



OVERSEAS STUDENT HANDBOOK

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Thank you for considering Newington College for your education in Australia. This booklet contains important information on applying, enrolling and studying at Newington College. It should be read in conjunction with our Prospectus, Tuition Fees Statement and Website.

A. Enrolment Requirements and Procedures

1. A completed Online Registration form with Application Fee of **\$250** together with copy of a recent passport photo, and two most recent School reports translated into English. If necessary a diagnostic assessment will be conducted at Newington College.
2. Students must provide a copy of enrolment into an intensive English course, including name of course and expected duration, if needed.
3. If the student is applying from country of origin, the Head of Stanmore will conduct a Skype interview. If the student is in Australia, the Head of Stanmore will conduct a diagnostic assessment, personal interview with student and parents or guardian.
4. On the basis of this interview, if a place exists, a provisional offer will be made. This offer is conditional on achieving a satisfactory English level. Acceptance of Offer of Enrolment forms to be completed by the student and parents and returned to the College.
5. The CoE will be issued.
6. Progress reports from the English College to be provided by the student or College. Towards the end of the English course, students must sit another diagnostic test at Newington College. If the student reaches our required English level an ESL test here at the College will be arranged. On passing this test the student will be issued a starting date.
7. Payment of Enrolment Fee currently \$6200.00 for a day student and \$8100.00 for a boarding student. The balance of \$1700.00 (which is refunded to the family on completion of the course) is payable. Upon an offer, the College will organise the student health cover through Medibank Private for the duration of his schooling.
8. Formal interview with Head of Stanmore to discuss subjects.
Please note starting date will depend on English level and year of entry into Newington College.

Please note

1. Homestay to be arranged by the family. Newington has boarding facilities. See point L on page 17.
2. The above requirements and procedures may change according to the policy of the College at the time of offer of enrolment.
3. Age Restriction. The College's age restriction for all students applies. That is, students cannot turn 19 before November in the year that they graduate.

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B. Courses, attendance and assessment.

Overseas students can apply for enrolment into Kindergarten to Year 11. The relevant courses and codes are:

Course Name	CRICOS Code	Approximate Total Course Costs \$AU
Primary College Studies (Kindergarten to 6)	041341F	\$195500 (\$24 000 to \$32 000 per year)
Junior Secondary (Years 7 to 10)	041342E	\$168 000 (\$40 000 to \$45 000 per year)
Senior Secondary Certificate of Education (Years 11 and 12)	041343D	\$90 200 (\$45 100 per year)
International Baccalaureate Diploma Course (Years 11 and 12)	073234M	\$92 000 (\$46 000 per year)

Years K to 6 will study the prescribed NESA courses. The Core subjects are:

- English
- Mathematics
- Science
- History
- Geography
- PDHPE

Students in Years K to 6 will study Music, Drama, Visual Arts, Design and Technology, and Languages. The College prescribed language in Years K to 6 is Mandarin.

Years 7 to 10 will study the prescribed NESA courses The Core subjects are:

- English
- Mathematics
- Science
- History
- Geography
- PDHPE
- PRS
- Global Languages. Our core languages are French and Mandarin, Latin,

Students in Years 7 to 8 will study Music, Drama, Visual Arts, Design and Technology

Students in Years 9 and 10 choose two electives from the following approximate list:

Commerce
Music
Drama
Visual Arts
Engineering, Design and Technology, Woodwork Technology, Textiles
Physical Activity and Sports Science
History Elective
Philosophy
Geography

In Year 11 and 12, students choose between studying the NSW Higher College Certificate (HSC) course or the International Baccalaureate course. The Subjects on offer and choice requirements are available on request from the Enrolments Office.

Students may wish to choose subjects taught outside of the College, such as Open High College Languages and IBDP **Pamoja**, with an approved provider. This must not exceed one subject or the equivalent of. See "Other Providers" below.

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Note:

- Availability of courses may change from time to time and is subject to space being available
- Except under exceptional circumstances, overseas students cannot start any later than the first College day in Year 11.
- Newington College does not offer Course Credit but we do acknowledge prior experiences and progress to accurately place students into courses and classes. Full evidence is required.

The College operates on a similar yearly schedule as NSW Department of Education with the College Year starting generally in late January and finishing early/mid December. College Holidays include two weeks generally in April, three weeks in June/July, two weeks in October and Summer Holidays from mid December to the start of the College year. The College day is generally 8.30 AM to 3.20 PM with some compulsory and many optional before and after College activities.

