

INTERNATIONAL STUDENTS PROSPECTUS INFORMATION 2020

CRICOS CODE: 01577 F

8 SALERNO DRIVE, MINDARIE, WESTERN AUSTRALIA 6030

PO BOX 72 QUINNS ROCKS, WESTERN AUSTRALIA 6030

EMAIL: admin@qbc.wa.edu.au

PH: +618 9305 8808

FAX: +618 9305 1226

ABN: 73 670 539 526

www.qbc.wa.edu.au

Contents

| | |
|--|----|
| Welcome..... | 4 |
| Pastoral Care..... | 5 |
| College Aim | 5 |
| Courses of Study | 5 |
| Work Place Learning..... | 6 |
| Curriculum | 6 |
| International Students Enrolment Information – CRICOS Code: 01577F | 6 |
| English Competency | 7 |
| Fees..... | 7 |
| Accommodation | 8 |
| Age upon entry..... | 8 |
| Required documentation | 8 |
| Refund Policy..... | 9 |
| Additional Information | 10 |
| Uniform | 10 |
| Booklists | 10 |
| International Air Travel | 10 |
| Term Dates | 10 |
| Withdrawal of a student..... | 10 |
| Insurances | 10 |
| About Perth..... | 11 |
| Climate..... | 11 |
| Tertiary education and research..... | 11 |
| Business and Technology | 11 |
| Currency | 11 |
| Transport | 11 |
| Housing and living..... | 12 |
| High School in Western Australia | 12 |
| Student Support Information | 13 |
| Orientation for an International Student will occur by the following steps:..... | 14 |
| Legal services | 14 |
| Emergency and Health Services | 14 |
| Facilities and resources | 14 |
| Complaints and appeals process | 14 |
| Important Contact Information | 15 |
| Overseas Students assessing, monitoring and reporting student progress | 15 |
| Course requirements..... | 15 |
| Student Workload | 15 |
| Student Assessment | 16 |
| Monitoring Student Progress..... | 16 |

| | |
|---|----|
| Intervention | 16 |
| Reporting | 16 |
| International Students – Academic Intervention Strategy | 17 |
| Deferring, suspending or cancelling an overseas student’s enrolment | 18 |
| Transfer between registered providers | 18 |
| Appendices | 19 |

Welcome

Welcome to Quinns Baptist College. The College is a co-educational institution, providing quality academic programs within a Christian ethos for students in Pre- Kindergarten to Year 12.

The College is staffed by committed Christians who share the ethos of the school. The students participate in weekly Christian Education lessons in all years.

Our motto is taken from Isaiah 40:31:

On Eagles' Wings

'Those who trust in the Lord for help will find their strength renewed. They will rise on wings like eagles: they will run and not get weary; they will walk and not grow weak.'

Quinns Baptist College is located 40 km north of the Perth CBD and was established in 1996. It features modern classrooms and practical facilities that cater for a range of specialised academic programs such as: Performing Arts (Music, Drama and Dance), Visual Arts (Graphics Design, Art and Media), Languages (Indonesian and French), Digital Technology and Design Technology, Sciences, Mathematics, English, Humanities, Physical Recreational Activities and Outdoor Education.



Pastoral Care

The care and well-being of our students is as equally important as academic success. All staff at Quinns Baptist College are charged with the responsibility of caring for the students, however at times, more specialised support is required.

All students have a Form Teacher that has daily contact with students. They may be contacted regarding issues relating to concerns relating to uniform, organisation, absences or other general matters.

Each year group has a Year Coordinator that is the primary contact for more serious concerns and will liaise with families regarding those concerns and how to best support the Student. At times the Year Coordinator may need to access external or additional support. This is determined on a case by case basis and will be discussed with the Students and his or her family as appropriate.

Primary and Secondary Students have access to the College Chaplains. If students wish to speak with a Chaplain it is advisable to make an appointment. Parents are also welcome to contact Chaplains to discuss any concerns about their child. Please contact the Secondary College to speak to a Year Coordinator or a Chaplain on (08) 9305 8808.

