

# **ALL SAINTS' COLLEGE**

## **INTERNATIONAL STUDENT INFORMATION HANDBOOK**

An Anglican and coeducational independent College



**ALL SAINTS'  
COLLEGE**

## PERTH CULTURE AND LIFESTYLE

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Perth, the capital city of Western Australia, is a multicultural hub and home to people of all nationalities. It is renowned for its laid back lifestyle and famous for its long days of sunshine, clear blue skies, brilliant beaches and diverse natural attractions. The weather ranges from mild winters between the months of June and August to Mediterranean style summers from December to April.

Located alongside the peaceful waters of the Swan River, twenty kilometres inland from the Indian Ocean, lifestyle activities in Perth can include trips to the beach, picnics at Kings Park, outdoor barbeques, movies, shopping and much more. Perth also has a thriving arts scene as well as an array of international dining choices.

Being a neighbour with Asia you will find that Perth is in a similar time zone to many Asian countries and hence many of our International students originate from Asia.

The Perth City Centre is a popular tourist attraction, bustling with activity and offering a range of shopping choices. The Port City of Fremantle lies just south of Perth on the coast of Western Australia. Considered the cultural centre of Perth, Fremantle is a popular spot, particularly at weekends where you will find markets, entertainment and plenty of alfresco style cafes and eateries.



# WELCOME TO ALL SAINTS' COLLEGE

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The information prepared is to provide assistance to an easy transition into All Saints' College.

As Perth's first Anglican coeducational school, we are proud to provide excellence in a coeducational setting. At All Saints', opportunities abound for our students, within and beyond the classroom! A dynamic and innovative Pre-K to Year 12 College, All Saints' enjoys a national reputation for providing a holistic education and, specifically, for achieving outstanding academic results in a friendly, caring and supportive environment.

Recognising the African proverb that it takes a village to raise a child, All Saints' College enjoys a strong sense of community: our dedicated staff and diverse student population celebrate parent, family and community involvement. As part of this, and in keeping with our motto – To serve with wisdom and courage – our students recognise and embrace their responsibilities to society, being active contributors to their community in many practical ways during their school years and beyond.

Set on a beautifully treed and landscaped campus of 19 hectares, approximately 10 minutes' drive from the Perth CBD, All Saints' is renowned for its world-class facilities, including our state-of-the-art technologies, our indoor Aquatic and Sports Centres and our breathtaking Centre for Performing Arts, to name but a few.

Further, our students enjoy the fact that all our facilities are on-site and thus readily accessible, not only during school hours but also beyond the school day via our extensive cocurricular program of activity and learning.

The College has had five Principals: Dr Eric Speed (1981-1987); Mr Anthony London (1987-2000); Rev Peter Laurence (2001-2002); Dr Geoffrey Shaw (2003-2011); and, from May 2013, Ms Belinda Provis. (Father Braden Short held the position of Acting Principal in 2012/2013.)

Proudly Anglican, All Saints' College is also a multi-faith community – we welcome families from all cultures, backgrounds and religions. (The College Chapel on campus is also the Parish Church of Bull Creek-Leeming, which is attended by many College families.)

All Saints' is proud of its history and recognises with gratitude the contribution of previous generations of students, families and staff who have shaped the College and helped to position it as one of the nation's finest.

*"Thank you to the teachers at All Saints' College for consistently providing a high level of care and education. They have been attentive to needs and learning styles, and quick to respond when there has been an issue."* (All Saints' College parent)

To assist you in learning more about living in Perth, please see the links below for further information:

[www.ciswa.com](http://www.ciswa.com)

[www.livingin-australia.com/living-in-perth](http://www.livingin-australia.com/living-in-perth)

# INTERNATIONAL STUDENT ENROLMENT INFORMATION

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All Saints' College is a CRICOS approved school that accepts applications from international students for Years 1–12. Positions are limited and are subject to availability.

All Saints' College is registered with the Commonwealth Government, CRICOS listing 02029D and offers the following courses:

- Primary Education Years 1–6 (034858B)
- Secondary Education Years 7–10 (095514K)
- Senior Secondary Certificate of Education Years 11–12 (095517G)

As a provider of education and training services to overseas students, the College is required to comply with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and Education Services for Overseas Students Act 2000 (ESOS Act).

