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QUINNS BAPTIST COLLEGE
(CRICOS Code: 01577F)

INTERNATIONAL STUDENTS PROSPECTUS

Quinns Baptist College is 40 kilometres from the Perth Central Business District.

WELCOME

Welcome to the Quinns Baptist College, which is a co-educational facility, striving to provide quality academic programs within a Christian ethos for students in Kindergarten to Year 12.

COLLEGE MOTTO

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.’

Isaiah 40:31

THE CHRISTIAN ENVIRONMENT

The College is staffed by committed Christians and is founded on Christian principles. Students participate in a Christian Education lesson each week.

PASTORAL CARE

A strong Pastoral Care programme operates throughout the College to enable the care and nurturing of students to be enhanced.

COLLEGE FACILITIES

Quinns Baptist College opened in 1996 and features modern classrooms. These include a library and specialised teaching areas for example Art, Indonesian, Computing, Woodwork, Foods, Media, Science and a 1200 seat auditorium for Drama, Music and Dance.
Auditorium

Music

Media

Foods
QUINNS BAPTIST COLLEGE – HIGH SCHOOL

Location: 8 Salerno Drive, Mindarie WA 6030
Postal Address: PO Box 72, Quinns Rocks WA 6030
Telephone: 9305 8808
Facsimile: 9305 1226
Email: admin@qbc.wa.edu.au

The Quinns Baptist College was first established in 1996 to provide a high standard of private, Christian based education in the far Northern Suburbs.

The College is associated with the Quinns Community Baptist Church and the Baptist Family Churches of Western Australia, a community of 100 churches and eleven schools.

Quinns Baptist College does not use agents for acquiring International Students.

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 OFFERED AT QUINNS BAPTIST COLLEGE FOR INTERNATIONAL STUDENTS

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 Education is the WACE Certificate. If a student is studying at least 4 Courses of Study at level 2 or 3 and complete external examinations they will gain an ATAR score for University entrance.

Work based training

Work-based training at Quinns Baptist College is approved by the School Curriculum and Standards Authority (a Western Australian government body)

a. It is undertaken as a subject for the students who use it to complete their WACE Certificate.
b. The college has a Work Place Learning teacher to supervise and assess all students, local and international.

CURRICULUM

The curriculum followed by the 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. Studies of Society and Environment
6. Science
7. Technology and Enterprise – computing, woodwork, graphics
8. The Arts – music, dance, drama, visual arts
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:

Australian Educational assessment Services (AEAS)
http://www.aeas.com.au
For        Ages 9 – 15 years old
or
International English Language Testing System (IELTS)
www.ielts.org/
For        Ages 16 or older

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.

QUINNS BAPTIST COLLEGE WELCOMES OVERSEAS STUDENTS ON THE FOLLOWING BASIS:

1. They are able to provide proof of English language competency
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. Their visa is approved and the student provides proof of OSHC (Overseas Health Cover) for the duration of the visa.

1   ENGLISH COMPETENCY. Overseas students must prove their English competency as above.

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

OVERSEAS SCHOOL FEES 2016

<table>
<thead>
<tr>
<th></th>
<th>PER ANNUM</th>
<th>RESOURCE FEE</th>
<th>SEMESTER</th>
<th>TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRE-PRIMARY - YEAR 6</td>
<td>12,325.00</td>
<td>240.00</td>
<td>6282.50</td>
<td>3141.25</td>
</tr>
<tr>
<td>HIGH SCHOOL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YEAR 7 - YEAR 12</td>
<td>17,790.00</td>
<td>290.00</td>
<td>9040.00</td>
<td>4520.00</td>
</tr>
</tbody>
</table>

Overseas students must pay one semesters fees in advance on enrolling.
QUINNS BAPTIST COLLEGE ENROLMENT PROCEDURES PROVIDER CODE:
CRICOS Code: 01577F

Quinns Baptist College is approved to accept full fee paying overseas students.

