

OVERSEAS STUDENT INFORMATION



WAVERLEY
Christian College

Allow God's story to transform yours

Thank you for considering Waverley Christian College for your child's education. The College is committed to providing Christian families with the opportunity to have their children educated from a Christ-centred, Biblical perspective that will prepare them for effective service within society

The College exists to support Christian families in the education and training of their children, reinforcing Biblical values and standards. Our curriculum, facilities and Christian values help encourage students attending the College to achieve their best – academically, spiritually, socially, emotionally and physically.

A primary focus of the College is to train Christian young people of every ability in the highest principles of Christian leadership, determination to find God's will for themselves, personal integrity, and good citizenship. Accordingly, the College will admit only those students considered by the Principal to be best able to comply with a disciplined program which sets high Christian standards.

Our Admissions Policy is applicable to both local and overseas students, and can be accessed on our website: <http://www.wcc.vic.edu.au/index.php?id=15>.

It is the general policy of the College to enrol only children from Christian homes who are themselves Christians; (and where at least one parent is involved in regular fellowship in a local church); who accept the Bible as God's Word and who are willing to submit to its principles as final authority. In practice, this will mean that each student will be committed to regular and active involvement in a local church; will honestly endeavour to abide by all the College regulations; will refrain from any drug, impure or obscene language, and immoral behaviour, and respect authority without being critical or fault-finding.

The purpose of this Booklet is to provide information specifically relating to Overseas Students and should be read alongside the College Prospectus. College policies apply to all students regardless of their visa status, and are available on the College's parent portal. In addition to these, specific requirements apply to overseas students, for example in the Education Services for Overseas Students Act 2000 (ESOS Act), 2018 National Code standards and VRQA guidelines. Legislative requirements prevail as the minimum standard in the event of an inconsistency with information contained in this Booklet.

Overseas Student Program – The College's Intent

The College's intent in providing an Overseas Student program is to offer a service to overseas students who are seeking enrolment at the College and whose relatives are/will be living in Australia. It is not the College's intention to actively seek to attract students from overseas. The College does not engage education agents to act on its behalf.

To this end, the College requires its overseas students to make their own arrangements for living in Australia. It is the expectation that students will live with their parent or eligible relative ("Nominated Guardian") in Australia who will take responsibility for the overseas student's accommodation, welfare and support in Australia. The parent or eligible relative must have an appropriate visa or a Student Guardian visa.

An "eligible relative" is:

- a parent, spouse, brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece or nephew, or a step-grandparent, step-aunt, step-uncle, step-niece or step-nephew;
- nominated by a parent of the overseas student or a person who has custody of the overseas student;
- aged at least 21;
- of good character, and show this by providing a police clearance from the countries in which they have lived for more than 12 months in the past ten years after the age of 16; and
- an Australian citizen, permanent resident or be eligible to remain in Australia until the overseas student's visa expires or the overseas student turns 18 years of age (whichever happens first).

The student's accommodation arrangements must be detailed on the College's Application Form. This information is also needed on the Department of Home Affairs (DHA)'s visa application form and the DHA will assess the nominated arrangements. Documentary evidence of the relationship will be required.

Parents must also acknowledge an understanding of the College's approach to [child safety](#) and the suitability of the accommodation in light of this understanding.

The College will meet with the Nominated Guardian during the enrolment interview either in person or online for example, via Skype. Copies of the Child Protection Strategy and the Child Protection Code of Conduct are provided to the Nominated Guardian at the interview.

The College does not accept responsibility for the accommodation and welfare arrangements of overseas students, and accordingly is not required to issue the Confirmation of Appropriate Accommodation and Welfare (CAAW) letter.

College Environs

Waverley Christian College is situated in the outer eastern suburbs of Melbourne. The nearby attractions and facilities include Mount Dandenong and major shopping centres of Knox City and The Glen. A well serviced public bus route runs past the College connecting students to both these shopping centres which are, in turn, major hubs to many other bus routes. A major train route to the centre of Melbourne is also available at Glen Waverley.

A second campus commenced in 2012 at Narre Warren South, and offers classes from Prep to Year 12. Narre Warren South is a suburb located 40km south-east of Melbourne's central business district. It is part of the City of Casey, one of the fastest growing regions in Australia with approximately 300,000 residents from more than 150 different cultural backgrounds. Major shopping centres in the area include Casey Central Shopping Centre and Westfield Fountain Gate. Public busses are available between the College and these shopping centres. The closest train station to the College is the Narre Warren station, on the Pakenham train line.