## APPLICATION AND ENROLMENT PROCESS

1. Contact the College's Head of Admissions via email [registrar@allsaints.wa.edu.au](mailto:registrar@allsaints.wa.edu.au) or phone +61 08 93139342 to make an initial enquiry and to discuss the availability of places. The College recommends that admission be considered for entry into Years 1 to 10. Year 11 or 12 entry will only be considered in exceptional circumstances.
2. Arrange to have your child tested by Australian Education Assessment Services (AEAS). Detailed information about the test, practice tests and testing centres in Australia and in other countries can be obtained by visiting the website [www.aeas.com.au](http://www.aeas.com.au). Subject to acceptable test results, reports and if a vacancy exists, an offer of place may be made.
3. Submit an International Student Application form with the application fee, copies of the student's two most recent academic reports and a copy of a current AEAS assessment so that the College may determine the student's English language ability and appropriate academic entry point. Submission of an application does not guarantee entry to All Saints' College.
4. Subject to the required documents being in order, an interview will be conducted with the student and parents by a member of the College Leadership Team and a formal offer of place will be generated and sent to the family. At the time of interview the College's Head of Admissions will provide the family with a tour of the College campus and facilities, if required. A Teams interview can be arranged should the student not be visiting Perth.
5. Parents are required to sign the Written Agreement, pay the Endowment Fee and any related fees as shown in the College's Full Fee Paying Overseas Student Fees & Charges Information and Business Arrangements in order to accept the place for their child.
6. The College's Head of Admissions will generate a "Confirmation of Enrolment" (CoE) and "Confirmation of Appropriate Accommodation/Welfare Arrangement" (CAAW), which will be sent to you electronically. The forms will enable you to apply for a student visa at the Australian Embassy or High Commission nearest to you. For further information in relation to applying for a student visa, please visit [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au). A student visa cannot be granted without a "Confirmation of Enrolment" form.
7. One semester's fees (as per the International Fees, Charges Information and Business Conditions) is payable in advance.
8. All international students studying on student visas must have Overseas Health Cover (OSHC). OSHC is insurance that provides cover for the costs of medical and hospital care which international students may need whilst in Australia. It is a Government requirement that students pay for their health

insurance in advance for the entire duration of their studies. The Health Fund is Medibank Private, which is the Australian Government's Health Insurance Fund. This information is a guide only. For up to date details, please visit [www.health.gov.au](http://www.health.gov.au)

The ESOS Framework and the National Code 2018 exist for the protection of all Full Fee Paying Overseas Students and their parents as consumers. Further information on the ESOS Framework can be obtained at the following link [www.internationaleducation.gov.au](http://www.internationaleducation.gov.au)

## **OVERSEAS FEES AND CHARGES INFORMATION AND BUSINESS CONDITIONS**

*Refer to "Full Fee Paying Overseas Students Fees & Charges Information and Business Conditions"*

- All fees must be paid in Australian Dollars.
- The Application Fee is non-transferable and non-refundable.
- The non-transferable and non-refundable Endowment Fee is payable on acceptance of a student place and completion of the Written Agreement.
- Pre-paid fees include the Tuition fees.
- Tuition fees are due and payable in advance in two equal instalments on or before the first day of each semester. As the College is unable to claim government funding for international students, a levy is included to cover the costs associated with the international student program. Year 11 and 12 students are required to register with the School Curriculum and Standards Authority (SCSA) for the purposes of secondary graduation. Currently the costs are approximately \$220 for Year 11 and \$495 for Year 12. These costs will be added to your account.
- Continuance of enrolment cannot be guaranteed unless all fees are paid in accordance with the Overseas Fees & Charges Information and Business Conditions or an arrangement has been made with the Principal. (Refer *International Student Deferment, Suspension and Cancellation Policy*)
- Any expenses, costs or disbursements incurred by the College in recovering any outstanding monies, including debt collection agency fees and solicitors costs shall be charged to the account.
- The parent will be responsible for breakages and damage to school property caused by the student, which will be added to the fees account.
- Where more than one person has applied for enrolment of a student the liability of each hereunder shall be joint.
- Privacy – Information is collected in order to meet our obligations under the ESOS Act and the National Code 2018, and to ensure student compliance with the conditions of their visas and obligations under Australian immigration laws generally.