If you wish to enrol your student as an international student, you will need to complete the following procedures (next page also):

1 **Contact the Registrar:** Phone: +61 8 9305 8808 or email: admin@qbc.wa.edu.au to check placement availability and any additional information you may require prior to enrolling.

2 **Obtain proof of English competency** for students who do not use English as their first Language.

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

3 **If possible, attend an interview with the Principal** of the College. This is to ensure that Quinns Baptist College is able to provide an appropriate course of study for the student and that the student and their parents/guardian understand the College policies, practices and curriculum.

The student must be accompanied by a parent/s or guardian/s. They must bring with them:

   i) The student’s IELTS test results, AEAS results

   ii) The student’s current and original passport and visa (photocopies or scans are not acceptable)

   iii) Certified translated copies of the student’s final school reports and academic statements.

It is extremely important that students intending to enter Year 11 in Term 2 or Semester 2, provide syllabus documents from their previous school, as these will be used by the School Curriculum and Standards Authority (a Western Australian government body) to gain accreditation points towards Secondary Graduation. See the Curriculum Council website at www.curriculum.wa.edu.au/pages/student/overseas.html

4 **Offer of place** Receive from Quinns Baptist College’s Principal, an offer of a place.

5 **Fees payment** Accept the offer by paying the College in advance: 6 months’ fees and OSHC [Overseas Health Cover, which must be paid to cover the duration of the visa. This can be organized through the College or independently, but proof of cover must be shown].

Once this payment is received the student’s place at the College is assured, subject to acquisition of a student visa.

**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 paid by Quinns Baptist College and debited to the students’ account. This fee changes each year, fees are $450.00 for a Year 12 student and $200.00 for a Year 11 student.

Books and uniform 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.

**Payment of fees by Credit Card**
The College accepts payment by MasterCard or Visa. Payment may also be made by cash or cheque.

**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.
DIAC (the Department of Immigration and Citizenship - 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.

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

i) Will then be provided with a copy of the CoE (Confirmation of Enrolment) for a Student Visa.
ii) 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.
iii) 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.

**Student age** 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.

**Visa approval** *(Enrolment Procedures)*

**Additional information**


Further information on the College may be obtained by contacting the Registrar:

Phone +61 8 9305 8808 or email: admin@qbol.com.au or by viewing our website.

**Living expenses** Depending on the cost of their homestay, overseas students could expect to pay $1,300 – to $1,800 per month for living expenses.
## REFUND SCHEDULE APPLICABLE TO FULL FEE PAYING OVERSEAS STUDENTS

### EDUCATION SERVICE DURATION GREATER THAN 10 WEEKS

<table>
<thead>
<tr>
<th>REASON FOR REFUND</th>
<th>NOTIFICATION PERIOD</th>
<th>REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s application for a student visa unsuccessful</td>
<td>Before semester / Education Service commences</td>
<td>Full refund</td>
</tr>
<tr>
<td>Student with a student visa withdraws</td>
<td>• More than 10 weeks before semester/Education Service commences</td>
<td>• Full refund</td>
</tr>
<tr>
<td></td>
<td>• More than 4 weeks and up to 10 weeks before semester/Education Service commences</td>
<td>• Full refund</td>
</tr>
<tr>
<td></td>
<td>• 4 weeks or less before semester/Education Service commences</td>
<td>• Full refund</td>
</tr>
<tr>
<td></td>
<td>• After semester/Education Service commences and during first 4 weeks</td>
<td>• 80% of a semester’s fees</td>
</tr>
<tr>
<td></td>
<td>• After the fourth week</td>
<td>• Pro rata of weeks not attended</td>
</tr>
<tr>
<td>If a provider withdraws offer, fails to provide program offered or terminates an Education Service</td>
<td>Before or after semester/Education Service commences</td>
<td>• Full refund</td>
</tr>
<tr>
<td>If a provider withdraws a student from an Education Service because the student has seriously breached international student visa conditions or provider’s rules</td>
<td>After semester/Education Service commences</td>
<td>• Pro rata of weeks not attended</td>
</tr>
</tbody>
</table>

6. **Enrolment forms** Complete all the enrolment forms, including:
   i) An Appointment of Guardian form
   ii) A subject selection form

7. **Visa and OSHC** 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.
In order to comply with visa regulations, students must maintain a minimum of 80% attendance, otherwise DIAC must be advised and the students risk their visa being cancelled.

