



**INTERNATIONAL
ENROLMENT
INFORMATION
2021**

WELCOME TO AQUINAS COLLEGE

Aquinas College is a Catholic Co-educational Secondary College that was established in the eastern suburbs of Melbourne in 1961. The College is situated approximately 25 kilometres from the centre of Melbourne and sits on 30 acres of land in its own green belt with native vegetation and sports areas surrounding it on three sides.

The College has welcomed international students from a range of religious and cultural backgrounds for a number of years. Students are challenged to reach a high level of academic achievement within a dynamic and innovative learning community. We strive to create an environment to meet the diverse needs of all students, encouraging differentiation and promoting individual resourcefulness. The College has a strong culture of safety and wellbeing with zero tolerance towards child abuse or neglect. We are committed to acting in the best interests of children and keeping them safe at all times. Aquinas College is a place in which hospitality is valued and a warm welcome awaits.

Aquinas College has excellent and modern facilities to support and enhance learning and offers many opportunities for sport, the arts and recreation. These include:

- Modern classrooms and learning areas
- Library
- Media, design and art centre
- Science precinct
- A two court indoor sports hall with fully functioning gymnasium
- Ovals and both open and covered recreation spaces
- A 300-seat theatre, 150 and 64 seat lecture theatres and supporting drama spaces
- A music centre with practice rooms
- Hospitality and restaurant area

BENEFITS AQUINAS COLLEGE HAS TO OFFER

- A Catholic co-educational College for Years 7 to 12
- Medium sized – 1,700 students, 25 international students
- Excellent location in the green belt of Melbourne, 30 minutes from the City
- A spacious campus (30 acres) with sporting facilities and native vegetation
- Modern buildings and facilities
- Small class size (max 28)
- More than 40 subject choices
- Qualified and dedicated teachers
- Academic reports every six months
- Parent Portal
- Differentiated learning and literacy support
- Excellent support structure: International Staff, Mentor Teachers, Year Level Leaders, Careers Counsellor, Health Centre, Youth Counsellors
- Homestay arranged by the College
- Literacy support for international students

WHY CHOOSE AUSTRALIA?

Schooling in Australia focuses on giving young people an engaging and well rounded education. Students develop their intellect and skills – social, physical, emotional – through enquiry based learning methods, and receive a solid foundation to prepare for tertiary study. Australian schools offer an education of the highest quality that enables students to gain entry to university upon completion of Year 12.

Melbourne is rated as one of the world's most liveable cities, because of the lifestyle it offers, its location, climate and facilities. It is also home to several world class universities and private colleges. Students who enrol at Aquinas College enjoy all the benefits of this wonderful city, while completing high school in a safe, caring and protective environment.

CURRICULUM AND LEARNING

As they move through their secondary schooling students experience increasing choice in the studies they undertake in line with their interests and aspirations.

Senior Years - Years 10, 11 and 12

Aquinas College includes Year 10 as part of the Senior Years experience as a way of ensuring that students are well prepared to undertake their VCE studies. Many Year 10 students will choose to undertake a Year 11 VCE Unit 1 and 2 subject. All Year 10 studies serve as a beginning experience of the relevant VCE subjects. Year 11 students choose ten semester length units along with English and Religious Education. Year 12 choose four Unit 3 and 4 subjects and English. Many Year 11 students also choose to undertake Year 12 Unit 3 and 4 subjects. Aquinas College is part of the Mullum Cluster of schools that offer a variety of vocationally oriented VETiS courses that can be studied as part of formal VCE studies. This choice is open to Year 10 students as the College has developed a very flexible timetable approach for all senior school students.

Year 9

Year 9 at Aquinas College is seen as a year of transition between Middle Years and Senior Years. The unique feature of Year 9 is the experiences beyond the classroom, providing students with the much needed context to their learning. Students participate in City Challenge, 'Starts with Me' Program and Café N9ne. The City Challenge program, based within the CBD of Melbourne, is designed to increase engagement through a deeper and more authentic experience. It seeks particularly to provide challenges that inspire students to develop themselves, fostering self confidence and self worth within a teamwork approach. Each student spends a week working in Café N9ne. The experience provides a range of specific literacy, numeracy and hospitality skills as well as soft skills such as collaboration and team work. The Café is open to the public and parents are encouraged to visit. The 'Starts With Me' program incorporates a week of activities including outreach, driver education, wellbeing and skills workshops to help navigate risk taking, careers planning and personal development. These programs provide a project oriented, experiential and self-reflective approach equipping students with new sets of skills and all are overwhelmingly successful.