Students themselves are also integral to the Pastoral Care of Students within the College. Our Student Leaders are selected based on the care they display for others, the support of the College's expectations and their desire to serve and help others. Student Leaders assist new students to the College, coordinate events and assist the Form Teacher in the administration of the Form. The Leaders are elected by peers and staff.

College Aim

The aim of the College is to foster a spirit of:

1. Care
2. Co-operation
3. Commitment to learning

Within this framework students are encouraged to develop:

1. A love for learning
2. Initiative and personal discipline
3. Social responsibility
4. Self esteem
5. An awareness of God

Courses of Study

The following educational courses are offered and presented face to face by qualified staff at Quinns Baptist College, they are:

- Primary Education from Year 1 - 6
- Lower Secondary Education Year 7 -10
- Senior Secondary Education Years 11 - 12

The Senior Secondary Students aim to achieve their WACE (West Australian Certificate of Education). To gain entrance into Australian Universities, students are required to complete a combination of Unit 1 and 2 in Year 11 and Units 3 and 4 in Year 12 in accredited courses of study according to SCSA Syllabus requirements and must sit external exams at the end of Year 12 to obtain an ATAR (Australian Tertiary Admission Rank) result.

Work Place Learning

Work Place Learning is an externally based training course approved by the School Curriculum and Standards Authority (a Western Australian government body).

- a. It is undertaken as a subject for the students which can contribute towards completion of their WACE Certificate.
- b. The College has a dedicated Work Place Learning teacher to supervise and assess all students, (local and international).

Curriculum

No course credits are considered prior to enrolment as all students will complete the West Australian Curriculum. The curriculum followed by Quinns Baptist College is based on School Curriculum and Standards Authority Framework and covers eight major learning areas. These include:

1. English – reading, writing, viewing, spelling, handwriting, oral language
2. Language Other Than English – Indonesian and French
3. Mathematics
4. Physical Education and Health
5. Humanities and Social Sciences
6. Science
7. Technology and Enterprise – digital technologies, woodwork, graphics
8. The Arts – music, dance, drama, visual arts

For students enrolling in Year 11 from Term 2 of a school year, previous syllabus documents are required to be provided from their previous school. This information will then be used to assess accreditation points by SCSA (School Curriculum Standards Authority) towards achieving WACE.

International Students Enrolment Information – CRICOS Code: 01577F

Quinns Baptist College does not use agents for acquiring International Students. In the event of an enquiry, prospective students are provided a copy of the Prospectus Information and Registration of Interest Form.

Prospective Students and their families are invited to meet with the Principal to discuss the requirements for enrolment.

Quinns Baptist College welcomes overseas students on the following basis:

1. They are able to provide proof of English language competency (IELTS)
2. They pay full fees
3. Their family arranges accommodation, within Australian legal parameters
4. They should not be above a certain age on enrolling at the College
5. Required documentation such as visas, passports, reports (translated), proof of health cover and appointment of guardian forms are completed

English Competency

An overseas student coming from an English speaking country needs to show on their school report that they have passed English.

An overseas student wishing to enrol in Quinns Baptist College coming from a non-English speaking country needs to have shown proficiency in English by passing the test requirements from:

Ages 9 – 15 years old

Australian Educational assessment Services (AEAS)

<http://www.aeas.com.au>

Ages 16 or older

International English Language Testing System (IELTS)

www.ielts.org/

Unless a visa applicant meets the waiver requirement, they must provide evidence of either:

- An IELTS test overall band score of 4.0 if undertaking preliminary English tuition (30 weeks maximum), or;
- An IELTS test band score of 5.0 with no preliminary English tuition

If a student is younger than 9 years old from a non-English speaking country, they will have to show they have been studying English as a second language on their school report.

As Quinns Baptist College has a strong concern for the individual well-being of each of its students, unless a student has a satisfactory use of the English language before enrolling, they will experience undue hardship and will not benefit from the College's educational programs.