These conditions are subject to alteration from time to time by the College Board.

## **COURSE CREDIT POLICY**

An assessment of a student's current academic and English levels will be made prior to their enrolment at the College.

It is important that students intending to enter Year 11 in Term 2 or Semester 2 are able to provide to the Director of Teaching and Learning syllabus documentation from their previous school, as these will be used by SCSA to gain accreditation points towards their WACE. If a Course Credit is granted, the student will be notified in writing, and a new Confirmation of Enrolment (CoE) will be issued if the course duration is reduced. The student must sign to accept the Course Credit, which will be placed in the student's file.

## **THE SCHOOL CURRICULUM AND STANDARDS AUTHORITY (SCSA)**

SCSA is the government body responsible for all school curricula, for Year 11 and 12 syllabus preparation, for monitoring comparability of standards between schools, the setting and administration of the ATAR Examinations and the certification of student results.

## **WESTERN AUSTRALIAN STATEMENT OF STUDENT ACHIEVEMENT (WASSA)**

At the end of Year 12 all students will receive a WASSA. The WASSA provides a formal record of the achievements of all leaving Year 12 students as a result of their school education in Western Australia.

## **WESTERN AUSTRALIAN CERTIFICATE OF EDUCATION (WACE)**

The WACE is the certificate that students receive upon successful completion of their senior secondary education. It is recognised nationally in the Australian Qualifications Framework (AQF), by universities, industry and training providers.

## **THE WACE REQUIREMENTS**

Achievement of a WACE is now a more significant achievement than it used to be. Essentially a WACE acknowledges a student has demonstrated at least a minimum standard in both literacy and numeracy and has at least achieved the minimum standards in an educational program of suitable breadth and depth.

The basic requirements:

- Satisfactory demonstration of the literacy and numeracy competency requirement. This is achieved from past Year 9 NAPLAN results or OLNA tests done thereafter;
- Complete at least twenty course units or the equivalent across Years 11 and 12, from ATAR and/or General courses;
- Complete four or more Year 12 ATAR courses or complete a VET Certificate II or Certificate III course.

Breadth and Depth requirements:

Within the twenty course units completed across Years 11 and 12, there must be:

- A minimum of 10 (or equivalent) Year 12 units;
- Two completed Year 11 English units and a pair of Year 12 English units (or Literature or EALD);
- One pair of Year 12 course units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology). Achievement standard requirements
- At least 14 C Grades (or the equivalent) in units across Years 11 and 12 with at least six C Grades (or the equivalent) having been achieved in Year 12 units.

## **COLLEGE INVOLVEMENT**

International Students are required to comply with requirements of the College in respect of dress code, behaviour and participation in the College's cocurricular program. There is a diverse and engaging array of cocurricular activities offered by the College, including, but not limited to, sport, drama, debating, community service, music bands, orchestras and ensembles, robotics and chess.

## **ORIENTATION**

Orientation for students new to the College, dependent upon the entry year group, is held in November or just prior to the commencement of school year. Through the provision of an age and culturally appropriate orientation programme, the International student will be provided with information about student support services, legal services, emergency and health services, the complaints and appeals processes, facilities and resources, and student conditions relating to course progress and attendance, and visa implications. Should a student be unable to attend the orientation, an alternative time will be arranged by the Director of Student Wellbeing.

## COLLEGE UNIFORM

All Saints' students are required to wear the formal College uniform during school hours and to and from ASC. All items can be purchased at the College Uniform Shop conveniently located on our campus through Gate 4 off Brockman Avenue, Bull Creek. To contact the Uniform Shop, please call +08 9313 9301. To view the opening hours, please click [HERE](#).

## EDUCATION SERVICES

The College recommends that parents and staff visit the Department of Education, Skills and Employment website <https://www.dese.gov.au/esos-framework> for pertinent information regarding the Education Services for Overseas Students (ESOS).