Middle Years - Years 7 and 8

Middle schooling is the term used to describe designing a curriculum around the needs of young adolescents. The organisation and learning approach in Middle School shows an important continuity with the final years of primary school. Students are divided into one of three teams and wherever possible have classes with a small set of core teachers which facilitates the personal relationships that are so important to a positive learning approach in Middle School.

VCAL (Victorian Certificate of Applied Learning)

VCAL is a 'hands on' option for students in Years 11 and 12. VCAL gives students practical, work-related experience as well as literacy and numeracy skills and the opportunity to build personal skills that are important for life and work. This program is undertaken following interviews and discussions with staff members associated with the responsibility for the VCAL program and the relevant Year Level Leaders. Entry into VCAL is governed by the College's Promotions Policy.

Year 7 Subjects

Art
Chinese
Connect Program
Drama
English
EISM Sport
Food Technology
French
Geography
Health
History
Mathematics
Music
Personal Development
Physical Education
Product & Design
Religious Education
Science
Visual Communication

Year 8 Subjects

Art
Chinese
Digital Technology
Drama
English
EISM Sport
French
Geography
Global Green Program
Health
History
Literacy Enrichment
Mathematics
Personal Development
Physical Education
Product & Design
Religious Education
Science
Technology

Year 9 Core Subjects

Café N9ne
English
Health
History - Becoming Australia
Mathematics
Physical Education
Religious Education
Science
Student Experiential Block (SEB)

Year 9 Elective Subjects

Arts

Animation
Art X
Dance Performance
Drama
Fashion Design & Textiles
Illustration Design
Media
Music
Social Arts Project
Visual Communication

English

Journalism
Literacy SMART Reading
Literacy SMART Learning

LOTE

Chinese
French

Technology

Computing
Food Technology
Make & Create
Melbourne Cafe Culture
Product Design
Robotics
Systems Engineering

Year 10 Core Subjects

English
Health
Physical Education

Year 10 Elective Subjects

Arts

Art
Dance Choreography
Drama
Fashion & Design Textiles
Media
Music
Visual Communication

English

Creative Writing
English as an Additional Language
Foundation English

Humanities

Geography
Australian History
Money & Society
People & Society
Terrorism, Crime & the Internet

LOTE

Chinese
French

Maths

Further Maths
Maths Methods
Specialist Maths
Vocational Maths

Technology

Computing
Food Technology
Make & Create
Melbourne Cafe Culture
Product Design
Robotics
Systems Engineering

Year 11 Subjects

Accounting
Applied Computing
Australian and Global Politics
Biology
Business Management
Chemistry
Chinese (First Language)
Chinese Language, Culture & Society
Dance
Drama
Economics
English
English as an Additional Language
English Language
Environmental Science
Food Studies
Foundation Maths
French
Further Maths
Geography
Health & Human Development
Legal Studies
Literature
Maths Methods
Media
Music Performance
Physical Education
Physics
Product Design & Technology
Psychology
Religion & Society
Specialist Maths
Studio Arts
Systems Engineering
Texts & Traditions
Twentieth Century History
Vietnamese (First Language)
Visual Communication

Year 12 Subjects

Accounting
Applied Computing: Data Analytics
Applied Computing: Software Dev.
Biology
Business Management
Chemistry
Chinese
Chinese (First Language)
Dance
Drama
Economics
English
English as an Additional Language
English Language
Environmental Science
Food Studies
French
Further Maths
Geography
Global Politics
Health & Human Development
History Revolutions
Legal Studies
Literature
Maths Methods
Media
Music Investigation
Music Performance
Physical Education
Physics
Product Design & Technology
Psychology
Religion & Society
Religious Education by Seminar
Specialist Maths
Studio Arts
Systems Engineering
Texts & Traditions
Vietnamese (First Language)
Visual Communication

VET: (inside or outside Aquinas timetable)

22338VIC Certificate II in Building & Construction (Carpentry)
MST20616 Certificate II in Applied Fashion Design
SIT20316 Certificate II in Hospitality
SIT20416 Certificate II in Kitchen Operations
SIS30115 Certificate III in Sport & Recreation

VET: (outside Aquinas timetable) on Wed afternoons:

CUA30915 Certificate III in Music Industry (Sound Production)
SIS30115 Certificate III in Sport & Recreation
Mullum Cluster (many other courses available)

VCAL

Victorian Certificate of Applied Learning in Years 11 and 12.

