



Kennedy
Baptist College

international student handbook

Table of Contents

Welcome to Kennedy Baptist College	4
Enrolment Information	5
1. Entry Requirements	5
2. Enrolment Process	5
2.1 Vacancies and Waitlist	5
2.2 Application	6
2.3 Evidence of English Language Proficiency	6
2.4 Evidence of Academic Achievement	6
2.5 Transferring from Another Education Provider	7
2.6 Immunisation History Statement	7
2.7 Guardians	7
2.8 Course Selection	7
2.9 Interview with the Principal or his Delegate	8
2.10 Offer of a Placement	8
2.11 Refunds	8
2.12 Overseas Student Health Cover (OSHC)	8
2.13 Student Visa Application	9
2.14 Education Agents	9
3. Fees and Charges	9
3.1 Tuition and Non-Tuition Fees	9
3.2 Payment of Fees	10
College Policies and Procedures	11
Additional Requirements and Information	12
1. Term Dates	12
2. School Year	12
3. The College Day Structure	12
4. Student Orientation	12
4.1 Pre-Start	12
4.2 First Day	13
5. Uniform	13
6. Books	13
7. Transport	13
8. SmartRider	14
9. Discipline	14
10. Course Attendance	14
11. Course of Study	15
12. Course Progress	15
13. Student Assessment and Reporting	15
14. Student Safety	15
15. Medication	16

16. Accommodation and Welfare Arrangements	16
16.1 Relatives	16
16.2 Homestay	17
16.3 Recommended Homestay Providers	17
16.4 Homestay Carer	17
16.5 Guardianship	18
17. Students Under 18 Welfare and Support	18
18. Change of Address or Contact Details	19
19. Complaints	19
20. Withdrawal from the College	19
21. Deferment, Suspension or Cancellation of Study	19
22. Student Transfer Requests	20
23. Student Visa Requirements	20
23.1 Current Visa	20
23.2 Complying with Student Visa Conditions	20
23.3 Visa Cancellation	21
24. Privacy	21
25. Personal Student Insurance	21
26. International Air Travel	21

Support Services 22

1. Internal Support Services	22
1.1 Staff	22
1.2 Counselling	23
1.3 Tutoring	23
1.4 Accidents or Injuries	23
2. External Support Services	23
2.1 Accidents or Injuries	23
2.2 Health and Emergency Services	23
2.3 Community Services	24
2.4 Legal Services	24

College Facilities and Resources 25

1. The Research and Study Centre (Library)	25
2. Classrooms and Class Sizes	25
3. Beedawong Café	26
4. College Auditorium and Year 12 Common Area	26
5. Arts Centre	26
6. Sports Centre	26
7. Fitness Centre	26
8. Health Centre	26

About Perth 27

1. Cost of Living	27
2. Transport	28
3. Customs and Quarantine	28
4. Water	28
5. Electricity	28
6. Working while Studying	28

Overseas Student Compliance 29

1. ESOS Framework (Education Services for Overseas Students)	29
2. PRISMS (Provider Registration and International Student Management System)	29
3. Your Rights	29
4. Your Responsibilities	30
5. Tuition Protection Service	30
6. Overseas Student Ombudsman	30

Conditions of Enrolment 31

Appendix A: Kennedy Baptist College Map 32

Appendix B: Emergency Contacts 33

International Student Policies

- *English Language Proficiency Policy*
- *Accommodation and Welfare Arrangements Policy*
- *Students Under 18 Welfare and Support Policy*
- *Course Attendance Policy*
- *Course Progress Policy*
- *Course Duration Policy*
- *Deferment, Suspension or Cancellation of Study Policy*
- *Refund Policy*
- *Student Transfer Request Policy*
- *Complaints and Appeals Policy*



Welcome to Kennedy Baptist College

Kennedy Baptist College is a co-educational school for students in Years 7 to 12, located in Perth's southern suburb of Murdoch. The College is situated next to natural bushland on a southern locality of the Murdoch University campus, about 15 kilometres from Perth's Central Business District.

Kennedy Baptist College is registered to enrol a maximum of 50 international students and is listed with the Commonwealth Government (CRICOS Provider Code 01688K) to deliver courses to international students who are enrolled on a full-fee paying basis in our registered courses.

CRICOS Registered Courses at Kennedy Baptist College:

- Secondary Education Years 7-10 (CRICOS Course Code 0100268)
- Senior Secondary Certificate of Education Years 11-12 (CRICOS Course Code 0100269)

Kennedy Baptist College offers quality education in modern facilities, where the Western Australian Certificate of Education (WACE) is provided to all Year 12 students at the completion of their Senior Secondary schooling. It is recognised nationally in the Australian Qualifications Framework (AQF), by universities and other tertiary institutions, industry and training providers.

The College has high expectations of all our students and provides them with outstanding education opportunities in a safe, supportive, positive, and welcoming school environment and encourage students to participate, develop and learn to ultimately reach their full potential.

Students can be confident that the College puts their best interest first and their safety and wellbeing is the centre of thought, values, and actions. The College is a child safe organisation where students' rights, needs and interests are being met and where all students are protected from all forms of harm.

This *International Student Handbook* provides you with information about our College, what you can expect from us and what we expect from you.

COVID-19

The impact of COVID-19 has been significant and continues to be a consideration.

Due to continuing Australian border restrictions and quarantine requirements, please refer to <https://covid19.homeaffairs.gov.au/> for updated information.

Enrolment Information

1. Entry Requirements

Kennedy Baptist College assess applications for international student enrolment on the following basis:

- **English Language Proficiency Requirements**
English Language Proficiency will be determined by the College as per the International Student English Language Proficiency Policy.
- **Academic Requirements**
A pass level of "C" grade or better for the majority of core subjects completed the preceding year level or for partial completion of entry year.
- **Age Requirements**
They meet the following age requirements upon enrolment at the College:

AGE-APPROPRIATE GUIDE YEARS 7 - 12	
Entering	The student must be less than
Year 7	14 years of age
Year 8	15 years of age
Year 9	16 years of age
Year 10	17 years of age
Year 11	18 years of age
Year 12	19 years of age

- **Accommodation and Welfare Requirements**
The College requires all international students to have accommodation and support. The students' general welfare must be maintained for the duration of their enrolment as per the *Accommodation and Welfare Arrangements Policy* and the *Students Under 18 Welfare and Support Policy*.
- **Successful Student Enrolment Interview**
Interviews will be conducted with suitable applicants by College staff to determine the applicant's spoken English language proficiency and provide an opportunity to meet key staff and ask questions about the College.
- All relevant evidence must be provided.

- International students will be offered places at the discretion of the Principal, in accordance with College Policies and Procedures.

2. Enrolment Process

The College has a 'non-discriminatory, open enrolment' policy, welcoming applications for enrolment regardless of race, gender, religion or ability. Affiliation with a church is not a prerequisite for enrolment, however, students and parents must recognise that the College teaches the required curriculum while maintaining a Christian ethos and accept that teachers interpret knowledge from a Christian perspective. Please refer to the College's *Enrolment Policy* on the website: <https://www.kennedy.wa.edu.au/enrolments/enrolment-policy/>

Prior to submitting an application for enrolment, it is important that international students and parents/guardians familiarise themselves with this *International Student Handbook*, the *Conditions of Enrolment* and the *Refund Policy*.

2.1 Vacancies and Waitlist

The first step in the process is to check whether the College has a placement in the school year for the entry period for which you are enquiring. As the College has a limited number of places to offer, it is often necessary for applications to be waitlisted. Once all of the available places have been offered, the College will refer to a waiting list of those applicants still seeking a position at the College to make further offers of enrolment if vacancies become available.

In addition, check that Kennedy Baptist College offers the Year 11 and 12 courses your child is planning to study for achieving the WACE (Western Australian Certificate of Education) and university entrance

2.2 Application

All students must complete the *Application for Enrolment Form* available from the Registrar at registrar@kennedy.wa.edu.au. The completed form with the required supporting documentation should be returned to the Registrar together with a \$50 non-refundable Application Fee (see the *Application for Enrolment Form* for payment details).

The following supporting documentation need to be submitted with the Application Form:

- Student's birth certificate;
- Passport documents;
- Visa application approval;
- Evidence of English language proficiency (refer to 2.3 below);
- Certified copies of the student's two latest school reports and/or a copy of any public examination results;
- A *Letter of Release* if transferring from another Australian provider prior to the completion of six months (refer to 2.5 below) and an
- Immunisation History Statement. (refer to 2.6 below)



2.3 Evidence of English Language Proficiency

The College assesses the evidence of English language proficiency submitted at the time of application. Requirements are set at a standard that will allow students to participate fully in their entry school year level and the College will enrol students who demonstrate English language proficiency.

International students may be required to undergo two tests to be able to demonstrate English language proficiency:

- The Phoenix Academy Internet-based English Proficiency Test (iPEPT)
- The Australian Education Assessment Services Test (AEAS)

International students who do not meet the required level of English language proficiency for their intended entry school year level are required to undertake additional ELICOS (English Language Intensive Course for Overseas Students) training at their own expense until their English proficiency has improved sufficiently to enrol at the College. An AEAS test will be required within the final five weeks of ELICOS. Enrolment at the College will be dependent on a placement being available at the time.

Refer to the *English Language Proficiency Policy* in this Handbook for detailed requirements.

2.4 Evidence of Academic Achievement

Students must submit their two latest school reports (translated into English and certified) to confirm their agreed secondary school entry year. Entry into any year level is subject to the assessment of the College.

For students transferring from interstate or overseas in Year 11 or 12, contact the Registrar first to confirm transfer is possible in continuing the course as Department of Education restrictions may apply.

2.5 Transferring from Another Education Provider

If a student is transferring from another Australian education provider prior to completing six (6) months of their course, the College will not consider the student's application until that education provider issues a Letter of Release for the student. Refer to the *Student Transfer Request Policy* in this Handbook for detailed requirements.

2.6 Immunisation History Statement

Parents/guardians of children from overseas enrolling into Western Australian schools are required to provide their child's Immunisation History Statement. The College cannot accept overseas vaccination records.

Parents/guardians need to provide any information about their child's overseas vaccinations to a local immunisation provider; for parents/guardians located overseas, they are advised to contact the relevant Public Health Unit.

https://www.healthywa.wa.gov.au/Articles/A_E/Contact-details-for-population-public-health-units

The local immunisation provider can:

- Register the child on the Australian Immunisation Register (AIR).
- Upload any previous vaccinations to the AIR.
- Provide any overdue vaccinations to the child.
- Following updates to AIR, parents/guardians can call the AIR General Enquiries Line

If translating services are required, then it is recommended that:

- immunisation providers contact their local public health unit to organise these documents to be translated; or
- overseas immunisation records can be sent to the Department of Social Services who provide a free document translating service for permanent residents and select temporary or provisional visa holders.

For further information find attached the WA Immunisation Requirements (Department of Health WA). https://www.healthywa.wa.gov.au/Articles/A_E/Australian-Immunisation-Register

2.7 Guardians

At the time of application, nomination of a suitable guardian will be required if the international student will not be living with their parents in Australia. The College requires students to be under guardianship throughout their period of enrolment.

The guardian will be required to act on behalf of the student's parent and be contacted by the College to give written permission for excursions or in the case of an emergency/medical assistance, telephoned. The guardian should be known to the student and be willing to assist them with support and advice whilst attending the College. Guardians would be expected to attend parent/teacher meetings with staff, in person, as required from time to time. For more information, refer to *Accommodation and Welfare Arrangements* under Additional Requirements and Information in this Handbook.

Guardianship is a legal relationship not able to be created or entered into by the College. Parents and/or legal custodians of international students must nominate their own guardian, meeting the requirements of the Department of Home Affairs (DHA).

Refer to the DHA website for information on welfare arrangements for students and *Form 157N - Student Guardianship Arrangements* required for the student visa application:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/welfare-arrangements-students-under-18>

2.8 Course Selection

International students are required to select their courses during the enrolment process and email the Registrar: registrar@kennedy.wa.edu.au with their courses and electives for Years 7 to 10 or course selection for Years 11 and 12.

Refer to <https://www.kennedy.wa.edu.au/learning-at-kennedy/electives-and-courses/> for more information on electives and courses on offer.



2.9 Interview with the Principal or his Delegate

Enrolment for both international and domestic students is dependent on a satisfactory interview.

The Registrar will book an interview with the Principal or his Delegate. If you are not in Perth or attending ELICOS, the interview can be organised with the Registrar for a future date.

2.10 Offer of a Placement

Successful applicants will receive a *Letter of Offer* attached to the *Written Agreement* and invoice for first Semester fees, the bond and, if arranged by the College, the Overseas Student Health Cover (OSHC) amount. This may be a conditional offer, dependent on achievement of English proficiency with a pre-start AEAS test and other conditions.

To accept the offer, students and parents/guardians and/or legal custodians, must complete and sign the *Written Agreement* and return this with the payment amount stipulated on the invoice that was provided with the *Written Agreement*.

The Registrar must receive the completed and signed *Written Agreement* **prior** to the issue of the *Confirmation of Enrolment* (CoE) and (for students under the age of 18) the *Confirmation of Appropriate Accommodation and Welfare* (CAAW).

The CoE and CAAW (where applicable), will be registered electronically at the Department of Home Affairs (DHA) where student visa applications are processed. For this reason, the applicant must notify the Registrar as to whether the student will be in Australia at the time of visa application.

2.11 Refunds

The \$50 Application for Enrolment Fee is non-refundable. Refunds are paid in accordance with the College's *Refund Policy* in this Handbook and provides for situations such as where a student's visa has been refused; a student doesn't commence after enrolment; when a student withdraws from their studies; or when a student fails to maintain visa conditions. No refunds are made where a student and/or their parents/guardians provided false or misleading information and no refund or discount is provided due to late arrivals.

2.12 Overseas Student Health Cover (OSHC)

Students applying to study in Australia must meet health requirements outlined in the migration regulations. As a condition of the student visa all international students must have medical and hospital Overseas Student Health Cover (OSHC) insurance for the entire duration of their visa. The Registrar can arrange OSHC on request for new international students through Medibank Private and a printed Policy Certificate will be provided to the student.

Alternatively you can organise the insurance independently by referring to <https://www.studyinaustralia.gov.au/english/live-in-australia/insurance> for more information. Evidence of OSHC insurance must be provided to the College, showing the insuring company, membership number and the expiry date, which will extend to the end of your visa.

2.13 Student Visa Application

To commence application for a student visa, you will be required to present copies of the *Confirmation of Enrolment* (CoE) and if applicable, *Confirmation of Appropriate Accommodation and Welfare* (CAAW) documents and complete the relevant application forms. Refer to the Department of Home Affairs (DHA) website for more information about the student visa application process:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

Student visa applications are lodged at the Australian Embassy, High Commission or Consulate in a student's home country or the DHA office.

The visa application must be accompanied by:

- Copy of the Letter of Offer
- Copy of Confirmation of Enrolment (CoE)
- Confirmation of Appropriate Accommodation and Welfare (CAAW) for students under the age of 18 not living with their parents or approved relative in Perth
- Evidence of OSHC cover
- Valid passport
- Passport photographs
- Medical examination results/clearance
- Visa application fee
- Proof of financial capacity to pay course and living expenses
- Anything else required per the student visa application

2.14 Education Agents

The College is not affiliated with any education agents and undertakes its own marketing, promotion and recruitment of overseas students. As such, the College does not have agent agreements or commission policies with any education agent.

3. Fees and Charges

Kennedy Baptist College student fees cover tuition associated with the College's academic, co-curricular and pastoral care programs including student accident insurance and basic excursion fees. Tuition fees exclude costs for textbooks and other course materials, uniforms, laptop and Overseas Student Health Cover (OSHC) which is purchased separately. Other fees charged separately include the yearbook, camps and course specific charges.

Refer to the College's ***Fees and Charges Brochure for International Students*** available on the College website: <https://www.kennedy.wa.edu.au/enrolments/international-students/>

3.1 Tuition and Non-Tuition Fees

International student tuition fees are the same for Year 7 through to Year 12 in any calendar year. Fees (tuition and non-tuition) for subsequent years are approved by the College Board around November each year. All families will be advised of the new rates via the College newsletter and website.

Tuition fees are fees directly related to the provision of the student's course and include student accident insurance and basic excursion fees.

Non-tuition fees are fees not directly related to provision of the student's course including but not limited to Overseas Student Health Cover (OSHC), course materials and textbooks, uniforms, resource fees, camps and yearbook.

Estimated fees are:

TUITION FEES		
Fee – 2021	\$19,226	The annual fee for Years 7 to 12 which include student accident insurance and basic excursion fees.
NON-TUITION FEES refer to any fees and costs other than the annual tuition fee and include:		
Enrolment Bond	\$2,000	A one-time payment, payable at enrolment, that is refunded when requested on student graduation or withdrawal, after all costs and fees have been recovered.
OSHC (Overseas Student Health Cover)	As per quote on application. Approx. over \$4,400 if starting in Year 7	Students must have OSHC insurance for the entire duration of their visa. Evidence of OSHC insurance is required prior to starting at the College. Refer to section 2.12 for more information.
iPEPT English Test	\$0 - \$50	Through Phoenix English Academy online
AEAS English Test	\$520+	At an AEAS Testing Centre in Perth or your home country
School Curriculum and Standards Authority of WA	\$220	Year 11
Course Enrolment Fee	\$495	Year 12
Guardianship Fees	\$1,500 - \$3,000	If required. 12 months, approximate only (private arrangement)
Homestay Fees	\$320+ per week or as negotiated with provider	Whilst attending the College, students must be accommodated at a reputable homestay. Homestay fees are negotiated by the family with the homestay provider. Please note: The College policy does not allow house-share and independent arrangements for students of any age.
Personal Spending	\$130 - \$250 per week	Public transport, personal toiletries, stationery, mobile phone, entertainment, clothing, etc. <i>(Also depending on allowance and whether lunches are included in Homestay)</i>
Uniform & Books	\$2,000 - \$2,800	Depending on how many sets purchased / Year of study / Courses studied
Compulsory School Camps: Years 8 and 11	\$100 - \$400 each Camp	Depending on where the camp is held and for how many days
Laptop or mobile device	\$480 - \$600	Depending on model purchased (within College requirements)
Calculator	\$45 - \$260	\$45 for Years 7 to 9; \$256 Years 10 to 12
Additional Charges	\$90 - \$250	Resource fees; annual College diary; annual yearbook
Senior school courses	\$600 - \$700	E.g. Year 11 Biology field trips, Year 11 and 12 Outdoor Education and Vocational Education and Training (VET) courses
Please note: Students are advised NOT to bring large sums of spending money with them when travelling to Perth, but are to arrange suitable banking and credit card facilities for the duration of their stay.		

3.2 Payment of Fees

The Department of Home Affairs (DHA) requires families to provide proof of their ability to pay their child's full fees and costs whilst studying in Perth.

All fees must be paid in Australian dollars and any refunds will be reimbursed in Australian dollars. The College accepts payment by Visa, MasterCard, bank transfer or cash (if paying in person). For bank transfers, the College bank details are contained in the *Written Agreement* (issued with the *Letter of Offer*).

Fees are payable by Semester, three (3) months in advance. Fees for Semester 1 are due in November of the preceding year and fees for Semester 2 are due in April of Semester 1.



College Policies and Procedures

International students and parents/guardians are required to familiarise themselves and comply with the College Policies and Procedures and requirements outlined in this *International Student Handbook*.

International students and parents/guardians must also be familiar with the other College Policies, available on the College website and in the *Kennedy Handbook* <https://www.kennedy.wa.edu.au/about/policies/>. The *Kennedy Handbook* provides an overview of our values, staff, facilities, education programs, daily administration, student policies and procedures and much more.

Key Policies include:

- *Student Code of Conduct*
- *Digital Citizenship College Agreement Policy*
- *Discipline Policy*
- *Bullying Prevention Policy*
- *Student Safety and Wellbeing Policy*
- *Attendance Policy* (in addition to the *Attendance Policy* outlined in this *International Student Handbook*)
- *Assessment Policy*
- *Mobile Devices Policy*
- *Uniform Policy*
- *Complaints Handling Policy and Procedures* (in addition to the *Complaints and Appeals Policy* outlined in this *International Student Handbook*)
- *Privacy Policy*
- *Emergency Evacuation and Lockdown Procedures*

Additional Requirements and Information

1. Term Dates

Please refer to the College website for the most up to date Term Dates: <https://www.kennedy.wa.edu.au/life-at-kennedy/term-dates-and-day-structure/>

2021

Term 1: Monday 1 February to Thursday 1 April

Term 2: Monday 19 April to Thursday 1 July

Term 3: Tuesday 20 July to Thursday 23 September

Term 4: Monday 12 October to Wednesday 8 December for Years 7 to 10
(Years 11 & 12 to be advised)

2022

Term 1: Monday 31 January - Friday 8 April

Term 2: Tuesday 26 April - Thursday 30 June

Term 3: Tuesday 19 July - Thursday 22 September

Term 4: Monday 10 October - Wednesday 7 December for Years 7 to 10 (Years 11 & 12 to be advised)

2. School Year

The school year commences in late January and concludes in early December and is divided into four (4) equal school terms (approximately 10 weeks each term) with a two-week vacation break between terms and a longer break in December/January during the summer months.