In order to comply with visa regulations, a student must maintain an academic level of satisfactory performance, otherwise DIAC must be advised and the students risk their visa being cancelled.

8. **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 day and sports uniforms. Suitable shoes need to be purchased elsewhere: black leather lace-up college shoes for day wear, and white sneakers for sport (white, with as little other colour as possible).

9. **Books** Obtain books appropriate to selected subjects from the source specified on the front of the Booklist.

10. **Orientation** All new students are to meet at the Administration Office at 8.20 am on their first day to meet their Head of Year who will orientate them into the College and show them to their Form Class.

11. **Objectives** At the end of Year 12, each student will have the opportunity to sit for:

   1. A West Australian Certificate of Education;
   2. If an appropriate course of Tertiary Entrance subjects is completed, an Australian Tertiary Admissions Ranking (ATAR) which ranks students in order of merit for university entrance is determined. The ATAR is recognized in all Australian states.

**STUDENT SUPPORT SERVICES**

a. Orientation for an International Student will occur by the following steps:
   - Interview with the Principal and shown around the college.
   - 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.
   - 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.
   - Deputy Curriculum and Deputy Administration monitor progress (weekly Department Meetings).
   - The International Student can access the Form Teacher, Teacher, Chaplain, Year Coordinator, Deputy or Principal to assist them in their student life.
   - Each term there is a social function for the students to relax and extend their friendships.
   - International Students are encouraged to participate in the Co-Curricular activities.
   - In Year’s 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.
b. 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.

c. Emergency and Health Services

The student must have a health cover, we would ensure they knew where their closest doctor and hospital is and knowing that “000” is the emergency number.

d. Facilities and resources

The student and the family were 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.

e. Complaints and appeals process

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

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 operates 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 2016

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Monday, 1 February - Thursday, 7 April</td>
</tr>
<tr>
<td>Term 2</td>
<td>Tuesday, 26 April - Thursday, 30 July</td>
</tr>
<tr>
<td>Term 3</td>
<td>Tuesday, 19 July - Thursday, 22 September</td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday, 10 October - Friday, 9 December</td>
</tr>
</tbody>
</table>

QUINNS BAPTIST COLLEGE PASTORAL CARE

The following people take responsibility for the pastoral care and guidance for international students:

DESIGNATED STAFF

<table>
<thead>
<tr>
<th>Class/Form Room</th>
<th>Year/Chaplain/Deputy of Administration</th>
<th>Pastoral care, academic progress, integration issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Mrs Malzer Principal</td>
<td></td>
</tr>
<tr>
<td>Secondary</td>
<td>Mr Lake Deputy Principal</td>
<td></td>
</tr>
<tr>
<td>Bursar</td>
<td></td>
<td>Financial matters</td>
</tr>
<tr>
<td>Careers Advisor</td>
<td>Deputy Curriculum/Head of Year/Principal</td>
<td>Subject choice/career/tertiary entrance queries etc</td>
</tr>
<tr>
<td>Principal</td>
<td></td>
<td>Student grievances</td>
</tr>
</tbody>
</table>

WITHDRAWAL OF A STUDENT

The Principal must be given notice in writing prior to withdrawal of a student.

INSURANCE

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.

For all enrolment enquiries, please do not hesitate to contact the Registrar by email: admin@qbcol.com.au or call +61 8 9305 8808
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 & TECHNOLOGICAL LINKS

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.

Transperth 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.

HOUSING & 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 cows 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
- The Enrolment fee to the School Curriculum and Standards Authority (Years 11 and 12)
- 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 $1,300 for lower school and $1,300 to $1,600 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 13 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.

**For further information in regard to Quinns Baptist College, please view our website at:**

[www.qbcol.com.au](http://www.qbcol.com.au), or contact the college.
The ESOS framework – providing quality education and protecting your rights

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia’s laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2009 and the National Code 2007.