Staff use a range of face-to-face teaching methods including research (text books, CD's, Internet, iPads), practical lessons, oral, listening and writing lessons, camps, tutorials, lectures, field trips etc. Students learn as individuals or through group learning exercises. The number of students in a class varies from around 6 to a maximum of usually 24.

The College will use a range of assessment methods which satisfy NESA or the International Baccalaureate Office, and may include examinations, assignments, oral presentations, practical tasks, computer based projects and classroom observation and questioning.

Newington College operates in three campuses: one Junior School at Stanmore, another Junior School at Lindfield and a Senior College at Stanmore. Students have easy access to learning technologies such as Laptops, SmartBoards and data projectors. Other facilities include a well-equipped library, tiered-step drama classrooms and an in-house black box theatre, state of the art science laboratories, Visual Arts centre, ample sports facilities including a swimming pool, basketball courts, a gym and a Technology and Applied Science Centre. Senior Students have access to their own study centre and a unique Study Space including technology access and small meeting rooms.

Newington teachers use a wide range of equipment and resources. At all times, equipment and resources are purchased to enable the best possible learning environment for students. Resources include textbooks and digital resources, video cameras, sport equipment, musical instruments, computers, electronic white boards, chalk boards, interactive white boards, PowerPoint presentations etc. Audio-visual outlets are available in most classrooms, listening posts (cd's etc) posters, magazines and other printed materials.

All students must attend Assemblies, Tutorials, Chapel and other meetings as required.

All students are expected to take a Summer Sport in terms 1 and 4 and Winter Sport during Terms 2 and 3, which include training one afternoon per week, 3.30 pm to 5.30 pm, and a Saturday Component.

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Pastoral and Academic Care

Pastoral and academic care for overseas students is supplied by various staff. The main contact person for overseas students is the Deputy Headmaster.

The Deputy Headmaster is the main contact if the student has any concerns over incidents or allegation of alleged sexual, physical or other abuse.

The Deputy Headmaster will refer students to other pastoral and academic care staff as required including Head of House, Year Coordinator and Academic Mentors, Tutor Teachers etc.

All support staff will be explained during the orientation program, including outside support when required.

Course Progress

- The College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- The course progress of all students will be assessed at the end of each semester of enrolment.
- Students who have begun part way through a semester will be assessed after one full period of attendance.
- To demonstrate satisfactory course progress, students will need to achieve competency in all units as required by the creditability body.
- If a student does not achieve competency in the required number of units studied in an assessment period, the Deputy Head Academic (or delegate) will meet with the student to develop an intervention strategy for academic improvement.
- A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents and/or guardians.
- The student's individual strategy for academic improvement will be monitored over the following semester by the Deputy Head Academic and records of student response to the strategy will be kept.
- If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, Newington College will advise the student in writing of its intention to report the student for breach of visa conditions, and that he has 20 working days in which to access the College's internal complaints and appeals process.

Course Completion

- The College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their course within the expected duration of the course.

Course Attendance

- Student attendance is checked and recorded daily, assessed regularly and recorded and calculated over each semester.
- Late arrival at College will be recorded and will be included in attendance calculations.
- All absences from College should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Deputy Head Students.
- Any absences longer than 3 consecutive days without approval will be investigated.
- Student attendance will be monitored by the Head of House every 2 weeks over a semester to assess student attendance.

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- Students are also required to attend all pastoral admin lessons (assemblies, year and division meetings, chapel, house and tutorial meetings) unless leave has been granted.
- Students at risk of breaching Newington College's attendance requirements will be counselled and offered any necessary support when they have absences totalling 2 hours during any assessment period.
- If the calculation above indicates that the student has not passed the attendance requirements for the study period, Newington College will advise the student of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access the College's internal complaints and appeals process.
- Students will not be reported for failing to meet the 80% threshold where the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate, and has not fallen below 70% attendance.
- The method for calculating 70% attendance (calculated as 35 lessons per two week or cycle, or 70 College days per semester)
- If a student is assessed as having nearly reached the threshold for 70% attendance, the Deputy Headmaster will assess whether a suspension of studies is in the interests of the student as per Newington College's Deferment, Suspension and Cancellation Policy.

Health Care

Medibank Private is your private health insurer.

- For office locations, see <http://www.medibank.com.au/locations/nsw/>.
- If students are required to visit a Doctor, they can visit any doctor close to home or if a boarding student, contact the Head of Boarding or the School Nursing Sister.