3. The College Day Structure

8:10	Warning Bell
8:15	Form
8:30	Period 1
9:20	Period 2
10:10	Period 3
11:00	Recess
11:25	Warning Bell
11:30	Period 4
12:20	Period 5
1:05	Lunch
1:35	Warning Bell
1:40	Period 6
2:25	Period 7
3:15	End of Day

Students are required to attend their registered course on Campus and on a full-time basis from Monday to Friday. The College day is divided into seven periods, with the addition of a form/administration period at the commencement of the day.

4. Student Orientation

4.1 Pre-Start

All new students are invited to attend a pre-start orientation afternoon which will be scheduled on the weekday before school starts. New students first meet for half an hour with the Director of Students and receive College and Education Services for Overseas Students (ESOS) information specifically for international students, including this *International Student Handbook* and information in regard to the Overseas Student Ombudsman. Following this, students will meet with new domestic students, teachers, their Head of Year and student mentors, tour the facilities and receive information in regard to starting at the College. Subsequent to the above, regardless of the student's commencement date, students will be given the same information and inducted by their respective Head of Year before they start at the College.

4.2 First Day

On their first day at the College, students will be allocated a locker and issued with a combination lock for the safe storage of personal items during the school day. They will also receive Research and Study Centre (Library) information, and have their photograph taken (in College uniform) for their SmartRider card order (refer to 7 & 8 below). The SmartRider can be credited (via the Transperth website) to use as a swipe payment card for all Transperth public transport, as an identification card to gain student concessions at movie theatres, etc., to borrow books from the College Research and Study Centre and in the Cafeteria where credit can be added over the counter towards food purchases. Refer to <https://www.kennedy.wa.edu.au/life-at-kennedy/public-transport/> for more information relating to transport options to and from the College.

Early in their first term, new students will be invited to a lunch provided by their Heads of Year so they can meet up with their Head of Year and enjoy each other's company in a relaxed atmosphere.



5. Uniform

The uniform is to be worn with pride at all times, reflecting the values of the College.

Please refer to <https://www.kennedy.wa.edu.au/about/policies/> for access to the *Kennedy Handbook* which contains the *Uniform Policy* with the specific College uniform requirements and to <https://www.kennedy.wa.edu.au/kennedy-community/parent-information/uniforms/> regarding the Uniform Shop information for pricelists and opening hours. Please note, the Uniform Shop does not accept second-hand uniforms. These may be sold via Gumtree, Facebook Marketplace, etc.

6. Books

Booklists and elective/course confirmations are posted/ emailed in early December each year. Students are to purchase items for their confirmed electives/courses from the independent provider specified on the front of the Booklist. Books may be ordered online and delivered to a Perth metropolitan address free of charge (at the time of writing) within a certain timeframe as specified on the booklist.

7. Transport

Perth's public transport system of buses and trains services the City and suburbs, including Kennedy 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 (SmartRider cards) are available to students through Kennedy 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.

The College operates two bus services (independent to Transperth) providing an option for families in the suburbs of East Fremantle, Bicton, Attadale, Melville, Victoria Park, Como, Applecross, Mount Pleasant and Booragoon. Private use of this service is by arrangement with College Administration. Visit <https://www.kennedy.wa.edu.au/life-at-kennedy/public-transport/> for more information.

8. SmartRider

SmartRider is the contactless electronic ticketing system of the Public Transport Authority of Western Australia. The system uses RFID smart card technology to process public transport across public bus, train and ferry services.

New students starting at the beginning of the school year, will receive their SmartRider card by approximately the 3rd week of Term 1. The first SmartRider card is free through the College on enrolment. Replacement SmartRider cards may be reordered through the College Student Services at a cost of \$5. College SmartRider cards contain an additional chip linked to our Cafeteria for purchase of food and drink items.

Visit www.transperth.wa.gov.au/smartrider/types-of-smartrider/student-smartrider for more information

Visit www.transperth.wa.gov.au for helpful hints and direction for planning a journey.

9. Discipline

At Kennedy Baptist College our aim is that all students receive positive guidance and encouragement towards acceptable behaviour and given opportunities to interact and develop respectful and positive relationships with each other and with staff.

The *Student Code of Conduct* sets out the College's expectations of students with respect to their academic and personal conduct and is the central focus of discipline and self-discipline for every student. Behaviour contrary to the *Student Code of Conduct* may result in disciplinary action including (but not limited to) suspension or exclusion.

A student sent out of any class five (5) times in a year is withdrawn by their parents/guardian or the Principal will permanently exclude them from attending the College.

The system for dealing with inappropriate behaviour outside the classroom may result in students receiving demerits or outside send-outs.

Students are permitted to record a total of 24 demerits during one year. At the 25th demerit, the student will be withdrawn and permanently excluded from the College. The demerit system serves to address behaviours and actions that do not necessarily affect the classroom or

other students, but with the smooth running and/or appearance of the College.

Each time a student receives a major outside send-out, they are suspended from school for one day. If a student receives three (3) major outside send-outs for any reason in one year, they are withdrawn or permanently excluded from the College.

Refer to the *Student Code of Conduct* on the College website and the *Discipline Policy* in the *Kennedy Handbook* for detailed information.

10. Course Attendance

The College expects 100% attendance from all students.

However, as a visa condition, international students are required to achieve satisfactory course attendance which, at a minimum, must be 80% of the scheduled contact hours in each school term.

Attendance from the first day to the last day of each school term is compulsory. Any absences must be advised in writing and a medical certificate from a registered medical practitioner is required after two or more days absence from school.

The College monitors and records the course attendance of each student. If an international student is not achieving satisfactory course attendance or has been absent for more than five (5) consecutive days without approval, the Director of Students will meet with the student to develop an intervention strategy for improving course attendance. Should the student not achieve satisfactory course attendance in the next school term, even though all steps have been taken to assist the student, including advising parents/guardians, the College has the right to inform the Department of Home Affairs (DHA) which may result in the cancellation of their student visa.

Please refer to the *Course Attendance Policy* in this Handbook.

11. Course of Study

At Kennedy Baptist College all students are expected to strive for personal excellence in all that they do. The College provides a broad-based and relevant curriculum, which represents a holistic approach to the education of the students under our care. Our goal is to offer students a wide range of opportunities to develop their understanding and knowledge of the world around them and to foster their God-given talents and abilities. The curriculum is designed to encourage creativity, flexibility, problem solving and collaboration.

The Deputy Principal (Curriculum), Director of Studies and Heads of Learning Areas coordinate the curriculum content and assessment processes across the College, in accordance with the requirements of the Western Australian School Curriculum and Standards Authority <https://www.scsa.wa.edu.au/>

Students in Years 7 to 10 follow the Western Australian Curriculum and Assessment Outline, an adaptation of the Australian Curriculum, as prescribed by the Western Australian Schools Curriculum and Standards Authority. Students in these year groups also have the opportunity to choose from a diverse range of elective subjects. Students in Years 11 and 12 work towards the Western Australian Certificate of Education in either an ATAR (University Entry) pathway or a more vocationally-oriented General pathway, including a number of VET (Vocational Education and Training) options.

12. Course Progress

Students must maintain satisfactory course progress by achieving a C grade or higher in each course.

The College monitors and records the course progress of each student. If an international student is not achieving satisfactory course progress, the Director of Students will meet with the student to develop an intervention strategy for academic improvement. Should the student not achieve satisfactory course progress in the next school term, even though all steps have been taken to assist the student, including advising parents/guardians, the College has the right to inform the Department of Home Affairs (DHA) which may result in the cancellation of their student visa.

Please refer to the *Course Progress Policy* in this Handbook.

13. Student Assessment and Reporting

All students are expected to attend all classes and complete and submit all homework tasks and assessments on time and as required. Assessments include classroom tests, assignments and formal examinations conducted on a continual basis throughout the academic year.

Student achievement and course progress is assessed and reported on as outlined in the College's *Assessment Policy*: <https://www.kennedy.wa.edu.au/about/policies/>

Ongoing course progress is provided via SEQTA Engage, the parent online portal, accessible from the College website: <https://www.kennedy.wa.edu.au/kennedy-community/parent-information/seqta/>

The College reports student achievement and course progress at the end of Semester 1 and at the end of Semester 2. It is the parent/guardian's responsibility to regularly check student progress through SEQTA and emails. Term 1 also offers Parent Teacher interviews to discuss student progress. (Semester 1 being Terms 1 & 2; Semester 2 being Terms 3 & 4).

14. Student Safety

Kennedy Baptist College is committed to being a child safe organisation. The College provides a safe environment where students' rights, needs and interests are being met and where all students are protected from all forms of harm.

If you are worried or concerned about your safety or wellbeing, please approach any staff member you feel comfortable with, your Head of Year or the Director of Students. The Director of Students, Mr Andrew Dunn can be contacted on (+61) 8 9314 7722 during school hours or via email: adunn@kennedy.wa.edu.au

When outside of school hours and you fear for your safety or being assaulted or abused, call 000 immediately. Please also inform Mr Andrew Dunn. Refer to Appendix B: Emergency Contacts in this Handbook.

While Australia is generally a safe place to live and study, it is still important that you take care and keep yourself safe. Please refer to the following website for information on personal security and safety when going out, using public transport, taxis or the internet:

<https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/personal>

<https://www.crimestopperswa.com.au/keeping-safe/personal-safety/>

15. Medication

The College is very conscious of its responsibilities when a student requires medication. In accordance with legal and safety requirements, students are not permitted to keep medication on their person or to administer any medication to other students. Parent/guardians must undertake the following in relation to the administration of medication and/or management of health conditions:

- Notify the College in writing of a health condition requiring medication during the day.
- Request in writing for the College to administer prescribed medication or to assist in the management of a health condition.
- Provide the medication in the original labelled container clearly stating the name of the student, name of medication, dose and time to be administered.
- Advise the College in writing and collect the medication when it is no longer required during the day.

16. Accommodation and Welfare Arrangements

Kennedy Baptist College requires international students to live in safe and friendly environments conducive to good study habits, regular school attendance, academic progress and optimum achievement.

The College requires all international students to have accommodation and support, and their general welfare must be maintained for the duration of their enrolment. To maintain their welfare, they must stay in Australia with:

- Their parents or legal custodians, or
- A relative who has been nominated by their parents or legal custodians, who is over the age of 21, of good character and approved by the Department of Home Affairs (DHA), or
- A DHA approved homestay provider nominated by their parents or legal custodians either

independently, or through a reputable agency.

This accommodation, support and general welfare arrangement must be approved by Kennedy Baptist College.

Please refer to the *Accommodation and Welfare Arrangements Policy* and the *Students Under 18 Welfare and Support Policy* in this Handbook.

16.1 Relatives

Relatives are required to be nominated by the student's parents or legal custodians; be over the age of 21; be of good character; and, be eligible to remain in Australia until the student's visa expires or they turn 18.

- A relative can be a parent, spouse, de facto partner, brother or sister, step-parent, step-brother or step-sister, grandparent, aunt or uncle, niece or nephew, step-grandparent, step-aunt or step-uncle, step-niece or step-nephew.
- The relative may be an Australian citizen, a permanent resident or be eligible to remain in Australia until the student's visa expires or they turn 18.
- They must be of good character to visit or live in Australia. This means they must pass the character test and remain of good character. One way of showing this is by providing a police clearance from the countries in which they have lived for more than 12 months in the past 10 years after the age of 16.

More information on character requirements is available from the Department of Home Affairs (DHA) website: <https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/character>

For more information about the requirements for relatives, refer to *Form 157N – Student Guardianship Arrangements* available from the DHA website: <https://immi.homeaffairs.gov.au/form-listing/forms/157N.pdf>

16.2 Homestay

All international students are to live in a reputable homestay during their enrolment at the College. It is in the student's best interests that a homestay offers an environment conducive to study, provides sustaining meals, a family environment and is not too far from the College and/or suitable transport facilities.

- Students living independently in a student house-sharing or flatting arrangement will not be allowed to attend the College.
- A student under the age of 18 living with a Homestay Carer requires a *Confirmation of Appropriate Accommodation and Welfare* (CAAW), created at the same time as the student's *Confirmation of Enrolment* (CoE). This provides evidence that the College accepts responsibility for the approval of accommodation, support and general welfare arrangements for a student who is under the age of 18, and that the arrangements are suitable, ongoing and appropriately managed until the student turns 18.
- Where the College has approved the student's welfare and accommodation arrangements, the student requires the College's approval for any changes to welfare and accommodation arrangements **prior** to that change.

16.3 Recommended Homestay Providers

Kennedy Baptist College does not offer student boarding facilities. It is recommended that parents or legal custodians who do not have an approved nominated relative or an approved nominated homestay provider, contact the following homestay providers:

1. Tann Advisory & Management Services (TAMS): www.tannadvisory.com.au
2. Australian Homestay Network (AHN): www.homestaynetwork.org
3. International Student Accommodation Australia (ISAA): www.isaa.net.au

Check the individual homestay provider websites for current fees. Both TAMS and ISAA provide homestay and/or guardianship services.

These providers are responsible for the vetting and homestay selection process, provision of appropriate

documentation and training for providers housing international students.

16.4 Homestay Carer

The homestay carer must be over the age of 21 years; live permanently in Perth; and, be of good character, with a **Federal Police Clearance** (for hosting students of all ages) covering the last 10 years. All occupants of the household who are over 18 years of age must have a current **Working With Children Card (WWCC)** when hosting students under the age of 18.

They are responsible for providing suitable student accommodation: full board with their own room and meals supplied. They must be available in the case of emergencies and be available to pick up the student from after-school tutoring, sport or extra-curricular activities.

Recognising the importance of ensuring the safety and welfare of international students, Kennedy Baptist College requires homestay carers to meet the requirements and the standards outlined per the *Accommodation and Welfare Arrangements Policy* in this Handbook. They have to provide:

- A safe and welcoming homestay family environment that will encourage students to experience life as a member of the family;
- A safe, secure, private bedroom for the student's sole use with a bed, desk, wardrobe, chair, adequate lighting for study purposes and heating and cooling facilities;
- Access to a shared or private bathroom;
- Access to kitchen, living areas, laundry facilities and shared areas of the home;
- Meals as specified (usually breakfast and dinner during the week and breakfast, lunch and dinner on weekends and holidays) and
- Internet access, etc.

The homestay carer is also required to:

- Attend interviews with College staff, at enrolment and as required by the school;
- Contact the College regarding any student welfare, academic progress and attendance issues;
- Ensure the student resides in their approved address at all times and notify the Registrar immediately if the student fails to do so or intends to move;
- Assist and support the student's attendance at the school and support the completion of homework assignments where required and
- Assist the student to access any necessary medical, dental, hospital or other health-related services, including making appointments and, where necessary, accompany the student to those appointments and if required advise the College of any medical issues.

16.5 Guardianship

Where international students will not be living with their parents, parents will be required to nominate a guardian (e.g. a legal custodian or a relative). The guardian should be known to the student and be willing to assist them with support and advice whilst attending the College. They provide appropriate welfare arrangements, responsible for organising appropriate accommodation and travel to and from Australia.

The guardian will be required to sign College documents on behalf of the parents as their nominated representative. This does not include the *Written Agreement* and any legal documents that must be signed by the parents and/or legal custodian.

They oversee all aspects of the student's support and welfare while at the College, including:

- Meeting the student on arrival at Perth Airport;
- Regular ongoing contact with the student – weekly telephone contact and fortnightly face to face contact at the least;
- Acting on behalf of the student's parent;

- Ensuring that all financial obligations for the student's education are met;
- Ensuring that significant medical needs of the student are met and that the College and parents are kept informed;
- Liaising with the College on behalf of the student and their parents concerning any concerns, complaints or grievances;
- Giving written permissions for excursions;
- Being the emergency contact in case of student illness, injuries or medical assistance;
- Attending parent/teacher meetings (and other meetings which may be required from time to time) to discuss the academic progress of the student and reporting back to the parents;
- Being familiar with homestay and College rules and supportive in the application thereof, and
- Liaising with the homestay carer about the student's accommodation and welfare.
- For more information about guardianship, refer to *Form 157N – Student Guardianship Arrangements* available from the DHA website: <https://immi.homeaffairs.gov.au/form-listing/forms/157N.pdf>

17. Students Under 18 Welfare and Support

Kennedy Baptist College is committed to ensuring the safety, welfare and support of international students under the age of 18.

Where the College has taken on responsibility for the approval of welfare arrangements for students under the age of 18, the College will ensure the arrangements are suitable, ongoing and appropriately managed until the student turns 18.

Please refer to the *Students Under 18 Welfare and Support Policy* in this Handbook.

18. Change of Address or Contact Details

The student is obliged to notify the College of any change of address or contact details within seven (7) days while enrolled at the College. This includes but is not limited to homestay address, parent and guardian contact details, OSHC and/or visa changes.

Where the College has approved the student's accommodation, support and welfare arrangements, the student requires the College's approval for any changes to accommodation, support and welfare arrangements **prior** to that change.

19. Complaints

Kennedy Baptist College is committed to developing and maintaining positive relationships with all members of the College community and to the timely resolution of any complaint and appeal that may arise. Complaints and appeals will be treated seriously and addressed professionally, competently and impartially, applying principles of confidentiality and procedural fairness.

The availability of complaints and appeals processes does not remove the right of the student and their parents/guardians to take action under Australia's consumer protection laws. The online complaints form is available on the College website: <https://www.kennedy.wa.edu.au/contact/complaints-handling-policy-and-procedures/>

Please refer to the *Complaints and Appeals Policy* in this Handbook.

20. Withdrawal from the College

The College will not act on any decision affecting the student's enrolment that is not made by the parents/legal custodians. The parents/legal custodians with whom the College has a formal *Written Agreement* are the primary contact for the College in such matters.

A student intending to withdraw from the College must contact the Registrar to obtain the instructions and necessary forms. Parents/legal custodians of students intending to withdraw from the College must give one (1) school term's notice in writing to avoid being charged a fee in lieu and to receive their bond payment. Refer to the *Refund Policy* in this Handbook.

The process of withdrawal from the College includes:

- The cancellation of the *Confirmation of Enrolment* (CoE) on PRISMS on the eve of the student's agreed last day of attendance and where applicable, the student's *Confirmation of Appropriate Accommodation and Welfare* (CAAW) in liaison with the new education provider.
- The *Letter of Release* if required for the new education provider.

21. Deferment, Suspension or Cancellation of Study

The College recognises that there may be times when a student wishes to defer, suspend or cancel their studies. If this is the case, students must contact the Registrar. The College will not act on any decision affecting the student's enrolment that is not made by the parents/legal custodians. The parents/legal custodians with whom the College has a formal *Written Agreement* are the primary contact for the College in such matters.

Students may be granted deferment or temporary suspension from their studies for compassionate or compelling circumstances. The College will follow strict guidelines in this assessment. If this deferment or temporary suspension is granted, the College will let students and their parents/guardians know in writing that their enrolment has been deferred or suspended. The letter will also remind them that a change in enrolment status may affect the student visa.

The College will notify the Department of Home Affairs (DHA) of the change in enrolment. Parents may be eligible for a refund in this instance – please refer to the *Refund Policy* and apply if appropriate.

The College may choose to defer, suspend or cancel a student's enrolment for the following circumstances:

- Students present compassionate or compelling circumstances (such as personal illness or illness/death of a family member at home or political upheaval);
- Misbehaviour by the student;
- Non-payment of fees;
- Committed a crime; or
- Other reasons provided for in the *Deferment, Cancellation or Suspension of Study Policy*.

If the College decides to defer, suspend or cancel a student's enrolment, then the College will let the student and their parents/guardians know about their decision in writing. The College will remind the student that the change in enrolment status may affect their visa, and that they have 20 working days to use the College's internal complaints and appeals process. If the student and their parents/guardians decide not to access the complaints and appeals process, then the College will notify the Department of Education and the Department of Home Affairs that the student's enrolment has been deferred, suspended or cancelled. If the student and their parents/guardians use the complaints and appeals process, the suspension or cancellation will not take effect until the process is completed.

Please refer to the *Deferment, Cancellation or Suspension of Study Policy* in this Handbook.

22. Student Transfer Requests

Kennedy Baptist College will not knowingly enrol an international student wishing to transfer from another education provider prior to that student completing their first six (6) months, except in certain circumstances.

International students are restricted from transferring to another education provider during their first six (6) months of enrolment at the College.

Please refer to the *Student Transfer Request Policy* in this Handbook.

23. Student Visa Requirements

23.1 Current Visa

It is important that a student ensures that they have a visa that is current and that their visa does not expire while they are in Australia. If they remain in Australia for more than 28 days after their student visa expires without obtaining a new one, they may be prevented from returning for three (3) years.