## ENGLISH LEVEL REQUIREMENTS

International students with English as a second language seeking a place at All Saints' College must be tested by Australian Education Assessment Services (AEAS): [www.aeas.com.au/how-to-register/australia](http://www.aeas.com.au/how-to-register/australia). The AEAS test provides an education profile and covers English language ability, non-verbal reasoning ability and mathematics reasoning ability.

The minimum requirement for enrolment at All Saints' College is advanced. Arrangement and payment of the AEAS Assessment is the responsibility of the parent and is currently \$545 (AUD) and may vary from year to year.

### AEAS test guidelines for English Proficiency

AEAS English Score	Level	ELICOS Recommendation	ELICOS Recommendation	ELICOS Recommendation
		Upper Secondary School Entry Years 10–12	Lower Secondary School Entry Years 7–9	Primary School Entry Years 1–6
0–25	Beginner	40–48 weeks	30–40 weeks	12–20 weeks
26–35	Elementary	30–40 weeks	20–30 weeks	6–12 weeks
36–45	Pre-Intermediate	20–30 weeks	12–20 weeks	4–6 weeks
46–60	Intermediate	12–20 weeks	8–12 weeks	0 weeks
61–70	Upper Intermediate	8–12 weeks	4–8 weeks	0 weeks
71–80	Pre-Advanced	4–6 weeks	0 weeks	0 weeks
Above 80	Advanced	0 weeks	0 weeks	0 weeks

## REFUND POLICY

Refer to “*International Student Refund Policy*”

Notice of withdrawal must be given in writing to the Principal. Verbal notification is not considered due notice. Fees are not refundable where a student is requested to leave the College as a result of breach of visa conditions or of a serious breach of College regulations. Fee refunds are in accord with the ESOS Act 2000 and the National Code 2018. Tuition fees do not include the Application or the Endowment Fee. These fees are non-refundable and non-transferable. This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies. of decisions and action under various processes, does not affect the rights of the student to take action under the *Australian Consumer Law* if the *Australian Consumer Law* applies.

REASON	REFUND
The College withdraws the offer or is unable to provide the program offered or terminates an education service before the semester or education service commences.	Full refund of fees.
The student’s application for a student visa is refused by DHA and the College is notified prior to commencement of the semester.	Full refund of fees less an administration fee of \$300.
Withdrawal more than 10 weeks prior to the agreed start date.	Full refund of fees less an administration fee of \$300.
Withdrawal more than 4 weeks and up to 10 weeks prior to the agreed start date.	Refund of 50% of a semester’s fees less an administration fee of \$300.
Withdrawal 4 weeks or less prior to the agreed start date.	Refund of 30% of a semester’s fees less an administration fee of \$300.
Withdrawal after the agreed start date and within 6 months of course commencement.	No refund.
If All Saints’ College asks the student to leave the College due to a serious breach of the College’s rules after the semester or Education Service commences.	No refund of the current semester’s fees and not less than 40% of fees applicable to the subsequent semester.
If the student is asked to leave All Saints’ College or Western Australia due to a serious breach of the international student visa conditions after the semester commences.	No refund No refund of the current semester’s fees and not less than 40% of fees applicable to the subsequent semester.
In the event that the College is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund.	Student will receive assistance from the Australian Government’s Tuition Protection Service. For information on the TPS, please see <a href="https://tps.gov.au/">https://tps.gov.au/</a>

## NOTICE OF WITHDRAWAL

Refer to “*International Student Refund Policy*”

Notice of withdrawal must be provided in writing to the Principal by the student’s parents or legal guardian(s). Verbal notification is **not** considered due notice.

Refunds will be paid in accordance with the International Student Refund Policy and applications for refunds should be made in writing to the Principal.

## **ATTENDANCE AND COURSE PROGRESS**

*Refer to "International Student Deferment, Suspension and Cancellation Policy and International Student Course Progress and Attendance Policy"*

One of the more important visa conditions is 8202 – Meeting Course Requirements. This condition is in relation to issues such as poor attendance or unsatisfactory academic progress. Your child is expected to be in attendance at the College for a minimum of 80% of the course. Absenteeism is recorded and documented in accordance with College policy. The College must be notified of any change of address or living circumstances of the student, family and/or guardian. Failure to do so may affect the viability of the student's ongoing visa.