Fees

As International Students cannot benefit from the Australian Government subsidy, overseas students are required to pay the full College fees. Fees include:

| OVERSEAS SCHOOL FEES 2020 | | | |
|---------------------------|-------------|------------|------------|
| | PER ANNUM | SEMESTER | TERM |
| PRE-PRIMARY - YEAR 6 | \$12,522.00 | \$6,261 | \$3,130.50 |
| YEAR 7 - YEAR 12 | \$18,075 | \$9,037.50 | \$4,518.75 |

Please note: International students must pay one semesters fees in advance on enrolling and pay each semester thereafter in advance.

Additional course enrolment fee: School Curriculum and Standards Authority requires that international students, who do not have permanent residence status, pay a fee for course enrolment. Unless other arrangements are made, this fee is covered by Quinns Baptist College.

Payment of fees by Credit Card

The College accepts payment by MasterCard or Visa. Payment may also be made by cash or cheque.

Books and uniform costs are additional to School Fees and will range from \$1,200 for lower school (Years 7 to 10) and \$1,200 to \$1,700 for Year 11 and 12 (depending on subjects studied). Other costs will include public transport, stationery, entertainment and sundry items.

Depending on the cost of their homestay, overseas students could expect to pay \$1,300 – to \$1,800 per month for living expenses.

Accommodation

As Quinns Baptist College does not provide boarding facilities, students' families must arrange suitable facilities with a guardian. By law, all Full Fee Paying Overseas students who are under 18 years of age require a guardian appointed by their parents. This will need to be organized through the immigration authorities.

DIAP (the Department of Immigration and Border Protection - the Australian government agency responsible for issuing students with visas) requires proof that international students will be provided with one of the following accommodation options:

- A parent or legal custodian
- A suitable relative nominated by parents. Suitable relatives include: a brother; sister; step-parent; step-brother; step-sister; grandparent; aunt; uncle; niece or nephew; step-grandparent; step-aunt; step-uncle; step-niece or step-nephew.

The guardian:

- i) must be over the age of 21 years
- ii) must live permanently in Perth
- iii) must be of good character, with a Federal Police Clearance, covering the last 10 years.
***Please note:** this may take time if the guardian has lived in a country other than Australia in the last 10 years*
- iv) is responsible for meeting the student on his arrival in Perth
- v) is responsible for providing suitable student accommodation: full board with their own room and all meals supplied.
- vi) is available to be summoned in the case of emergencies

It is in the student's best interests that the accommodation offers an environment conducive to study and is not too far from the College and/or suitable transport facilities.

Age upon entry

Students should not be more than 18 years and six months old at the time they propose to commence Semester 1 of Year 11. This is a government requirement.

Required documentation

The following documentation is required to be provided before an offer of enrolment can be made.

- a) The student's IELTS test results or AEAS results
- b) The student's current and original passport and visa (photocopies or scans are not acceptable)
- c) Certified translated copies of the student's final school reports and academic statements
- d) Proof of Private Health Cover – this can be arranged independently or can be arranged through the College.

Parents/ Legal Guardians who have decided to accept an offer from Quinns Baptist College:

- a) Will then be provided with a copy of the CoE (**Confirmation of Enrolment**) for a Student Visa.
- b) Complete and sign the enrolment form and an **Appointment of Guardian Form**, indicating the name and address of the approved person/s the student will be living with and return this to the College with their student's enrolment forms.

- c) Should care arrangements change at any given time the College must be notified (in writing) of any change in guardianship arrangements, including change of address, contact numbers and guardian details.
- d) Obtain a Student Visa from the Australian Embassy or High Commission using the *Confirmation of Enrolment Form* issued on enrolment **plus** OSHC for the duration of the visa. This student visa and OSHC will be for the length of time the student chooses to study at Quinns Baptist College. Have their student accommodation arrangements approved by the immigration department as part of the visa requirements.
- e) In order to comply with visa regulations, students must maintain a minimum of 80% attendance, otherwise DIAP must be advised and the students risk their visa being cancelled.
- f) In order to comply with visa regulations, a student must maintain an academic level of satisfactory performance, otherwise DIAP must be advised and the students risk their visa being cancelled.