If students need to renew their visa for any reason, they should allow plenty of time for the renewal process before the current visa expires.

23.2 Complying with Student Visa Conditions

Student visa conditions are set out in the letter of approval

they will receive with their visa. Students must comply with all their visa conditions to be allowed to study in Australia. The main conditions are that they must:

- Maintain satisfactory attendance;
- Maintain satisfactory course program;
- Continue to be enrolled in a registered course;
- Not change education provider within the first six (6) months of their course;
- If under the age of 18, must have accommodation and support, and their general welfare must be maintained;
- Not change their welfare arrangements without the written approval of the College;
- Notify the College of their address and contact details within seven (7) days of arriving in Australia, and within seven (7) days of any change in their address and contact details.
- Notify their original education provider if they change to a new education provider within seven (7) days of obtaining their new **Confirmation of Enrolment** (CoE); and
- Maintain Overseas Student Health Cover (OSHC).

If a student does not follow these conditions, their visa may be cancelled, and they may be required to leave Australia. They may also be prevented from returning to Australia for three (3) years after their visa is cancelled.

For further information about student visa regulations, please refer to:

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500#>

23.3 Visa Cancellation

If the College cancels or suspends the enrolment of the international student, the College must continue to approve the welfare arrangements for students under the age of 18 until any of the following applies:

- The student has alternative welfare arrangements approved by another registered education provider.
- Care of the student by a parent or nominated relative is approved by the Department of Home Affairs (DHA).
- The student leaves Australia.
- The College has notified the DHA that it is no longer able to approve the student's welfare arrangements or that it has taken the required action after not being able to contact the student.

24. Privacy

Your personal information is protected by law, including the *Privacy Act 1988*. Refer to the *Privacy Policy* on the College website: <https://www.kennedy.wa.edu.au/about/policies/>

Information is collected on the application form and during enrolment in order to meet our obligations as their education provider and to ensure students comply with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the *Education Services for Overseas Students Act 2000*, the *Education Services for Overseas Students Regulations 2019* and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*. Information collected on the enrolment form and during the course of enrolment can be provided, in certain circumstances, to the Australian government and designated authorities and, if relevant, the Tuition Protection Service. In other instances, information collected during enrolment can be disclosed without consent where authorised or required by law.

25. Personal Student Insurance

Student accident insurance is provided for all students at the College; however, this cover is applicable during school hours only and whilst attending school related activities (such as sporting activities or camps).

Parents/guardians are advised to check personal student insurance policies to ensure adequate medical, personal property and liability insurance cover. It is your responsibility to take out private insurance against accidental loss or damage to personal items such as mobile phones, cameras, laptops etc. 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 local hospital where procedures may be covered in part, according to their Overseas Student Health Cover (OSHC) schedule.

26. International Air Travel

Parents are requested to note the commencement and final dates for each school 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/drop-off at the airport (this must be organised with the student's guardian).



Support Services

1. Internal Support Services

Kennedy Baptist College has a comprehensive pastoral care program to support students to thrive academically, socially, emotionally, physically and spiritually. Our Pastoral Care Team includes the Deputy Principal Pastoral Care, Director of Students, Heads of Year, Form Teachers, Classroom Teachers, a College Psychologist, College Counsellors and a College Chaplain. Our Pastoral Care Programs include weekly pastoral care periods, positive behaviour, protective behaviours, peer support, resilience building, cyber safety, transition, student leadership, year group camps, community service and mentoring. Refer to the College website for more information about pastoral care: <https://www.kennedy.wa.edu.au/life-at-kennedy/pastoral-care/>

1.1 Staff

International students have access to the following staff during school hours:

- The **Registrar** manages the application and enrolment process, arranges the *Confirmation of*

Enrolment (CoE) for students applying for student visas and is responsible for the administration and reporting requirements for international students. The Registrar can be contacted on (+61) 8 9314 7722 or at registrar@kennedy.wa.edu.au

- The **Director of Students** is responsible for the attendance and course progress of international students, difficulties with study, getting to school on time and pastoral care (welfare, safety and support).
- **Heads of Year** are the first point of call for all pastoral care issues and we encourage students to feel free to contact them about any matter. They are responsible for the pastoral care of their allocated year group,
- **Form Teachers** are responsible for daily College practices.
- **Student Administration** are responsible for timetables, rooms, absentees and general student enquiries.
- **Classroom Teachers** are responsible for the academic progress of students in classes.

- **Heads of Learning Areas** are responsible for student academic progress in each course.
- The **College Psychologist** and **Counsellors** provide a confidential free of charge service that supports and promotes the growth and wellbeing of students.
- **Medical Officers and Student Support Services** providing in the healthcare needs of students and making necessary arrangements should further medical attention be required.
- Assistance with complaints, critical incidents or allegations should be directed to the **Principal** in the first instance during school hours on (+61) 8 9314 7722 or at mashby@kennedy.wa.edu.au

Refer to the Kennedy Handbook on the College website for the names and contact details of the above staff members:
<https://www.kennedy.wa.edu.au/about/policies/>

1.2 Counselling

Leaving the family home and studying in a foreign country can be overwhelming and is stressful. If a student is suffering culture shock, feels homesick or is finding difficulty in adjusting to their new environment, students are most welcome to approach the Counsellor and School Psychologist to provide support and guidance.

1.3 Tutoring

Students are encouraged to take advantage of tutoring offered after school. Tutoring is provided by the College teaching staff free of charge as additional academic support. Refer to the College website for the tutoring timetable:

<https://www.kennedy.wa.edu.au/kennedy-community/parent-information/tutoring-sessions/>

Teacher Librarians are also available to assist with research; study skills and learning strategies. Students can make an individual appointment with a Teacher Librarian to help them with study and organisation techniques or may be referred by teachers and Heads of Year. Once a week after school there is study skills tutoring in the Research and Study Centre.

1.4 Accidents or Injuries

If a student is injured when in attendance during the school day, College staff will contact the appropriate support services to ensure the student is looked after.

In an emergency during school hours, students will be transported to either Fiona Stanley public hospital or St John of God private hospital close by. Parents/guardians have to cover any costs for emergency entry to the hospital, as some procedures may be covered in part, according to their Overseas Student Health Cover (OSHC) schedule.

If not an emergency, the local Emergency Contacts (as provided in the *Written Agreement*) are contacted via telephone to request that the student be picked up from the Health Centre and taken for medical treatment or to recover at their home/homestay.

Parents/guardians of international students are required to seek medical advice and obtain medical certificates for days missed at school as required.

2. External Support Services

2.1 Accidents or Injuries

If a student is injured at home or outside of school, the parent/guardian (with whom the student is residing) should seek emergency assistance by attending a hospital emergency room, visiting their doctor or dialing 000 for an ambulance, depending on the severity and urgency of the medical emergency. Refer to Appendix C: Emergency Contacts in this Handbook.

2.2 Health and Emergency Services

- For a non-life-threatening emergency requiring police assistance call 131 444
- **For (life-threatening) emergencies only call 000.** This includes medical, fire and other emergencies.

2.3 Community Services

College Local City Council:

<https://www.melvillecity.com.au/>

Adjacent Council:

<https://www.cockburn.wa.gov.au/>

Perth Public Transport:

<https://www.transperth.wa.gov.au/>

The international dialling code for Australia is +61. Add this number to the front of the phone numbers provided below then drop the zero from the area code as well as from any mobile numbers.

2.4 Legal Services

Youth Legal Service	Ph: 08 9202 1688 Free call 1800 199 006 Monday-Friday 9:00am – 4:00pm Suite 3, 12 St Georges Terrace PERTH 6000 yls@youthlegalserviceinc.com.au Provides free professional legal services to children and young people (under 25 years) residing in Western Australia.
Citizens Advice Bureau	Ph: 08 9221 5711 Monday-Friday 9:30am – 4:00pm (Excluding public holidays) Level 1, 25 Barrack Street PERTH 6000 cab@cabwa.com.au http://www.cabwa.com.au Offers low-cost legal advice on a wide range of issues, provide help with preparing legal documents and mediation.
Fremantle Community Legal Centre	Ph: 08 9432 9790 Fax: 08 9432 9794 Monday-Friday 9:00am – 4:00 pm Level 1, Suite 31 Fremantle Malls, 35 William Street FREMANTLE 64160 fclc@fremantle.wa.gov.au https://www.fremantle.wa.gov.au/fclc Provides legal advice on personal injury, family, civil, criminal, discrimination, restraining orders, domestic violence, tenancy, welfare rights, equal opportunity cases and community education. The service is free to low income earners.
Law Access	PO Box Z5345 PERTH WA 6831 lawaccess@lawaccess.net.au
Law Society of WA	https://www.lawsocietywa.asn.au/law-access Law Access is a not-for-profit organisation that coordinates the giving of pro bono (free or reduced cost) legal assistance by the Western Australian legal profession. The service is targeted at not-for-profits and individuals in genuine need of legal assistance who satisfy a means and merits test. Law Access does not provide any face to face advice or does not accept applications in person. Applications should be emailed or posted as above.



College Facilities and Resources

Kennedy Baptist College provides facilities for a maximum of 1,250 students. For a map showing the Campus layout, please see Appendix A.

1. The Research and Study Centre (Library)

A welcoming place where students can read, work on research, study, play games, do their homework and attend tutoring or Book Club. The Centre has many resources including extensive non-fiction and fiction collections and friendly Teacher Librarians on hand to assist students with enquiries, resource requirements and to support students in the areas of study skills, critical and creative thinking, finding and applying appropriate information and recreational reading. Individual Study Skills Sessions for students are also available. Opening Hours 7:45am to 4:15pm Monday to Friday (with the exception of Friday recess).



2. Classrooms and Class Sizes

College classrooms are fitted with ceiling projectors so lessons can be projected from teachers' devices to white boards when required. Classroom numbers are predominantly a maximum of 30 students in Year 7 to 10 classes and 25 students in Year 11 and 12 classes depending on the courses selected.



3. Beedawong Café

Students can purchase food and drink items from Beedawong before school, during recess and lunch times. Cash and SmartRider cards which display the student photo can be used at the cafeteria to purchase food and drink items. Students can top up their cafeteria credit on their SmartRider at Beedawong before school or during the latter part of the lunch break (1:20pm to 1:40pm). Credit added to the SmartRider at the cafeteria will only be made available towards food purchases. Opening hours: 7:30am to 2:00pm.

For the Beedawong menu, access the link at:

<https://www.kennedy.wa.edu.au/kennedy-community/parent-information/online-canteen/>

The menu changes from summer to winter. Orders can be submitted online via: <https://quickcliq.com.au/>

4. College Auditorium and Year 12 Common Area

Seating 1,200 people the Auditorium offers a large stage suitable for a wide range of performances and events. One end of the lower foyer of the Auditorium features a Year 12 common area, a privilege enjoyed by Year 12 students to gather, eat, socialize or study.

5. Arts Centre

The Arts Centre is located in the Auditorium and includes open plan art, music and media studios. Other facilities include dance and drama studios; visual, ceramic and fashion art rooms, a photography lab and a green room.

6. Sports Centre

The College has a well-equipped Sports Centre with two basketball courts, also catering for netball, volleyball and badminton. The Centre has a main show court and retractable seating, a gymnasium and change room facilities.

Bordering the Sport Centre is a large grassed playing field used for sporting activities during school and for free time at lunchtime. Students are transported to various venues for specialised sporting activities, such as swimming and beach activities.



7. Fitness Centre

Students may use the Fitness Centre only after the completion of an induction session. The Fitness Centre may only be used under staff supervision during the following times:

Monday	3:15pm to 4:15pm
Tuesday	3:15pm to 4:15pm
Wednesday	Closed
Thursday	3:15pm to 4:15pm
Friday	3:15pm to 4:15pm

8. Health Centre

The Health Centre provides unwell or distressed students with a quiet place, where they can rest and recuperate before returning to the classroom setting. Students requiring basic first aid or assistance in the event of injury or illness will be cared for by our Medical Officer. When students are assessed to be too unwell for school, the Student Support staff will contact parents/guardians to arrange collection as soon as practicable. The College Psychologist, Chaplain and Counselling team are located in the Health Centre to provide the relevant support to our College community.



About Perth

Western Australia is most famous for its many days of sunshine, clear blue skies, spectacular landscapes and beautiful white beaches. Perth is the capital city of Western Australia, home to over 1.5 million people. Situated on the banks of the Swan River, overlooked by Kings Park, one of the largest inner-city parks in the world and visited by over 6 million people each year. Western Australia's five universities are at the forefront of science, research and technology.

With a multi-cultural and a cosmopolitan atmosphere, Perth would normally attract more than 26,000 new and returning international secondary and tertiary students. These students are attracted to the high-quality education, friendly, and relaxed lifestyle and the clean and healthy environment Perth offers.

For more information on living and studying in Perth, please see:

- https://www.internationalstudent.com/study_australia/city_guide/perth/
- <https://insiderguides.com.au/>

Australia in general:

- <https://www.studyinaustralia.gov.au/>

1. Cost of Living

As Kennedy Baptist College accepts overseas students on a homestay basis (organised by the student's parents through a recommended agency) the cost of living will depend largely on the agreed homestay weekly rate. The Department of Home Affairs (DHA) includes a list of the cost of living in Australia at <https://www.numbeo.com/cost-of-living/in/Perth> and <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>.

As an example, homestay costs—which cover accommodation, food and bills—start around AUD\$250 per week with the amount determined in advance of arrival between the student's parents and the homestay provider. Students will also need enough money for other personal expenses. This depends on a student's spending habits, but as a guide, many spend around AUD\$150 per week. Other than the tuition fees and the non-tuition fees listed earlier in this Handbook, other costs and expenses include:

- The visa fees paid to the Australian Consulate;
- Lunches (if purchased at the College Cafeteria (Beedawong);
- School excursion and activity charges;

- Optional costs for certain sports or activities (e.g. sports equipment, musical instruction); and/or
- Public transport, entertainment, hobbies, eating out, clothing, personal hygiene, etc.



2. Transport

Perth's public transport system of buses and trains services the City and suburbs, including Kennedy Baptist College (to suit school hours). Students are eligible for travel concessions on public transport. Student concession cards (SmartRider cards) are available to students through the College upon 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: <https://www.transperth.wa.gov.au/>.

Students using public transport are required to behave in a dignified and courteous manner. Failure to comply, may result in Transperth banning the student from bus or train travel.

The College operates two bus services (independent to Transperth) providing an option for families in the suburbs of East Fremantle, Bicton, Attadale, Melville, Victoria Park, Como, Applecross, Mount Pleasant and Booragoon. Private use of this service is by arrangement with College Administration. Visit <https://www.kennedy.wa.edu.au/life-at-kennedy/public-transport/> for more information.. Private use of this service is by arrangement with College Administration.

3. Customs and Quarantine

Australia has strict customs and quarantine rules. Luggage may be inspected on arrival in Australia. It is important that you declare items on the Incoming passenger card upon arrival in Australia to avoid being fined or prosecuted for bringing forbidden items into the country.

Refer to <https://www.australia.gov.au/information-and-services/passports-and-travel/customs-and-quarantine> for more information.

4. Water

Water quality in Perth and Australia is greater than the standards for safe drinking set by the World Health Organisation. You can drink water straight from the tap in Perth.

5. Electricity

In Australia the power plugs and sockets are of type I. The standard voltage is 230 V and the standard frequency is 50 Hz. The Australian three-point pin power outlet is different from other countries. You may need an adaptor which you can purchase from electrical shops and at airports. You may also need a voltage converter for 110-volt appliances.

6. Working while Studying

International students are not permitted to start work until they have commenced their course of study. Students can work a maximum of 40 hours per fortnight during school terms and unlimited hours during school holidays/vacation breaks. A fortnight means the period of 14 days starting on a Monday.

Please refer to the Department of Home Affairs (DHA) website for information on student visa conditions 8104 and 8105:

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500#>

The Fair Work Ombudsman website has more information on workplace rights and entitlements for visa holders:

<https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/visa-holders-and-migrant-workers-workplace-rights-and-entitlements>

Overseas Student Compliance

1. ESOS Framework (Education Services for Overseas Students)

Students intending to enrol or seeking further information about students' rights and obligations under the *ESOS Framework* can access the information at:

<https://www.dese.gov.au/esos-framework>

Kennedy Baptist College complies with all legal requirements related to the enrolment of overseas students, including the:

- *Education Services for Overseas Students (ESOS) Act 2000*
- *ESOS Regulations 2019*
- *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code 2018)*
- *Australian Consumer Law*

The *ESOS Act 2000* and other related legislation is designed to protect the interests of students coming to Australia on student visas. The legislation aims to protect and enhance Australia's reputation for quality education, to provide tuition protection and support the integrity of the student visa program. The Australian government is committed to ensuring overseas students have a great educational experience in Australia.

2. PRISMS (Provider Registration and International Student Management System)

The College uses the Department of Education website interface PRISMS to enter an enrolling student's details. The details are accessed by the Department of Home Affairs (DHA) to determine whether or not a visa is issued for the student to enter Australia. Details regarding the student's living arrangements whilst in Australia are updated through this website along with any breach of conditions whilst they are studying in Australia. The DHA may also cancel a student's visa due to the information entered through PRISMS.

3. Your Rights

The *ESOS Framework* protects your rights, including:

- Your right to receive, before enrolling, information about the course, fees, modes of study and other information from the College.
- If you are under the age of 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation and welfare.
- Your right to get the education you pay for. The *ESOS Framework* includes consumer protection that will allow you to receive a refund or to be placed in another course if the College is unable to teach your course.
- Your right to know:
 - How to use the College's support services;
 - Who the contact officer or officers are for overseas students;
 - When your enrolment can be deferred, suspended or cancelled;
 - What the College's requirements are for satisfactory course progress;
 - What the College's requirements are for satisfactory course attendance;
 - What will happen if you want to change education providers; and
 - How to use the College's complaints and appeals process.



4. 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 full duration of your visa;
- Meet the terms and conditions of the Written Agreement with the College;
- Inform the College if you change your address; and contact details
- If you are under the age of 18, maintain your approved accommodation support and welfare arrangements.

5. Tuition Protection Service

Kennedy Baptist College pays an annual Tuition Protection Service (TPS) Levy for overseas students to meet all obligations as a CRICOS provider. Protection of tuition fees paid in advance by student visa holders is undertaken in accordance with the ESOS requirements and the Tuition Protection Service Framework.

In the unlikely event that the College is unable to deliver your course in full, you will be offered a refund of full pre-paid tuition fees. If the College is unable to provide a refund, the TPS will assist you to find an alternative course or to get a refund of your unspent tuition fees, if a suitable alternative is not found.

6. Overseas Student Ombudsman

The Overseas Student Ombudsman provides a free, independent and impartial service for overseas students who have a complaint or want to lodge an external appeal about a decision made by the College.