Emergencies

- Call 000 for Fire / Police and Ambulance emergency.
- Make sure you tell them correctly where you are located in case they need to come and help you (full address, unit number, building number, street name and suburb).
- Call the Marrickville LAC (Local Area Command) on 9568 9299 regarding robbery, assault or to report an accident near the College.
- Call the Police Assistance line on 131 444 for non-emergencies such as reporting lost or stolen items.

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C. Explanation of the ESOS Framework

The ESOS framework—providing quality education and protecting your rights

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and include the *Education Services for Overseas (ESOS) Act 2000* and the National Code.

The ESOS framework and explanation can also be found at: <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>.

Protection for overseas students

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

Your rights

The ESOS framework protects your rights, including:

- Your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your provider's agent. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
- Your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- Your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.
- Your right to know:
 - how to use your provider's student support services;
 - who the contact officer or officers are for overseas students;
 - if you can apply for course credit; when your enrolment can be deferred, suspended or cancelled;
 - what your provider's requirements are for satisfactory progress in the courses you study;
 - if attendance will be monitored for those courses;
 - what will happen if you want to change providers; and
 - how to use your provider's complaints and appeals process.

Your responsibilities

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

- satisfy your student visa conditions;
- meet the terms of the written agreement with your provider;
- inform your provider if you change your address or contact details. See Attachment O.
- maintain satisfactory course progress;
- if attendance is recorded for your course, follow your provider's attendance policy; and
- if you are under 18, maintain your approved accommodation, support and general welfare arrangements.

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Contact details

Who?	Why?	How?
Your provider	For policies and procedures that affect you	Speak with your provider. Go to your provider's website.
Department of Education Science and Training (DEST)	For your ESOS rights and responsibilities	www.dest.gov.au/esos (until 30 June 2007) www.aci.dest.gov.au/esos (from 1 July 2007) ESOS Helpline +61 2 6240 5069 Email esosmailbox@dest.gov.au
Department of Immigration and Border Protection (DIBP)	For visa matters	www.immi.gov.au Phone 131 881 in Australia Contact the DIBP office in your country.

D. Other Providers

In order to facilitate as wide a subject choice as possible, Newington College utilises the services of external providers of Preliminary and HSC courses. Primarily, these are TAFE, Sydney Distance Education High College, Languages Open High College and IBDP Pamoja.

Courses undertaken with an external provider must comprise a minority of each student's overall pattern of study. Overseas students cannot undertake more than 25 percent of the student's total course by distance learning.

As per the NESA's Assessment Certification and Examination Manual, outside providers are required to notify the College of a student's non-completion of Preliminary course requirements. They are also required to submit to NESA, the student's HSC assessment mark.

For students undertaking courses through TAFE, the College's Curriculum Administrator is the liaison between Newington College and TAFE. For students undertaking any other distance education course, the College's Curriculum Administrator is the primary liaison contact with a relevant HODs appointed to act in a supervisory role. Regular contact is made between these staff members and the external agency to ensure the necessary requirements of both the provider and the student are being met.

Families of students are responsible for organising means of travel to the external provider. A study space is available at the College for distance education students to undertake their work on College grounds under the supervision of staff. Students are informed of their responsibilities and the need to report any incidents that may occur in transit.

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E. English Language Learners (ELL)

1. Any student who has studied in an English speaking institution for the last 5 years or less and is from a non-English speaking background is considered English language learner (ELL).
2. Application for Years K-6.
ELL students entering our Junior College (Kindergarten to Year 6), will have their English Level judged at the enrolment interview. It is then the Head of the Junior School's decision whether to offer enrolment.
3. Application for Years 7 to 11.
On enrolment application, students who are ELL should also provide a copy of results on a recent AEAS (Year 7 to 11) or IELTS (Year 10 Semester 2 or Year 11) test (see note 5).
If the student has reached the required levels (see note 4) they will be invited to sit a Learner Profile Assessment at Newington College. If the College then considers their ESL levels to be adequate, they will be invited to start at the College.
If the student's AEAS, IELTS or Learner Profile Assessment test results do not meet the College's standard, they will be asked to attend an Intensive English, or ELICOS College (see note 6).
Then, once they receive results that indicate that they may have improved enough as indicated by a further AEAS, IELTS and proven ELICOS results, they will be asked to sit the Learner Profile Assessment again.
4. The College's English requirements.