The College comprises numerous classrooms, staff rooms and open areas. The specialist areas within the school include Music, Art Technology, Science laboratories, Computer lab, Gymnasium/Auditorium and Library.

The equipment provided at each campus for use in teaching include computers, AV equipment (TV/DVD players, digital video projectors, video cameras, digital cameras, interactive whiteboards), musical instruments, science laboratory equipment, art and visual communication, and specialist equipment used for technology, wood, metal, plastics and electronics subjects.

Student Placement

It is expected that each student is sufficiently proficient in both verbal and written English Language prior to commencement of the relevant course. All places are subject to a satisfactory enrolment interview.

Prospective students who have previously studied at a school where their main medium of instruction is not English will be required to undertake language testing at their own expense. Acceptable tests include the Australian Education Assessment Services (AEAS), IETLS or any equivalent English Language test. The report and/or results should be submitted to the College as part of the application process.

The minimum level of English language proficiency is as follows:

- A score of 70% and above in the AEAS test. Students who achieve a score below 70% will be required to attend an English Language Intensive Course for Overseas Students (ELICOS) for the duration recommended by AEAS.
or
- A minimum Level 5 in the IELTS (General) for Year 7 to Year 10 students and Level 6 in the IELTS (General) for VCE students.

The AEAS is available in the following countries: China; Hong Kong; Indonesia; Malaysia; Philippines; Singapore; South Korea; Sri Lanka; Taiwan. It is available in other countries by arrangement.

Where the student is required to attend an intensive English Language course, he/she must successfully complete the course and demonstrate satisfactory English Language proficiency as evidenced in their report from that language school at the end of the course, or subsequent language testing (e.g. AEAS). The College may request additional language testing if it deems it necessary, to ensure language proficiency has been obtained. If a satisfactory level of English proficiency is not achieved, the student is required to enrol in a subsequent intensive English Language course at their own expense.

The College will assess the student's application and appropriate Year Level based on a number of factors, including assessment at enrolment interview, date of birth (mainly for Primary school), language proficiency, prior schooling, latest school reports including reports from Language School, other applicable test results or qualifications obtained to date, etc. Additional testing may be conducted, where required.

Students with overseas qualifications may be eligible to apply for credit towards the VCE. Recognition of Prior Learning (RPL) is assessed by the Victorian Curriculum and Assessment Authority (VCAA). The College facilitates this process with applications for course credit made through the College. It is not however the body that makes the decision regarding the granting of credit. Details of countries and the qualifications for which credit is most often requested can be found on the VCAA's website. Where RPL granted by VCAA results in a reduced course duration, the student will be informed and the CoE issued only for the reduced duration of the course. Any changes in course duration will be accordingly reflected in PRISMS if this occurs after the overseas student's visa has been granted.

Indicative Costs of Living

Students will need money for their day to day expenses such as clothing, transport, entertainment (e.g. a 7-day Zone 1&2 Myki pass is \$43 (current as at March 2018). Families should separately budget for accommodation and related costs (e.g. utilities, rates/rental etc.), meals, etc.

An example of indicative living costs is available on <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

Courses and Duration

The College offers the following courses at both campuses:

- Primary (Prep to Year 6): CRICOS Course Code 032020J
- Secondary/VCE (Year 7 to Year 12): CRICOS Course Code 032021G
- Secondary/VCAL (Year 7 to Year 12): CRICOS Course Code 065670B

The expected outcome from the successful completion of the six year study course in the Secondary School (Year 7 to Year 12) is either the Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL) awarded by the VCAA. Please refer to the College's VCE and VCAL Policy Booklet on the College website (located in the Programs > Secondary drop down menu).

Each Year Level is taught in one academic year, commencing at the end of January/early February each year. Each academic year is divided into four Terms, with around nine to eleven weeks in each Term. Students do not attend school during the school holidays (approximately two weeks break between each Term), Victorian public holidays and Student Free Days/Staff Professional Development Days (approximately 7 days per year). Term dates are published on the College website.

The duration of the course offered to the student is detailed in the College's Letter of Offer sent to each new student. Students are required to complete their course within this time limit. VCE/VCAL students are regularly assessed in accordance with the course guidelines set out in the VCE and VCAL Policy booklet. Students should attend classes and satisfactorily complete the assessment activities required for a particular subject to complete the course within the specified duration.