For more information refer to:

<https://www.ombudsman.gov.au/>

Conditions of Enrolment

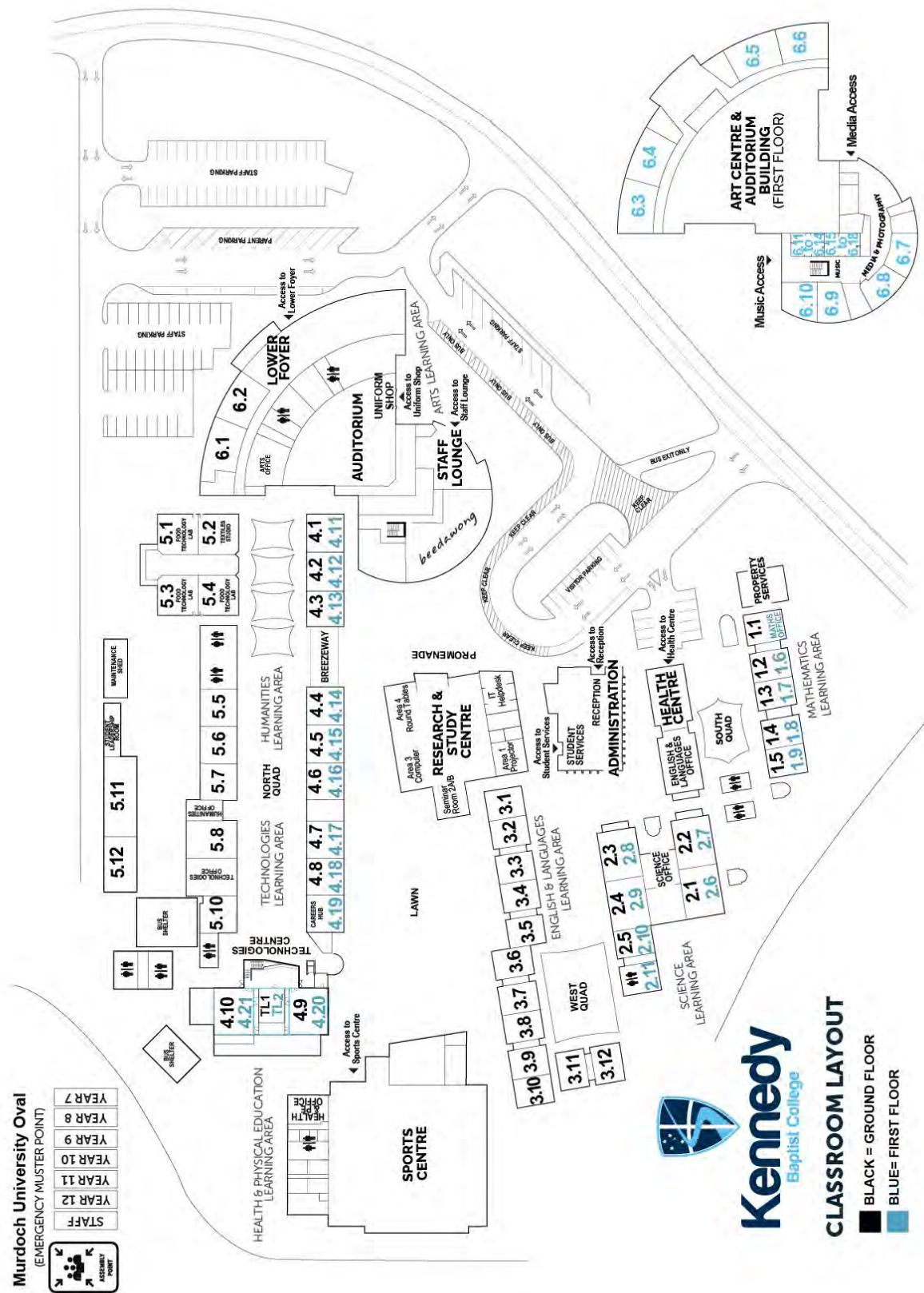
In accordance with ESOS legislation and regulations the following information is provided to students and parents/guardians seeking enrolment at Kennedy Baptist College:

Information for students and parents/guardians

Some of the key conditions that will apply should the student be accepted for enrolment at the College are that:

1. The student will participate fully in the life and programs of the College.
2. The parents/guardians will support fully both the student and the College in all activities.
3. Students are required to follow College policies as per this *International Student Handbook* and the *Kennedy Handbook*.
4. Students are required to attend all compulsory College functions and events such as College Sunday, Awards Night, Intra-School sport events, Camps etc. In the event that a student miss two of these functions or events during a year without a medical certificate, they will be asked to withdraw from the College.
5. The students are required to take an active role in developing their English language proficiency throughout their period of enrolment.
6. Students are required to attend their registered course on Campus and on a full-time basis.
7. Students are required to maintain satisfactory course attendance (at least 80%) in each school term.
8. Students must maintain satisfactory course progress by achieving a C grade or higher in each course.
9. Students must comply with the conditions of their student visas.
10. A student wishing to enrol must have a current passport.
11. It is a requirement that all applicable tuition fees and non-tuition fees are paid on enrolment and prior to the commencement of the course.
12. All fees are to be paid in Australian dollars.
13. Subsequent tuition fees and non-tuition fees must be paid in full upon receipt of an account and prior to the date shown.
14. The College reserves the right to change its fees for the following and consecutive academic years.
15. Students are obliged to notify the College of any change of address and contact details within seven (7) days whilst enrolled at the College. This includes but is not limited to homestay address, parent and guardian contact details, Overseas Student Health Cover (OSHC) and/or visa changes.
16. Where the College has approved the student's accommodation, support and welfare arrangements, the student requires College approval for any changes to arrangements **prior** to that change.
17. Holiday travel must be taken in the official school holidays. This is an important visa requirement and the Principal must approve any variation.
18. The College shall not be liable for any loss, damage or injury to persons or property. Students are advised to take out personal insurance to cover private property in addition to the compulsory OSHC.
19. Students seeking transfer from the College to another education provider before they have completed the first six (6) months of their study must seek permission from the College as outlined in the *Student Transfer Request Policy* in this Handbook.
20. Parents/legal custodians of students intending to withdraw from the College must give one (1) school term's notice in writing to avoid being charged a fee in lieu and to receive their bond payment.
21. Refunds are paid in accordance with the College's *Refund Policy* in this Handbook.
22. Information provided to the College may be made available to Commonwealth and State agencies as required by law.
23. The College may suspend or terminate enrolment at its discretion for failure to comply with these conditions or any other serious breach of College rules. This is subject to the *Complaints and Appeals Policy* in this Handbook.
24. The College is obliged to inform the Department of Home Affairs (DHA) of any change of status where a student who holds a student visa completes their program early, transfers to another educational provider, fails to meet their visa conditions, or otherwise have the expected duration of their course extended.

Appendix A: Kennedy Baptist College Map



Appendix B: Emergency Contacts

For **life-threatening** emergencies only, anywhere in Australia call **000**:

This applies for:

- An Ambulance
- The Police
- The Fire Brigade



Where **non-life-threatening**, but urgent, for POLICE ASSISTANCE call:

131 444

This may be for reporting:

- A disturbance or antisocial behaviour;
- A property-related incident for insurance purposes; or
- **Something which has happened in the past.**



If you are worried or concern about your safety or well being or been assaulted or abused, you can contact the Director of Students, Mr Andrew Dunn on

(+61) 8 9314 7722 during school hours

or adunn@kennedy.wa.edu.au

Mr Dunn will provide his mobile number at your pre-start orientation. Please keep this number with you at all times for after school hours contact



International Student Policies

- [*English Language Proficiency Policy*](#)
- [*Accommodation and Welfare Arrangements Policy*](#)
- [*Students Under 18 Welfare and Support Policy*](#)
- [*Course Attendance Policy*](#)
- [*Course Progress Policy*](#)
- [*Course Duration Policy*](#)
- [*Deferment, Suspension or Cancellation of Study Policy*](#)
- [*Refund Policy*](#)
- [*Student Transfer Request Policy*](#)
- [*Complaints and Appeals Policy*](#)

ENGLISH LANGUAGE PROFICIENCY POLICY

1. Policy

Kennedy Baptist College is a quality coeducational secondary school with students of diverse backgrounds, cultures and language. In order to enrol at the College, international students must demonstrate satisfactory entry-level English language proficiency, to:

- Successfully engage in their studies to achieve academic success.
- Ensure a smoother transition into daily life, school and adjustment to the Australian culture.
- Experience quality engagement and build relationships, both within and outside the classroom.
- Achieve tertiary entrance using their preferred pathway.

2. Purpose

The purpose of this Policy is to ensure applicant preparedness by clearly defining the prerequisites for English language proficiency.

In accordance with Standard 2 – *Recruitment of an overseas student*, in the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*, the College is required to have and implement a documented policy and process for assessing whether the overseas student's English language proficiency is sufficient to enable them to enter the course.

3. Scope

This Policy applies to international student visa applicants seeking enrolment at Kennedy Baptist College.

English language proficiency refers to an international student's ability to speak, write, read and comprehend English to a satisfactory standard to be accepted for enrolment at the College.

Kennedy Baptist College does not offer English Language Intensive Courses for Overseas Students (ELICOS) or English as a Second Language (ESL) in Years 7 to 10.

4. Assessing English Language Proficiency

The College will assess evidence of English language proficiency presented by an international student on receipt of their application of interest to enrol.

Requirements are set at a standard that will allow students to participate fully in the academic program for their intended entry Year level and the College will restrict enrolment entry to those students who demonstrate satisfactory English language proficiency.

Upon assessment of evidence provided, international students may be required to undergo further testing to be able to demonstrate English language proficiency, such as:

- The Phoenix Academy Internet-based English Proficiency Test (iPEPT)
- The Australian Education Assessment Services Test (AEAS)

International students who do not meet the required level of English language proficiency for their intended Year level are required to undertake ELICOS (English Language Intensive Course for Overseas Students) training at their own expense until their English proficiency has developed sufficiently to enrol at the College. An AEAS (Australian Education Assessment Services) test will be required within the final five weeks of ELICOS or as agreed. Enrolment at the College will be dependent on a placement being available at the time.

International students are required to take an active role in developing their English language proficiency throughout their period of enrolment.

If evidence, subsequent to an offer of enrolment, demonstrates that an applicant's English language proficiency is not satisfactory and below the level indicated in testing, the College has the right to cancel enrolment.

Exemption from this Policy will only be granted where satisfactory English language proficiency is evident and approved by the College Principal.

5. Standardised Testing

International students must submit a copy of a current iPEPT (Internet-based Phoenix English Proficiency Test) (or other agreed assessment) at the time of application to enrol.

A second post-ELICOS AEAS (Australian Education Assessment Services) test is required where students are to attend an AEAS test location to confirm competency.

5.1 Phoenix Academy iPEPT

To ensure standardised English language proficiency testing, the College requests an initial test via Perth-based Phoenix Academy, which offers online testing assessing English grammar, vocabulary, writing, reading and listening.

The Phoenix Academy General iPEPT test is \$50 - free of charge if applying to the College. Phoenix Academy (<https://www.phoenix.wa.edu.au/>) is the College's preferred ELICOS provider.

Refer to Appendix 1 for the English language proficiency levels required for each secondary school entry year, adapted from the Phoenix Academy's English Academic Model.

Phoenix Academy offers advice on the recommended ELICOS required according to an individual student's iPEPT results. The Phoenix Academy test will ascertain a student's English language proficiency and if applicable, suggest the recommended number of weeks of ELICOS for the student to achieve the required entry-level proficiency.

International students are required to study ELICOS full-time in Australia.

5.2 AEAS Test

The Australian Education Assessment Services (AEAS) provides testing specifically for primary and secondary school students, from non-English language backgrounds, wishing to study in Australian schools. Refer to the AEAS website for more information and test locations: <https://aeas.com.au/>. The cost of the AEAS test is approximately AUD\$500-\$600.

Within the final five weeks of ELICOS or as agreed, prior to starting at the College, international students are required to submit an AEAS English test result to demonstrate satisfactory English language proficiency.

The College will restrict enrolment to those students whose AEAS test results demonstrate the required levels of English proficiency.

Minimum AEAS scores required for each secondary school entry year:

Years 7 and 8: AEAS 61+

Years 9 and 10: AEAS 71+

Years 11 and 12: AEAS 80+

For more information on the AEAS Assessment Report: <https://aeas.com.au/frequently-asked-questions/the-aeas-report/>.

Failure to demonstrate competency in their AEAS test results will require the international student to study further ELICOS (and a further AEAS test) and will delay enrolment at the College.

Enrolment will then be dependent on a placement being available at that time.

APPENDIX 1: Phoenix Academy English Language Proficiency Requirements:

General English & CEFR LEVEL	ESL LEVEL	CEFR Level Descriptors	iPEPT Level	Expected Progress	Approx. IELTS Equivalent	Recommended ESL Entry Level
<i>Intermediate A</i> B1	Vocational	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.	40%	12 weeks	4	Secondary School: Years 7 and 8
<i>Intermediate B</i> B1+		Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics, which are familiar or of personal interest. Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.	50%	6-8 weeks	5	Years 9 and 10
<i>Upper Intermediate</i> B2	Academic	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions on their field of specialisation.	55%	6-8 weeks	5.5	Years 11 and 12
<i>Pre-Advanced</i> B2+		Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	60%	6-8 weeks	6	University: Bachelor Degree

KEYS TO TABLE:

CEFR – Common European Framework of Reference: Global Scale for Languages

iPEPT – Internet-Based Phoenix English Proficiency Test: Cumulative Percentage

IELTS – International English Language Testing System

ESL – English as a Second Language

Table notes:

1. *These approximate IELTS scores are only estimates and do not represent true IELTS results which can only be ascertained and awarded as a result of a student undertaking an IELTS test (academic module) at an official IELTS test centre.*
2. *Expected Progress – The anticipated weeks of study at an ESL level. This covers English: Speaking and Listening; Reading and Responding; and Writing and will vary depending on individual circumstances for example, commitment to learning, age and cultural differences*

ACCOMMODATION AND WELFARE ARRANGEMENTS POLICY

1. Policy

Kennedy Baptist College requires international students to live in safe and friendly environments conducive to good study habits, regular school attendance, academic progress and optimum achievement.

2. Purpose

The purpose of this Policy is to ensure compliance with *Standard 5 – Younger Overseas Students* and *Standard 2.1.11 – Accommodation Options* of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

3. Scope

This Policy applies to international student visa applicants seeking enrolment at Kennedy Baptist College, and to all international students and their parents/guardians for the duration of their enrolment at Kennedy Baptist College.

4. Accommodation and Welfare Requirements

The College requires all international students to have accommodation and support. The students' general welfare must be maintained for the duration of their enrolment.

To maintain their welfare, they must stay in Australia with:

- Their parents or legal custodians; or
- A relative who has been nominated by their parents or legal custodians, who is over the age of 21, of good character and approved by the Department of Home Affairs (DHA); or
- A DHA approved homestay provider nominated by their parents or legal custodian either independently, or through a reputable agency. This accommodation, support and general welfare arrangement must be approved by Kennedy Baptist College.

5. Relatives

Relatives are required to be nominated by the student's parents or legal custodians; be over the age of 21; be of good character; and, be eligible to remain in Australia until the student's visa expires or they turn 18.

- A **relative** can be a parent, spouse, de facto partner, brother or sister, step-parent, step-brother or step-sister, grandparent, aunt or uncle, niece or nephew, step-grandparent, step-aunt or step-uncle, step-niece or step-nephew.
- The relative may be an Australian citizen, a permanent resident or be **eligible** to remain in Australia until the student's visa expires or they turn 18.

- They must be of **good character** to visit or live in Australia. This means they must pass the character test and remain of good character. One way of showing this is by providing a police clearance from the countries in which they have lived for more than 12 months in the past 10 years after the age of 16.

More information on character requirements is available from the DHA website: <https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/character>

6. Homestay

If not living with parents, legal custodians or approved nominated relatives, international students are to live in an approved homestay during their enrolment at the College. It is in the student's best interests that a homestay offers an environment conducive to study, provides sustaining meals, a family environment and is not too far from the College and/or suitable transport facilities.

- Students living independently in a student house-sharing or flatting arrangement will not be allowed to attend the College.
- A student under the age of 18 living with a Homestay Carer requires a *Confirmation of Appropriate Accommodation and Welfare (CAAW)*, created at the same time as the student's *Confirmation of Enrolment (CoE)*. This provides evidence that the College accepts responsibility for approving the accommodation, support and general welfare arrangements for a student who is under the age of 18. Refer to the *Students Under 18 Welfare and Support Policy*.
- Where the College has approved the student's welfare and accommodation arrangements, the student requires the College's approval for any changes to welfare and accommodation arrangements **prior** to that change.

Please note that the College does not accept students under the age of 18 living in homestay, unless they are staying with a Homestay Carer who the College deems appropriate and who agrees to the College Representatives visiting the homestay on request to confirm the facilities and care are suitable and adequate. Refer to the *Students Under 18 Welfare and Support Policy*.

6.1 Recommended Homestay Providers

Kennedy Baptist College does not offer student boarding facilities. It is recommended that parents or legal custodians who do not have an approved relative or an approved homestay provider, contact the following homestay providers:

1. Tann Advisory & Management Services (TAMS): www.tannadvisory.com.au
2. Australian Homestay Network (AHN): www.homestaynetwork.org
3. International Student Accommodation Australia (ISAA): www.isaa.net.au

Parents and legal custodians should refer to the individual homestay provider websites for current fees. Both TAMS and ISAA provide homestay and/or guardianship services.

These providers are responsible for the vetting and homestay selection process, provision of appropriate documentation and training for providers accommodating international students.

6.2 Homestay Carer

The homestay carer must:

- Be over the age of 21 years;
- Live permanently in Perth;
- Be of good character;
- Hold a **Federal Police Clearance** (for hosting students of all ages) covering the last 10 years; and
- Hold a current **Working with Children Card (WWCC)** when hosting students under 18.

Recognising the importance of ensuring the safety and welfare of international students, Kennedy Baptist College requires homestay carers to meet the standards per *Appendix A: Australian Government Schools International Homestay Standards* of this Policy.

Homestay carers have to provide:

- A safe and welcoming homestay, family environment that will encourage students to experience life as a member of the family;
- A safe, secure, private bedroom for the student's sole use with a bed, desk, wardrobe, chair, adequate lighting for study purposes and heating and cooling facilities;
- Access to a shared or private bathroom;
- Access to kitchen, living areas, laundry facilities and shared areas of the home;
- All meals, as specified (usually breakfast and dinner during the week and breakfast, lunch and dinner on weekends and holidays);
- Internet access, etc.

The homestay carer is responsible for and required to:

- Ensure the student resides in their approved address at all times and notify the Registrar immediately if the student fails to do so or intends to move;
- Attend interviews with College staff, at enrolment and as required by the school;
- Contact the College regarding any student welfare, academic progress and attendance issues;
- Assist and support the student's attendance at the school and support the completion of homework assignments where required;
- Assist the student to access any necessary medical, dental, hospital or other health-related services, including making appointments and, where necessary, accompany the student to those appointments and if required advise the College of any medical issues;
- Must be available in the case of emergencies;
- Must be available to pick up the student from after-school tutoring, sport or extra-curricular activities; and

- Ensure that, when hosting students under 18, all occupants of the household who are over 17 years of age must have a current **Working with Children Card (WWCC)**.

7. Guardianship

Where international students will not be living with their parents, parents will be required to nominate a guardian (e.g. a legal custodian or a relative).

The College requires students to be under guardianship throughout their period of enrolment.

Guardianship is a legal relationship not able to be created or entered into by the College. Parents and/or legal custodians of international students must nominate their own guardian meeting the requirements of the Department of Home Affairs (DHA). Refer to the DHA website for information on welfare arrangements for students and *Form 157N - Student Guardianship Arrangements* required for the student visa application: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/welfare-arrangements-students-under-18>.

The guardian should be known to the student and be willing to assist them with support and advice whilst attending the College. They provide appropriate welfare arrangements and are responsible for organising appropriate accommodation and travel to and from Australia.

As the parents' nominated representative, the guardian will be required to sign College documents on behalf of the parents. This does not include the *Written Agreement* and any legal documents that must be signed by the parents and/or legal custodian.

Guardians will be required to act on behalf of the student's parent and oversee all aspects of the student's welfare while at the College, including:

- Meeting the student on arrival at Perth Airport;
- Regular ongoing contact with the student – weekly telephone contact and fortnightly face to face contact at the least;
- Acting on behalf of the student's parent;
- Ensuring that all financial obligations for the student's education are met;
- Ensuring that significant medical needs of the student are met and that the College and parents are kept informed;
- Liaising with the College on behalf of the student and their parents concerning any concerns, complaints or grievances;
- Giving written permissions for excursions;
- Being the emergency contact in case of student illness, injuries or medical assistance;
- Attending parent/teacher meetings (and other meetings which may be required from time to time) to discuss the academic progress of the student and reporting back to the parents;
- Being familiar with homestay and College rules and supportive in the application thereof; and
- Liaising with the homestay carer about the student's accommodation and welfare.

APPENDIX A: AUSTRALIAN GOVERNMENT SCHOOLS INTERNATIONAL HOMESTAY STANDARDS

<https://www.agsi.org.au/homestay-standards/>



Homestay accommodation standards are critical to the wellbeing of international students in schools.

Recognising the importance of ensuring the safety and welfare of under 18 international students and the requirements of the ESOS Act and the National Code 2018 and child protection legislation in each state and territory, Australian Government Schools International (AGSI) have compiled the following homestay standards.

Homestay Residence Standards

- A safe, secure, private bedroom for the student's sole use with suitable storage space for clothes, personal effects and study materials, and suitable facilities including a desk, a chair and adequate lighting for study purposes
- A clean home with appropriate furnishings suitable for a family and students
- Access to a shared or private bathroom, with reasonable time allowed for showers
- Access to the kitchen, living areas, laundry facilities and shared areas of the home
- Access to heating in winter and cooling in summer if required
- Household facilities and appliances comply with government regulations regarding safety standards
- Provision of keys, alarms or passwords required to have free access to the homestay residence.

Homestay Provider / Coordinator Responsibilities

- Ensure that all adults residing at any homestay have current checks and clearances for working with children as required by the appropriate state or territory regulatory body
- Conduct regular visits and assessments of the homestay with access to all areas of the homestay premises for the purposes of checking compliance with legislation and the homestay standards required by the education provider
- Ensure host families have appropriate insurance policy cover for students residing in their home
- Ensure there is regular training of host families, particularly in relation to hosting younger students under the age of 18
- Ensure there is a 24-hour emergency contact number that is known to students, host family and the education provider
- Maintain regular contact with host families, students and school staff as required.

