however evidence will be required during enrolment that students have sufficient cover. https://oshcaustralia.com.au/en

For ease of operation, we have chosen to recommend Medibank Private, however Student and Parents are free to choose any OHSC provider within Australia for the duration of the student VISA.

A record of student health care cover is kept on the student paper file and in Redmap filing system.

Only Australian health funds that have signed an agreement with the Australian Government can provide OSHC. Most Australian education institutions have a preferred OSHC provider. Depending on the institution you will be attending you will be required to join one of these four registered health funds. You may choose to change your health fund at anytime, but will need to abide by the conditions of change of the health fund provider you are leaving.

OSHCA Providers

Medibank Private: www.medibank.com.au
OSHC Worldcare: www.oshcworl dcare.com.au
BUPA OSHC: www.overseasstudenthealth.com
Australian Health Management: www.ahm.com.au

Some students may be exempt from enrolling in the OSHC such as students from countries whose Governments may have Reciprocal Health Agreements for students in Australia.

Note: only some reciprocal health agreements cover students in Australia, some will only cover visitors. You should determine if you are eligible before you apply for your visa to come to Australia.

Further information on OSHC can be found at:
OSHC Factsheet (Australian Government)


Comprehensive Questions and Answers


Australian laws and travel tips

Studying At Coomera Anglican College

Current Courses Available To Students On International Student Visas With Coomera Anglican College

For the most current list of courses available to International Students visit -

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Level</th>
<th>Duration(Wks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary School Studies (P-6)</td>
<td>Primary School Studies</td>
<td>364</td>
</tr>
<tr>
<td>Secondary School Studies (Yr 7-10)</td>
<td>Junior Secondary Studies</td>
<td>208</td>
</tr>
<tr>
<td>Senior Secondary School Studies (Yr 11-12)</td>
<td>Senior Secondary Studies</td>
<td>104</td>
</tr>
</tbody>
</table>

For the most up to date Course details including costs and durations visit our website
http://www.cac.qld.edu.au/

Coomera Anglican College only delivers our courses face to face from 8.30am – 3.10pm Monday to Friday.

**Students must attend all classes per week as per your timetable**

For further details of individual course requirements including the entry requirements (academic and English), course credit/RPL, content, duration and cost, assessment methods and modes of study please refer to the individual course marketing material found on our website.

**Fees are subject to change.**

**Entry Requirements**

Students wishing to enrol at Coomera Anglican College must

- supply at least their last years academic reports (preferably 2 years), showing a *minimum* result of ‘pass’ in subjects, as well as results of an English language test administered by the student’s school or an accredited agency, or produce evidence that their level of English is of sufficient standard to enable them to cope with the Course they wish to undertake (refer to ‘English Language Proficiency’ below)
- attend a High School Preparation (HSP) course at an Australian English language College for a minimum of 10 weeks.
- attend an interview at Coomera Anglican College with either the College Principal or Deputy Principal.

**English language proficiency.**

English language proficiency plays a vital role in the ability of an international student to succeed at Coomera Anglican College. Students must satisfy the English language proficiency requirement of the College by:

- producing certified evidence of English language achievement and / or
- undertaking a High School Preparation programme prior to commencing at Coomera Anglican College
Acceptable standards

For entry into Senior Secondary (Y10 – 12)
- TOEFL: 477 to 510
- IELTS: 4.5 to 5.0
- Or equivalent

For entry into Junior Secondary (Y7 – 9)
- TOEFL: 437 to 477
- IELTS: 4.0 to 4.5
- Or equivalent

All International students receiving ESL have weekly contact with the International Student Liaison Officer where they have the opportunity to get assistance with academic or social difficulties.

“Package Study”

- Sometimes a person may wish to (or be required to) undertake a number of different courses. For example a student coming to Australia to attend secondary school may need to take a few months of ELICOS or High School Prep classes before commencing at the High School.

- In this case the student is given a student visa to cover the total of the proposed package (both English language course and high school) only if they provide confirmation of enrolment for all courses. The visa classification given will depend on the principal course, for example if the student is studying ELICOS for 3 months before coming to secondary school for 12 months, the visa classification would be 571. If we are recommending that the student take part in ELICOS/High School Prep programmes, we can make the arrangements on their behalf with a local provider. This ensures that we maintain control and ‘ownership’ of the student.

UNIFORMS

Uniform and stationery purchase & fittings is arranged by appointment only.
http://www.cac.qld.edu.au/uniform-shop

ORIENTATION

Prior to the student’s first day, the student will attend an interview with the Principal or Deputy Principal to introduce him/her to the College. The Principal will explain the obligations in regards to their student visa conditions and give the student a Student Induction Handbook for reference. A College orientation will occur prior to the student commencing at the College.

Student to be given information pack with the following information or this pack is posted to the Homestay/guardian:
If start of year, student takes part in the 'general new student induction'.