Refund Policy

| EDUCATION SERVICE DURATION GREATER THAN 10 WEEKS | | |
|--|---|---|
| REASON FOR REFUND | NOTIFICATION PERIOD | REFUND |
| Student's application for a student visa unsuccessful | Before semester / Education Service commences | Full refund |
| Student with a student visa withdraws | <ul style="list-style-type: none"> • More than 10 weeks before semester/Education Service commences • More than 4 weeks and up to 10 weeks before semester/Education Service commences • 4 weeks or less before semester/Education Service commences • After semester/Education Service commences and during first 4 weeks • After the fourth week | <ul style="list-style-type: none"> • Full refund • Full refund • Full refund • 80% of a semester's fees • Pro rata of weeks not attended |
| If a provider withdraws offer, fails to provide program offered or terminates an Education Service | Before or after semester/Education Service commences | <ul style="list-style-type: none"> • Full refund |
| If a provider withdraws a student from an Education Service because the student has seriously breached international student visa conditions or provider's rules | After semester/Education Service commences | <ul style="list-style-type: none"> • Pro rata of weeks not attended |

Additional Information

Uniform

Obtain the uniform from the College Uniform Shop (contact the Registrar for Uniform Shop opening hours).

The Uniform Shop offers a full range of new and second-hand College formal and sports uniforms. Suitable shoes need to be purchased elsewhere: black leather lace-up school shoes for day wear, and sneakers for sport.

Booklists

Obtain books appropriate to selected subjects from the source specified on the front of the Booklist. This information is communicated to all confirmed enrolments prior to commencement in the course of study.

International Air Travel

Parents are requested to note the commencement and final dates for each term and make travel arrangements to adhere to those dates. Please note that the College will not fund the cost of air travel for students, nor arrange pick-up at the Airport (this must be organised with the student's guardian).

Schools in Western Australia operate on two semesters. Each semester is broken into two terms. Semester One comprises Terms 1 and 2, from late January/early February through to June. Semester Two comprises Terms 3 and 4, from July through to December. There is two-week break at the end of Terms 1, 2 and 3, and a six- to seven-week break at the end of Term 4.

Term Dates

Refer to our Calendar of Events for term dates.

Withdrawal of a student

The Principal must be given notice in writing prior to withdrawal of a student. The Students enrolment fees will be refunded as per the refund policy where applicable.

Insurances

Personal accident insurance is provided for all students of the College. However, it is strongly recommended that parents check their health insurance policies to ensure adequate medical, personal property and liability insurance cover. The College cannot accept responsibility for medical expenses associated with accident or illness (beyond the student's Overseas Student Health Cover benefits) or loss of, or damage to, personal effects. In an emergency, the student will be sent to a public hospital, where any procedures will be covered, in part, according to their Overseas Student Health Cover schedule.

About Perth



Perth is located on the southwest coast of Western Australia in an attractive city environment. As a relatively small city with a population of 1.7 million, Perth is clean and green without the pollution and other problems of larger cities.

Suburbs are dotted with extensive grassed parks and recreational areas, with a network of bicycle paths along rivers and throughout the metropolitan area.

Perth boasts beautiful white sandy beaches, enjoyed all year round, and outdoor and sporting activities abound.

With a multicultural and a cosmopolitan atmosphere, Perth annually attracts more than 20,000 new and returning international secondary and tertiary students (with numbers growing all the time).

These students are attracted to the high quality education, friendly, safe and relaxed lifestyle and the clean and healthy environment Perth offers.

Climate

Perth enjoys a Mediterranean type climate with hot and dry summers (December to February) and mild, spasmodically rainy winters (June to August). Spring and autumn weather is often described as 'glorious one day, perfect the next'.

Tertiary education and research

Perth offers five reputable universities with national and international research partnerships, as well as a world recognised Technology Park collaborating business, government and research in innovative advancement.

Business and Technology

Being the nearest Western city to most of Asia's fastest growing economies and in a similar time- zone, Perth has strong links with these countries. Many international companies also operate large offices from Perth.

Currency

The Australian currency unit is the Australian Dollar (AUD). Banks in the city (and most in the State) can exchange currency. There are also exchange facilities at the Airport and major towns. Major credit cards are widely accepted and ATM's (Automatic Teller Machines) are plentiful.