Year	English Standard
Years 7 and 8	AEAS: 61+ (Upper Intermediate)
Year 9 to Year 10 Semester 1	AEAS: 71+ (Pre-advanced)
Year 10 Semester 2 to Year 11	AEAS: 81+ (Advanced) IELTS: 6.5

5. For more information see the following websites:

AEAS – aeas.com.au

IELTS – ielts.org

Two Sydney City ELICOS Collages run regular AEAS tests: Holmes College and Sydney College of English

6. ELICOS Colleges.

For more information on our recommended ELICOS Colleges, please see:

<https://www.sacs.nsw.edu.au/wp-content/uploads/2018/02/2018-ELICOS-Flyer.pdf>

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8. ESL Levels

Stage of College	Indicative Level* of English Proficiency to Exit Intensive ESL Support
Early Stage 1 (Kindergarten)	Level 3 – Oral Interaction Beginning Level 3 – Reading & Responding Beginning Level 3 – Writing
Stage 1 (Years 1 & 2)	Level 3 – Oral Interaction Level 1 – Reading & Responding Level 1 – Writing
Stage 2 (Years 3 & 4)	Level 4 – Oral Interaction Level 3 – Reading & Responding Level 3 – Writing
Stage 3 (Years 5 & 6)	Level 4 – Oral Interaction Level 4 – Reading & Responding Level 4 - Writing
Stage 4 (Years 7 & 8)	Level 4/5 – Oral Interaction Level 4/5 – Reading & Responding Level 4/5 – Writing
Stage 5 (Years 9 & 10)	Level 5 – Oral Interaction Level 5 – Reading & Responding Level 5 – Writing
Stage 6 (Years 11 & 12)	Level 6 – Oral Interaction Level 6 – Reading & Responding Level 6 - Writing

*based on the levels of the ESL Scales; level refers to the ESL Scales' levels

Note: The entry and exit levels are indicative only and may vary according to circumstance

Note 1. If a student is applying for a place but intends to attend an ELICOS College first, they can take the AEAS or IELTS test close to when they will be graduating from the ELICOS school. We can offer a conditional offer of enrolment in this case.

F. Payment of Course Fees

Current tuition related fees, see www.newington.nsw.edu.au

1. The College does not require students to pay any tuition fees before they start the course, but they are required to pay one year's fees upfront. Arrangement can be made for longer periods if required. The Accounts Office can accept various modes of payment of tuition fees such as Monthly Direct Debit. Please direct any enquiries to the College Accounts department.
2. All tuition fees and ancillary charges are to be paid within 14 days of the date of fee statements. All fees must be paid in Australian dollars. Fees will normally occur an increase each year to an amount set by the College. Recent increases have been approximately 5% p.a.
3. One quarter of the annual tuition fee must be paid in the event of failure to provide the Head of College, or his nominee, with at least 10 College weeks' notice, in writing, of withdrawal of the student from the College at any time after he has commenced at the College.
4. Fees for each term are payable within 14 days of the date of fee statements. A late fee will be charged on overdue accounts.

Costs incurred in recovering any amount owing (including legal and debt collection fees) will be added to the debt and will become due and payable as they are incurred.

There is no remission of fees when a student is absent from the College for long periods through sickness or injury, except where premiums have been paid to the College's optional Sickness Refund Scheme. Details of the Scheme are available on request.

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Where parents/guardians wish a student's place in the College to be held open for reasons such as extended overseas travel, the normal tuition fees will not be charged but an Extended Absence Fee will apply. Extended periods of absence or special circumstances should be discussed with the Head of College.

5. The Head of Corporate Services reserves the right to suspend or terminate the enrolment of any student whose fees are in arrears, unless special arrangements for payment have been made with the College's Executive Director – College Services. The enrolment of a student at Newington College involves a financial commitment to the payment of fees and ancillary charges for the period of the student's education at the College. Parents/guardians should therefore give careful consideration to the financial commitment involved.