The College will only permit an extension to the specified course duration in the following circumstances:

- Where the College believes there are compassionate or compelling circumstances (for example, serious illness as evidenced by a doctor's certificate, or bereavement) as assessed by the College on the basis of demonstrable evidence;
- Where the College has implemented or is in the process of implementing an intervention strategy for the student because he/she is at risk of not meeting course progress requirements; or
- An approved deferral or suspension of the student's enrolment has occurred (Please refer to the Section on "Deferral, Suspension and Cancellation of Student Enrolment").

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

- Serious illness or injury, where a medical certificate states that the overseas 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 overseas student's studies;
- A traumatic experience, which could include
 - involvement in, or witnessing of a serious accident; or
 - witnessing or being the victim of a serious crimeand this has impacted on the overseas student (these cases should be supported by police or psychologist/s' reports);
- Where the College was unable to offer a pre-requisite unit, or the overseas student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol; or
- Inability to begin studying on course commencement date due to delay in receiving a student visa.

The College will use its professional judgement in assessing each case on its individual merits, considering documentary evidence it receives to support the claim.

Where the duration of the student's enrolment has been extended, the student will be notified to contact DHA to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

Attendance

Students are encouraged to be in regular attendance unless unavoidable. Excessive absences negatively impact on a student's progress. A minimum 80% attendance rate per school year is required for all students (VCE students 90%) at all scheduled lessons and activities to enable satisfactory completion.

The attendance rate will be calculated each term by taking the number of days that the student is present divided by the total number of days that the student is required to attend.

Nominated Guardians are responsible for contacting the College to explain the absence of the student on any particular school day. Notification may be provided via email or by phoning the College and should be made prior to the start of the school day. The College's contact details are available on our website.

No student may leave the College during the day without permission. Before permission is granted, communication must be made with the College. Nominated Guardians are encouraged to make all appointments (for example, medical/dental appointments), outside of school hours if possible.

The College maintains a register of daily attendance of all students at the College. Attendance records are monitored by Attendance Officers, and Attendance reports are reviewed by Heads of School every five weeks.

Student attendance is recorded as follows:

- Primary — the classroom teacher marks the roll in Periods 1 and 5
- Secondary — the teacher marks a roll in each class

Late arrivals at the College are also recorded.

Where the College has not received notification of the student's absence, a text message will be sent to the student's Nominated Guardian notifying them of the absence and requesting that they immediately contact the College. Where the absence remains unexplained, the matter will be reported for investigation and follow up.

Any absence longer than three consecutive days without approval will be investigated. The College will make all reasonable efforts to locate the student where it is unable to contact a student, including notifying the police and other relevant Commonwealth, state or territory agencies.

A note of absences is included in half year and end of year reports to parents/guardians.

Students at risk of breaching the College's attendance requirements will be counseled and offered necessary support. Both the student and his/her Nominated Guardian will be notified. Attendance and coursework will be more closely monitored by the relevant teachers.

Where a student passes the absence threshold, the College will advise the student in writing of its intention to report the student for unsatisfactory attendance, the reasons for its intention to report and also advise the student of his/her right to access the College's internal complaints and appeals process within 20 working days. The College will maintain the student's enrolment while the complaints and appeals process is ongoing.

An exception to this process is where the student's attendance rate is at least 70% and the student produces genuine documentary evidence clearly demonstrating compassionate or compelling circumstances e.g. medical illness supported by a medical certificate. For VET courses, satisfactory course progress must be maintained.

If a student is assessed as having nearly reached the threshold of 70% attendance, the relevant Head of School will assess whether a suspension of studies is in the interests of the student in accordance with the College's Deferral, Suspension and Cancellation policy.

Punctuality

All students are required to be on time for the start of school. The College must be notified if the student is late. Unexplained lateness may result in a detention. Continued lateness will necessitate a conference with the Nominated Guardian and the College.

Teaching and Assessment

Teaching methods employed by the College include teacher generated learning (e.g. face to face) and student generated learning (e.g. research, practical work). Assessment methods include assignments (e.g. aural, visual or written presentation) and testing. The College does not deliver courses exclusively by online or distance learning. Any online or distance learning will be in addition to minimum face-to-face teaching requirements approved by the Victorian Department of Education.

Courses are generally provided by the College. Where another provider is engaged to provide part of the course (for example VET courses), students will be notified.