All Saints' College is required, under Section 19 of the ESOS Act 2000, to advise DHA about changes to the student's enrolment and breaches of student visa conditions relating to academic performance, satisfactory progress and attendance. Breaches of these visa conditions have serious implications for a student visa and will affect the possibilities for future study in Australia. Deferment, withdrawal or cancellation of a student's enrolment may affect his/her student visa.

- In the event of a student being absent without prior notice for illness or any other reason, the College should be advised by telephone or immediate email addressed to the Principal.
- Parents/Guardians are expected to ensure attendance of students throughout the school year.
- Deferment or suspension of studies will only be considered in exceptional circumstances and on written application to the Principal.

## **STUDENT SUSPENSION OR EXPULSION**

If the Principal suspends or cancels a student's enrolment due to a serious breach of the College's rules, the student will be reported to the Department of Home Affairs (DHA). Deferment, withdrawal or cancellation of a student's enrolment may affect his/her student visa.

## **CHANGING EDUCATION PROVIDER**

*Refer to "International Student Transfer Request Assessment Policy"*

The National Code 2018 restricts students from being able to transfer to other providers prior to completing six months of their principal course (the student's main course of study). Request for transfer should be made in writing to the Principal by the student's parents and/or legal guardian and outline the reasons for the request. A valid offer for enrolment from the new provider must also be submitted. If permission is granted for the transfer by the Principal a release letter will be issued. The new provider is required to indicate their willingness to accept welfare responsibility for students under the age of 18. All Saints' College will act in accordance with Standard 7 of the National Code 2018 and in the best interests of the student when considering transfer requests.

## **COMPLAINTS AND APPEALS PROCESS**

*Refer to "International Student Complaints and Appeals Policy"*

The International Student Complaints and Appeals Policy provides the process and contact details for both internal and external assistance, if required. The Australian Government provides an Overseas Students' Ombudsman who offers a free and independent service for international students who may have a complaint or who wish to lodge an external appeal in relation to a decision made by the College. Family or friends of an international student who are concerned about a problem a student is having can also contact the Ombudsman. Students may make a complaint in their own language. The Ombudsman will pay for the interpreter. A brochure containing information on how the Overseas Student Ombudsman can assist international students is available from the College's Head of Admissions.

## OVERSEAS HEALTH COVER

All international students studying on Student Visas must have Overseas Health Cover (OSHC). OSHC is an insurance that provides cover for the costs of medical and hospital care, which international students may need whilst residing in Australia. Students must obtain OSHC for the proposed duration of their Student Visa. Medibank Private Fees are subject to change annually.

## ACCOMMODATION AND WELFARE ARRANGEMENTS

It is a requirement that International Students reside whilst enrolled at the College with a parent who has a Guardianship Visa, or with a suitable direct adult relative, such as an Aunt or Uncle, who is a permanent resident of Australia. Proof of identity and relationship to the student will be required. Parents on a Guardianship Visa must lodge a written undertaking to the College to remain in Perth at all times during term time.

## GUARDIANSHIP ELIGIBILITY

Refer to *"International Accommodation and Welfare Policy"*

The person appointed as guardian has a great responsibility. Your child's guardian will:

- Be over 30 years of age;
- Be a resident of Australia;
- Provide documentary evidence from the parent of the appointment as guardian;
- Complete the Guardianship Agreement Form.

It is a requirement, prior to enrolment, that the appointed guardian be interviewed with the parents of the student by the Principal.

### Responsibilities of the Guardian:

- Maintain regular contact with both the student and parents;
- Available as a day to day contact for general issues;
- Available to support the student where needed, eg health matters, medical emergencies, travel and accommodation arrangements during holiday periods;
- Attendance at College functions and events concerning the student, eg information briefings, parent/teacher interviews;
- Actively involved in the wellbeing of the student;
- Display an interest in and monitoring of student academic progress;
- Notify the College of student absences;
- Actively support the College guidelines and ethos.

## SUPPORT SERVICES

### Academic and Pastoral Care

The College Pastoral Care Program is delivered to local and international students across all year groups and covers issues that relate to students' developmental phases as young people. The program teaches resiliency and time management skills, stress management, decision making strategies, techniques for successful relationships and leadership training. Most importantly, the Pastoral Care Program ensures a comfortable transition from one learning community to the ours.