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

Your rights
The ESOS framework protects your rights, including:

- Your right to received, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your provider’s agent. If you are under 18, to ensure you safety, you will be granted a visa only if there are arrangements in place for your accommodation and support and welfare.
- Your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- Your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if you provider is unable to teach your course.

The ESOS framework sets out the standards Australian education providers offering education services to overseas students must obey. These standards cover a range of information you have a right to know and services that must be offered, including:

- Orientation and access to support services to help you study and adjust to life in Australia
- Who the contact officer or officers is for overseas students
- If you can apply for course credit
- When your enrolment can be deferred, suspended or cancelled
- What your provider’s requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well
- If attendance will be monitored for your course, and
- A complaints and appeals process

One of the standards does not allow another education provider to enrol a student who wants to transfer to another course, but has not completed six months of the course of study you plan to undertake in Australia. If you want to transfer before hand you need your provider’s permission.

If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
Your responsibilities

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

- Satisfy your student visa conditions
- Maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- Meet the terms of the written agreement with your education provider
- Inform your provider if you change your address
- Maintain satisfactory course progress
- If attendance is recorded for your course, follow your provider’s attendance policy, and
- If you are under 18, maintain your approved accommodation, support and general welfare arrangement

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<th>Who?</th>
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<td>Your provider</td>
<td>For policies and procedures that affect you</td>
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<td>• Go to your provider’s website</td>
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<td>Phone: 1300 615 262</td>
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<td>ESOS Online Enquiry Form available at:</td>
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<td>• Phone 131 881 in Australia</td>
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<td>• Contact the DIAC office in your country</td>
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INTERNATIONAL STUDENTS – MONITORING, RECORDING AND ASSESSING COURSE 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. 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.

- International students will be assessed in their individual courses in the same way as the whole group of students within each particular course unit
- 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.
- We do not issue course credits for external or prior studies.
- International students will be reviewed at Head of Department meetings (Weekly)
- 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 staff server
- 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
- Interim Reports (Term 1), Mid-Year Reports (Term 2) and Year-End Reports (Term 4) to be checked individually by Deputy Principal Curriculum to ensure satisfactory course progress is being made. These are to be retained on student files
- Agenda space is set aside at each, weekly, Heads of Department 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
- Intervention measures will include: course choice counselling by Deputy Principal Curriculum; after school tutoring 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 informed and strategies developed to assist student progress
- 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

In Primary School, the designated teacher will interview the teacher 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 STAR (Students at Risk) program or join the Maths Club (Maths Tutoring after school). It depends on the course the student is not coping with.
INTERNATIONAL STUDENTS – ACADEMIC INTERVENTION STRATEGY

No cause for concern

Course Assessment
HOD meeting weekly

Cause for concern

Deputy Principal
Curriculum advised

Course Counselling
and/or tutoring

No further action

Academic Concern
resolved (evidence on file)

Academic Concern
unresolved (evidence on file)

No further action

Written notice to student of intention to report them for unsatisfactory progress and their ability to access the complaints and appeals process within 20 working days. (Evidence on file)

If a student appeals (Evidence on file)

Final reporting to DEEWR via PRISMS (Evidence on file)
12. ROLLS AND ABSENTEE SYSTEM

12.1 Daily Recording of Absentees

Each Form Teacher is provided a diary to record absentees from Form class daily. The diary is then given to the Student Administration Office, where it is systematically entered into MAZE (Student Administration Database). Each student identified as being absent must be verified as absent by Administration Staff via phone contact or email on the day with the Students Parent or Guardian. Once verified, a printout of absent students is generated for each staff member according to their class schedule for the day. A consolidated document is generated of all absent students for the day and filed.

The Teacher specific document is provided to staff in their pigeon holes to monitor absentees during each lesson.

Where Parent/ Guardian contact has not been made (despite attempts from Staff) to verify the Students absence for the day, Parents/ Guardians are issued with correspondence requesting that the Parent/ Guardian completes the Absentee Slip at the base of the correspondence and returns it to the College upon return of the Student (see Appendix 8.7).