<table>
<thead>
<tr>
<th>TOEFL</th>
<th>IELTS</th>
</tr>
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<tbody>
<tr>
<td>0 - 310</td>
<td>0 - 1</td>
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<tr>
<td>310 - 343</td>
<td>1 - 1.5</td>
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<td>347 - 393</td>
<td>2 - 2.5</td>
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<td>397 - 433</td>
<td>3 - 3.5</td>
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<td>437 - 473</td>
<td>4</td>
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<td>477 - 510</td>
<td>4.5 - 5</td>
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<td>513 - 547</td>
<td>5.5 - 6</td>
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<tr>
<td>550 - 587</td>
<td>6.5 - 7</td>
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<tr>
<td>590 - 637</td>
<td>7.5 - 8</td>
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<tr>
<td>640 - 677</td>
<td>8.5 - 9</td>
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<td><strong>Top Score</strong></td>
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<td>677</td>
<td>9</td>
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</tbody>
</table>

TOEFL/IELTS Comparisons
If mid-year start, Head of Year Level to meet new student on the first day and introduce the Pastoral Care Teacher and International Liaison Officer and explain the timetable. PC Teacher will allocate a “Buddy” to assist the new student to settle in to College routines.

**Legislation And Policies**

**CURRENT CRICOS legislation—**

- Education Services for Overseas Students Act 2000
- Education Services for Overseas Students Regulations 2001
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007

**Legislation Information for International Students**

The *Education Services for Overseas Students Framework (ESOS)* that includes the *ESOS Act 2000, ESOS Regulations and National Code* and related laws set out the requirements for providers who deliver education services to international students on a student visa.

These laws protect international students and also help ensure students meet student visa conditions for attending classes and making satisfactory progress in their studies while in Australia.

For further information on Australian Legislation and how it affects International Students visit:


**VISA INFORMATION**


Any person coming from overseas to study in Australia needs a visa. The type of visa they are granted by Immigration will depend on a variety of things:

- Type of study – schools, vocational, English language or higher education etc.
- Number of hours of study – full time or part time
- Length of stay in Australia and more

Certain visa types can be applied for when the person is in Australia – others cannot. It is NOT possible for a person to apply for a student visa once they arrive here (although a student visa can be renewed once here). A student visa can only be applied for in the country of origin – prior to arrival in Australia.

The Department of Immigration and Border Protection has introduced a number of different visa types according to the type of institution and course as follows:
Types of visa

http://www.border.gov.au/Trav/Visa-1/500-

<table>
<thead>
<tr>
<th>Study Type</th>
<th>Visa Code</th>
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<tbody>
<tr>
<td>ELICOS</td>
<td>500</td>
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<tr>
<td>Schools</td>
<td>500</td>
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<tr>
<td>Vocational Training</td>
<td>500</td>
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<tr>
<td>Higher Education</td>
<td>500</td>
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<tr>
<td>Masters &amp; Doctorate</td>
<td>500</td>
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<tr>
<td>Non-award Foundation</td>
<td>500</td>
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<tr>
<td>AusAID or Defence</td>
<td>500</td>
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</tbody>
</table>

Student Visa (subclass 500)

This visa type is for overseas students undertaking a course of study at a primary or secondary school including junior and senior secondary.

Vocational Training (visa subclass 500)

This type of visa is for overseas student undertaking tertiary studies at Coomera College of Business & Industry Training.

Country Assessment Levels

Visas are also issued to students on the basis or their country of origin. Each country is given an assessment level (AL) between 1 and 4. Students coming from AL1 countries (such as Japan) do not have to provide as much information or assurance to Immigration as a student from an AL4 country – where regulations for issuing a visa are much stricter. The amount of time it takes to process a student application, then, will differ greatly depending on the AL level of the student’s origin.

Length of Stay

Tourist / Visitors Visa:
Students wishing to study for less than three months only need to have a tourist/visitors visa. Under this visa classification the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) regulations do not apply and we can be fairly flexible in what we offer. Study tours fall into this category.

Student Visa:
Students who want to study for more than three months must have a Student Visa. In this case CRICOS and Immigration requirements do apply and we must comply with these regulations.

Enrolled Students

Students holding Student Visas have come to Australia for the main purpose of achieving an academic qualification. They are required to study full time (a minimum of 20 hours per week) and must have a minimum attendance at College of 80%. If a student falls below this level we need to take remedial action. If the student continues to fall below this level, the college must implement our Monitoring Course Progress and Attendance Policies and Procedures.
Study Tours (non CRICOS student)

(Visitor/Tourist Visa) Main issues with Study tours include:

- Not subject to CRICOS regulations as they are on a different visa type not 500
- Students are enrolled.
- Students do not receive a Certificate of Achievement of any kind, but can receive a Certificate of Attendance. When issuing such a certificate we should avoid such words as “lessons, classes, programmes etc”. It has been suggested that we use terms such as “English Language Experience” or “English Language Study Tour” etc.