All Years 9–12 subjects are dependent on student choices and numbers. There is an opportunity for students to undertake a Unit 1 and 2 VCE subject in Year 10 and a Unit 3 and 4 subject in Year 11.

All Music electives must be taking instrumental lessons.

Chinese First Language and Vietnamese First Language are undertaken through Victorian School of Languages.

2021 FEE SCHEDULE

Please note that fees will be reviewed periodically and an increase is likely every few years.

Yearly Tuition Fees		Per Semester AUD	Per Year AUD
Tuition	Two semesters per year	\$13,000	\$26,000
Homestay	\$340 per week, 46 weeks of the year	\$7820	\$15,640
Medical Insurance	Approximate cost of Overseas Student Health Cover for one year. Students must hold health cover for the full duration of their student visa		\$560
Application Fee	Paid on application to Aquinas College		\$200
Administration Fee	Paid on enrolment to Aquinas College		\$500
Homestay Fee	Placement fee for homestay accommodation		\$500
Homestay Bond	Refundable on completion of studies		\$500
Text Books and Stationery	Approximate cost per year		\$500
College Uniform	Approximate one time cost		\$1000

Other Fees

(to be invoiced as item is provided)

VCAA Administration Fees	Year 11 (Unit 1 & 2) Studies		\$350
	Year 12 (Unit 3 & 4) Studies		\$550
VSL Fees	Course fee for Language through the Victorian School of Languages (eg. Chinese, Vietnamese, Japanese, etc.)		\$1450
Airport Drop off/Pick up per trip	Arranged by Aquinas College, includes assistance at airport		\$150

Personal Expenses

Approximate personal expenses per year include:

Local Transport		\$1000
Personal Spending Money		\$1200
Local Mobile Phone Prepaid/Plan		\$600

Fees are charged by semester and the invoice will be emailed to parents requesting payment before the start of a semester. When a student first enrolls at Aquinas College, the first semester fees are paid when accepting the enrolment. Homestay fees are collected for the semester and disbursed to the homestay providers by the College on a monthly basis.

When a student completes their education at the College, balance funds remaining in the student's expense account will be returned once all dues and homestay exit amounts are settled.

ENROLMENT

Students from overseas are accepted into the Secondary School program in Years 9 to 12. Aquinas College offers the Victorian Certificate of Education (VCE) which is a senior secondary certificate of education recognised within the Australian Qualifications Framework (AQF). It is designed to be completed over a minimum of two years (Years 11 and 12) with four units offered per subject. Enrolment is offered at the start of each semester, except for Year 11 and Year 12 for which students can only enrol in January. The College has 25 places available for students from overseas.

Students must start school on the first day of term. New international students will attend an Orientation Program before classes commence for them, therefore they are required to arrive in Melbourne a few days before the start date of classes. This start date will be given in the Overseas Student Confirmation of Enrolment (CoE).

Upon receiving an Overseas Student Confirmation of Enrolment (CoE) from Aquinas College, students are restricted from transferring from the course for a period of six (6) months. If a student needs to withdraw or transfer, an application should be made for authorisation of release. The transfer request will be processed as per the Aquinas College Transfer Policy.

Students may reside in Australia with a guardian (parent or relative) approved by the Department of Human Affairs, or in homestay accommodation arranged by Aquinas College. Students are not permitted to reside independently, with friends or siblings who are under 25 years of age or a full time student. Homestay accommodation is sourced from carefully selected and approved families who live within a short distance of the College and payment is made via the College. The safety and wellbeing of our students is the guiding principle when selecting homestay accommodation.

A 24/7 emergency contact person is designated by the College for international students, their parents and homestay hosts to communicate with in an emergency, accident or when a student feels unsafe or wishes to report an incident.

APPLICATION PROCESS

Application for enrolment should be made 9 to 12 months before a student intends to enrol in a course. This is to allow sufficient time for the application to be processed, the student to be assessed, a suitable course of study to be outlined and a student visa to be processed. Many students will require 20 weeks of English language instruction before enrolling at Aquinas to commence the mainstream course. Students may apply directly to the College or through an education agent. A list of approved education agents is listed on the College website.