12.2 Recording Absentees during lessons

All teaching staff members are required to keep a record (using the daily absentee sheet provided above) of students who are in attendance of class and who momentarily leave the class. Students identified as absent are recorded.

At the end of each day, the daily absentee sheet is delivered to the Student Administration Office.

12.2.1 End of Day Absentee Procedure

Students identified as being absent are checked to determine if their absence was authorised. An authorised absence includes:

- The student was late to school
- The student left school early and signed out by a parent
- The student was in an appointment with a Teacher/ Chaplain/ Psychologist

Students who are unable to be verified as having an authorized absence from class, are investigated by the Deputy of Administration. The Deputy then determines if there was an unauthorized absence. Students who have an unauthorized absence are given a major send out (refer to the Discipline Policy).

12.2.3 Confirmation of Absence

In the event a Student is absent from the College for a period of a day, the College must be notified in writing by the Parent/ Guardian of the Student.

The College may provide an Absentee Slip (see Appendix 8.6) to the Student upon their return to the College. This can be completed by the Parent/ Guardian and returned to the College. Alternatively Parents/ Guardians may contact the College via email to admin@qbcol.com.au. This will serve as written confirmation of the Students absence. Parents/ Guardians may also wish to supply the Student with a handwritten note explaining their absence.

Form Teachers are to record the provision of the note as confirmation of absence in the daily absentee diary, by placing an ‘n’ above the date of absence or writing ‘note’ next to the day of absence.
Form teachers are responsible for ensuring that Students have provided a note upon their return. Where the Parents have emailed in confirmation of absence, Student Administration Staff will record that notification has been received.

Any absences that have not been confirmed must be followed up by the Form Teacher. Form Teachers will be required to send correspondence to the Parent/Guardian requesting confirmation of absence. Year Coordinators may also be involved in the process where the Form Teacher has had no response from Parents/Guardians. If the Year Coordinator is unsuccessful in securing a response, the Deputy Principal (Administration) is required to communicate with the Parent/Guardian to obtain written confirmation of absence.

12.3 Monitoring Students Attendance

12.3.1 Late to School

Students who are late more than 3 times in a week, that school is in attendance, is identified by a printout from MAZE. Students who have no legitimate explanation for lateness are identified (that is: the school has not been notified of their lateness accompanied by parental consent), are identified. Students are questioned about their absence and where there is no legitimate reason (which is verified with Parents/Guardians), the student receives an infringement (as per the Discipline Procedures). The printout is filed for future reference.

12.3.2 Frequent Absence from School

Regular review of student’s absentee history is produced using the Student Management Database (MAZE). A printout of students with frequent absence is reviewed to determine whether the student is meeting the College requirements of 80% attendance.

Students are required to attend the College 80% of the time school is in attendance. Absence from the College is to be verified in writing by the Parent or Guardian upon the Student returning to the College. In the event of prolonged absence, medical certification is required to validate the prolonged absence.

If there is regular absence the designated staff member will meet with the student and their guardian to work through the issues. A form teacher, year coordinator, chaplain or psychologist is available to further help the student through personal issues. Students who do not improve in their attendance are then referred to the Principal. The Principal will Case Manage the individual Student

When a student has failed to maintain satisfactory attendance the designated staff member writes to the student and the guardian that the student has not maintained satisfactory attendance and that we are reporting the student for not achieving satisfactory attendance. The written notice will inform the student and guardian that he or she is able to access Quinns Baptist College’s complaints and appeals process as per Standard 8. And that the student and guardian have 20 working days in which to do so.

Where the student has chosen not to access the complaints and appeals processes within 20 working days, withdraws from the process, or the process is completed and results in a decision supporting Quinns Baptist College, then Quinns Baptist College will notify the Secretary of DEEWR through PRISMS that the student is not achieving satisfactory attendance as soon as practicable.
Daily Absentee Process

Form Check:
- Student verified by Form Teacher absent in class at Form Period
- Student recorded in Absentee Diary as being absent
- Absentee Diary is then sent to the Student Administration Office (SAO)

SAO Check:
- Admin Staff collate all Student identified as being absent from the Absentee Diaries
- Students are checked off against lists generated of Parent contact already made to notify of Absenteeism prior to School commencing.