Host Family Responsibilities

- Take on the role of a carer for students under the age of 18
- Provide a safe and welcoming homestay family environment that is conducive to the students' emotional, social, physical and educational wellbeing
- Encourage students to experience life as a member of the family and assist students to adapt to the new culture and life. Where suitable, include students in family related activities and events
- Ensure family members show interest in the student's culture and customs and are respectful of these
- Provide an orientation within the family home, the use of facilities and security. This should include household protocols, safety around the house including use of appliances, handling pets, and the use of shared areas or facilities such as swimming pools, internet and telephone; rules regarding visitors and appropriate times to return home during the week and on weekends
- Provide all meals – breakfast and lunch may be self-service and dinner should be a meal with the family. There should be a nutritional variety of food with some choice to accommodate cultural differences. Students should be advised of mealtimes
- Provide students with an orientation to the local area including public transport and getting to and from school; the location of shops, doctors or medical facilities; and recreation areas
- Ensure the student is aware of emergency numbers including 000, location of police stations and Australian laws pertaining to students under the age of 18
- Attend interviews with school staff, at enrolment, parent meetings and as required by the school
- Ensure that students are appropriately supervised at all times throughout the duration of residing in the homestay including:
 - maintaining suitable supervision of students outside of school hours
 - monitoring the student's general welfare including the students' social activities
 - contact the school regarding any student welfare, academic progress and attendance issues
- Notify the homestay coordinator two weeks in advance, or as soon as practicable if this is not possible, of any change of circumstances in the household including:
 - if the homestay provider proposes to materially change the homestay residence in such a way that will affect their ability to meet the homestay residence standards listed above
 - if the homestay provider is temporarily unable to provide accommodation or suitable supervision for periods of holidays or other periods
 - if the homestay provider intends to change address or contact details
- Ensure the student resides in their approved address at all times and notify the homestay coordinator and the school immediately if the student fails to do so or intends to move

- Assist and support the student's attendance at school and support the completion of homework assignments where required
- Meet with the international student coordinator or homestay coordinator, as required by the school/education provider
- Assist the student to access any medical, dental, hospital or other health-related services, including making appointments and, where necessary, accompany the student to those appointments and if required advise the school / homestay coordinator of any medical or health issues.



STUDENTS UNDER 18 WELFARE AND SUPPORT POLICY

1. Policy

Kennedy Baptist College is committed to ensuring the welfare and support of international students under the age of 18.

Where the College has taken on responsibility for the approval of accommodation, support and welfare arrangements for students under the age of 18, the College will ensure the arrangements are suitable, ongoing and appropriately managed until the student turns 18.

2. Purpose

The purpose of this Policy is to ensure compliance with *Standard 5 – Younger Overseas Students* of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code 2018)*.

Students and their parents/guardians must read this Policy in conjunction with the *Student Safety and Wellbeing Policy* available on the College website:

<https://www.kennedy.wa.edu.au/about/policies/>.

Staff must read this Policy in conjunction with the *Accommodation and Welfare Arrangements Policy*, the *Student Safety and Wellbeing Policy* and the *Child Protection Policies and Procedures* available on CompliSpace.

3. Scope

This Policy applies to staff and international student visa applicants (under the age of 18) seeking enrolment at Kennedy Baptist College, and applies for the duration of their enrolment until they turn 18.

Australian Migration Regulations 1994 require international student visa applicants to have suitable arrangements for accommodation, support and welfare if under the age of 18 (student visa condition 8532).

4. Welfare Defined

Welfare relates to the mental, physical, social and spiritual wellbeing of international students. These may include accommodation, disability, equity issues, financial matters, legal issues, medical issues, mental health, religious and spiritual matters, and stress management.

5. Student Safety and Wellbeing

Kennedy Baptist College is committed to being a child safe organisation and will demonstrate its leadership and commitment to student safety and wellbeing through the implementation of the National Principles for Child Safe Organisations.

The College provides a safe environment where students' rights, needs and interests are being met and where all students are protected from all forms of harm.

Students, families and the community can be confident that the College puts the best interest of students first and their safety and wellbeing is the centre of thought, values and actions.

5.1 Child Protection

The College takes seriously its responsibility to protect students from all forms of abuse and takes action that is considered in the best interests of the student, consistent with legal requirements and professional practice. This includes the provision of support to students who have been abused or are affected by abuse.

Areas of concern can include grooming, physical abuse, sexual abuse, emotional abuse, psychological abuse, family and domestic violence and neglect.

The Child Protection Policies and Procedures provide detailed guidance for staff on how to identify key risk indicators of child abuse and how to report concerns to the Principal. Detailed procedures are provided for the reporting of child abuse incidents to relevant authorities. Staff have access to Child Protection Policies and Procedures on CompliSpace:

<https://kennedy.cspace.net.au/ChildProtection>.

5.2 Information Provided to Students

The International Student Handbook provides information for students on:

- Who to contact in emergency situations, including contact numbers of a nominated staff member;
- How to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse; and
- General information on safety and awareness relevant to life in Australia.

In addition to the guidelines in the handbook, emergency contact information and information on sexual, physical or other abuse and how to report it, is also provided during the induction process for new students at the College. Through the Protective Behaviours Curriculum, continuous education is provided to students during their enrolment at the College.

6. Accommodation, Support and Welfare Arrangements

As per the *Accommodation and Welfare Arrangements Policy*, the College expects all international students to maintain their accommodation, support and general welfare arrangements for the duration of their enrolment.

To maintain their welfare, they must stay in Australia with:

- Their parents or legal custodian; or
- A relative who has been nominated by their parents or legal custodian who is over the age of 21, of good character and approved by the Department of Home Affairs (DHA); or
- A DHA approved homestay provider nominated by their parents or legal custodian either independently, or through a reputable agency. This accommodation, support and general welfare arrangement must be approved by Kennedy Baptist College.

Where the College has taken on responsibility under the Migration Regulations 1994 for approving the accommodation, support and general welfare arrangements (but not including

guardianship, which is a legal relationship not able to be created or entered into by the College) for a student under the age of 18, the College will ensure the arrangements are suitable, ongoing and appropriately managed until the student turns 18.

All reasonable efforts will be made by the College in close communication with parents and/or approved nominated guardians to assist students under the age of 18 with difficulties impacting their welfare arrangements and wellbeing.

7. Requirements for Approved Welfare Arrangements

In accordance with *Standard 5* of the *National Code 2018*, for students under the age of 18 who are not being cared for in Australia by a parent or an approved nominated guardian, the College will ensure that suitable accommodation, support and general welfare arrangements are in place for the period that the College is responsible for the student.

The College:

- a. Nominates the dates for which responsibility is accepted for approving the student's accommodation, support and general welfare arrangements (normally a few days prior to and after the enrolment period);
- b. Ensures any adults (18 years and over) involved in or providing accommodation, support and welfare arrangements to the student all have working with children clearances. This includes visitors who will be staying at the premises overnight;
- c. Verifies that the student's accommodation is appropriate to the student's age and needs:
 - prior to the accommodation being approved and then
 - at least every six months thereafter.
- d. Has a process for managing emergency situations and for when welfare arrangements are disrupted, for students under the age of 18, as part of *Critical and Emergency Incidents*; (Refer section 7.5 below)
- e. Maintains up-to-date records of the student's contact details, including the contact details of the student's parents and approved nominated guardian.
- f. Will advise the DHA of any change in accommodation arrangements:
 - As soon as practicable, if the student will be cared for by a parent or approved nominated guardian and a *Confirmation of Appropriate Accommodation and Welfare* (CAAW) is no longer required; or
 - Within 24 hours, if the College is no longer able to approve the student's accommodation, support and welfare arrangements.
- g. Will continue to approve the accommodation, support and welfare arrangements for a student whose enrolment has been suspended or cancelled until any of the following applies:
 - The student has alternative accommodation, support and welfare arrangements approved by another registered provider;
 - The DHA approved the care of the student by a parent, legal custodian or nominated guardian;
 - The student leaves Australia;

- The College has notified the DHA that it is no longer able to approve the student's accommodation, support and welfare arrangements;
- The College has taken the required action after not being able to locate or contact the student; or
- The student turns 18.

7.1 Confirmation of Enrolment

In accordance with Migration Regulations 1994, if the College is approving the accommodation, support and general welfare arrangements for the homestay student, the College will nominate the period for which it will take responsibility for the student. This period will be at least the *Confirmation of Enrolment* (CoE) plus seven (7) days to satisfy provision for appropriate accommodation, support and welfare arrangements.

7.2 Confirmation of Appropriate Accommodation and Welfare

The DHA requires students to have accommodation, support and welfare arrangements in place when they apply for a visa. The College will generate a *Confirmation of Appropriate Accommodation and Welfare* (CAAW) to accompany the homestay student's *Confirmation of Enrolment* (CoE). A CAAW cannot be generated without the details of the CoE.

The College nominates the start and end dates of welfare responsibility by completing and signing the CAAW generated via the Provider Registration and International Student Management System¹ (PRISMS).

The student's visa start and end dates will correspond with the dates in the CAAW, except if the student turns 18 during their course, when the end date will correspond with the student's 18th birthdate.

The student is not permitted to travel to Australia until the commencement date of welfare arrangements nominated by the College on the CAAW. For this reason, students must inform the Registrar (registrar@kennedy.wa.edu.au) of their intended arrival date in Australia.

Students under the age of 18 cannot remain in Australia unless the student's parent or approved nominated guardian is able to provide confirmation of suitable accommodation, support and welfare arrangements.

Where a student has a package arrangement of consecutive offers with more than one provider (e.g. ELICOS provider and secondary school provider), each provider must complete the CAAW with nominated start and end dates. Any gap in welfare arrangements will result in the student visa only being granted for the period of continuous care arrangements.

7.3 Parent or Approved Nominated Guardian

If a parent or approved nominated guardian takes responsibility for the accommodation, support and welfare arrangements of the student, this Policy and *Standard 5* of the *National Code 2018* does not apply, and the College does not need to complete a CAAW.

¹ PRISMS is the electronic interface system accessed by the College for processing information submitted to the Department of Home Affairs (DHA).

7.4 Fit and Proper Homestay Providers

All homestay providers are informed of their responsibilities about the placement of students under the age of 18. The homestay provider must:

- Meet the requirements outlined in the *Accommodation and Welfare Arrangements Policy*.
- Meet homestay standards as per the *Australian Government Schools International Homestay Standards (Appendix A)*.
- Ensure that each adult occupant (18 years or older, excluding other international students) residing at the homestay residence holds a current valid Working With Children Check. This includes visitors who will be staying at the premises overnight.
- Provide the College with copies of Working With Children Checks.
- Report immediately to the College any harm or reasonable suspicion of harm towards a homestay student.
- Participate in monitoring and reviews of the homestay arrangement.
- Not host any more than three (3) international students enrolled with any education provider.
- Notify the College of any unexplained absences, by the homestay student, from the homestay residence.
- Notify the College if the homestay carer is temporarily unable to provide accommodation for, or supervision of, the student.
- Notify the College of a change of address/contact details.

The College will assess the suitability of a homestay provider's accommodation prior to the accommodation being approved.

The College will, at least every six (6) months, monitor the ongoing accommodation, support and welfare arrangements to ensure that the students are placed in suitable care and are protected from harm to maximise their success while living and studying in Australia.

This will include:

- Regularly contacting the homestay carer by phone and/or email to discuss and review arrangements;
- Conducting 6 monthly site visits by completing the *Homestay Site Visit Checklist (Appendix B)*;
- Conducting informal meetings with homestay students to monitor adjustment; and
- Monitoring the Working With Children Checks of homestay carers to ensure all cards are current.

The College, being ultimately responsible for the student's accommodation, support and welfare arrangements, must be satisfied that the student is living in suitable accommodation. The College will provide feedback of its assessment to the homestay family.

7.5 Critical and Emergency Incidents

A critical or emergency incident involving a homestay student will be managed in accordance with the *International Students Critical and Emergency Incidents Policy*.

This includes students who go missing from approved accommodation and cannot be contacted. If, after a reasonable period of time since filing a missing person's report with the Police, the student has not been found and the College has contacted the DHA, parents/guardians and followed the *International Students Critical and Emergency Incidents Policy*, a *Non-Approval of Appropriate Accommodation and Welfare Arrangements* letter must be lodged on PRISMS.

Records of critical and emergency incidents will be kept for two (2) years after the student ceases to be enrolled at the College.

7.5.1 Response plan for managing emergency situations when welfare arrangements are disrupted

The following response plan has been developed for managing emergency situations which may disrupt a student under the age of 18's welfare arrangements without warning.

Examples of emergencies include:

- Homestay carer or approved nominated guardian experiences a personal emergency which results in disruption to their duty of care and responsibilities towards the student.
 - Homestay destroyed by fire or natural disaster.
 - Student's report of harm experienced at homestay.
- a. Contact the parent or approved nominated guardian and emergency contact and inform them of the situation.

The parent or legal custodian must advise the College if they have immediate, suitable DHA approved alternative homestay/guardianship arrangements and must complete a *Change of Homestay/Guardianship form* available from the Registrar.

The College must advise parents or legal custodians to notify DHA and to complete *Form 157N*. For information on welfare arrangements for students and *Form 157N - Student Guardianship Arrangements* required for the student visa application:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/welfare-arrangements-students-under-18>.

Form 157N does not have to be completed if the welfare will be provided via a CAAW.

- b. Where immediate emergency accommodation could not be arranged by the parents or legal custodians they may temporarily nominate the College, in writing via an email, to contact an approved homestay provider to assist with arrangements. Refer to the *Accommodation and Welfare Arrangements Policy*.
- c. If the student is under a CAAW the College will advise the DHA of any change in accommodation arrangements. DHA will provide further guidance in our response.
- d. The Registrar must inform the Principal, Director of Students, Head of Year and if applicable the College Councillor and Chaplain of the situation to provide necessary support to the student.

- e. If there has been a report of harm, refer to the *Child Protection Policies and Procedures* available on CompliSpace.

7.6 Requests to Change Agreed Accommodation Arrangements

Where the College has approved the student's accommodation, support and welfare arrangements, the student's parent or legal custodian requires the College's approval for any changes to welfare and accommodation arrangements **prior** to that change.

Students must obtain approval to change their accommodation, support and welfare arrangements if they wish to do so **after** their arrival in Australia.

If there is a change in a student's accommodation, support and welfare arrangements, the College will liaise with the student's parent or legal custodian or approved nominated guardian as required and inform the DHA.

Where the parent or legal custodian or approved nominated guardian takes responsibility for the welfare arrangements of the student and has provided written confirmation to that effect, the *PRISMS Approval to Change Accommodation and Welfare Arrangements letter* will be completed.

Should the College not approve requests for changes to agreed arrangements, and the student refuses to maintain the approved and agreed arrangements, the College will make all reasonable effort to immediately contact the student's parent or legal custodian, notify the DHA and the student that the College is no longer able to approve the student's accommodation, support and welfare arrangements. This will be reported to the DHA within 24 hours using the *Non-Approval of Appropriate Accommodation and Welfare Arrangements letter* in PRISMS. This will be considered a breach of the student's visa conditions and the student may have their visa cancelled and be subject to a three-year exclusion period. The DHA will contact the student directly to ensure visa implications are understood.

7.7 Gaps in Welfare Arrangements

If, after reasonable efforts to find suitable accommodation, support and welfare arrangements, a student under the age of 18 is left with a 'gap' period in care arrangements, the College must report this by lodging the *Non-Approval of Accommodation and Welfare Arrangements letter* on PRISMS. A breach of student visa conditions may lead to the cancellation of the student's visa by the DHA.

If a student is unable to make alternative suitable arrangements of which the College could approve, the student would be best advised to voluntarily return to the student's home country for the 'gap' period, to avoid breaching their visa conditions.

7.8 Term Breaks

Where open borders allow this, students are expected to return home to parents during term breaks. In cases where students continue to live in homestay or attend a camp or similar activity, the College Registrar is to be notified and arrangements must be approved by the College.

7.9 Non-Homestay Overnight Accommodation

Students under the age of 18 who wish to stay overnight at an address other than their approved homestay address, must submit to the College Registrar at least 10 working days

prior, a request in writing which has been signed by their homestay carer and parent or approved nominated guardian approving such accommodation. This request must be approved by the Principal prior to the date of the non-homestay overnight accommodation request.

7.10 Termination, Cancellation or Suspension of Student Enrolment

Where the College has taken responsibility in accordance with Migration Regulations 1994 for approving the accommodation, support and general welfare arrangements for a homestay student, and terminates, cancels or suspends their enrolment, the College will continue to check the suitability of arrangements for that student until:

- The student is accepted by another registered provider and the registered provider takes responsibility for approving the student's accommodation, support and welfare arrangements; or
- The student leaves Australia; or
- The College reports under Standard 5 of the National Code 2018 that it can no longer approve the arrangements for the student; or
- The student turns 18.

7.11 Termination of Homestay Arrangements

7.11.1 Termination by the Homestay Provider

The homestay provider may withdraw as a homestay carer by providing at least four (4) weeks written notice to the College prior to the termination date.

7.11.2 Termination by the College

The College may revoke the homestay arrangement by providing the homestay provider with notice to that effect, and also removing the student from the homestay residence in cases of allegations of child abuse and serious harm.

7.12 Terminating College Responsibility for Welfare Arrangements and Appeals Process

The College's responsibility for welfare arrangements will be terminated if alternative welfare arrangements have been put in place. In this circumstance, the College will confirm that the new welfare arrangements are formally in place before terminating the *Confirmation of Appropriate Accommodation and Welfare* (CAAW).

The College may terminate a CAAW where the College can no longer take responsibility for the student due to events, such as:

- A student refusing to observe reasonable standards of behaviour as outlined in the *Student Code of Conduct and Discipline Policy*;
- The student refusing to maintain College approved homestay arrangements;
- The homestay provider becoming unable to maintain arrangements;
- The student staying overnight at an address other than the approved homestay address, without parent or approved nominated guardian and College approval;

- The student's enrolment being cancelled by the College;
- The student goes missing from their accommodation and cannot be found or contacted.

The student will be notified in writing of the grounds for intended termination of College supported welfare arrangements by the Principal. A copy will be forwarded to the student's parent or approved nominated guardian.

The student has a right to appeal the decision to terminate College approval for accommodation, support and welfare within 10 working days of written notification, as outlined in the *International Student Complaints and Appeals Policy*.

A written outcome of the appeal will be forwarded to the student within 10 working days. If the appeal outcome is unsuccessful, or an appeal is not received within 10 working days, the student's parent or approved nominated guardian will be notified that the College is terminating approval for accommodation, support and welfare arrangements. Alternative welfare arrangements for the student will be requested in accordance with the provisions in this Policy.

APPENDIX A: AUSTRALIAN GOVERNMENT SCHOOLS INTERNATIONAL HOMESTAY STANDARDS

www.agsi.org.au/homestay-standards



Homestay accommodation standards are critical to the wellbeing of international students in schools.

Recognising the importance of ensuring the safety and welfare of under 18 international students and the requirements of the ESOS Act and the National Code 2018 and child protection legislation in each state and territory, Australian Government Schools International (AGSI) have compiled the following homestay standards.

Homestay Residence Standards

- A safe, secure, private bedroom for the student's sole use with suitable storage space for clothes, personal effects and study materials, and suitable facilities including a desk, a chair and adequate lighting for study purposes
- A clean home with appropriate furnishings suitable for a family and students
- Access to a shared or private bathroom, with reasonable time allowed for showers
- Access to the kitchen, living areas, laundry facilities and shared areas of the home
- Access to heating in winter and cooling in summer if required
- Household facilities and appliances comply with government regulations regarding safety standards
- Provision of keys, alarms or passwords required to have free access to the homestay residence.

Homestay Provider / Coordinator Responsibilities

- Ensure that all adults residing at any homestay have current checks and clearances for working with children as required by the appropriate state or territory regulatory body
- Conduct regular visits and assessments of the homestay with access to all areas of the homestay premises for the purposes of checking compliance with legislation and the homestay standards required by the education provider
- Ensure host families have appropriate insurance policy cover for students residing in their home
- Ensure there is regular training of host families, particularly in relation to hosting younger students under the age of 18
- Ensure there is a 24-hour emergency contact number that is known to students, host family and the education provider
- Maintain regular contact with host families, students and school staff as required.