Transport

Perth has an extensive public transport system of buses and trains servicing the City and suburbs with buses servicing Quinns Baptist College, to suit school hours. Students are eligible for travel concessions on public transport as well as movies, sporting events, etc. Student concession cards are available to students through Quinns Baptist College on enrolment.

Path Transit is the public transport organisation operating Perth's buses, trains and ferries. A free transit zone is provided daily within the central city area.

For information on timetables, routes and pricing, see: www.transperth.wa.gov.au. For route advice from a given Perth address to the College, in the Journey Planner facility (on the Transperth website) enter Quinns Baptist College (not the street address) as the destination.

To find out more about studying in Perth visit:

<http://www.australia.com/en/places/perth.html>

Housing and living

The typical family home in an average suburb is a single storey, brick walled, tile roofed, four bedroom, two bathroom house with a lounge, dining, family and games rooms on a block of 600 – 750sqm. Joined to, or under the same roof, there are normally a double carport, and often a tool/garden shed in the back yard. The average family has two to three children, a dog or cat, two cars and a mortgage (to pay off the housing loan).

Food, like Perth, is very multicultural. Beef, lamb, chicken and fish are the staple proteins. Fresh fruit and vegetables are plentiful with many being available all year round. Boxed, canned, frozen and preserved food is more expensive but popular, as are fast and convenience foods.

Beverages include coffee and tea (adults), whilst children tend to drink cow's milk, fruit juices and carbonated sweetened drinks. People also drink plenty of water, which in Perth is clean and safe to drink from the tap.

As Quinns Baptist College accepts overseas students only if parents have their students' accommodation arrangements approved when they get their visa. The cost of living will depend largely on the costs to cover accommodation, food and bills – house rental AUD\$400, food per person AUD\$80 per week. Students will also need sufficient money for other personal expenses. This is normally around AUD\$150 per week for most students. Other than the College fees, other costs and expenses include:

- The Visa fees paid to the Australian Consulate
- Textbooks and study materials
- School and sports uniforms (available at Quinns Baptist College Uniform Shop)
- School shoes (College black, laceup) and sports sneakers
- School camps (Years 9 and 11), and optional overseas language trips)
- Optional costs for certain sports or activities (e.g. certain sports equipment, musical instruction)
- Other living costs (e.g. public transport, stationery, entertainment, etc.)

As they do not benefit from the Australian Government subsidy, International students are required to pay the full College fees. Books and uniform will range from \$1,200 for lower school and \$1,200 to \$1,700 for upper school (depending on subjects studied and number of uniforms purchased).

High School in Western Australia

Teachers are required to complete four year university qualifications and are accredited, registered professional teachers. Students generally start secondary education at 12 years of age and at the end of Year 12 students wishing to continue on to university sit the WACE Examinations.

WACE examinations are set by independent panels, and students throughout Western Australia all sit the same examination papers at the same time on the same day. The students are provided with an Australian Tertiary Academic Rank (ATAR) based on their WACE exams and school results for the year. This ATAR can be compared with results across the country and allows students to apply for studies at any university in Australia or other countries around the world (e.g. Canada, New Zealand, the U.K and US).

Instead of going to university, students may choose to do employment focused Certificates and Diplomas at the TAFE Colleges. Students attend school from Monday to Friday with seven subject periods a day totalling over 26 hours of class time per week.

The school day at Quinns Baptist College commences at 8.25am, concluding at 2.45pm, and includes a recess and lunch break. There is a standard calendar of term dates and holidays each year with two semesters (each with two terms) with the major summer holiday from mid-December to the end of January. There are three two week breaks in between terms. After school during the week, homework is done in the afternoon/evenings before sporting practice, spending time with friends, television watching, computer games, or other activities such as music practice or youth group activities.

On weekends during the school term, it is common for students to spend a few hours involved in team sporting activities. They also spend time studying and completing assignments, interspersed with spending time with friends 'hanging out', going on shopping expeditions, watching a movie, going to the beach, etc.

Student Support Information

Each student is assigned a designated support person and can access the channels of pastoral care support that domestic students can access.