Absentee Entry:
- Parents/Guardians contacted to verify Students identified as being absent
- Students identified as being absent are entered on to the Student Management Database MAZE recorded with a reason for their absence
- Parents uncontactable are formally notified in writing that the Student was noted to be absent at Form and contact was unable to be made to verify

Absentee Checking:
- MAZE populates a report for each Teacher identifying each absent student (class specific)
- Teachers are required to check per lesson students missing from their class
- Any absent students other than those already identified from Form are recorded
- Students leaving the class momentarily are also recorded and the reason for their brief absence noted

End of Day Check:
- Staff return the Absentee Sheets with all recorded absentees for the day from their classes
- SAO Staff correlate absent students with students who are recorded late or who have left early from the daily register
- Students not able to be verified from the register are referred to the Deputy Principal
Late Arrival/ Early Discharge

**Student Arrival**
- Student signs in with SAO staff
- Staff record the Student name and the time of arrival on the register
- Entered into MAZE as 'L' for Late
- Student receives a Late Note

**Class Entry**
- Student provides the Late note to the Teacher
- Teacher records the arrival of the Student on the Absentee Report

**Early Discharge**
- Students should provide a note to their classroom teacher explaining their requirement for Early Discharge
- Student reports to the SAO at the required time
- Parents/Guardians collect the Student from the SAO and sign, date and enter the time collected in the Early Discharge Register to release the Student from the College's care
- The time discharged is entered into MAZE

**End of Day Check**
- Staff return the Absentee Sheets with all recorded absentees for the day from their classes including those who have left early
- SAO Staff correlate absent students with students who are recorded late or who have left early from the daily register
- Students not able to be verified from the register are referred to the Deputy Principal
Frequent Absenteeism/ Lateness

**Anomolies**
- Students identified as not being accounted for are questioned by the Deputy Principal
- Students with no legitimate reason for their absence are given disciplinary consequences
- Students who were with a staff member are verified with that staff member

**Frequent Lateness**
- A weekly report is generated from MAZE of the sign in times of late students and given to the Deputy Principal
- Students late 3 or more times in a week are identified
- Students identified are contacted by their Year Coordinator and discusses the reason for the lateness
- Students with legitimate concerns are identified and an action plan put in place to improve the lateness
- Students who are late for no reason are subject to disciplinary consequences

**Frequent Absence**
- Students with frequent absence are identified
- A printout from MAZE is generated of Absentee History
- Calculations made to determine Absentee Ratio
- Students identified as not meeting the 80% attendance requirement are formally communicated to in writing alerting them to the breach of Attendance
- Parents are invited to discuss the breach and ways to rectify the breach
- Breaches not rectified are notified of Intent to notify School District Office
- Continued breaches referred to the Principal to be Case Managed

**School Refusal**
- Relevant Authority notified
- Student Case Managed to improve attendance
- Failure to improve attendance results in withdrawal
- Student Case Managed to improve attendance
DEFERRING, SUSPENDING OR CANCELLING THE 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.
Student Management Policy

QUINNS BAPTIST COLLEGE HIGH SCHOOL

The Charter of Good Will is the central focus of discipline and self-discipline for each student of the College.

Every student and teacher has a right to:

• Learn or teach free from disruption.
• Be treated courteously.
• Be free from any form of discrimination including verbal or physical abuse.
• Work in a clean, safe and healthy environment.

There are many ways in which students are encouraged in normal College life to be well disciplined. These include:

• Teachers showing genuine interest in each student in their care.
• Praise and encouragement given.
• Physical awards are given through Merit Certificates, Prizes and Trophies.
• Acknowledgment to peers in class, at year assemblies and whole school assemblies.

The end result is that students are being trained to be self-disciplined. They are taking responsibility for their own actions in a caring community.