Host Family Responsibilities

- Take on the role of a carer for students under the age of 18
- Provide a safe and welcoming homestay family environment that is conducive to the students' emotional, social, physical and educational wellbeing

- Encourage students to experience life as a member of the family and assist students to adapt to the new culture and life. Where suitable, include students in family related activities and events
- Ensure family members show interest in the student's culture and customs and are respectful of these
- Provide an orientation within the family home, the use of facilities and security. This should include household protocols, safety around the house including use of appliances, handling pets, and the use of shared areas or facilities such as swimming pools, internet and telephone; rules regarding visitors and appropriate times to return home during the week and on weekends
- Provide all meals – breakfast and lunch may be self-service and dinner should be a meal with the family. There should be a nutritional variety of food with some choice to accommodate cultural differences. Students should be advised of mealtimes
- Provide students with an orientation to the local area including public transport and getting to and from school; the location of shops, doctors or medical facilities; and recreation areas
- Ensure the student is aware of emergency numbers including 000, location of police stations and Australian laws pertaining to students under the age of 18
- Attend interviews with school staff, at enrolment, parent meetings and as required by the school
- Ensure that students are appropriately supervised at all times throughout the duration of residing in the homestay including:
 - maintaining suitable supervision of students outside of school hours
 - monitoring the student's general welfare including the students' social activities
 - contact the school regarding any student welfare, academic progress and attendance issues
- Notify the homestay coordinator two weeks in advance, or as soon as practicable if this is not possible, of any change of circumstances in the household including:
 - if the homestay provider proposes to materially change the homestay residence in such a way that will affect their ability to meet the homestay residence standards listed above
 - if the homestay provider is temporarily unable to provide accommodation or suitable supervision for periods of holidays or other periods
 - if the homestay provider intends to change address or contact details
- Ensure the student resides in their approved address at all times and notify the homestay coordinator and the school immediately if the student fails to do so or intends to move
- Assist and support the student's attendance at school and support the completion of homework assignments where required
- Meet with the international student coordinator or homestay coordinator, as required by the school/education provider
- Assist the student to access any medical, dental, hospital or other health-related services, including making appointments and, where necessary, accompany the student to those appointments and if required advise the school / homestay coordinator of any medical or health issues.

HOMESTAY SITE VISIT CHECKLIST

Student: Year:

1. Homestay Provider Details:

Privacy Statement:	Kennedy Baptist College is collecting and recording information about you and your home for the purposes of ongoing monitoring of homestay arrangements. Ongoing monitoring is required to ensure the College is discharging its duty of care to students and also to ensure compliance with Commonwealth legislation regarding international students (Standard 5 of the ESOS National Code of Practice for Providers of Education and Training to Overseas Students 2018).		
Host Name:			Occupation:
Address:			
Contact Details:	(H):	(W):	(M):
Email(s):			
Number of years of experience as a homestay provider:			
WWCC:	Card Number:	Expiry Date:	
Copy provided to the College: <input type="checkbox"/> Yes <input type="checkbox"/> No It is a requirement that the College have copies on file.			
Provide reasons if No:			

2. Family members/Other Occupants residing in the home:

It is a requirement that each adult occupant (18 years or older, excluding other international students) residing at the homestay residence holds a current valid Working With Children Check, when hosting students under the age of 18. Copies of Working With Children Checks must be provided to the College.

#	Name	Age	M/F	WWCC (if applicable)	Relationship to homestay provider	Occupation
1				Card No: Expiry Date:		
2				Card No: Expiry Date:		
3				Card No: Expiry Date:		
4				Card No: Expiry Date:		
5				Card No: Expiry Date:		
6				Card No: Expiry Date:		
Are there any young person in the home turning 18 in next 6 months? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Are there plans for any adults to move into the home in the near future? <input type="checkbox"/> Yes <input type="checkbox"/> No						

3. Other international students currently residing in the home:

#	Name	Age	M/F	School (currently attending)	Nationality	Length of stay
1	Student whose name appears at the top of this Form			Kennedy		
2						
3						

It is a requirement that not more than three (3) international students are hosted by the homestay provider at any one time.

Comments:

4. Homestay facilities and environment:

Discuss/Check	Observations, comments & updates
Type of residence: <input type="checkbox"/> House <input type="checkbox"/> Flat <input type="checkbox"/> Unit <input type="checkbox"/> Other:	
Heating and cooling in house and bedroom:	Adequate: <input type="checkbox"/> Yes <input type="checkbox"/> No Changes?
Furniture / utilities available in student's room (e.g. bed, wardrobe, desk, bookcase, study lamp)	Adequate: <input type="checkbox"/> Yes <input type="checkbox"/> No Changes?
Home appears clean, safe and well-maintained?	Adequate: <input type="checkbox"/> Yes <input type="checkbox"/> No Changes?
Observations of living spaces and conditions (e.g. is it adequate, access to a shared or private bathroom, access to kitchen, living areas, laundry facilities and shared areas of the home)	
Cleanliness of kitchen, bathroom/s, bedrooms and general living areas (please specify)	
Any changes since the previous visit (e.g. shared facilities)?	Adequate: <input type="checkbox"/> Yes <input type="checkbox"/> No Changes?
Computer/internet access	Adequate: <input type="checkbox"/> Yes <input type="checkbox"/> No Changes?
Are there any restrictions on internet and non-homework screen use?	Adequate: <input type="checkbox"/> Yes <input type="checkbox"/> No Changes?
Distance from homestay to local amenities in km and minutes (i.e. shops, banks etc):	
Is the Homestay provider able to pick the student up or provide a bicycle for after-school tutoring or extra-curricular or sporting activities?	
Languages spoken in the home:	

Discuss/Check	Observations, comments & updates
Is English proficiency reinforced/encouraged?	
Student included in suitable family activities (e.g. Christmas, New Year, birthdays, Easter)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is student allowed to bring friends 'home'?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If the student is hungry, can they help themselves to a snack or do they have to wait for mealtimes?</p> <p>Do you keep the refrigerator or food cupboards locked?</p> <p>Describe a typical meal and a between-meal snack (e.g. 2-minute noodles, fruit, cakes, rice)</p>	
<p>Discuss any issues with:</p> <ul style="list-style-type: none"> • students' dietary requirements • religious or spiritual requirements • special needs (e.g. health conditions, mobility issues, previous mental health condition) • assisting students to get to and from after school activities, social and sporting events • attending social/networking functions organised by the school • emergency placements (if applicable) 	
Have this student's parent/s visited you and seen your home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of pets (if any):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Smokers: If Yes, inside or outside?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Smoke alarms Mandatory</p> <p>Requirements discussed (e.g. maintenance and replacement)</p>	<p>Adequate: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Changes?</p>
<p>Will student always return to parents' home for school holidays?</p> <p>If not, where will they go?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Child Protection and Wellbeing:</p> <p>Reminder about obligations to:</p> <ul style="list-style-type: none"> • Immediately report to the College any harm or reasonable suspicion of harm towards a homestay student. • Ensure the student is aware of emergency numbers including 000 and location of police stations. • Immediately report when the student goes missing and cannot be contacted. • Notify the College of any unexplained absences, by the homestay student, from the homestay residence. 	<input type="checkbox"/> Yes <input type="checkbox"/> No

Discuss/Check	Observations, comments & updates
<ul style="list-style-type: none"> Notify the College if the homestay family is temporarily unable to provide accommodation for, or supervision of, the student. Ensure the homestay provider has the contact number for the Director of Students for any emergency situations. 	Director of Students' business card provided to homestay provider: <input type="checkbox"/> Yes <input type="checkbox"/> No
Student health and wellbeing: Note any observations of the homestay provider, issues or concerns.	
Is the student complying with the homestay rules? Any concerns to be noted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any issues with the student's school attendance or course progress? Any concerns to be noted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the student working? If yes, are they working up to 40 hours in a fortnight? A fortnight means the period of 14 days starting on a Monday.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Communication with the College: Any issues or concerns to be noted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Transport: How does the student travel to and from school? How long does it take? If you selected 'vehicle', who will be driving? Current drivers' licence status? Vehicle appears to be in good condition? Is the Homestay provider able to pick the student up or provide a bicycle for after-school tutoring (or extra-curricular or sporting activities)?	<input type="checkbox"/> Bus <input type="checkbox"/> Cycle <input type="checkbox"/> Walk <input type="checkbox"/> Vehicle <input type="checkbox"/> Train <input type="checkbox"/> Other: <input type="checkbox"/> Provisional Red <input type="checkbox"/> Provisional Green <input type="checkbox"/> Full Licence <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Address: Are you considering moving to a new house in the near future? Explain the necessity to notify the College, by providing at least four (4) weeks written notice of the intention to move.	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Site Visit performed by:

Name:	Signature

6. Student Interview:

Date:	Notes / Comments
Chat to the student – are they happy in their homestay? Any adjustment issues? Do they feel safe? Ask if there are any issues or concerns with their homestay. Do they have any complaints?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Communication with the College: Any issues?	<input type="checkbox"/> Yes <input type="checkbox"/> No

7. Overall Assessment:

Do we consider the accommodation and welfare arrangements to be suitable and that the student is appropriately care for? <input type="checkbox"/> Yes <input type="checkbox"/> No Any inadequacies? Negative vibes? Earlier follow-up required? Comments:

Notes:



COURSE ATTENDANCE POLICY

1. Policy

Kennedy Baptist College is committed to assisting international students to meet attendance requirements and to maintain satisfactory attendance.

2. Purpose

The purpose of this Policy is to ensure compliance with the Department of Home Affairs student visa condition 8202 and *Standard 8 – Overseas Student Visa Requirements* of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

3. Scope

This Policy applies to staff, international students and parents/guardians for the duration of their enrolment at Kennedy Baptist College.

Staff should read this Policy in conjunction with the *Attendance Policy* available on CompliSpace.

Students and parents/guardians should read this Policy in conjunction with the *Attendance Policy* in the *Kennedy Handbook* available on the College website: <https://www.kennedy.wa.edu.au/about/policies/>.

4. Definition

Compassionate or compelling circumstances are generally those beyond the control of the international student and which have an impact upon the student's course progress or well-being. These could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- A traumatic experience, which could include:
 - Involvement in, or witnessing of a serious accident; or
 - Witnessing or being the victim of a serious crime, and this has impacted on the student. These cases should be supported by police or psychologists' reports.

5. Satisfactory Course Attendance

The College expects 100% attendance from all students.

However, as a visa condition, international students are required to achieve satisfactory course attendance which, at a minimum, must be 80% of the scheduled contact hours in each school term.

6. Attendance Requirements

Attendance from the first day to the last day of each school term is compulsory.

It is compulsory that students attend their course at Kennedy Baptist College on a full-time basis, that is Monday to Friday from 8:15am to 3:15pm, except during public holidays and end of term school holidays.

Students are required to be punctual and to be present from 8:15am to 3:15pm.

7. Absences

Any absences must be advised in writing and a medical certificate from a registered medical practitioner is required after two or more days' absence from school.

Parents/guardians of students who need to attend appointments or who will be absent during class times, should notify Student Services by 9:00am on the day of absence by either:

- Explaining the absence in writing by email to attendance@kennedy.wa.edu.au;
- By a phone call to the Absentee line (08 6188 0698); or
- By completing the *Online Absentee Form* available on the College website: <https://www.kennedy.wa.edu.au/kennedy-community/parent-information/online-absentee-form/>.

The College monitors students' attendance throughout each school day. All parents/guardians are notified of absences daily via text messages.

A *Leave of Absence Form* obtained from Student Services or the Registrar, is to be completed if a student needs to be absent from school for an extended period of time for **compassionate or compelling circumstances**. Parents/guardians are required to notify the Principal in writing via the *Leave of Absence Form* prior to the extended period of absence in order to obtain permission for the absence.

Parents/guardians must notify the student's Head of Year who will assist the student by providing schoolwork to be completed during their absence.

If a student is absent from the College without permission or leaves the College without permission, the following policy applies:

1st Instance	Parents/guardians are informed. The student is suspended for one day.
2nd Instance	Parents/guardians are informed. The student is suspended for one day.
3rd Instance	Parents/guardians are informed. The student is excluded from the College.

8. Monitoring Course Attendance

To ensure international students complete their course within the duration specified in their *Confirmation of Enrolment (CoE)* and achieve academic success, the College monitors each student's attendance. Students who fail to attend school are monitored and followed up by the College.

Student attendance is:

- Recorded by class teachers during form and at the beginning of every period of class during the day; and
- Checked daily by the Attendance Officer with a daily Absentee list given to the Director of Students.

Twice a term an Attendance Report is provided to the Director of Students. Students at risk of breaching the attendance rate are highlighted.

The Director of Students is responsible for monitoring international student attendance.

9. Failing Satisfactory Course Attendance

Where an international student fails to meet satisfactory course attendance, they risk disciplinary action, breaching their student visa conditions, having their *Confirmation of Enrolment (CoE)* cancelled and their student visa revoked. The College must report international students who do not meet course attendance requirements to the Department of Home Affairs (DHA).

The College is proactive in notifying and counselling students who are at risk of failing to meet satisfactory course attendance.

10. Intervention Strategies

If an international student is not achieving satisfactory course attendance or has been absent for more than five (5) consecutive days without approval, the Director of Students will request an interview with the student and their parent/guardian. In the interview the student will need to:

- Provide reasons for their poor attendance record. Where the student provides documentary evidence that **compassionate or compelling circumstances** exist for their poor attendance record, the College will keep copies of these documents in the student's file; and
- Negotiate a plan of action to achieve satisfactory attendance.

The plan of action will include strategies to assist the student in liaison with their parent/guardian and may include:

- Attending extra tuition and support to be organised;
- Personal strategies to encourage the student to attend school; and/or
- Counselling and continued monitoring of attendance.

All meetings and strategies arranged are documented throughout.

The student will be reminded:

- Of the College's *Attendance Policies*. (Available in the *Kennedy Handbook* on the College website);
- That maintaining satisfactory course attendance is a College and student visa requirement; and
- That failing to meet satisfactory course attendance will require the College to report the student to the Department of Home Affairs (DHA) and the student's visa may be cancelled.

Assessing whether a student is achieving satisfactory course attendance or not is done on a case-by-case basis, using our professional judgement and discretion, in accordance with policies and procedures.

Should the student not achieve satisfactory course attendance in the next school term, even though all strategies have been implemented to assist the student, including advising parents/guardians, the College is obligated to notify the Department of Home Affairs (DHA) which may result in the cancellation of their student visa.

10.1 Strategy for Student Attendance Below 80%

The College may decide not to report a student for breaching the attendance requirements if the student is still attending at least 70% and the student provided genuine evidence demonstrating that **compassionate and compelling circumstances** exist. The College will continue to monitor and support the student, as per section 10 above, in completing their course within the expected duration specified in their *Confirmation of Enrolment (CoE)*.

Where a student is assessed as having nearly reached the threshold of 70% attendance for the school term, the Director of Students will assess whether a suspension of studies is in the best interest of the student in accordance with the *Deferment, Cancellation or Suspension of Study Policy*.

If the student does not obtain a suspension of studies in accordance with the *Deferment, Cancellation or Suspension of Study Policy*, and falls below the 70% threshold for attendance for the school term, the process for reporting the student for unsatisfactory attendance will occur as outlined in sections 11 and 12 below.

11. Notice of Intent to Report

Where the College has assessed that a student is not achieving satisfactory course attendance despite implementing strategies for improvement, the Director of Students will request a meeting with the student and their parent/guardian.

The purpose of this meeting is to inform the student and their parent/guardian of the College's intention to report unsatisfactory course attendance to the DHA:

- When a student and their parent/guardian failed to respond to interview requests or attend interview meetings;
- When a student and their parent/guardian failed to provide evidence demonstrating compassionate and compelling circumstances;
- The student fails to meet the intervention strategies; or
- The student fails to achieve satisfactory course attendance in the next school term, even though all steps have been taken to assist the student.

During this meeting, the Director of Students will present the *Notice of Intent to Report* to the student and their parent/guardian and inform the student of the reasons for the intention to report. The written notice will be explained to the student and their parent/guardian to ensure they fully understand the implications of the report to be made to the DHA. The student will be required to sign the written notice in the presence of their parent/guardian and the Director of Students.

The student will be informed that they are able to access the College's internal complaints and appeals process and that they have 20 working days in which to do so. A copy of the signed notice will be handed to the student, a copy scanned and emailed to their parent/guardian and the original will be placed on the student's file.

The College will not report until the process is completed and the student has either lost their appeal or not accessed the complaints and appeals process within 20 working days of being notified of the College's intention to report.

During the complaints and appeals process and provided the student has not exhausted options available under the College *Discipline Policy* for inappropriate behaviour, the student's enrolment will continue without prejudice.

12. Reporting Breach of Visa Condition 8202

The Registrar reports to the Department of Home Affairs (DHA) through PRISMS that the student is not achieving satisfactory course attendance when:

- The Internal and External Complaints And Appeals Process have been completed and resulted in a decision supporting the College;
- The student has chosen not to access the Internal Complaints and Appeals Process within the 20-working day period;
- The student has chosen not to access the External Complaints and Appeals Process; or
- The student withdraws from the internal or external appeals process by notifying the College in writing.

The student and their parent/guardian are notified in writing that:

- The student's *Confirmation of Enrolment (CoE)* has been cancelled;
- The student can no longer attend the College; and
- The student should seek advice from the DHA on the potential impact on their student visa.

Also refer to the *Deferment, Cancellation or Suspension of Study Policy*.

COURSE PROGRESS POLICY

1. Policy

Kennedy Baptist College is committed to assisting international students to achieve academic success, meet course progress requirements and complete their studies within the duration of their Confirmation of Enrolment.

2. Purpose

The purpose of this Policy is to ensure compliance with the Department of Home Affairs student visa condition 8202 and *Standard 8 – Overseas Student Visa Requirements* of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

3. Scope

This Policy applies to staff, international students and parents/guardians for the duration of their enrolment at Kennedy Baptist College.

Staff should read this Policy in conjunction with the *Assessment Policy* available on CompliSpace.

Students and parents/guardians should read this Policy in conjunction with the *Assessment Policy* available on the College website: <https://www.kennedy.wa.edu.au/about/policies/>.

4. Definition

Compassionate or compelling circumstances are generally those beyond the control of the international student and which have an impact upon the student's course progress or well-being. These could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- A traumatic experience, which could include:
 - Involvement in, or witnessing of a serious accident; or
 - Witnessing or being the victim of a serious crime, and this has impacted on the student. These cases should be supported by police or psychologists' reports.

5. Satisfactory Course Progress

Students must maintain satisfactory course progress by achieving a C grade or higher in each course.

6. Assessing Course Progress

Course progress is monitored according to each course's assessment requirements.

To ensure international students complete their course within the duration specified in their *Confirmation of Enrolment (CoE)* and achieve academic success, the College monitors each student's course progress. Students who are at risk of failing to achieve satisfactory course progress are monitored and followed up by the College.

The Director of Students, in consultation with the Deputy Principal Curriculum and the Head of Year, is responsible for monitoring international student course progress.

7. Reporting Course Progress

The College monitors each student's academic performance in accordance with the College *Assessment Policy*. Ongoing course progress is provided via SEQTA Engage, the parent online portal, accessible from the College website: <https://www.kennedy.wa.edu.au/kennedy-community/parent-information/seqta/>.

The College reports student achievement and course progress at the end of Semester 1 and at the end of Semester 2. It is the parent/guardian's responsibility to regularly check student progress through SEQTA and emails. Term 1 also offers Parent Teacher interviews to discuss student progress. (Semester 1 being Terms 1 & 2; Semester 2 being Terms 3 & 4).

8. Failing Satisfactory Course Progress

Where an international student fails to meet satisfactory course progress, they risk breaching their student visa conditions, having their *Confirmation of Enrolment (CoE)* cancelled and their student visa revoked. The College must report international students who do not meet course progress requirements to the Department of Home Affairs (DHA).

The College is proactive in notifying and counselling students who are at risk of failing to meet satisfactory course progress.

9. Intervention Strategies

If an international student is at risk of not achieving satisfactory course progress, the Director of Students will request an interview with the student and their parent/guardian to develop an intervention strategy for academic improvement. In the interview the student will need to:

- Provide reasons for their poor course progress. Where the student provides documentary evidence that **compassionate or compelling circumstances** exist for their poor course progress, the College will keep copies of these documents in the student's file; and
- Negotiate a plan of action to achieve satisfactory course progress.

The plan of action will allow sufficient time for the student to improve their academic performance and achieve satisfactory course progress. The plan will include strategies to assist the student in liaison with their parent/guardian and may include:

- Attending extra tuition and mentoring;
- Timetabling adjustments and/or change in course selection;
- Personal strategies to encourage the student to complete the course requirements;

- Study skills, reading, research and learning strategies support;
- Study groups;
- Counselling and continued monitoring of course progress; and/or
- Other intervention strategies as deemed necessary.

All meetings and strategies arranged are documented throughout.

The student will be reminded:

- Of the College's *Homework and Study and Assessment Policies*. (Available on the College website and in the *Kennedy Handbook*);
- That maintaining satisfactory course progress is a College and student visa requirement; and
- That failing to meet satisfactory course progress will require the College to report the student to the Department of Home Affairs (DHA) and the student's visa may be cancelled.

Determining whether a student is achieving satisfactory course progress or not is done on a case-by-case basis, using our professional judgement and discretion, in accordance with policies and procedures.

The Director of Students, in consultation with the Deputy Principal Curriculum and the Head of Year will discuss towards the end of each term (within the period specified in the action plan), whether there has been an improvement in the student's assessment tasks and grades and their participation in class activities.

Should the student not achieve satisfactory course progress, even though all strategies have been implemented to assist the student, including advising parents/guardians, the College is obligated to notify the DHA which may result in the cancellation of their student visa.