The following staff members are assigned to be a designated support person for the student:

| | |
|------------------|-------------------------------|
| Primary School | Primary Principal |
| Secondary School | Deputy Principal (Curriculum) |

Other key support staff are:

| Support Person | Concern |
|--|--|
| Class/Form Room teacher/Head of Year/Chaplain/Deputy of Administration | Pastoral care, academic progress, integration issues |
| Bursar | Financial matters |
| Careers Advisor, Deputy Curriculum/Head of Year/Principal | Subject choice/career/tertiary entrance queries etc |
| Principal | Student grievances |

Orientation for an International Student will occur by the following steps:

- a) Interview with the Principal and shown around the college.
- b) At school commencement, the student is met by the Year Coordinator and taken to their Form Teacher. The Form Teacher will have organised a group of students to help the International Student for the first few weeks to settle in and make friends. The Form Teacher sees the student in Form class every morning before they start their classes.
- c) The Deputy of Curriculum will meet with the student to see how they are adjusting to study in the College by week 4 of the first term.
- d) Deputy Curriculum and Deputy Administration monitor progress.
- e) The International Student can access the Form Teacher, Teacher, Chaplain, Year Coordinator, Deputy or Principal to assist them in their student life.
- f) Each term there is a social function for the students to relax and extend their friendships.
- g) International Students are encouraged to participate in the Co-Curricular activities.
- h) In Years 9 and 11 there are compulsory camps to enable the students to relax and get to know each other in a fun and friendly way.

Legal services

The student will have their parent/guardian or close relative with them. They are welcome and encouraged to see the Principal concerning any legal issues. They would be directed to their embassy in Perth or Australia for issues the Principal cannot guide them. For workplace related issues, the student will be directed to the Fairwork Ombudsmen. Students are directed to information provided on the ESOS Framework Fact Sheet regarding workplace support.

Emergency and Health Services

The student must have a health cover as a condition of enrolment, however we would ensure they knew where their closest doctor and hospital is and knowing that "000" is the emergency number.

Facilities and resources

The student and the family are shown the facilities in the College. Any subject teacher would continue to ensure each student knew how to use the library and internet. We would ensure families were aware of the local shops and library and also how to get to Joondalup and Perth central.

Complaints and appeals process

The complaints or appeal process is explained to the student and parent/guardian.

**For further information please view our website at:
www.qbc.wa.edu.au, or contact the College.**

Important Contact Information

| Who? | Why? | How? |
|--|---|---|
| Your provider | For policies and procedures that affect you | <ul style="list-style-type: none">• Speak with your provider• Go to your provider's website |
| Commonwealth Department of Education | For your ESOS rights and responsibilities | https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx Phone: 1300 615 262 ESOS Online Enquiry Form available at: https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/Pages/ESOSEnquiry.aspx |
| Department of Immigration and Border Protection (DIAP) | For visa matters | <ul style="list-style-type: none">• http://www.border.gov.au/• Phone 131 881 in Australia• Contact the DIAP office in your country |
| Fairwork Fairwork Ombudsmen | For workplace related issues | <ul style="list-style-type: none">• http://www.fairwork.gov.au• https://www.fairwork.gov.au/find-help-for/visa-holders-and-migrants |

Overseas Students assessing, monitoring and reporting student progress

Quinns Baptist College monitors, records and assesses the course progress of each student for each subject of the course for which they are enrolled according to the following documented course progress policies and procedures.

Course requirements

For Year 1 to Year 10 satisfactory academic progress is defined as a student achieving a "C" grade average. The student must continue to do their homework and assignments. Their effort must be satisfactory or better.

In year 11 and 12 satisfactory progress is defined as a student maintaining a "C" grade average over 4 Courses of Study.

Student Workload

QBC monitor the workload of students to ensure they complete the course within the duration specified in their CoE. QBC can only enable students to extend the expected duration of study for their course through the issuing of a new CoE in limited circumstances. These limited circumstances are: where it is clear that the student will not complete the course within the expected duration, as specified on the student's COE, because of:

- a) compassionate or compelling circumstances (for example illness where a medical certificate states that the student was unable to attend classes)
- b) QBC implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress; or
- c) an approved deferment or suspension of study has been granted under Standard 13.