However, if a student is disruptive in a class they need to realise that not only are they disadvantaging themselves but they are disadvantaging everyone else in the class.

Every student has the right to the best possible education they can obtain at Quinns Baptist College.

The system of behaviour management is in three parts at Quinns Baptist College, one for inside the classroom, another for outside the classroom and the third is an infringement system.

INSIDE

Any seen or perceived disruptive behaviour is dealt with using a discipline method known as "Canter". That is, without a fuss nor necessarily a verbal exchange, the teacher writes the name of the disruptive student onto the whiteboard. This is the student’s first warning. Further disruption by the same student will result in a tick placed next to their name. This is the second warning. Following further disruption from the same student, there is no need to tick their name again, simply send them to the Student Office. This disruption could be as simple as inappropriate talking by a Student in class. Other examples of disruptive behaviour could include (but not limited to):

• Calling out
• Turning around
• Distracting others
• Walking around the class/ being out of a seat without permission
• Rocking on chairs
• Inappropriate comments made in general or to others

When a student is sent out of class, the student must report to the Student Office. Failure to do so will result in a send out.

A student sent out of any class 5 times in a year is withdrawn by his/her parents or the Principal will permanently exclude them from attending Quinns Baptist College.
The system in summary:

1st time Verbal warning by Deputy Principal

2nd time Formal letter sent home to parents indicating that the student has been sent out of class on two occasions. An interview is requested.

3rd time In-school suspension - separate recess / lunch breaks - no contact with students. Parents are notified as soon as possible and come for an interview. The student is now required to meet with the Year Co-ordinator or the College Chaplain for counselling.

4th time Out-of-school suspension - total suspension from College. Parents are notified as soon as possible and asked to collect their child at their earliest convenience and have another interview.

5th time Withdrawal or permanent exclusion from College.

AUTOMATIC SEND-OUTS (INSIDE SYSTEM)

A student may be sent out of class without warning for:

Breach of Safety

- Throwing an object in class.
- Knocking a student off a chair.
- Not following safety guidelines in practical lessons.

Verbal Abuse

- Swearing at another student.
- Swearing at a teacher.

Physical Abuse

- Any physical contact deemed as aggressive will result in a suspension.

Misuse of Computers or Other Equipment

- Changing settings of classroom or Library computers.
- Accessing or attempting to access inappropriate material via the Internet.
- Attempting to access restricted areas on the College computer network including social networking sites.
- Intentional misuse of equipment provided in a lesson.
- Using a mobile phone in class including texting, checking the time or receiving calls or texts.
- Using an electronic device in class without permission.
- Unauthorised access of web sites while using a computer in class.

Failure to report to the Student Office when instructed to do so by a teacher.

Refusal to obey a reasonable instruction.

Disruption/Interruption to another class.

The examples given in each section are not comprehensive but are provided as a guide.
OUTSIDE

General rule: The offending student/s is sent to the Student Office. They remain at the office until otherwise informed.

Light offence  
Dealt with by the teacher.

Moderate offence  
Student sent to the Student Office for recording of name and to see the Deputy Principal.

Severe offence  
Sent immediately to the Student Office to see the Deputy Principal.

When a student has been sent to the Student Office and their name recorded on four occasions for moderate offences, then on the 5th they are suspended for a day.

If a student repeats this suspension procedure two times in one year they are required to meet with the Year Co-ordinator or the College Chaplain for counselling.

If a student repeats this suspension procedure three times in one year they are withdrawn from the College.

If a student is sent to the Student Office for three severe offences in one year they are withdrawn or permanently excluded from the College.

A student could be excluded on the first serious offence in relation to physical abuse (bringing a weapon to school), substance abuse (drugs) and sexual abuse, theft and/or property damage.

A student who does not follow a reasonable instruction by a Teacher will be sent to the Student Office and a Suspension will result.

INFRINGEMENTS

Students are permitted to record a total of 24 infringements during one year.

At the 25th infringement the students will be withdrawn from the College.