The College will continue to monitor and support the student in completing their course within the expected duration specified in their *Confirmation of Enrolment (CoE)*.

10. Notice of Intent to Report

Where the College has determined that a student is not achieving satisfactory course progress despite implementing strategies for improvement, the Director of Students will request a meeting with the student and their parent/guardian.

The purpose of this meeting is to inform the student and their parent/guardian of the College's intention to report unsatisfactory course progress to the DHA:

- When a student and their parent/guardian failed to respond to interview requests or attend interview meetings;
- The student fails to meet the intervention strategies; or
- The student fails to achieve satisfactory course progress even though all steps have been taken to assist the student.

During this meeting, the Director of Students will present the *Notice of Intent to Report* to the student and their parent/guardian and inform the student of the reasons for the intention to report. The written notice will be explained to the student and their parents/guardians to

ensure they fully understand the implications of the report to be made to the DHA. The student will be required to sign the written notice in the presence of their parent/guardian and the Director of Students.

The student will be informed that they are able to access the College's Internal Complaints and Appeals Process and that they have 20 working days in which to do so. A copy of the signed notice will be handed to the student, a copy scanned and emailed to their parent/guardian and the original will be placed on the student's file.

The College will not report to the Department of Home Affairs (DHA) until the process is completed and the student has either lost their appeal or not accessed the Complaints and Appeals Process within 20 working days of being notified of the College's intention to report.

During the Complaints and Appeals Process and provided the student has not exhausted options available under the College Discipline Policy for inappropriate behaviour, the student's enrolment will continue without prejudice.

11. Reporting Breach of Visa Condition 8202

The Registrar reports to the Department of Education through PRISMS that the student is not achieving satisfactory course progress when:

- The Internal and External Complaints and Appeals Process have been completed and resulted in a decision supporting the College;
- The student has chosen not to access the Internal Complaints and Appeals Process within the 20-working day period;
- The student has chosen not to access the External Complaints and Appeals Process; or
- The student withdraws from the Internal or External Appeals Process by notifying the College in writing.

The student and their parent/guardian are notified in writing that:

- The student's *Confirmation of Enrolment (CoE)* has been cancelled;
- The student can no longer attend the College; and
- The student should seek advice from the DHA on the potential impact on their student visa.

Also refer to the *Deferment, Cancellation or Suspension of Study Policy*.

COURSE DURATION POLICY

1. Policy

Kennedy Baptist College is committed to assisting international students to complete their studies within the duration specified in their Confirmation of Enrolment.

2. Purpose

The purpose of this Policy is to ensure compliance with the Department of Home Affairs (DHA) *Student Visa Condition 8202* and *Standard 8 – Overseas Student Visa Requirements* of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

3. Scope

This Policy applies to staff and international students and parents/guardians for the duration of their enrolment at Kennedy Baptist College.

This Policy is to be read in conjunction with the *International Student Course Attendance Policy*, *Course Progress Policy* and the *Deferment, Cancellation or Suspension of Study Policy*.

4. Definition

Compassionate or compelling circumstances are generally those beyond the control of the international student and which have an impact upon the student's course progress or well-being. These could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- A traumatic experience, which could include:
 - Involvement in, or witnessing of a serious accident; or
 - Witnessing or being the victim of a serious crime, and this has impacted on the student. These cases should be supported by police or psychologists' reports.

5. Monitoring Course Duration

To ensure international students complete their course within the duration specified in their *Confirmation of Enrolment (CoE)* and achieve academic success, the College monitors each student's course progress and course attendance. Students at risk are monitored and followed up by the College as per the *Course Attendance Policy* and the *Course Progress Policy*.

The Registrar is responsible for monitoring international student course duration and will notify the Director of Students of any students at risk.

6. Grounds for Extension of Course Duration

The College will only extend the duration of an international student's enrolment where it is clear that the student will not be able to complete their course by the expected date because:

- The College has assessed that there are **compassionate or compelling circumstances** and there is evidence to support this assessment;
- The College has implemented, or is in the process of implementing, an intervention strategy for the student because they are at risk of **not meeting course progress** requirements (refer *Course Progress Policy*); or
- An **approved deferral or suspension of the student's enrolment** has been granted in accordance with the *Deferment, Cancellation or Suspension of Study Policy*.

7. Extension Granted

Where the College decides to extend the duration of the student's enrolment, the College will:

- Report this change via PRISMS within 14 days; and/or
- Issue a new *Confirmation of Enrolment (CoE)*, if required, to the student and their parent/guardian; and
- Advise the student and their parent/guardian to contact the Department of Home Affairs (DHA) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

DEFERMENT, SUSPENSION OR CANCELLATION OF STUDY POLICY

1. Policy

Prior to enrolment, Kennedy Baptist College is committed to providing clear and accurate information to international student visa applicants about the grounds on which an enrolment can be deferred, suspended or cancelled.

2. Purpose

The purpose of this Policy is to ensure compliance with the Department of Home Affairs (DHA) *Student Visa Condition 8202, Standard 8 – Overseas Student Visa Requirements and Standard 9 – Deferring, suspending or cancelling the overseas student’s enrolment of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)*.

3. Scope

This Policy applies to staff and international students and parents/guardians for the duration of their enrolment at Kennedy Baptist College.

4. Definitions

Compassionate or compelling circumstances are generally those beyond the control of the international student and which have an impact upon the student’s course progress or well-being. These could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student’s studies; or
- A traumatic experience, which could include:
 - Involvement in, or witnessing of a serious accident; or
 - Witnessing or being the victim of a serious crime, and this has impacted on the student. These cases should be supported by police or psychologists’ reports.

Extenuating circumstances are when the international student’s health or wellbeing, or the wellbeing of others, is likely to be at risk. This may include, but is not limited to when the student:

- Refuses to maintain approved accommodation, support and welfare arrangements (for students under the age of 18);
- Is missing;

- Has medical concerns, severe depression or psychological issues which lead the College fears for the student's wellbeing;
- Has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others;
- Is at risk of committing a criminal offence; or
- Is the subject of investigation relating to criminal matters.

5. Communication Protocols for Changes to Enrolment Status

The College recognises that there may be times when a student wishes to defer, suspend or cancel their enrolment. If this is the case, students must contact the Registrar. The College will not act on any decision affecting the student's enrolment that is not made by the parents/legal custodians. The parents/legal custodians with whom the College has a formal *Written Agreement* are the primary contact for the College in such matters.

All communication regarding changes to enrolment status will be made directly with students and their parents/legal custodians, in accordance with the latest contact details provided to the College. Parents/legal custodians must therefore keep the College informed of their current contact details, as per the condition of the student visa.

6. Student Initiated Changes in Enrolment

6.1 Student Requested Deferment of Commencement

The College will only grant a deferment of commencement of studies for **compassionate or compelling circumstances**.

If a student is in the process of enrolling, or has already enrolled and is requesting to defer they must contact the Registrar for an *Application for Deferment* to defer their offer from one year to the next, or one Semester to the next or one term to the next. All applications for deferment will be considered within five (5) working days.

The College cannot guarantee appropriate placements and/or subject selections being available for future study periods.

The final decision for assessing and grant a deferment of commencement of studies lies with the Principal. All documentation and a record of the decision will be placed on the student's file.

6.1.1 Deferment granted:

- If a student defers for a term and the deferral is granted, the student will be required to pay the fees for the term prior to the start of term to guarantee their placement, unless advised by the College. If a student chooses not to pay full fees for the previous term, they will be required to lodge a new application for enrolment prior to the requested start term.
- Deferment will be recorded on PRISMS¹ within 14 days of being granted, which may affect the student's *Confirmation of Enrolment (CoE)* status.

¹ Provider Registration and International Student Management System (PRISMS) database

6.1.2 Deferment not granted:

- If a student is **not** permitted to defer, they must lodge a new application for enrolment at the time appropriate for their intended commencement of studies
- Where a student's request to defer their commencement of studies is refused, the student has a right of appeal in accordance with the *Complaints and Appeals Policy*.

6.2 Student Requested Suspension of Studies

Once the student has commenced the course, the College will only grant a suspension of studies for **compassionate and compelling circumstances**. An *Application for Suspension* can be requested from the Registrar.

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

Applications will be assessed on merit by the Principal. Some examples of circumstances that are not considered compassionate and compelling at the College include:

- Requests for early departure or late return from vacation, including inability to secure cheap flights;
- Leaving early or returning late from holidays in order to attend festivals in the student's home country; or
- Returning home to attend family gatherings that occur during term time.

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

All applications for suspension will be considered within five (5) working days.

The final decision for assessing and granting a suspension of studies lies with the Principal. All documentation and a record of the decision will be placed on the student's file.

6.2.1 Suspension of studies request granted:

- Temporary suspensions of studies cannot exceed six (6) months duration (i.e. one Semester).
- Suspensions will be recorded on PRISMS within 14 days of being granted if the student is under the age of 18, and within 31 days if the student is over the age of 18. The period of suspension will not be included in attendance calculations.

If a student with an approved suspension from studies requires an absence of longer than one Semester, they will be required to withdraw and then re-apply for the later entry date. In this situation:

- The *Refund Policy* will apply to the withdrawal; and

- When the student re-applies for a later entry date, they can only be offered a placement if vacancies exist.

6.2.2 Suspension of studies request not granted:

Where a student's request to suspend studies is refused, the student has a right of appeal in accordance with the *Complaints and Appeals Policy*.

6.3 Student Initiated Cancellation of Enrolment

All notifications of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Registrar. Refer to the *Refund Policy* for more information.

A student will be deemed to have **inactively** notified the College of cancellation of enrolment where:

- The student has not yet finished their course of study with the College; and
- Does not resume studies at the College within 14 days after a holiday break; and
- The student has not previously provided the College with written notification of withdrawal.

Student-initiated cancellation of enrolment, including inactive cancellation of enrolment, as outlined above, is **not** subject to the *Complaints and Appeals Policy*.

A student may transfer to another education provider before completing six (6) months of study at the College by contacting the Registrar for more information. Also refer to the *Student Transfer Request Policy* and the *Refund Policy*.

Students who indicate "returning to their home country" as their reason for withdrawal will not be issued with a *Letter of Release* at the time of cancellation or at any future date.

Students need to be aware that any cancellation of studies may affect their student visa and the College will report student withdrawals to the Department of Education via PRISMS where necessary. This action automatically alerts the Department of Home Affairs (DHA) and students should seek immediate advice regarding their student visa from DHA.

7. College Initiated Changes in Enrolment

7.1 One-day Suspension from Class (Discipline)

The College may suspend a student from class on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in Third and Fourth Inside send-outs and First and Second Outside send-outs as per the College's *Discipline Policy*.

Where the College intends to suspend a student from class, the Director of Students will contact parents/guardians for an interview before the student is suspended.

Temporary suspended students must abide by the conditions of their suspension and must adhere to any accommodation, support and welfare arrangements in place, as determined by the Principal. Where the student is provided with homework or other studies for the period of the suspension, the student must continue to meet the academic requirements of the course.

One-day suspensions from class will not be included in attendance calculations for the study period and will not be recorded on PRISMS.

7.2 Suspension of Enrolment

The College will suspend the enrolment of a student under the following conditions:

- Suspend studies for breaching course progress and/or attendance requirements; or
- Suspend studies for failure to pay fees as stated in the *Written Agreement*.

Where the College intends to suspend the enrolment of a student, it will first issue a letter that notifies the student and their parent/guardian of the College's intention to report and 20 working days to access the College's Internal Complaints and Appeals Process. The letter will provide details of the reason(s) for the intended suspension from studies, as well as information about how to access the College's internal appeals process. Further information about the appeals process in the event of a College-initiated suspension of study is outlined in the *Complaints and Appeals Policy*.

For the duration of the Internal Appeals Process, the College will maintain the student's enrolment and the student will attend classes as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

If a student decides to access the College's Complaints and Appeals Process because they have been notified of a College-initiated suspension of enrolment under *Standard 9* of the *National Code 2018*, the change in enrolment status will not be reported in PRISMS until the Internal Complaints and Appeals Process is finalised, unless **extenuating circumstances** relating to the welfare of the student apply.

Except for course progress and/or course attendance breaches, the College is not required to wait for the outcome of any External Appeals Process before notifying the DHA of the suspension of the student's enrolment.

Where **extenuating circumstances** are deemed to exist, a student may still access the complaints and appeals process, however the College need **not** await the outcome of this process before changing the student's enrolment status in PRISMS. If the College has issued a *Confirmation of Appropriate Accommodation and Welfare (CAAW)* for such a student, welfare provisions under *Standard 5* of the *National Code 2018* are applicable.

The use of **extenuating circumstances** by the College to suspend a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence. The final decision for evaluating **extenuating circumstances** lies with the Principal.

Refer to the *Course Attendance Policy* and the *Course Progress Policy for Notice of Intention to Report* and reporting breach of *Visa Condition 8202*, where the College intends to suspend the enrolment of a student for breaching course progress and/or course attendance requirements.

Suspension for breaching course progress and/or course attendance requirements or suspension for failure to pay fees will be recorded on PRISMS.

All documentation and a record of the decision will be placed on the student's file.

7.3 Cancellation of Enrolment

The College will cancel the enrolment of a student under the following conditions:

- Any breach of an agreed condition of enrolment as outlined in the student's *Written Agreement*, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care;
- The deferral or suspension was based on fraudulent evidence or documents provided by the student or their parent/guardian;
- Failure to pay course fees;
- Failure to maintain approved accommodation, support and welfare arrangements (*Visa Condition 8532*);
- Breaching course progress and course attendance requirements;
- The student is caught smoking, drinking alcohol or in the possession of or taking illicit drugs; or
- Exclusion on the grounds of misbehaviour by the student as per the *Discipline Policy*.

Exclusion occurs when the student has received their fifth inside send-out, third outside send-out or 25th demerit. Where the College intends to exclude (expel) a student from the College, the Director of Students will contact parents/guardians for an interview before the student is excluded/expelled.

Excluded students must abide by the conditions of their exclusion from the College and must adhere to any accommodation, support and welfare arrangements in place, as determined by the Principal. Students who have been excluded are required to contact the Department of Home Affairs (DHA).

Where the College intends to cancel the enrolment of a student it will first issue a letter which notifies the student and their parents/guardians of the College's intention to report and 20 working days to access the College's Internal Complaints and Appeals Process. This letter will also provide details of the reason(s) for the intended cancellation, as well as information about how to access the College's Internal Appeals Process. Further information about the appeals process in the event of a College-initiated cancellation is outlined in the *Complaints and Appeals Policy*.

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

For the duration of the Internal Appeals Process, the College will maintain the student's enrolment and the student will attend classes as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

If a student decides to access the College's Complaints and Appeals Process because they have been notified of a College-initiated cancellation of enrolment under *Standard 9* of the *National Code 2018*, the change in enrolment status will not be reported in PRISMS until the internal Complaints and Appeals Process is finalised, unless **extenuating circumstances** relating to the welfare of the student apply.

Except for course progress and/or course attendance breaches, the College is not required to wait for the outcome of any External Appeals Process before notifying the DHA of the cancellation of the student's enrolment.

Where **extenuating circumstances** are deemed to exist, a student may still access the Complaints and Appeals Process, however the College need **not** await the outcome of this process before changing the student's enrolment status in PRISMS. If the College has issued a *Confirmation of Appropriate Accommodation and Welfare (CAAW)* for such a student, welfare provisions under *Standard 5* of the *National Code 2018* are applicable.

The use of **extenuating circumstances** by the College to cancel a student's enrolment prior to the completion of any Complaints and Appeals Process will be supported by appropriate evidence. The final decision for evaluating **extenuating circumstances** lies with the Principal.

If a student's enrolment is cancelled, that student may not re-apply to enrol at the College at any time in the future.

8. Impact on Confirmation of Enrolment and Visa Status

Deferment, suspension and cancellation of enrolment can result in three different outcomes for a student's visa as a result of changes to enrolment status.

The College will notify the Department of Education through PRISMS that:

- The College is deferring or suspending a student's enrolment for a period without affecting the end date of the *Confirmation of Enrolment (CoE)*.

In this case there is no change to the *CoE* or the student's enrolment status on PRISMS i.e. the *CoE* status will still be listed as 'studying'. However, the notice of deferral or suspension will be recorded in PRISMS and sent to the Department of Home Affairs (DHA). This information will be kept for future reference.

- The College is deferring or suspending a student's study for a period which will affect the end date of the *CoE*.

In this case, PRISMS will cancel the original *CoE* and immediately offer the College the opportunity to create a new *CoE* with a more appropriate end date. If the College does not know when the student will return, it will wait until the student has notified the College of the intended date of return before creating the new *CoE*.

- The College wishes to permanently cancel (terminate) the student's enrolment. Once this process is complete, the student's *CoE* status will be listed as 'cancelled'.

Where the College has taken responsibility in accordance with Migration Regulations for approving the accommodation, support and general welfare arrangements for a **student under the age of 18**, and **terminates, cancels or suspends** their enrolment, the College will continue to check the suitability of arrangements for that student until:

- The student is accepted by another registered provider and the registered provider takes responsibility for approving the student's accommodation, support and welfare arrangements; or
- The student leaves Australia; or
- The College reports under Standard 5 of the National Code 2018 that it can no longer approve the arrangements for the student; or

- The student turns 18.

Refer to the *Students under 18 Welfare and Support Policy*.

Students are advised to seek advice from the DHA on the potential impact on their student visa.

Students can visit the DHA website for further information about their visa conditions and obligations: <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500>

REFUND POLICY

1. Policy

Prior to enrolment, Kennedy Baptist College is committed to providing clear and accurate information to international student visa applicants about refunds applicable to course fees paid to the College.

2. Purpose

The purpose of this Policy is to ensure compliance with *the Education Services for Overseas Students (ESOS) Act 2000*, *ESOS Regulations 2019*, the *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code 2018)* and *Australian Consumer Protection Laws*.

This policy aims to facilitate refunds in the case of cancellation by either party.

3. Scope

This Policy applies to international student visa applicants and their parents/guardians seeking enrolment at Kennedy Baptist College, and to all international students and their parents/guardians for the duration of their enrolment at the College.

This Policy should be read in conjunction with the College's *Fees and Charges Brochure for International Students* available on the College website:
<https://www.kennedy.wa.edu.au/enrolments/international-students/>.

4. Definitions

Compassionate or compelling circumstances are generally those beyond the control of the international student and which have an impact upon the student's course progress or well-being. These could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- A traumatic experience, which could include:
 - Involvement in, or witnessing of a serious accident; or
 - Witnessing or being the victim of a serious crime, and this has impacted on the student. These cases should be supported by police or psychologists' reports.

Enrolment bond is a one-time payment, payable at enrolment, that is refunded when requested on student graduation or withdrawal, after all costs and fees have been recovered.

Non-tuition fees are fees not directly related to provision of the student's course including but not limited to Overseas Student Health Cover (OSHC), course materials and textbooks, uniforms, resource fees, camps and yearbook. Non-tuition fees will be refunded on a pro-rata bases proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.

Pre-paid fees are tuition fees relating to a future study period, received by the College before the student starts the study period.

Tuition fees are fees directly related to the provision of the student's course and include Student Accident Insurance and basic excursion fees.

Unspent pre-paid tuition fees will be calculated according to a Legislative Instrument: <https://www.legislation.gov.au/Details/F2014L00907>.

Reference made to **student** includes the parents/legal custodians responsible for paying the student's fees.

5. College Fees

Fees (tuition and non-tuition) are approved by the College Board and subject to change without notice. All fees will be subject to variation as a result of any changes in Australian Government laws, regulations and charges.

Fees are payable by Semester, three (3) months in advance. Fees for Semester 1 are due in November of the preceding year and fees for Semester 2 are due in April of Semester 1.

Fees are payable in Australian dollars.

6. Refund Applications

Refund requests must be submitted to the Registrar using the *Application for Refund* available from the Registrar. The date of application for refund is the date when the completed form is received by the Registrar or the date/time of the email. Verbal notification is not valid.

Where an application for refund is submitted via email and the email is received outside of business hours¹, the receipt will be deemed 9:00am of the next business day.

Refunds will be paid within four (4) weeks of receipt of the completed and signed *Application for Refund* together with supporting documents, in accordance with the provisions of this Policy. Where refund applications are received later than two (2) weeks prior to the end of the school year, the receipt date will be confirmed, approximately, mid-January the following year.

The College must have received funds in order for any refunds to be made available (i.e. cheques are cleared, international fund transfers have been received).

Any refunds will be made in Australian dollars into the nominated bank account. No compensation will be made for exchange rate differences, international transfer costs or commissions paid during foreign currency exchange.

Refund payments will be made to the student or the person responsible for paying the tuition fees as specified in the *Written Agreement* or their nominated third party.

¹ Business hours are Monday to Friday between 8.30am and 4.30pm, excluding Public Holidays and College holiday periods as listed on the College website.

A statement of how the refund amount has been calculated will be forwarded to the person who entered into the *Written Agreement*.