To apply for enrolment:

- Complete and sign an Application Form and submit with the following documents:
 - Academic reports for the past two years, translated and certified
 - Birth certificate translated and certified
 - Copy of passport
 - Proof of English ability (IELTS 5.5, AEAS 60%)
- Pay application fee \$200 (see details below)
- Student to complete online tests
- Student to be interviewed by Deputy Principal

Aquinas College will issue a Letter of Offer with a Statement of Fees and a Written Agreement on approval of the application. To accept the offer of enrolment, the Written Agreement is to be fully completed, signed and returned to Aquinas College. The first deposit is to be paid by the due date. Upon receipt of the first deposit and signed Written Agreement, Aquinas College will issue a Letter of Acceptance, Overseas Student Confirmation of Enrolment (CoE) and Confirmation of Accommodation and Welfare (CAAW) if applicable. These documents are required when making an application for a student visa. A copy of the student visa grant notification should be provided to Aquinas College as proof of approval to study in Australia.

COLLEGE TERM DATES

The academic year is divided into two semesters with two terms in each semester. Examinations are held at the end of each semester and reports generated. These reports will be available to students and parents through the Student Profile on the Parent Access Module (PAM). Teacher feedback is offered to students mid semester through Parent/Teacher meetings. Teacher feedback for each learning area task is entered on the Student Profile.

Semester 1	Term Start	Term End	Holidays
Term 1	Monday 1st Feb 2021	Thursday 1st Apr 2021	2nd Apr - 18th Apr 2021
Term 2	Monday 19th Apr 2021	Friday 25th Jun 2021	26th Jun - 11th Jul 2021
Semester 2			
Term 3	Monday 12th Jul 2021	Friday 17th Sept 2021	18th Sept - 3rd Oct 2021
Term 4	Monday 4th Oct 2021	Friday 3rd Dec 2021	4th Dec - 30th Jan 2022

Students are required to commence the course on the first day of each term and should arrive in Melbourne a few days before the start of the term to adequately prepare for school. Please take this into consideration when booking airline tickets and making travel arrangements. Students should also arrive in daylight hours for safety and to transfer smoothly to accommodation.

Year 11 students are required to complete the transition program for their final year (Year12) after their exams. The Year 12 program also commences early.

Any absence during term time must be notified to the Principal in writing, with a copy to the International Department: principal@aquinas.vic.edu.au and admissions@aquinas.vic.edu.au.

ENGLISH LANGUAGE REQUIREMENTS AND PROGRAMS

At the time of applying to study at Aquinas College, overseas students are required to demonstrate their English language ability. There are several tests of English language ability. The IELTS, AEAS, and PTE (Pearson Test of English) which are acceptable to Aquinas College. The minimum score to be attained in these tests is as follows:

IELTS	AEAS	Pearson Test
5.5 and above	60 and above	70% and above

Based on the measured English ability of an individual student, Aquinas College will recommend if the student should enrol in an intensive English course at an ELICOS Centre prior to commencing at the College. The standard period of instruction at an ELICOS Centre is 20 weeks. This can vary according to the ability of a student. Enrolment in an ELICOS Centre is independent of enrolment at Aquinas College, however the student visa covers the entire period.

Students must show progress and commitment to learning while enrolled at the ELICOS Centre, and their reports will be reviewed by Aquinas College. By the end of the course, students must achieve the required level of English ability for the year level in which they have been offered enrolment at Aquinas College.

Prior to the completion of the course at the ELICOS Centre, students will sit a pre-admission test to determine if a student has reached the required standard to commence the mainstream course as planned, or if additional English instruction is required. If additional instruction in English is required, this could result in a change of start date at Aquinas College which requires a change of CoE (Confirmation of Enrolment). There is no guarantee that a student will be allowed to commence at Aquinas College at a later date if the requirements are not met by the start of the initial course commencement date. This may result in the cancellation of enrolment to the College.

While enrolled at Aquinas College, students will be offered literacy support in small group sessions and individual tutoring sessions. Students will be tested during the year to measure growth in English language proficiency and identify areas in which they need to demonstrate improvement. In Years 10, 11 and 12 international students are able to study EAL (English as an Additional Language).

MEDICAL INSURANCE AND TREATMENT

Students are required to hold and maintain valid Overseas Student Health Cover (OSHC) for the entire duration of their student visa. OSHC is arranged at the time of application and failure to hold valid OSHC will be considered a breach of the student visa requirements. Aquinas College arranges for OSHC with Medibank Private and a certificate of insurance is issued at the time of confirming enrolment. The OSHC covers hospital and ambulance costs, and limited refund of medical practitioner charges. If more comprehensive insurance is required to cover dental and optical treatment, that can be arranged. Students may also arrange their own OSHC and proof must be provided at the time of confirming enrolment.

In the event of an accident or illness, when urgent medical treatment is required for the student and it is not possible to immediately communicate with a parent or guardian, the Principal or his/her representative may authorise the necessary medical, surgical or other treatment by a qualified practitioner.