    At 5th infringement  – Letter sent home.
    At 10th infringement – Parents asked to attend an interview.
    At 15th infringement – Student is suspended, parents come for an interview.
    At 20th infringement – Student is suspended, parents come for an interview.
    At 25th infringement – Student is withdrawn from the College.
Infringements can be received for:

- Incorrect uniform.
- Chewing gum.
- Writing/passing notes in class.
- Late to College three times in a week.
- Late to class twice in a week.
- Over 5min late to class without a late note.
- Not bringing appropriate equipment for class lessons 2 times.
- Shirt untucked.
- Hair untied.
- Being out of bounds.
- No College hat whilst in the sun.
- Littering.
- Diary not signed.
- Swearing.
- Throwing food.

The infringement examples are provided as a guide only and are not comprehensive.
QUINNS BAPTIST COLLEGE

Complaints and Appeals Procedure for Families attending Quinns Baptist College (International Students)

First level

Complaint to Classroom teacher or to the International Student’s Form teacher. If the complaint cannot be resolved informally then it goes to Level Two.

Second Level

The complaint is written up by the student or guardian and presented to the designated staff member for the International Student.

For International Primary Students the designated staff member is the Primary Principal.

For Secondary International Students the designated staff member is the Secondary Deputy Principal (Curriculum).

The designated staff member investigates the complaint. They will interview the International Student, their guardian and any relevant staff member and have a meeting with all parties together. If the issue remains unresolved then it goes to Level Three

Third level

For Secondary International students a meeting will be held by the student, guardian, secondary designated staff member and the Secondary Principal. If the issue remains unresolved then it goes to Level Four.

International Education Conciliation Service

The Department of Education Services offers a free independent conciliation/mediation service through the International Education Conciliator. Through conciliation, mediation and dispute resolution processes the Conciliator attempts to resolve disputes between international students and their institutions. The Conciliator is able to discuss issues of concern at any stage of the internal complaints and appeals procedure, however, will not become involved in the case until the parties have attempted to resolve the dispute themselves and that attempt has failed. The International Education Conciliator does not replace the provider’s internal appeal process (as discussed in Standard 8.1 of the National Code) but is an adjunct service for both students and providers. The Conciliator does not provide an external appeal mechanism as described in Standard 8.3 of the National Code.

If either a student or a member of staff at an institution would like to discuss a particular case with an independent person, they can contact the International Education Conciliator by telephone on 08 9441 1900, facsimile 08 9441 1901 or email conciliation@des.wa.gov.au

For Primary International students all the paperwork of the complaint will be sent to the Board. The complaint will be reviewed by the Board and the resolution communicated in writing to the International student and guardian.

Fourth Level

For the Secondary International student, all paperwork will go to the Board for them to resolve. If the complaint is not resolved it goes to Level Five.

For the Primary international student the complaint then goes to Overseas Students Ombudsman. The Overseas Students Ombudsman will investigate complaints at no cost to the provider or the student.
Fifth Level  For the Secondary international student the complaint then goes to Overseas Students Ombudsman. The Overseas Students Ombudsman will investigate complaints at no cost to the provider or the student.

Overseas Students Ombudsman  If you wish to lodge an external appeal or complain about this decision, you can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website www.oso.gov.au or phone 1300 362 072 for more information.

Each party may be accompanied and assisted by a support person at any relevant meetings;

a. The complainant or appellant will be given a written statement of the outcome, including details of the reasons for the outcome, and
b. The process commences within 10 working days of the formal lodgement of the complaint or appeal and supporting information and all reasonable measures are taken to finalise the process as soon as possible.

The Ombudsman step is level 4 for Primary International students and Level 5 for Secondary International students.

This complaints procedure is clearly spoken about in the student interview with the student and/or guardian and is in the Student Prospectus.

NOTE: International students need to be aware that they could jeopardize their visa in Australia in the following areas

i. For attendance (See pgs. 20-28)
ii. Academic Performance
iii. Unpaid Fees
iv. Unacceptable Behaviour (See Student Management System)

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 need.

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.