Every effort is made to ensure our new international students are made to feel welcome and that they are well supported, both academically and pastorally, during their transition to life in Perth and as a student at All Saints' College.

Within each year group, students are assigned to one of our six Houses. These smaller House groups allow students to develop positive relationships with their peers and staff. All students are encouraged to take an active role in their House by participating in academic, spiritual, sporting, cultural and community service activities.

### ***Director of Teaching and Learning***

The Director of Teaching and Learning has overall responsibility for the academic performance of all students within the Senior School in Years 7 to 12. Learning programs are deliberately constructed to be student centred, differentiated, embedded in technology, challenging and rigorous. Individual pathways are planned, monitored and assessed so that the learning needs of each student are met in an environment that is supportive and affirming. The majority of our students are tertiary bound, and the College offers students a broad range of curriculum options and the guidance and support to achieve personal academic goals and aspirations.

### ***Director of Student Wellbeing***

The Director of Student Wellbeing, takes a particular interest and responsibility for year matters pertaining to student health and wellbeing. He is responsible for overall behaviour and the efficient running of the College within a pastoral care context, recognising, understanding and addressing the differing needs of individual staff members and students.

### ***Heads of House***

Each Head of House is responsible for the academic and pastoral care needs of the students within his/her House. The Head of House works directly with the student in their Tutor Group, in close consultation with their Tutor, as well as other appropriate pastoral care personnel. The Head of House works in closely with the Directors and is a member of the Pastoral Care Council.

### ***Class Teacher / Tutor***

The Class Teacher / Tutor Teacher is the special focus person who is responsible for the pastoral care of a specific group of students throughout their secondary schooling. This person is the significant adult to whom the students relate, fostering a sense of care and belonging within the group. The Class / Tutor teacher is also responsible for reporting on the general progress of students to parents.

### ***College Psychologist***

The College Psychologists' role in pastoral care involves psychological counselling and the facilitation of problem solving – at the individual, classroom and entire College level.

### ***Health Centre***

The College Nurses are responsible for the medical care of our students.

### **Health and Emergency Services**

The links below are to local services within close proximity to the College. Students are welcome to source their own preferred providers.

(The College is not connected with the service providers listed and does not accept responsibility for the services that may be provided).

### ***Emergency***

Fiona Stanley Hospital: <https://www.fionastanley.health.wa.gov.au/>

St John of God Hospital, Murdoch: <https://www.sjog.org.au/our-locations/st-john-of-god-murdoch-hospital>

Bull Creek Medical: <https://www.bullcreekmedical.com/>

Metro GP: <http://www.metrogp.com.au/>

## *Dental*

Access Dental Care Bull Creek: <https://accessdentalcare.com.au/our-practice/bull-creek-location/>  
TLC Dental – Winthrop and Bluegum: <https://www.tlc-dental.com.au/>

## *Legal Services*

Citizens Advice Bureau: <http://www.cabwa.com.au/>

# THE ESOS FRAMEWORK – PROVIDING QUALITY EDUCATION AND PROTECTING RIGHTS

The Australian Government wants international 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 2018.

## PROTECTION FOR OVERSEAS STUDENTS

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

## STUDENTS' RIGHTS

The ESOS framework protects students' rights, including:

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

## STUDENTS' RESPONSIBILITIES

As overseas students on student visas, students have responsibilities to:

- satisfy student visa conditions;
- maintain Overseas Student Health Cover (OSHC) for the period of their stay;
- meet the terms of the Written Agreement with the provider;

- inform the provider if the student changes address;
- maintain satisfactory course progress;
- if attendance is recorded for the course, follow the provider’s attendance policy; and
- if the student is under 18, maintain approved accommodation, support and general welfare arrangements.