INTERNATIONAL STUDENT ORIENTATION

On commencement at Aquinas College students will be welcomed by the International Program team and will participate in an Orientation program. This is held before the commencement of mainstream classes. The two day Orientation program is complemented by follow up sessions over the next few weeks to ensure students settle into the program and learning environment. Some aspects of this orientation are:

- A tour of the College
- An introduction to key College staff, e.g. the Principal, Deputy Principals, Careers Counsellor, Youth and Family Centre Counsellors and the College Health Centre
- An introduction to the student's Mentor teacher, the Year Level Leader, and the International Department staff
- Guidance with subject selection, student timetable, school calendar, locker, stationery, and textbooks/novels
- Fitting and purchase of school uniform from the College Uniform Shop
- Assistance with bank account set up, local mobile SIM card purchase, and MYKI travel card
- Safety briefing and child safe practices
- Activation of the Overseas Student Health Cover (OSHC)
- Discussion about engagement in sport or music programs
- Discussion about engagement in co-curricular programs

TRANSPORT TO AND FROM MELBOURNE AIRPORT

The Duty of Care rules for schools and education institutions who enrol international students dictate that the welfare and transport of students is solely the duty of the enrolling school. Aquinas College is responsible for the safe transport of students to and from Melbourne airport when they travel home for the holidays and return to school. Students will be accompanied by a staff member and a set fee will be charged per trip, as listed in our fee schedule. The airport pickup and drop off charges will be included in the semester fee invoice, issued to parents twice a year.

An Aquinas College vehicle will be used, and a staff member will be assigned to pick up students from their homestay and drive them to the airport, as well as ensuring that they are accompanied up to Customs Clearance when exiting Australia. On arrival in Melbourne, students will be met at the Arrivals Lounge and be driven to their homestay residence.

If parents wish to authorise a family friend or relative to take over this particular duty of care, the appropriate form (Family Authorised Contact) must be completed and returned to the College with a copy of their current Working With Children's Check and Drivers Licence. The person is also required to meet with the International Program Manager and submit the required documentation as well as sign the Aquinas College Child Safety Code of Conduct agreement, so that approval of the specific arrangement can be authorised.

To ensure that students will be met on arrival at Melbourne Airport, and flight changes are immediately notified, it is requested that confirmation of departure from the home country and flight number is sent electronically to the International Program Manager.

REPORTING & PARENT ACCESS MODULE

Academic reports and literacy reports are issued at the end of each semester. Feedback from teachers is also available mid semester through the Parent/Teacher meetings. International Department staff assist students with these appointments and prepare a report for parents. Communication with parents regarding student progress and wellbeing is a high priority as the College seeks to support and guide students in partnership with their parents. Letters and newsletters will be sent electronically and it is important for the College to have the current email address of parents.

Parents and carers have access to the Parent Access Module (PAM) and will receive an email indicating the website address and login details. PAM is the gateway for parents and carers to check attendance and academic progress of a student, view academic and literacy reports which are issued at the end of each semester, and to view the College calendar, important news and notices.

SUPPORT SERVICES

International Student Support

International students receive personalised education and literacy support from dedicated staff in the International Department. Staff provide individual attention to improve literacy skills, to assist students to be organised with subject assessment requirements and to plan their study and revision. Testing of literacy skills is conducted every six months to measure progress. Additionally, students benefit from academic mentoring and goal setting to enable them make the most of their education opportunities. Students are also encouraged to join the Music program, Sports program and the many extracurricular clubs and activities offered at Aquinas College.

Careers and Pathway Advice

The College has a Careers Counsellor and a Pathways Coordinator who provide the following services:

- Career counselling for all students in Years 10 to 12
- Exploration of career options in Year 10 through the Career Voyage program
- Counselling for Year 12 students on post school options such as tertiary study and assistance with VTAC applications
- A regular careers newsletter for senior students and parents
- Information on University Open Days and Career Expositions

Youth and Family Centre

The services of the Counsellors at the Youth and Family Centre are a significant component of the educational facilities available to students and families at Aquinas College. These staff provide counselling and support for a range of educational, personal and family issues and concerns. This service is available to parents and students and is provided in individual, group and family settings as appropriate. The Youth and Family Centre may also provide a useful starting point for information about adolescent issues and referral sources.

Health Centre

The Health Centre is available to all staff and students and is operated by qualified Division 1 Nurses. The Health Centre services the health needs of our College community on a daily basis and provides initial care and follow up of all serious injuries. It provides assistance with medication and monitoring of medical conditions - in particular asthma, anaphylaxis, diabetes and epilepsy.