G. Refund of Course Fees

1. Newington College's refund policy applies to all course monies paid to the College. Refunds will be reimbursed in Australian dollars and paid to the person specified in the written agreement, unless otherwise requested in writing.
2. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Head of Stanmore.
3. The College will refund within 28 days all course monies paid where the student's application for enrolment is refused by the College or the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.
4. Refunds for student default apply to tuition fees only. Course monies (excluding tuition fees) will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment of behalf of the student has been made.
5. If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, only one term's (or 10 weeks) tuition fees will be refunded from the annual tuition fee.
6. The College will refund within 28 days of the receipt of written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed below:
 - i. If written notice is received up to 4 weeks prior to commencement of the course, the College will be entitled to retain an administration fee.
 - ii. If written notice is received less than 4 weeks prior to commencement of the course 70% of the tuition fee will be refunded.
 - iii. If written notice is received within 6 months of the commencement date of the student's course, only one term's (or 10 weeks) tuition fees will be refunded from the annual tuition fee.
 - iv. If written notice is received more than 6 months after the commencement date of the student's course no refund of tuition fees will be made.
7. No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:
 - i. Failure to maintain satisfactory course progress (visa condition 8202).
 - ii. Failure to maintain satisfactory attendance (visa condition 8202).
 - iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
 - iv. Failure to pay course fees.
 - v. Any behaviour identified as resulting in enrolment cancellation in Newington College's Code of Behaviour.
8. In the unlikely event that Newington College is unable to deliver your course in full, you will be offered a full refund of all course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided.

If Newington College is not in a position to refund the unexpended pre-paid tuition fees, Newington College will notify the TPS Director within 3 business days of the default or intention to default. At this time, Newington College will have 14 days to satisfy its tuition protection obligations to current students. Subsequent to the 14 days lapsing, Newington College will have a further 7 days to advise the TPS Director of the final outcome. The student shall be referred to the Tuition Protection Service www.tps.gov.au, who will place the student in a suitable alternative course or if a suitable course cannot be found, pay a refund as calculated by the TPS Administrator.

Where the student wishes to obtain further information about the Tuition Protection Service (TPS), it can be found at the following website: [https://tps.gov.au/StaticContent/Get/Student Information](https://tps.gov.au/StaticContent/Get/Student%20Information).

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This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under *Australian Consumer Laws*, if the *Australian Consumer Law* applies.

H. Deferring, Suspending or Cancelling the Student's Enrolment

1) Deferral of commencement of study requested by student

- a) Newington College will only grant a deferral of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - i) illness, where a medical certificate states that the student was unable to attend classes;
 - ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
 - iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies;
 - iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
- b) The final decision for assessing and granting a deferral of commencement of studies lies with the Head of Stanmore.
- c) Deferral will be recorded on PRISMS depending on the students CoE status.

2) Suspension of study requested by student

- a) Once the student has commenced the course, Newington College will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
 - i) illness, where a medical certificate states that the student was unable to attend classes
 - ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
 - iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
- b) Suspensions will be recorded on PRISMS.
- c) The period of suspension will not be included in attendance calculations.
- d) The final decision for assessing and granting a suspension of studies lies with the Deputy Headmaster.

3) Assessing requests for deferral or suspension of studies

- a) Applications will be assessed on merit by the Deputy Headmaster.
- b) All applications for deferral or suspension will be considered within 10 working days.

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4) Exclusion from class (1 – 28 days)

- a) Newington College may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in Newington College's Code of Behaviour.
- b) Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Head of House in consultation with the Deputy Headmaster.
- c) Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.
- d) Exclusions from class will not be recorded on PRISMS.
- e) Periods of 'exclusion from class' will not be included in attendance calculations as per Newington College's Course Progress and Attendance Policy.

5) College initiated suspension of studies (28 days +)

- a) Newington College may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in Newington College's Code of Behaviour.
- b) Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Head of House in consultation with the Deputy Headmaster.
- c) Students who have been suspended for more than 28 days are required to return to their home country by DIBP unless special circumstances exist (e.g. the student is medically unfit to travel).
- d) If special circumstances exist, the student must abide by the conditions of his suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Deputy Headmaster.
- e) Suspensions will be recorded on PRISMS.
- f) The period of suspension will not be included in attendance calculations.

6) Cancellation of enrolment

- a) Newington College will cancel the enrolment of a student under the following conditions:
 - i) Failure to pay course fees.
 - ii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
 - iii) Any behaviour identified as resulting in cancellation in Newington College's Code of Behaviour.
- b) Newington College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIBP which will result in automatic cancellation of the visa.