All homework, assignments, assessments and work assigned by teachers must be completed to a minimum satisfactory standard, and submitted by the due date in order to achieve satisfactory course progress.

Achievement Tests

All students (apart from those in Prep classes) take achievement tests during the school year. The tests are used to measure a student's understanding of the course material.

Feedback and Reporting

The assessment system of the College is designed to give each student and parent/guardian access to accurate information about the student's performance.

Parent/Teacher interviews are conducted twice a year and summative written reports are available online at the half year and end of year. Students and parents/guardians are provided with periodic feedback regarding assessments online via the College parent portal.

Unsatisfactory course progress report can result in a cancellation of the student's visa.

Where a student has failed or has achieved unsatisfactory results in more than 50% of subjects in a term or semester, the College will advise the student and implement an intervention strategy. This includes but is not limited to academic skills support, study groups, mentoring, tutoring, reduction in course load, placement in a suitable alternative course and personal counseling. The strategies or combination of strategies will be tailored to the student's needs.

If, after one term, the student's course progress remains unsatisfactory, the student will be informed in writing as soon as practicable that the College intends to report the student for unsatisfactory course progress. The student will also be advised of the reasons for the intention to report and that the student has the right to access the College's internal complaints and appeals process within 20 working days. The College will maintain the student's enrolment while the complaints and appeals process is ongoing. Depending on the situation, the student will continue their study either in the classroom or externally with supervision.

The College will report unsatisfactory course progress or unsatisfactory course attendance where:

- the internal and external complaints processes have been completed and the decision or recommendation supports the College;
- the overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period;
- the overseas student has chosen not to access the external complaints and appeals process; or
- the overseas student withdraws from the internal or external appeals processes by notifying the registered provider in writing.

The College will record the variation and reasons for the variation in the student's file, as well as report the student via PRISMS and issue a new Confirmation of Enrolment (CoE) if required. The student will be advised to contact the DHA to seek advice on the potential impacts on their visa, including the need to obtain a new visa.

A new CoE will be issued if the student enrolls in a different course within the College, or the course load is reduced and thereby changing the duration of the course. These changes will be advised via PRISMS. The student will be advised to seek advice from the DHA on the potential impact on his or her student visa.

Student Counselling and Support Services

Orientation Program

Overseas students meet regularly with the Overseas Student Coordinator, who will provide information about support services available to assist overseas students with adjusting to study and life in Australia. This generally include English language and study assistance programs, emergency and health services, student safety including risks of abuse, the College's facilities and resources, complaints and appeals process, requirements for course attendance and progress, support services available to assist overseas students with general or personal circumstances that are adversely affecting their education in Australia and where relevant, services overseas students can access for information on their employment rights and conditions.

Structured activities will be organised by the relevant class teacher (Primary) or the Year Level Coordinator (Secondary) throughout the year.

Staff are informed when a new student commences, so that they can help the student settle into life at the College. Office staff will assist the student with information regarding books and school uniform.

Child Protection

Waverley Christian College is committed to the safety and wellbeing of all children and young people. This is the primary focus of our care and decision-making.

The College has zero tolerance for child abuse. All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, family or social background have equal rights to protection from abuse.

Details of our Child Protection policy are available on our website at <http://www.wcc.vic.edu.au/index.php?id=54>

Pastoral Care

Pastoral care is the support given to students for their development as a person. It relates to the total care of students and involves tending to both the academic and non-academic needs of students including spiritual, emotional and social wellbeing.

The College is committed to providing a safe, supportive and social environment where students feel nurtured as they learn. Well-being Coordinators are located at each campus.

Educational Counselling

The Heads of School (Primary and Secondary) are responsible for overseeing the educational development of the students.

The academic progress of the students is carefully monitored. Parents are kept informed by School Reports at the end of each Semester and online feedback is available throughout the year via the College portal. Where necessary, direct contact is made with parents in addition to Parent Teacher Interviews.

Career counselling regarding subject choice and tertiary entry is given by the VCE/Careers Coordinator. Each student is individually interviewed by the Careers Coordinator and Careers Information Sessions are also held during the year. Students who would like to make university applications are also supported.

Year Level Coordinators provide assistance with strategies for study and advice on time management.

Deferral, Suspension and Cancellation of Student Enrolment

Student enrolment can be deferred, suspended or cancelled in certain circumstances by the College or by the student. Where deferral, suspension or cancellation is initiated by the College, students have the right to appeal the decision in most circumstances.