Student Assessment

- International students will be assessed in their individual courses in the same way as the whole group of students within each particular course unit.
- Regular assessments, mid-year and end of year examinations will be undertaken.
- Assessment scores are recorded by individual class teachers on the *marks book* located on the portal

Monitoring Student Progress

- Agenda space is set aside at each, fortnightly, Senior Staff meeting to discuss any academic concerns regarding international students. Copies of these meetings are retained on the staff server (Deputy Principal Curriculum) and on file in Deputy Principal Curriculum's office
- Administration staff (including Deputy Principal Curriculum and Year Coordinator) have access to all marks recorded.
- Class teachers to report to Deputy Principal Curriculum any academic concerns regarding International Students as soon as they are apparent.
- Mid-Year Reports (Semester 1) and Year-End Reports (Semester 2) to be checked individually by Deputy Principal Curriculum to ensure satisfactory course progress is being made. These are to be retained on student files.

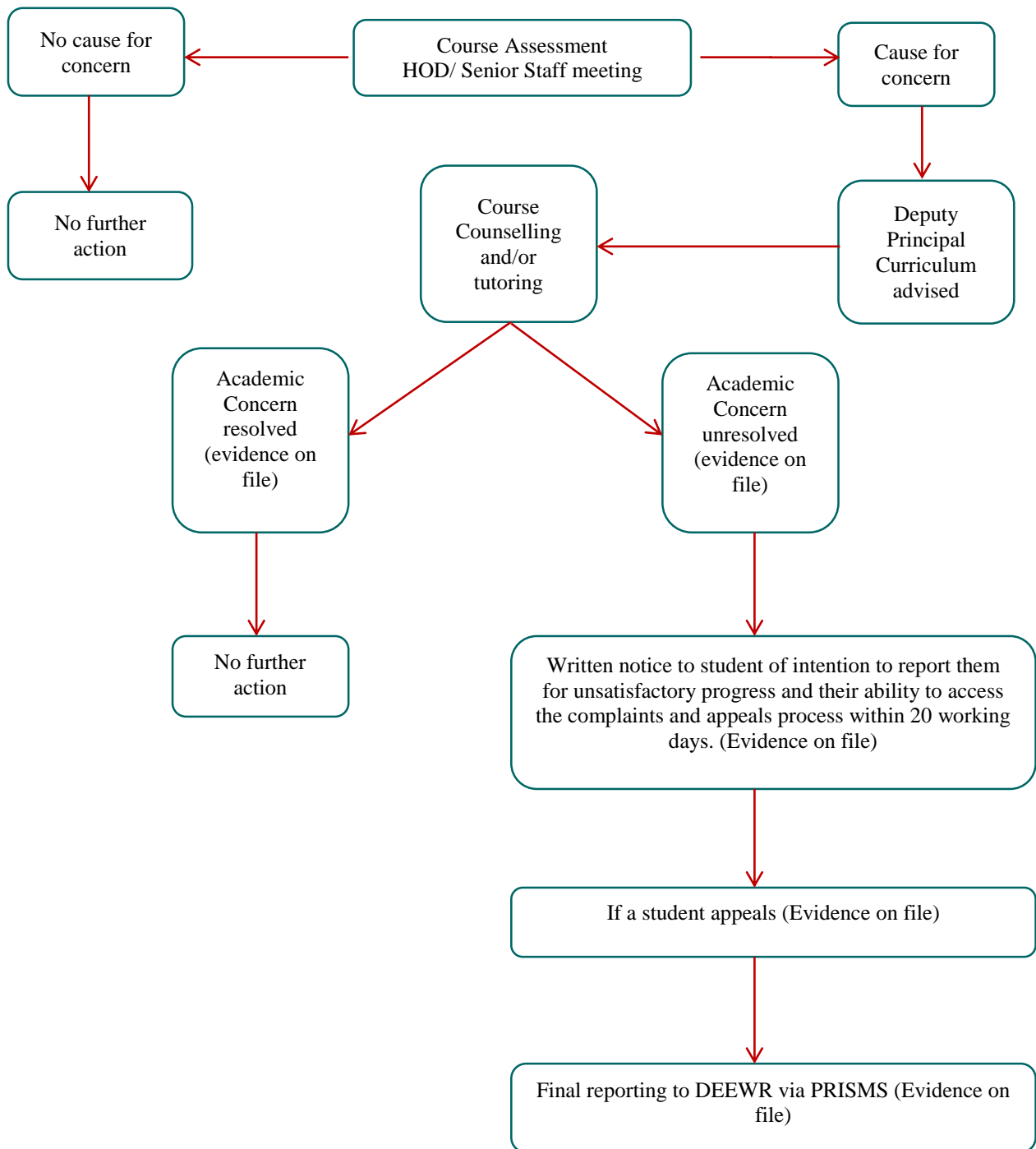
Intervention

- Intervention measures will include: course choice counselling by Deputy Principal Curriculum.
- After school tutoring is advised in affected courses.
- Intervention should take place where a student has failed or is deemed not yet competent in any of the units attempted in any study period.
- At a minimum, intervention must take place where a student has failed or is deemed not yet competent in 50% or more of the units attempted in any study period.
- Guardian is informed and strategies are developed to assist student progress.
- In Primary School, the designated teacher will interview the student and look for ways to help the International student to improve their level of work. This could involve the Guardian doing special homework with the International Primary student. It could involve joining the THRIVE program (for students at risk) or join the Maths Club (Maths Tutoring after school). It depends on the course the student is not coping with.

Reporting

- All information from meetings pertaining to International students will be filed on individual files
- Where the student/guardian has chosen not to access the complaints or appeals process within the 20 working day period, withdraws from the process, or the process results in a decision supporting the College, the College will notify the Secretary of DDWR through PRISMS of the students unsatisfactory course progress, as soon as is practicable

International Students – Academic Intervention Strategy



Deferring, suspending or cancelling an overseas student's enrolment

Quinns Baptist College will only defer or temporarily suspend the enrolment of the student on the grounds of:

- a) Compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes); or
- b) Misbehaviour by the student

Quinns Baptist College will:

- a) Inform the student and guardian that deferring, suspending or cancelling his or her enrolment may affect his or her student visa; and
- b) Notify the Secretary of DEEWR via PRISMS as required under section 9 of the ESOS Act where the student's enrolment is deferred, temporarily suspended or cancelled.

Quinns Baptist College will inform the student and guardian of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student and guardian that they have 20 working days to access Quinns Baptist College's internal complaints and appeals process as per Standard 8.

If the student and guardian access our internal complaints and appeals process, the suspension or cancellation of the student's enrolment under the standard cannot take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply.

Transfer between registered providers

Quinns Baptist College will not knowingly enrol an International Student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course of study except where:

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

Student transfer request assessment policy and procedures

Quinns Baptist College will allow a student to transfer to another registered provider before the first 6 months if the student believes that another registered institution is better able to meet his or her educational needs.

A letter from the student's guardian supporting this transfer will be needed plus a valid letter of offer from the other registered institution.

A letter of transfer will be given within 24 hours of receiving the request in writing for the transfer from the guardian and the letter of offer from the other registered provider.

Quinns Baptist College will grant a release after the 6 months in our course where the student has:

- a) Provided a letter from another registered provider confirming that a valid enrolment offer has been made.
- b) If the student is under 18 years of age (most likely in our case) a letter from the guardian requesting this transfer.
- c) Where the student is not cared for by a parent or a suitable nominated relative, the valid enrolment offer also confirms that the registered provider will accept that responsibility for approving the student's accommodation, support and general welfare arrangements as per the care needed for younger students.

Quinns Baptist College will issue a letter of release at no cost to the student. The college will advise the student and guardian the need to contact DIAC to check if the student will need a new student visa.

If Quinns Baptist College refused to grant a release and our policy is to grant one, the student would be provided with written reasons for refusing the request. The student would be informed of their right to appeal our decision in accordance the Complaints and Appeals.

All requests from students for letters of release will be held on file, also the copies of the decisions resulting from the request.

Appendices

- 1. Student Attendance Policy
- 2. Student Management Policy
- 3. ESOS Framework Fact Sheet
- 4. Complaint and Appeals Policy