Refund of tuition fees will be calculated under the Education Services for Overseas students (Calculation of Refund) Specification 2014:

<https://www.legislation.gov.au/Details/F2014L00907>.

The refund process reflects the commitment by the College to hold placements as accepted by students and the amount of administrative and school resources consumed at the various stages of being enrolled at the College.

An Administration Fee² of \$500 will be charged and deducted from calculated refund fees.

The Principal makes the final decision on refund requests.

Where parents/guardians are dissatisfied with a decision to provide or not to provide a refund they may appeal the decision in accordance with the College's *Complaints and Appeals Policy*. The *Refund Policy*, the *Written Agreement* and the availability of Complaints and Appeals Processes, does not remove the right of the student to take action under the *Australian Consumer Protection Laws*.

7. Student Default

7.1 Visa Refusal

All tuition and non-tuition fees paid in advance will be refunded in full, less the \$500 Administration Fee, within four (4) weeks if a visa application is refused. Refund on visa rejection will require a copy of the notification from the Department of Home Affairs (DHA).

If a student whose visa has been refused withdraws from the course after it has started, the College will retain the amount of tuition fees proportionate to the amount of the course the student has undertaken and will refund any unspent pre-paid tuition fees received by the College with respect to the student, less the \$500 Administration Fee, within the period of four (4) weeks after the day of student default.

7.2 Non-Commencement With Notice

If the student withdraws their enrolment, prior to arrival in Australia, the College will refund the tuition and non-tuition fees, less the \$500 Administration Fee, within four (4) weeks after notice is given by the student in writing.

7.3 Non-Commencement Without Notice of Withdrawal

If the student cancels or withdraws before commencement of their studies, without giving notice, the College will retain a fee equal to one (1) school term's tuition and the balance of the tuition and non-tuition fees paid in advance will be refunded. Refer to section 6 Applications for Refund to request the refund of fees (tuition and non-tuition). The refund will incur the \$500 Administration Fee and paid within four (4) weeks of receiving the request.

7.4 Refunds After the Commencement of Studies

² Under Australian law, the College is allowed to keep 5 per cent of the fees paid or \$500, whichever is the lowest amount.

If a student cancels or withdraws after commencement of studies, the College will require one (1) school term's notice in writing or the payment of one (1) school term's tuition fee in lieu of the required notice.

All notifications of withdrawal from the College must be made in writing and submitted to the Registrar via registrar@kennedy.wa.edu.au - verbal notification is not valid.

In addition to giving notice of withdrawal, a refund application is to be submitted as outlined in Section 6 – Refund Applications.

On receipt of written notice of withdrawal and the refund application, the balance of the unspent pre-paid tuition and non-tuition fees, less the \$500 Administration Fee, will be refunded within four (4) weeks of receiving the request.

7.5 Special Circumstances

- Where a student withdraws from the College and returns home because of **compassionate or compelling circumstances**, 100% of all the unspent pre-paid tuition fees and non-tuition fees will be refunded, less the \$500 Administration Fee.
- If a student and/or their parents/guardians provided false or misleading information, **no** refund will be provided.
- **No** refund or discount is provided due to late arrivals.
- The \$50 Application Fee is non-refundable.

7.6 Failure to Maintain Visa Conditions as Listed

Unless approved by the Principal, no refund of tuition and non-tuition fees will be made where the student's enrolment is cancelled for the following reasons:

- Failure to maintain satisfactory **course progress**, refer to *Visa Condition 8202* and the *Course Progress Policy*;
- Failure to maintain satisfactory **course attendance**, refer to *Visa Condition 8202* and the *Course Attendance Policy*;
- Failure to maintain **approved Welfare and Accommodation arrangements**, refer to *Visa Condition 8532* and the *Students under 18 Welfare and Support Policy*;
- Any serious breaches of the *Student Code of Conduct* and College Policies;
- Any behaviour identified as resulting in enrolment cancellation, refer to the *Deferment, Suspension or Cancellation of Study Policy*;
- **Failure to pay fees.**

8. Other Fees

Specific refund provisions for certain fees may also apply in cases of student default.

8.1 Overseas Health Cover

Cancellation before course starts – full refund of the fees paid for this cover (where OSHC was being organised by the College). If the OSHC is in place, the student has to apply to the Health Care Cover provider.

Cancellation after course starts is by application to the Health Care Cover provider.

8.2 Enrolment Bond

The Enrolment Bond will **not be refunded** unless one (1) school term's notice is given; if the College resources have not been returned; or if the student's enrolment has been cancelled.

The bond is refundable after all costs have been recovered (e.g. for College library books not returned or for student damage to College resources and equipment) and fees have been paid in full on leaving the College.

The *Application for Bond Refund* is available from the Registrar.

8.3 Change in Student's Visa Status

If there is a change in a student's visa status during the year, they will continue to pay the full overseas student fees until Australian Government funding for that student is received by the College. Students will be entitled to pay domestic student fees for the period covered by government funding.

9. Provider Default

If for any reason the College is **unable to offer a course on an agreed starting day** and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the College, then a full refund of any unspent pre-paid tuition fees paid to the College will be made within 14 days of the agreed course starting day.

If for any reason the College is **unable to continue offering a course** after the student has commenced the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the College, then a full refund of any unspent pre-paid tuition fees paid to the College will be made within 14 days of the College's default date.

In the event that the College is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive advice to seek assistance from the Australian government's Tuition Protection Service (TPS). For information on the TPS refer to: <https://tps.gov.au/StaticContent/Get/StudentInformation>.

10. Outstanding Fees

In the case of student or College default (as outlined in this Policy), any outstanding fees to the College become due within seven (7) days.

Any costs incurred by the College to recover outstanding fees will be charged to the student.

Unpaid fees will be recorded as a debt and legal action taken to recover unpaid fees and charges. All associated debt collection costs incurred by the College will be added to the outstanding debt.



STUDENT TRANSFER REQUEST POLICY

1. Policy

Kennedy Baptist College will not knowingly enrol an international student wishing to transfer from another education provider prior to that student completing their first six (6) months, except in certain circumstances.

International students are restricted from transferring to another education provider during their first six (6) months of enrolment at the College.

2. Purpose

The purpose of this Policy is to ensure compliance with *Standard 7 – Overseas student transfers* of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

3. Scope

This Policy applies to staff and international students and their parents/guardians during the first six (6) months of their enrolment at Kennedy Baptist College.

This Policy does not apply to students who have completed more than six (6) months at the College with no requirement for a *Letter of Release*. Students wishing to transfer after completing six (6) months at the College, must contact the Registrar to obtain instructions and the necessary forms for withdrawing from the College.

4. Definitions

Compassionate or compelling circumstances are generally those beyond the control of the international student and which have an impact upon the student's course progress or well-being. These could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- A traumatic experience, which could include:
 - Involvement in, or witnessing of a serious accident; or
 - Witnessing or being the victim of a serious crime, and this has impacted on the student. These cases should be supported by police or psychologists' reports.

5. Student Requests Transfer to Kennedy Baptist College

Students can apply for a transfer to the College by requesting an *Application for Transfer Between Education Providers* from the Registrar.

When a request for transfer is received from an international student to enrol at the College, the Registrar will:

- Verify the length of time that the student has been with their current provider;
- Check if the current provider has provided a *Letter of Release* to the student;
- Check if the student is sponsored by the government;
- Check the age, English proficiency and school records of the student; and
- Check the status of the current provider and course registration.

Transfers to Kennedy Baptist College will be **granted** in the following situations:

- The student meets the College entry requirements;
- The student can meet the fees for the remainder of their study period; and
- The student has been complying with their visa conditions.

The College will **refuse** requests from students for a transfer from another provider prior to the student completing six (6) months in the following circumstances:

- If the student does not meet the College's English language proficiency requirements; or
- If the student has been warned by their current provider that they are close to breaching their visa conditions due to unsatisfactory progress.

The College will not knowingly enrol a student wishing to transfer from their current provider prior to the student completing their first six (6) months **except** where:

- The current provider has ceased to exist;
- The course in which the student has ceased to be registered;
- The current provider has supplied a written *Letter of Release*;
- The current provider has had a sanction imposed on its registration by the Australian government that prevents the student from continuing their course; or
- Government sponsorship of the student (if applicable) considers the change to be in the student's best interest and has provided written support for the change.

Special consideration will be given to students requesting transfers if the College considers that **compassionate or compelling circumstances** of the student or academic grounds, make it difficult for the student to continue study with their current provider.

Once an application is assessed and a decision is made by the Principal, the student will be informed by the College in writing.

6. Student Requests Transfer from Kennedy Baptist College

Students can apply for a transfer by requesting an *Application for Transfer between Education Providers* from the Registrar.

If a student wishes to transfer to another provider less than six (6) months after commencing their enrolment,

- The student must obtain a *Letter of Offer* from the other provider; and
- The student must inform the College of their intention to transfer at least 10 working days prior to the move.

Students under the age of 18 must refer to section 6.1 below for additional requirements.

The Director of Students and the Principal will meet to assess the student's request for transfer from the College to another provider and notify the student of a decision within 10 working days.

The College will release a student before completing the first six (6) months when the transfer is in the student's best interest, including but not limited to:

- The student will be reported because they are unable to achieve satisfactory course progress, even after engaging with the College's intervention strategy to assist them in accordance with the *Course Progress Policy*. It is important to note the report on the student's course progress should occur even if the transfer request is granted;
- The student provides evidence of **compassionate or compelling circumstances**;
- The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school;
- The College fails to deliver the course as outlined in the *Written Agreement*;
- There is evidence that the student's reasonable expectations about their current course are not being met;
- There is evidence that the student was misled by the College regarding its course and the course is therefore unsuitable for their needs and/or study objectives;
- It has been agreed by the College the student would be better placed in a course that is not available at the College; or
- An appeal (internal or external) on another matter results in a decision or recommendation to release the student.

The College will not agree to the transfer before the student completes the first six (6) months in the following circumstances:

- The student's progress is likely to be academically disadvantaged;
- The College is concerned that the student's application to transfer is due to the adverse influence of another party;
- The student has not had sufficient time to settle into a new environment to make an informed decision about transfer;

- The student has not accessed school support services which may assist with adjusting to a new environment, including academic and personal counselling services; or
- School fees have not been paid for the current semester.

The College has the discretion to refuse transfer requests from students who are not genuinely engaging with an intervention strategy with the intention of failing and being released.

The College will refuse transfer requests where College tuition fees are outstanding, claims of financial hardship are provided as the reason for the transfer or on the basis of change of mind.

6.1 Transfer Request from Student Under the Age of 18

Students under the age of 18 must have:

- Written confirmation that the student's parents/legal custodian supports the transfer application;
- Written confirmation that the receiving provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements from the proposed date of release, where the student is not being cared for in Australia by a parent/legal custodian or a suitable nominated relative; and
- Evidence that the student is always in Department of Home Affairs (DHA) approved welfare and accommodation arrangements.

It is the responsibility of the receiving provider to ensure that there are no gaps in welfare arrangements. This may include agreeing to accept welfare responsibility at an earlier time.

The College will negotiate the welfare transfer date with the receiving provider and will advise the student of the welfare transfer date within five (5) working days.

7. Transfer Request Outcome

The College will communicate its decision within 10 working days of receiving the *Application for Transfer between Education Providers*.

If the request for transfer is **approved**:

- The College will issue a *Letter of Release* by email to the student and their parent/guardian at no cost;
- The College will provide instructions on how to complete the withdrawal process as well as a copy of the *Refund Policy*, noting penalties for giving less than one (1) school term's notice of withdrawal;
- The decision will be reported to the DHA and the student's *Confirmation of Appropriate Accommodation and Welfare* (CAAW) (where relevant) and *Confirmation of Enrolment* (CoE) cancelled on the appropriate dates; and
- The College will inform the student that it is their responsibility to contact the DHA to determine whether a new student visa is required. As requests for transfer to another provider may have visa implications, students are advised to contact the DHA as soon as possible to discuss any implications.

If the request for transfer is **not approved**, the College will:

- Issue a written response including the reasons for the refusal; and
- Inform the student of their right to appeal the decision within 20 working days and include a copy of the *Complaints and Appeals Policy*.

The student's transfer request will only be finalised in **PRISMS** after one of the following occurs:

- The appeals process is completed, and a decision has been made in favour of the student or the College;
- The student confirms in writing they choose not to access the College's Complaints and Appeals Process; or
- The student confirms in writing they withdraw from any appeals process they have commenced.

The College will maintain records of all transfer requests from international students, including assessments, decisions and appeals, for two (2) years after the student ceases to be enrolled at the College.

COMPLAINTS AND APPEALS POLICY

1. Policy

Kennedy Baptist College is committed to developing and maintaining positive relationships with all members of the College community and to the timely resolution of any complaint and appeal that may arise. Complaints and appeals will be treated seriously and addressed professionally, competently and impartially, applying principles of confidentiality and procedural fairness.

2. Purpose

The purpose of this Policy is to ensure compliance with *Standard 10 – Complaints and Appeals* of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

3. Scope

This Policy applies to staff and international students and parents/guardians for the duration of their enrolment at Kennedy Baptist College.

Students and their parents/guardians must read this Policy in conjunction with the College *Complaints Handling Policy and Procedures* available on the College website:

<https://www.kennedy.wa.edu.au/contact/complaints-handling-policy-and-procedures/>.

Staff must read this Policy in conjunction with the College *Complaints Handling Policy and Procedures* available on CompliSpace: <https://kennedy.cspace.net.au/ComplaintsHandling>.

4. Definitions

Natural justice or **procedural fairness** refers to the common law duty to observe procedural fairness or natural justice when a decision is made that affects a person's rights, interests or legitimate expectations in a direct or immediate way. When a decision is made which will deprive a person of some right or interest or the legitimate expectation of a benefit, they are entitled to know the case sought to be made against them and to be given an opportunity of replying to it.

Support person is a person, for example, a friend / teacher / relative not involved in the complaint.

Working day is any day during term time, other than a Saturday, Sunday or a public holiday.

5. Complaints Not Covered by this Policy

- Any complaint relating to harm or potential harm of an international student must be dealt with by the College in accordance with the *Child Safety Complaints or Allegations procedure* and *Managing Child Safety Complaints or Allegations procedure*.
- Complaints raised by a student against another student will be dealt with in accordance with the *Behaviour Management Policies*.

- Student-initiated cancellation of enrolment, including inactive cancellation of enrolment is not covered by this Policy. Refer to 6.3 in the *Deferment, Suspension or Cancellation of Study Policy*.

6. Complaints Covered by this Policy

Reasons for students to access the Internal Complaints and Appeals Process include, where:

- A student's request to defer their commencement of studies is refused, the student has a right to appeal the decision.
- A student's request to suspend studies is refused, the student has a right to appeal the decision.
- The College initiated suspension and cancellation of a student's enrolment.
- Parents/guardians are dissatisfied with a decision to provide or not to provide a refund of fees, they have a right to appeal the decision.
- A student has been notified of the College's intention to report a breach of *Visa Condition 8202* – unsatisfactory course progress and attendance.
- The College intends to terminate a student under the age of 18's approved accommodation and welfare arrangements.

The College will respond to any complaint or appeal the student makes regarding their dealings with the College or any related party the College has an arrangement with to deliver the student's course or related services.

7. Informal Complaints Resolution

For reasons other than listed above, the College requests that, in the first instance, there be a genuine attempt to informally resolve the complaint through meetings, discussions or mediation.

Students are encouraged to speak directly with the person concerned if they feel comfortable in doing so. Students may ask a Teacher, Head of Year, College Counsellor or College Chaplain to support them during this process.

If the matter cannot be resolved informally through mediation, the matter will be referred to the Principal and the College's formal Internal Complaints and Appeals Process will be followed.

8. Formal Internal Complaints and Appeals Process

8.1 Principles

The College's Internal Complaints and Appeals Process is based on the following principles:

- The Internal Complaints and Appeals Processes are conciliatory and non-legal in nature.
- Complaints and appeals will be heard by the College in a timely manner and offered free of charge.

- Complaints and appeals will be treated seriously, sensitively and impartially and dealt with in a professional, fair and transparent manner.
- Complaints and appeals procedures are based on the principles of *natural justice*.
- Students will be encouraged to use the complaints and appeals process and can be confident that there will be no reprisal.
- Confidentiality will be strictly observed by all participants at all stages of the complaints and appeals process.

8.2 Complaints Handling and Appeals Procedures

The Internal Complaints and Appeals Process is confidential, and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.

- 8.2.1 The student must notify the Principal in writing of the nature and details of the complaint or appeal by:
- Email at mashby@kennedy.wa.edu.au; or
 - Accessing the online student complaint form available on the College website at: <https://www.kennedy.wa.edu.au/contact/complaints-handling-policy-and-procedures/>.
- 8.2.2 Where the Internal Complaints and Appeals Process is being accessed because the student has received notice by the College that the College intends to report them for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of receipt of notification in which to lodge a written appeal.
- 8.2.3 The Complaints and Appeals Processes are available to students at no cost.
- 8.2.4 Should the Principal request a meeting, each complainant will have the opportunity to present their case.
- 8.2.5 Students may be accompanied and assisted by a support person at all relevant meetings.
- 8.2.6 The formal Complaints and Appeals Process will commence within five (5) working days of the student lodging a written complaint or appeal and will be resolved as soon as practicable or within 30 working days.
- 8.2.7 For the duration of the Internal Complaints and Appeals Process, the student's enrolment will be maintained, and the student must continue to attend classes.
- 8.2.8 However, if the Principal deems that the student's health or well-being, or the well-being of others is at risk, the Principal may decide to suspend or cancel the student's enrolment before the Complaints and Appeals Process has been accessed or fully completed. In such cases, the student may still lodge a complaint or appeal, even if the student is offshore.
- 8.2.9 Once the Principal has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome.

- 8.2.10 The decision of the Principal, in conjunction with the College Board, will be the final avenue of internal appeal within the College.
- 8.2.11 A complete record of the complaint or appeal will be retained on the student's file.
- 8.2.12 If the Complaints and Appeals Process finds in favour of the student, the College will immediately implement the decision and any corrective and preventative action required and advise the student, in writing, of the outcome and action taken.
- 8.2.13 Where the outcome of a complaint or appeal is not in the student's favour, the College will advise the student within 10 working days of concluding the Internal Complaints and Appeals Process of the student's rights to access the External Appeals Process (refer section 9).
- 8.2.14 The College may take action (including making changes to the student's enrolment status in PRISMS) in accordance with the outcome of the internal appeal. However, the College is only required to wait for the outcome of an external appeal if the matter relates to a breach of course progress or attendance requirements.

9. External Complaints and Appeals Process

- 9.1 If the student is not satisfied with the outcome of their complaint or appeal, they may contact the Overseas Students Ombudsman at no cost.

The Overseas Student Ombudsman provides a free, independent and impartial service for international students who have a complaint or want to lodge an external appeal about a decision made by their education provider.

Contact the Overseas Students Ombudsman on 1300 362 072 or refer to their website for more information: <https://www.ombudsman.gov.au/How-we-can-help/overseas-students>.

- 9.2 In most cases, the purpose of the External Appeals Process is to consider whether the College has followed its policies and procedures and the way in which the Internal Complaint and Appeal Process was conducted, rather than make a decision in place of the College.
- 9.3 If the student wishes to appeal a decision made by the College that relates to being reported for a breach of *Visa Condition 8202* – unsatisfactory course progress and attendance, the student must lodge this appeal with the Overseas Student Ombudsman's office within 10 working days of being notified of the outcome of their internal appeal.
- 9.4 If the student wishes to appeal a decision made by the College that relates to:
- Refusal to approve a transfer application; or
 - Suspension or cancellation of the student's enrolment,
- any choice to lodge an external appeal with the Overseas Student Ombudsman is at the student's discretion.
- 9.5 Except for course progress and/or course attendance breaches, the College is not required to wait for the outcome of any External Appeals Process, before implementing the outcome of the internal appeal.

9.6 The College will only report a student for unsatisfactory course progress or attendance in PRISMS after:

- The Internal and External Complaints and Appeals Processes have been completed and resulted in a decision supporting the College;
- The student has chosen not to access the Internal Complaints and Appeals Process within the 20-working day period;
- The student has chosen not to access the External Complaints and Appeals Process; or
- The student withdraws from the Internal or External Appeals Process by notifying the College in writing.

9.7 When the External Appeals Process has been completed, the College must immediately implement the decision or recommendations and/or take the preventative or corrective action required by the outcomes of the External Complaints or Appeals Process and notify the student of the outcome.

10. Other Legal Avenues

The availability of complaints and appeals processes does not remove the right of the student and their parents/guardians to take action under Australia's consumer protection laws.

Nothing in the *Complaints and Appeals Policy* negates the right of an international student to pursue other legal remedies.

If the student is not satisfied with the outcome of either the College's Internal Appeals Process or the External Appeals Process, they are welcome to access multiple external appeals. However, the College does not have to assist the student with finding further appropriate appeals processes.



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