The College may defer or suspend the enrolment of a student if it believes there are compassionate or compelling circumstances.

The College may suspend or cancel the student's enrolment under the following circumstances:

- Misconduct/misbehaviour as defined by the College's policies
- Failure to comply with any applicable standards of conduct, statutes, regulations, policies and procedures of the College which provide for enrolment deferral, suspension or cancellation as an outcome of such failure to comply
- Failure to pay an amount the student was required to pay to undertake or continue the course
- Breach of course progress or attendance requirements in accordance with visa requirements
- Failure to maintain a continuous valid enrolment
- Where a student is not attending classes (refer to the section on Attendance)
- Failure to meet the College's progression standards (refer to section on Teaching and Assessment)
- Where a student elects to withdraw from their program within the College's policies.

Prior to imposing a College initiated suspension or cancellation, the College will inform the student of its intention and the reasons for doing so, in writing. The College will also advise the student of their right to appeal through the internal complaints and appeals process within 20 working days.

A College initiated suspension or cancellation will be effective immediately where the overseas student's health or wellbeing, or the wellbeing of others is likely to be at risk. In this case, the overseas student will not be given the opportunity to appeal the provider-initiated deferral, suspension or cancellation of enrolment. This may include, but is not limited to when the overseas student

- is missing;
- has medical concerns, severe depression or psychological issues which lead the provider to fear for the overseas student's wellbeing;
- has engaged or threatens to engage in behaviour that is reasonably believed to endanger the overseas student or others; or
- is at risk of committing a criminal offence.

If otherwise, the College initiated suspension or cancellation will take effect when the internal appeals process is completed.

The final decision for assessing and granting a deferment, suspension or cancellation lies with the Principal. Where there is any deferral, suspension or cancellation action, the College will inform the student of the need to seek advice from the Department of Home Affairs on the potential impact on his or her student visa, and report the changes to the student's enrolment in PRISMS.

Student Concerns and Grievances

Normally, student concerns are resolved through the processes of educational and personal counselling. The College provides an experienced, approachable and caring group of staff members who are available to counsel students on matters of educational and personal concern. The process is confidential. Please also refer to the College's Complaints Policy.

Staff members are readily accessible to assist students with concerns, for example:

- Overseas Student Coordinator
- Home Group Teacher
- Year Level Coordinator
- Careers Coordinator
- Wellbeing Coordinator
- Head of School
- Head of Campus
- Principal

The College will respond to concerns the student raises regarding his or her dealings with the College or any related party that the College has an arrangement with to deliver the overseas student's course or related services. The College does not engage education agents to act on its behalf and accordingly is not in a position to respond to complaints or appeals the student may have regarding agents that the student chooses to engage.

Where a student is not satisfied with the assistance given and believes that he or she has a complaint or grievance against the College, the following formal procedures will operate in an attempt to resolve the situation:

1. The student should provide a formal written lodgement with supporting documentation, which outlines the nature and details of the complaint or grievance. The College will commence assessment of the complaint or appeal within ten working days of receiving this formal complaint or grievance at no cost to the student.
2. The Overseas Student Coordinator will contact the student and represent his or her case in the first instance to the Year Level Coordinator who will consult with other staff members, for example Wellbeing Coordinator, Head of School, Head of Campus, Bursar, etc. as appropriate.

Should the issue remain unresolved then:

1. The Year Level Coordinator will refer the student's case to the Head of School. Should the issue remain unresolved then:
2. The student's grievance will then be referred to a panel consisting of the Principal, a member of the School Council, and an independent staff member.

At any stage in this process, the student's Nominated Guardian may be contacted so that they may assist and/or represent the student in the process. The student may, at any stage, nominate any person of their choosing to represent and/or accompany him/her at meetings.

The College will conduct the assessment of the complaint or appeal in a professional, fair and transparent manner and will finalise the process as soon as practicable. For the duration of the appeals process, the student should maintain enrolment and attendance at all classes as normal, unless otherwise advised.

The complainant will be given a written statement of the outcome including details as to the reasons for the outcome. The College will keep a written record of the complaint or appeal, including a statement of the outcome and reasons for the outcome.

Where the student is not successful in the internal complaints handling and appeals process, the College will advise the student within ten working days of concluding the internal review of the student's right to access an external complaints handling and appeals process at minimal or no cost.