It is a link between staff, students and parents with regard to health issues. The Health Centre maintains confidential health records and monitors the incidence of all accidents and injuries. At the time of enrolment a student's medical form is to be submitted to Aquinas College. Any change or update of medical information relating to the student's health must be immediately communicated to the College so that adequate support can be provided to the student. Some students may require a medical plan to be completed.

UNIFORM

It is a clear expectation that all students at Aquinas wear the College uniform correctly and proudly. In Terms 1 and 4, the full summer uniform is worn including the College 'Rip Curl' hat available exclusively from Aquinas College. In Terms 2 and 3, the students wear the full winter uniform.

Sport uniforms are only permitted on allocated sports days and when participating in organised sporting events. Uniforms are expected to be labelled with the student's name and to be worn neatly and with pride at all times. Mixing of summer and winter uniforms or sports uniform is not permitted.

The College uniform can be purchased from Spartan School World. Prices and business details are found at spartanss.com.au.

Summer Uniform

Girls' Uniform

- Dress: Aquinas College regulation fabric and style worn on the knee
- Choice of a long or short white sock with turn down and bottle green finish*
- Black leather school shoes: lace up ONLY
- Dark green College jumper
- College hat
- College blazer
- Optional alt.: grey shorts and white short sleeve shirt

Boys' Uniform

- Monogrammed white shirt (may be worn untucked)
- Dark grey shorts with plain black leather belt
- Short grey marle sock with turn down and grey finish
- Black leather lace up school shoes
- Dark green College jumper
- College hat
- College blazer

Winter Uniform

Girls' Uniform

- Long sleeve white shirt button to the neck, worn tucked in
- College tie
- Skirt: Aquinas College regulation tartan fabric with two inverted pleats front and back, to be worn on the knee
- Black tights
- Black leather school shoes: lace up ONLY
- Dark green College jumper
- College blazer
- Black socks which can be worn under tights
- Optional alt.: dark grey trousers
- Optional extra: plain black scarf* - cannot be worn in class

Boys' Uniform

- Long sleeve white shirt button to the neck, worn tucked in
- College tie
- Dark grey trousers or grey shorts with plain black leather belt
- Dark grey socks
- Black leather lace up school shoes
- Dark green College jumper
- College blazer
- Optional extra: plain black scarf* - cannot be worn in class

**these are specific to Aquinas College not just any sock or scarf*

TRANSPORT TO AQUINAS COLLEGE

Public Transport

Aquinas College is located south of Ringwood's business district. The College is within a short walking distance of both Ringwood and Heathmont stations. Both stations are serviced by public buses. These buses drop and collect students either at the Great Ryrie St. bus bay located within College grounds or at one of the two bus stations. Approximately 50% of students rely on public transport to get to Aquinas College.

The public bus companies that service Aquinas students are generally one of the following: Invicta Bus Company and Ventura Bus Company (1300 VENTURA), and Transdev Bus Company (9856 1454). For specific bus routes and times please consult the Public Transport Journey Planner website (ptv.gov.au) or contact the bus company directly.

Private Transport

For those students arriving by private transport, Aquinas has a pick up and drop off zone on the eastern side of the property in Great Ryrie Street. Aquinas also caters for students cycling to the College and has bike racks around the property.

INTERNATIONAL PROGRAM ENROLMENT POLICY

Aquinas College was established to provide a Catholic secondary education to families within the neighbouring Catholic parishes. Enrolment entry at Years 8-12 is dependent upon vacancies and is subject to meeting certain criteria. Aquinas College supports the enrolment of students from overseas countries in a limited capacity, in Years 9-12.

Aims

- To provide an opportunity for overseas students to experience an Australian education in a Catholic environment, with the aim of completing the Victorian Certificate of Education.
- To promote multiculturalism and internationalism within the College community.
- To offer our students a learning environment to acquire the skills for higher education and the future workforce.

Implementation

Aquinas College will seek to enrol students from overseas to join the College in Years 9 to 12. Enrolment numbers will be determined by the number of students allowed as per CRICOS approval and as authorized by the College's Board of Management.