Requirement to be under 18 years of age at the time of application:

- If the student is to undertake Year 9, then they must be under 17 when commencing Year 9 studies.
- If the student is to undertake Year 10, then they must be less than 18 when commencing Year 10 studies
- If the student is to undertake Year 11, then they must be less than 19 when commencing Year 11 studies
- If the student is to undertake Year 12, then they must be under 20 when commencing year 12 studies.

Policies & Procedures To Be Provided To International Students

Student Code of Conduct / Behaviour and Discipline Policies found on PASSMARC


http://passmarc.cac.qld.edu.au/pluginfile.php/62659/mod_resource/content/1/HB_Section_4_-_Behaviour_and_Discipline.pdf

General rules of appropriate behaviour are listed below, but not limited to:
Coomera Anglican prohibits the use of illegal drugs, the consumption of alcohol, and the possession of prohibited or dangerous articles at any course

Mobile Phones and Pagers should be turned off before entry into classrooms or any training/assessment environment unless prior arrangements have been made with the trainer or person in charge.

Students must follow the directions of their teacher/trainer at all times

Students are required to wear appropriate safety clothing and use equipment safely

Students must not use inappropriate or offensive language, signs or gestures

Violent behaviour will not be tolerated.

Weapons cannot be carried onto the College premise
Racist behaviour will not be tolerated

Sexual harassment will not be tolerated

English is to be spoken during class at all times

Fees must be paid as per the due date on the agreement/invoice

An individual’s property is to be respected and not interfered with, without prior consent. Look after your own possessions, Coomera Anglican College accepts no responsibility for personal property lost or stolen

Nobody has the right to interfere with another’s ability to learn through disruption of classes or harassment of any kind.

No aggressive physical contact or verbal abuse is to occur between any persons at any time.

Smoking is not permitted inside training facilities, Australian Law must be followed

Drinking alcohol is not permitted inside training facilities.

Eating or drinking is not permitted in any space other than the designated areas.

Clothing and behaviour should be appropriate and not cause offence to anyone.

Students are expected to be genuine/bona fide students in Australia to study and complete their course/qualification and therefore must attend class and progress in their course.

Refer our Monitoring Progress and Attendance Policies for further details.

All disciplinary matters will be handled by the Principal.

NC Standard 3 - Refund policy


NC Standard 5 – Accommodation and Welfare Policy

NC Standard 6 - Critical Incident Policy / Procedure eg - Emergency evacuation procedures

NC Standard 7 - Transfer policy and procedure

NC Standard 8 - Complaints and Appeals Policy

NC Standard 10 - Monitoring Course Progress Policy and Procedure

NC Standard 11 - Monitoring Attendance Policy and Procedure

NC Standard 13 - Deferring Suspending or Cancelling Student’s Enrolment Policy and Procedure
STUDENT / PARENT DECLARATION

STUDENTS NOTE: You are required to return a signed copy of this page to Coomera Anglican College with your enrolment application.
(from Student Handbook Version 1 April 2015)

I have read and understand all of the information contained in this International Student Handbook, the links provided and recommended websites. I am aware of the restrictions placed on my enrolment as I am on an International Student Visa, including:

- Completing the course within the duration specific on the CoE
- Maintaining satisfactory attendance and academic progress
- Maintaining approved Overseas Student Health Cover (OSHC) while in Australia
- Remain with my principal education provider for 6 calendar months, unless issued a letter of release from a provider to attend another institution
- Notify my training provider of my Australian address and any subsequent changes of address, phone, or email within 7 days.
- I am only allowed to work up to 40 hours per fortnight during school study periods.
- I have been provided with information regarding -
  a. requirements for acceptance into a course, including the minimum level of English language required, academic qualifications or work experience required and whether course credit may be applicable
  b. the course content and duration, qualification offered, modes of study and assessment methods
  c. campus locations and a general description of facilities, equipment, and learning and library resources available
  d. details of any arrangements with another registered provider, person or business to provide the course or part of the course
  e. indicative course-related fees including advice on the potential for fees to change during the student’s course and applicable refund policies
  f. information about the grounds on which my enrolment may be deferred, suspended or cancelled
  g. a description of the ESOS framework made available electronically in this Handbook
  h. Relevant information on living in Australia, including:
     i. indicative costs of living
     ii. Accommodation options; and
     iii. Where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred.

I understand the student responsibilities, code of behaviour/rules, conditions of enrolment, visa conditions and policies outlined in this handbook and the links provided. I am aware of my obligation to pay all outstanding course fees and understand COOMERA ANGLICAN COLLEGE will pursue outstanding fees under Australian Law.

Signed: ______________________________ Dated: ______________

Name (please print): __________________________________________

Unsigned declarations cannot be processed.
Education Agents CANNOT sign on behalf of students.

PLEASE RETURN THIS SIGNED DECLARATION WITH YOUR ENROLMENT FORM AND RETURN TO:
PO Box 457, UPPER COOMERA QLD 4209
fax to +61 7 55859911 email: enrolments@cac.qld.edu.au