In the event that a dispute is not settled within the school, then either party may request the involvement of the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. Please refer to the Overseas Students Ombudsman website <http://www.ombudsman.gov.au/making-a-complaint/overseas-students>

Where advised by the internal or external complaints handling or appeals process, the College will immediately implement the decision or recommendation and/or take the preventative or corrective action required by the decision.

Overseas Student Transfers

Student seeking to transfer between campuses

The College generally does not permit transfers between campuses.

Student seeking to transfer to the College

The College will only enrol overseas student seeking to transfer from another registered provider's course prior to the student completing six months of the first registered schools sector course, in the following circumstances:

- The releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered;
- The releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing his or her course at that registered provider;
- The releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS; or
- Any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change.

The College does not solicit enrolments from overseas students currently enrolled at another registered provider.

The College will only enrol overseas students from another registered provider where the student's parent or eligible relative in Australia is responsible for, or will take responsibility for the overseas student's accommodation, welfare and support in Australia.

Student seeking to transfer from the College

Students who have not completed six months of their course at the College, and who would like to transfer to another provider must lodge a request in writing stating reasons for their request and provide a valid enrolment offer from another registered provider. The request for a transfer must be signed by the overseas student's parent or legal guardian.

Some of the factors that the College will take into account in assessing the application are as follows:

- i. The overseas student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with the College's intervention strategy
- ii. There is evidence of compassionate or compelling circumstances
- iii. The College failed to deliver the course as outlined in the written agreement
- iv. There is evidence that the overseas student's reasonable expectations about their current course are not being met
- v. There is evidence that the overseas student was misled by the College regarding the College or its course and the course is therefore unsuitable to their needs and/or study objectives
- vi. An appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student.

The College will refuse the request for a transfer where it is not in the best interests of the student.

The College will assess the request within ten working days of it being made and finalise the outcome as soon as practicable.

Where a release is granted, there will be no cost to the student. The student will need to contact the DHA to seek advice on whether a new student visa is required. Where a request to transfer is granted due to factor i. above, the College is nonetheless required to report on the overseas student's course progress.

Where the College intends to refuse the transfer request, the student will be notified in writing of the reasons for the refusal. The student will be advised of their right to access the College's complaints and appeals process within 20 working days. The student's refusal status in PRISMS will only be finalised where the appeal finds in favour of the College or the student chooses not to access the complaints and appeals process with the 20 working day period, or the student withdraws from the process.

Overseas Student Application Procedures

Step 1

Review the College Prospectus, website, this Information Booklet and the Course Fees and Conditions of Entry document.

Step 2

Applications can be submitted by email, mail or delivered in person to the College. The following documents are required:

- Completed Overseas Student Application for Enrolment form
- Signed Course Fees and Conditions of Entry document
- Pastoral Letter of Recommendation
- A copy of the student's birth certificate
- A copy of the student's Passport
- Evidence of the student's relationship to Nominated Guardian if not a parent (must be an eligible relative who, in accordance with DHA requirements, qualifies to take responsibility for the overseas student's accommodation, welfare and support in Australia)
- Copies of the student's most recent school report and/or public examination certificates
- AEAS test results or alternative test demonstrating current English language level

A non-refundable Application Fee of AUD300 is payable for each application.

Wantirna South Campus: enrol@wcc.vic.edu.au || 1248 High Street Road, Wantirna South 3152
Narre Warren South Campus: enrolnws@wcc.vic.edu.au || 20 College Drive, Narre Warren South 3805

Step 3

If a place is available, an enrolment interview will be organised. All places are subject to interview. If successful, a Letter of Offer will be forwarded. The student may be required to undertake additional testing (for example AEAS) at their own expense prior to admission to ensure that entry takes places at the optimum time and Year Level.

If a place is not available, the student will be put on the waiting list.

Step 4

To accept the Offer of a place, the parents should sign and return to the College the accompanying Letter of Acceptance, any requested documents and pay the applicable fees.

Step 5

Upon receipt of the above, the College will issue the Confirmation of Enrolment (CoE).

Students should apply for the required Overseas Student Health Cover and the relevant student visa. The College does not provide assistance with these applications.

Fees

Fees are charged annually and are payable at the commencement of each semester. Fee information is included in the Course Fees and Condition of Entry document. From 2018 onwards, the Device Program levy is included in the Course Fees.

The cost of any voluntary excursions as selected by the student will be separately charged.

The cost of books and uniforms are not included in the Course Fees and will need to be separately purchased by students. The College Booklist will be provided prior to commencement and will include details of the cost of books and required stationery items. Uniforms are to be purchased from the College's official uniform suppliers, and a price list is available.