## OTHER IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

- It is imperative that parents advise the College’s Head of Admissions of any change of address or contact details within seven working days, as the College’s Head of Admissions is required to report this change on PRISMS. Failure to report such changes will be a breach of your child’s visa conditions.
- You will need to finalise your child’s travel arrangements. If he/she returns to their home country each holiday, you will need to make bookings well in advance.
- To meet your child’s student visa requirements, it is important that he/she does not leave school before the end of each term or return late after each new term has commenced.
- Permission for students to arrive after the term commences or leave before the term ends will be granted by the Principal only in exceptional circumstances, and written permission must be requested with at least three weeks’ notice.
- International students may not drive or have access to any form of motor transport whilst a student at All Saints’ College.
- The possession, distribution or use of any form of illegal substance under Australian law or any type of offensive weapon or behaviour illegal under Australian law will lead to the immediate dismissal of the student from the School.

International students are expected to participate fully in the academic, sporting, cultural and social life of the College. They are expected to speak English wherever possible and to observe Australian customs of social courtesy and behaviour. In return Australian students are expected to respect the different cultural backgrounds and experiences of their international colleagues. An unwillingness to be an active and committed member of the All Saints’ College community will lead to the enrolment of a student being reviewed by the Principal.

## CONTACT DETAILS:

All Saints’ College	For policies and procedures at the school	Speak with senior staff members. <a href="http://www.allsaints.wa.edu.au">www.allsaints.wa.edu.au</a>
Department of Education, Skills and Employment	For your ESOS rights and responsibilities	<a href="https://www.dese.gov.au/esos-framework">https://www.dese.gov.au/esos-framework</a> ESOS Helpline 1300 793 993 Email: <a href="mailto:esosarcmailbox@dese.gov.au">esosarcmailbox@dese.gov.au</a>
Department of Home Affairs (DHA)	For visa matters	<a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> Phone 131 881 in Australia.

## OVERSEAS STUDENT HEALTH COVER

For information on Overseas Health Cover requirements for International Students, please click **HERE**.

## OVERSEAS AGENTS

In accordance with Section 21A of the ESOS Act, All Saints' College does not engage or employ agents to attract overseas students.

## PERSONAL INFORMATION

Personal information may be made available to Commonwealth and State Agencies pursuant to obligations under the ESOS Act 2000 and the National Code 2018 and the All Saints' College Privacy Policy.

## IMPORTANT SOURCES OF INFORMATION FOR OVERSEAS STUDENTS

Education Services for Overseas Students Act (ESOS)	<a href="https://www.dese.gov.au/esos-framework">https://www.dese.gov.au/esos-framework</a>
Department of Education, Skills and Employment	<a href="https://www.dese.gov.au/">https://www.dese.gov.au/</a>
Australia Education Assessment Services (AEAS)	<a href="http://www.aeas.com.au">www.aeas.com.au</a>
Australian Education International (AEI)	<a href="https://internationaleducation.gov.au/">https://internationaleducation.gov.au/</a>
Department of Home Affairs (DHA)	<a href="https://www.homeaffairs.gov.au/">https://www.homeaffairs.gov.au/</a>
Medibank Private Overseas Health Cover	<a href="http://www.medibank.com.au/oshc/">http://www.medibank.com.au/oshc/</a>
Overseas Students Ombudsman	<a href="https://www.ombudsman.wa.gov.au/">https://www.ombudsman.wa.gov.au/</a>
All Saints' College	<a href="http://www.allsaints.wa.edu.au">www.allsaints.wa.edu.au</a>
All Saints' College International Student Policies and Procedures	<a href="https://www.allsaints.wa.edu.au/fs/resource-manager/view/0d698c5e-0483-493f-8d94-80de7969ba31">https://www.allsaints.wa.edu.au/fs/resource-manager/view/0d698c5e-0483-493f-8d94-80de7969ba31</a>

## COLLEGE INFORMATION

College bank details can be made available on request.

Further information on enrolment at All Saints' College can be obtained by contacting:

**Karyn Osmetti**  
Head of Admissions  
All Saints' College

**Address:** Ewing Avenue BULL CREEK WA 6149  
**Telephone:** +61 8 9313 9342  
**Facsimile:** +61 8 9310 4726  
**Email:** [registrar@allsaints.wa.edu.au](mailto:registrar@allsaints.wa.edu.au)  
**Website:** [www.allsaints.wa.edu.au](http://www.allsaints.wa.edu.au)