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7) Complaints and Appeals

- a) Student requested deferment and suspension are not subject to Newington College's Complaints and Appeals Policy.
- b) Exclusion from class is subject to Newington College's Complaints and Appeals Policy.
- c) College initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to Newington College's Complaints and Appeals Policy.
- d) For the duration of the appeals process, the student is required to maintain his enrolment and attendance at all classes as normal. The Head of House in consultation with the Deputy Headmaster will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If students access Newington College's complaints and appeals process regarding a College initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.
- f) Extenuating circumstances include:
 - i) The student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age).
 - ii) The student is missing.
 - iii) The student has medical concerns or severe depression or psychological issues which lead the College to fear for the student's wellbeing.
 - iv) The student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others.
 - v) Is at risk of committing a criminal offence.
 - vi) The student is the subject of investigation relating to criminal matters.
- g) The use of extenuating circumstances by Newington College to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- h) The final decision for evaluating extenuating circumstances lies with the Deputy Headmaster.

Student Advice

Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students will be informed to contact the Department of Immigration for advice.

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I. Living in Australia

In addition to tuition fees there are many costs associated with living away from home.

A list of the main costs appears below. Please note all costs are approximate and are subject to change and vary to some extent on where one resides in Sydney. Providers are listed as examples only and are not endorsed by the College. This list does not include miscellaneous items or entertainment. For further information about Studying in Australia, please see the website <http://www.studyinaustralia.gov.au/>.

Type of Cost	Sample Provider	Cost	Provider Website
Homestay Accommodation	Homestay Network	Weekly: \$255 single room \$240 shared room	http://www.homestaynetwork.com.au
Additional Homestay Costs	Ozhomestay	Weekly: \$255 single room \$230 twin room	www.ozhomestay.com.au
Holding fee for vacation periods		\$5 lunch per day \$10 internet access (weekly) \$250 placement fee \$200 processing fee \$40-\$50 (weekly)	
Toiletries and personal items	Self purchased	\$10-\$15 weekly	Local supermarkets
Transport	City Rail	\$814 yearly student ticket (mid range distance – example given is Parramatta to City)	http://www.cityrail.info/tickets/which
Health Insurance	Medicare Private OSHI	\$385 for 12 months (single) \$770.60 (family)	http://www.medibank.com.au/Overseas-Students/About-OSHC.aspx
Telecommunications	various	\$10 min weekly)	-
Stationery/printer cartridges	various	\$150 (yearly)	-

J. Agents

Newington College does not enter into contracts with any Education Agents and does not pay commission to Education Agents.

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K. Complaints and Appeals

- 1) **Purpose**
 - a) The purpose of Newington College's Complaints and Appeals Policy is to provide a student with the opportunity to access procedures to facilitate the resolution of a dispute or complaint.
 - b) The internal complaints and appeals processes are conciliatory and non-legal.
- 2) **Complaints against other students**
 - a) Grievances brought by a student against another student will be dealt with under the College's Code of Behaviour.
- 3) **Informal Complaints Resolution**
 - a) In the first instance, Newington College requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.
 - b) Students should contact the Deputy Headmaster in the first instance to attempt mediation/informal resolution of the complaint.
 - c) If the matter cannot be resolved through mediation, the matter will be referred to the Deputy Headmaster and Newington College's internal formal complaints and appeals handling procedure will be followed.
- 4) **Formal Complaints Handling Procedure**
 - a) The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.
 - b) The student must notify the College in writing of the nature and details of the complaint or appeal.
 - c) Written complaints or appeals are to be lodged with the Deputy Headmaster.
 - d) 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 him for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 days from the date of notification in which to lodge a written appeal.
 - e) Internal complaints and appeals processes are available to students at no cost.
 - f) Each complainant has the opportunity to present his case to the Deputy Headmaster.
 - g) Students may be accompanied and assisted by a support person at all relevant meetings.
 - h) The formal grievance process will commence within 10 working days of the lodgement of the complaint or appeal with the Deputy Headmaster.
 - i) Once the Deputy Headmaster 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.
 - j) If the grievance procedure finds in favour of the student, Newington College will immediately implement the decision and any corrective and preventative action required.
 - k) Newington College undertakes to finalise all grievance procedures within 20 working days.
 - l) For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal.
- 5) **External Appeals Process**
 - a) If the complaints procedure does not find in favour of the student or the student is dissatisfied with the result of the complaints procedure, he will be informed of the external complaints and appeals process available to them at minimal or no cost.
 - b) The external body used for Newington College's external complaints and appeals processes will be notified to the student on request. It could include, but not limited to:
 - National Alternative Dispute Resolution Advisory Service at <http://www.nadrac.gov.au/>
 - NSW Community Justice Centres at <http://www.cjc.nsw.gov.au>
 - Association of Independent Colleges NSW at www.aisnsw.edu.au

The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by the College. See the Overseas Students Ombudsman website www.oso.gov.au or phone 1300 362 072.