A term's notice in writing is required for student withdrawals. A term's fee in lieu of notice is otherwise payable.

Written Agreement

Students and their parents/guardians will be required to enter into an agreement with Waverley Christian College which identifies the course/s in which the student is to be enrolled and any conditions of enrolment, provides an itemised list of course money payable by the student, information in regard to the refund of course monies, circumstances in which personal information about the student may be shared between the College and the Australian Government and designated authorities, and advises the student of their obligation to notify the College of a change of address while enrolled in the course.

The Written Agreement comprises the Overseas Student Application for Enrolment form, the Course Fees and Conditions of Entry document and the Letter of Offer.

ESOS Framework: Your Rights & Responsibilities

Your Rights as an Overseas Student

The ESOS framework protects your rights as an overseas student, 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.
- 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.
- 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.
- Know:
 - how to use your provider's student support services;
 - who the Overseas Student Coordinator is;
 - 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

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

- Satisfy your student visa conditions;
- Maintain your Overseas Student Health Cover (OSHC) for the period of your stay;
- Meet the terms of the written agreement with the College;
- Inform the College if you change your living arrangements, residential address, mobile number/email address (if any) and emergency contacts within seven days of the change;
- 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.

Contact Details

Who	Why	How
Waverley Christian College	College policies and procedures that affect you	Speak with the Overseas Student Coordinator www.wcc.vic.edu.au Phone: 9871 8600 (Wantirna South) or 8765 7700 (Narre Warren South)
Overseas Student Ombudsman	Dispute resolution	www.ombudsman.gov.au Phone: 1300 362 072
Department of Education and Training	ESOS enquiries	www.education.gov.au ESOS Helpline: 1300 615 262
Department of Home Affairs (DHA)	Visa matters	www.homeaffairs.gov.au Phone: 131 881 in Australia Contact the DHA office in your country
Tuition Protection Service (TPS)	Where the College is unable to fully deliver your course of study	www.tps.gov.au Phone: +61 1300 980 434
Victorian Registration and Qualifications Authority (VRQA)	Quality assurance	www.vrqa.vic.gov.au Phone: +613 9637 2806

STANDARD COLLECTION NOTICE

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide when you are enrolling your child or your child is enrolled at Waverley Christian College. In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.

1. The College collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the College.
2. Some of the information the College collects is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. The College may request medical reports and health information about students from time to time to discharge its legal duty of care to the student and to other students and staff. This includes a student's asthma and anaphylaxis action plans, as well as any other health or medical information which is reasonably likely to impact on the College's ability to provide educational, first aid and related services.
5. A student's health and medical information will be disseminated and used within the College to best meet the College's duty of care responsibilities. This may include the use of photographs with health action plans to facilitate the identification of students who may be at heightened risk. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988.
6. The College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to government departments; third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging; another College to facilitate the transfer of a student; medical practitioners, and people providing educational support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools; assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority; people providing administrative and financial services to the College; anyone you authorise the College to disclose information to; and anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.
7. If this information is not provided to us, the College may choose not proceed with the enrolment or continue the enrolment of your child.
8. The College will engage in fundraising activities from time to time. Information received from you may be used for these purposes. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose including the College's Parent Association who assist in the fundraising activities of the College. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
9. The College may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. The College's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.
10. The College Privacy Policy is accessible via the College website or from the College office. The Policy sets out how parents, guardians or students may seek access to and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the College's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
11. The College's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint about a breach of the APPs and how the complaint will be handled.
12. On occasions, information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on physical displays throughout the College and on our website. Photographs or videos of student activities such as sporting events, College camps and College excursions may be taken for publication in College newsletters and magazines and on our intranet. The College may include students' or parents' or guardian's contact details in a class list or College directory. We will provide opportunity for families to be excluded from these lists.
13. If you provide the College with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can request access to and correction of that information if they wish and to also refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects and complaints it receives.



1248 High Street Road, Wantirna South Vic 3152 | PO Box 395 Vermont Vic 3133
college@wcc.vic.edu.au www.wcc.vic.edu.au Tel: +613 9871 8600

20 College Drive, Narre Warren South Vic 3805
nws@wcc.vic.edu.au www.wcc.vic.edu.au Tel: +613 8765 7700

ABN: 48 847 193 961 | Reg No: A0018722X | CRICOS: 01958D

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