- Agreements will be signed with reputable and ethical education agents for the purpose of recruiting students from overseas for a high school program.
- Families of overseas students may also submit an enrolment application directly to the College.
- The College will not enrol students who seek to transfer from another registered provider's course prior to the overseas student completing six months of the course, except where the following apply:
 - 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 the 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
 - 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 student and parents are aware of the financial impact of such a transfer.
- Overseas students must meet the enrolment criteria when making an application and all the required documentation is to be provided to the College by either the agent or the applying student.
- The enrolment process is to be followed in the evaluation of an application, testing and subsequent enrolment of an overseas student.
- To commence at Aquinas College, overseas students are required to demonstrate that they have sufficient English language ability for the year level in which they intend to

enroll. Students may be required to complete an intensive English program at an ELICOS Centre before joining Aquinas College.

- Overseas students must engage in an orientation process at Aquinas College before commencing mainstream classes.
- While enrolled at Aquinas College, overseas students must abide by the College's rules and regulations and be aware of the obligations of their student visa to maintain adequate attendance and course progress.
- Overseas students will have the same rights and responsibilities as local Aquinas College students, and will receive the same reports and information.
- Overseas students who are eligible to study English as an Additional Language (EAL) will be offered the course at Aquinas College, and will receive additional literacy support.
- Overseas students will also be able to study a VCE Language subject if the course is offered by the Victorian School of Languages.
- Overseas students who will be under the Accommodation and Welfare responsibility of the College will be required to abide by the respective rules and regulations, and will be required to reside in accommodation approved by the College for the entire duration of their enrolment, even after turning 18 years of age.

Deferment or Cancellation of Enrolment

- If a student is refused a visa to study in Australia, the College must be notified in writing and proof of refusal to be provided. The College will refund all prepaid fees, except for the Administration fee and any amounts that have already been utilized (e.g., Overseas Student Health Cover). Every attempt will be made to obtain a refund from the OSHC provider if the insurance cover is purchased by the College. Some documentation will be required to apply for OSHC refund.
- Where the student, parent or guardian cancels an enrolment due to unavoidable circumstances such as natural disasters in home country, civil strife or government directives, this must be notified to Aquinas College. The College will refund prepaid fees except for the Administration Fee and Accommodation Placement Fee, and amounts that have already been utilized, e.g., Overseas Student Health Cover, pre-purchased books and uniform.
- If a student fails to meet the required English standard to commence the mainstream course, enrolment may be deferred or the offer withdrawn. Notice of this decision will be given in writing by the College.
 - If enrolment is deferred, the prepaid tuition fee will be applied to the new commencement date of the student.
 - The College reserves the right to impose a penalty of one term's tuition fee when a student is unable to commence at Aquinas on the date stated in the Overseas Student Confirmation of Enrolment (CoE) or enrolment is terminated due to a student's lack of application at the ELICOS centre.
 - If the student is unable to commence the Administration Fees, Accommodation placement fee and any amounts that have already been utilized (e.g., Overseas Student Health Cover, pre-purchased books and uniform) will be forfeit. The balance of prepaid tuition fees will be refunded to the student within four weeks of cancellation of enrolment.

INTERNATIONAL PROGRAM REFUND POLICY

This policy relates to the refund of prepaid fees to overseas students who cease their enrolment due to non-commencement, transfer from the College or completion of the course. This policy does not remove the student's right to take further action under Australia's consumer protection laws.

Implementation

Non commencement

- If a student decides to withdraw or change schools before the commencement of the six month period, or does not attend the College on the starting date as stated in the Certificate of Enrolment, the Tuition and Administration Fees for the first semester will be forfeited.
- Notice of the decision to withdraw must be received by the College in writing from the parents of the student and preferably through the agent who referred the student.
- An application can be made for the refund of fees paid for accommodation, books and uniform. Unutilised funds in this category will be refunded within four weeks of the cancellation of enrolment.
- If a student is refused a visa to study in Australia, then the College will refund all prepaid fees, except for the Administration fee and any amounts that have already been utilized (e.g., Overseas Student Health Cover). Every attempt will be made to obtain a refund from the OSHC provider if the insurance cover is purchased by the College. Some documentation will be required to apply for OSHC refund.
- Where the student, parent or guardian cancels an enrolment due to unavoidable circumstances such as natural disasters in home country, civil strife or government directives then the College will refund prepaid fees except for the Administration Fee and Accommodation Placement Fee, and amounts that have already been utilized, e.g., Overseas Student Health Cover, pre-purchased books and uniform.
- If a student fails to meet the required English standard to commence the mainstream course, enrolment may be deferred or the offer withdrawn. Notice of this decision will be given in writing by the College.
 - If enrolment is deferred, the prepaid tuition fee will be applied to the new commencement date of the student.
 - The College reserves the right to impose a penalty of one term's tuition fee when a student is unable to commence at Aquinas on the date stated in the Certificate of Enrolment, or enrolment is terminated due to a student's lack of application at the ELICOS centre.
 - If the student is unable to commence the Administration Fees, Accommodation placement fee and any amounts that have already been utilized (e.g., Overseas Student Health Cover, pre-purchased books and uniform) will be forfeit. The balance of prepaid tuition fees will be refunded to the student within four weeks of cancellation of enrolment.