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6) Definitions

- a) Working Day – *any day other than a Saturday, Sunday or public holiday during term time*
- b) Student – *a student enrolled at Newington College or the parent(s)/ legal guardian of a student where that student is under 18 years of age*
- c) Support person – *a friend/teacher/relative not involved in the grievance. Note: Lawyers and Education Agents are not considered suitable Support Persons.*

L. Homestay

Newington College does have boarding accommodation. It is the responsibility of the student and their family to ensure the student has suitable homestay arrangements.

It is the College's policy that:

- Irrespective of age, all Overseas Students must have a College approved guardian.
- Irrespective of age, all Overseas Students must live in a College approved Homestay and stay with this arrangement until the end of their final examination period.

It is the College's preference that:

- The student lives with a parent or immediate member of their family (over 25).
- All guardians are English speaking.
- The guardian is also the homestay parent.

Students are required to inform the College of any change in their homestay accommodation and guardians.

Approval of Homestay accommodation rests with the Director of Admissions in consultation with the Deputy Headmaster.

The College will monitor accommodation by home visits, and formal and informal conversations with students.

In cases where an Overseas Student requests to change their Homestay Accommodation arrangement or Guardian, the following applies:

- The Overseas Student must first discuss their request with the College's Deputy Headmaster.
- The Deputy Headmaster will then assess the request, provide the Homestay Application and Agreement, and arrange an interview and home visit with the homestay carer or Guardian and home visit if appropriate.
- If the Overseas Student's request is approved and the College will give permission for the student to move.

The following applies for Overseas Students requesting Leave:

- Both during Term time and holiday times, Overseas Students must advise the College of all holidays and other activities undertaken. When there are changes in term time circumstances, students are required to complete a form entitled 'Overseas Student Variation to usual Accommodation Arrangements'. When there are changes to holiday arrangements, students are required to complete a form entitled 'Overseas Students Vacation Arrangements' and return it to the Deputy Headmaster. These need to be signed by the students' guardian and the Deputy Headmaster. See Attachments G and H.
- During term time, Overseas Students must first request leave from the Head of House, prior to making any travel arrangements.
- During holiday time, Parents/Guardians must give written permission for the student to go on any vacation break that involves them living away from their homestay address. However, the College is not obliged to authorise ANY such vacation, if it considers the venue or activity to be unsuitable.

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M. Transfer between Registered Providers

- 1) Overseas students are restricted from transferring from the College for the first 6 months of study unless under the following circumstances:
 - the original provider has ceased to be registered for the course or the course in which the student is enrolled has ceased to be registered;
 - the original registered provider has provided a written letter of release;
 - the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course, or
 - any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

This restriction also applies to any course(s) packaged with their principal course of study.

- 2) Students can apply for a letter of release to enable them to transfer to another education provider. See letter of release attachment N.
- 3) Newington College will only provide a letter of release to students in the first 6 months of their principal course in the following circumstances:
 - a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the College.
 - b) It has been agreed by the College the student would be better placed in a course that is not available at Newington College.
 - c) Any other reason stated in the policies of Newington College.
- 4) Newington College will NOT provide a letter of release to students in the first 6 months of their principal course in the following circumstances:
 - a) The student's progress is likely to be academically disadvantaged.
 - b) Newington College is concerned that the student's application to transfer is a consequence of the adverse influence of another party.
- 5) In order to apply for a letter of release, students must have a letter from the receiving provider that a valid offer of enrolment has been made.
- 6) Students under 18 years of age MUST also have:
 - a) Written evidence that the student's parent(s)/legal guardian supports the transfer.
 - b) Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not living with a parent(s)/legal guardian or a suitable nominated relative.
 - c) Evidence that the student is always in DIBP approved welfare and accommodation arrangements.
- 7) All applications for transfer will be considered within 10 working days and the applicant notified of the decision. The student is advised to contact DIBP to seek advice on whether a new student visa is required
- 8) Students whose request for transfer has been refused, with written reasons by the College, may appeal the decision in accordance with Newington College's complaints and appeals policy. The complaints and appeals policy is available from the Enrolment Office.

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N. English as an Additional Language and/or Dialect Support

Newington supports diversity across the school, and is enriched by a highly multicultural and multi-language school community.

If a student has been identified as an English language learner from a non-English speaking educational background, they will be placed in classes and courses commensurate with their experience of learning with English as the language of instruction. The College will undertake diagnostic testing to establish their competency, and from that time students to be supported in the most appropriate way possible. All instruction at Newington is conducted in English for both NSW HSC candidates and students completing the IB Diploma.

There are a broad range of explicit support interventions that the school offers, including:

- in-class literacy support,
- designated and timetabled support lessons,
- workshops and voluntary support
- pastoral care mentoring, and
- cultural support for students from diverse backgrounds

The school recognises the challenges that come with complete immersion in English as a foreign language. All this is aimed at students enhancing key skill sets in English, and fostering an appreciation of English in different literary and non-literary contexts across the curriculum, and monitoring each students' development as needed.

While all classes are conducted in English, the school supports diversity across the school, and is enriched by a highly multicultural and multi-language school community.

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ATTACHMENT A

OVERSEAS STUDENTS - APPLICATION FOR STUDENT TRANSFER/LETTER OF RELEASE

Please read the attached Student Transfer Request Assessment Policy before filling out this form to see if you meet the requirements to be granted a letter of release for transfer.

Student name:

Year Group:

Current Address in Australia:
.....

Address in home country:

Phone number:

Mobile phone number:

Email address:

Reason for transfer: *Please state why you wish to transfer to another College.*

.....
.....
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Attach a letter of offer from the institution to which you wish to transfer. If you are under 18 years of age and not in the care of a parent or suitable nominated relative, the letter of offer must also show that the institution will accept responsibility for approving your accommodation, support and general welfare arrangements.

The transfer date should be negotiated to ensure there are no gaps in College approved transfer.

If you are under 18 years of age, please attach a letter from your parents to indicate that you have their permission to transfer.

Attach any relevant supporting documentation.

This application will be assessed once all documentation has been received. The College may ask for more documentation if it requires it. Applications are usually processed in 10 working days.

.....
Student signature	Date
.....
Parent/Guardian signature	Date
.....	
Parent/Guardian Name	



ATTACHMENT B

CHANGE OF DETAILS

Date Taken: ____/____/____

Notified By: _____

Please ensure that all details marked
are completed.

Please return to the Enrolments Office.

*STUDENT'S NAME:	
*Parent/Guardian's Name:	
*Student's Grade	Grade: _____
Residential Address:	
Postal Address:	
Account Address: <i>If different from the current account address, please supply written documentation, accepting the change, signed and dated by the current account debtor.</i>	
Telephone: H, HF, FW, MW, FM, MM (Please see key below)	
Email:	
Emergency Contact:	Name: _____ Relation to student: _____ Address: _____ _____

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	Contact No: Home: (____) _____ Work: (____) _____ Mobile: _____
Additional Information:	

KEY: H- Home; HF- House Fax; FW- Father's Work; MW- Mother's Work; FM-Father's Mobile; MM-Mother's Mobile

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**ATTACHMENT D
OVERSEAS STUDENTS' VACATION ARRANGEMENTS:**

1. Full Name: _____
2. Current Address and Phone Number: _____

3. Current Guardian's name: _____
4. Guardian's Address (if not the same as home address) _____

5. Will you be staying in Australia for the vacation break? YES NO
6. If YES, will you be residing with your Guardian? YES NO
7. If not, where in Australia will you be staying over the vacation?

8. Will you be returning to your family? YES NO
9. What is your departure date? _____
10. What is your return date? _____

I _____ (name), understand that I must return to Sydney in order to beginI understand that no extensions of leave will be granted for students in Years 11 and 12 unless there are exceptional circumstances.

Signed: _____
Guardian's signature: _____

Travel Documents sighted: Yes/No _____

Deputy Headmaster: _____

Please return this form to Deputy Headmaster

The form should be accompanied by a copy of your travel documents where applicable.



ATTACHMENT E.

Overseas Student Variation to Usual Accommodation Arrangements.

1. Student's Full Name: _____

2. Usual Address and Phone Number: _____

3. Current Guardian's name: _____

4. Guardian's Address (if not the same as home address) _____

5. Variation to normal accommodation arrangements above:

Date From: _____ To: _____

Reason for change to arrangements: _____

Address where student will reside during this time:

Name: _____

Address: _____

Signed:

Guardian's signature: _____

Deputy Headmaster: _____

Please return this form to Deputy Headmaster.

7-12
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