Refund when transferring from Aquinas College

- Enrolled students must provide ten weeks' notice in term time, prior to withdrawing, otherwise a charge of one term's fee is payable. For example, if a student is to be withdrawn at the end of the school year, notice must be given by August 31 of the current year. The ten weeks' notice does not include periods when the school is closed (i.e., the long summer break).
 - A refund application form is to be completed by the student and parents and submitted to the College.
 - The amount refundable to a student withdrawing from the College will include any tuition fees paid in advance minus the fees deducted in lieu of notice, prepaid homestay fees and un-utilized expense amounts.
 - The refund of the balance will be made within four weeks of the cancellation of the student's enrolment.
 - All refunds will be paid in Australian Dollars (\$AUD) and will be paid to the parents or their authorized agents. Refunds will be paid by electronic bank transfer and the bank account details are requested on the Refund Application Form. Failure to provide appropriate details or evidence may result in a delay in the refund process.

Completion of Course

- When overseas students complete the Victorian Certificate of Education and exit the College, any unutilised amounts in their account may be refunded to the student.
- Students are required to complete an End of Schooling Form, which requests bank details and contact information.
- Refunds are to be completed once a student has transferred out of homestay accommodation and all outstanding payments have been made.

Related Policies and Forms

- Transfer Policy, Transfer Application Form; Refund Application Form; Complaints and Appeals Policy

ACCOMMODATION INFORMATION

Aquinas College requires that International Students have acceptable arrangements for their accommodation, support and general welfare for the duration of their enrolment at the College.

Students under 13 years of age are required to reside with a parent or a guardian approved by the Department of Home Affairs (DHA). Information on classification of guardians is available at the Department of Home Affairs website (homeaffairs.gov.au). Aquinas College will not arrange homestay or issue a CAAW (Confirmation of Appropriate Accommodation and Welfare) for students who reside with a parent or DHA approved guardian. Students enrolled at the College are not permitted to live independently. This applies even after turning 18 years of age.

Students 13 years or older may:

- Reside with a parent or DHA approved guardian. Accommodation should be selected within easy travel distance of Aquinas College. The College will not issue a CAAW (Confirmation of Appropriate Accommodation and Welfare) for students who reside with a parent or DHA approved guardian.
- Reside in homestay accommodation arranged by the College. The accommodation placement fee applies.
- Homestay Accommodation arranged by the College will take into account the age, gender and needs of the student being placed, with the safety and comfort of the student being the guiding principle.
 - The College will make payment to the homestay provider on behalf of the student, for the accommodation and board provided to the student in their care. The accommodation fee will be included in the school fee invoice issued to parents before each academic semester. The accommodation fee rate will be evaluated each year to be in line with the standard rate in the Eastern Suburbs of Melbourne.
 - Homestay Accommodation will be sourced within a 10 kilometre radius of the College.
 - Homestay inspections will be conducted every six months.
- Reside with a nominated third-party (e.g. close family friend). The College is required to inspect the premises and approve of the accommodation arrangement and will issue a CAAW. The accommodation placement fee applies.
 - The nominated accommodation provider must be aged over 25 years and not be a full time student, should live within a reasonable distance of the College and be able to provide accommodation, welfare and supervision of the student at an acceptable standard.
 - All adults in the household must also have a valid Working With Children Check, provide a second photograph identification document such as a driver licence or passport, provide two references and comply with the Aquinas Child Safety Code of Conduct and Homestay Code of Conduct and be aware of the reporting requirements for child abuse.
 - Homestay inspections will be conducted every six months.

LEGISLATIVE FRAMEWORK

Information on the framework of legislation that governs international education providers in Australia and protects the rights and responsibilities of international students is available at the following websites:

<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

<https://www.vrqa.vic.gov.au/schools/Pages/guidelines-for-international-education.aspx>

STANDARD COLLECTION NOTICE

The College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988. The manner in which the College deals with information it collects is outlined in the Standard Collection Notice available on the College website www.aquinas.vic.edu.au

AQUINAS COLLEGE POLICIES

For all other Aquinas College apologies please refer to the policy section on the Aquinas College website: www.aquinas.vic.edu.au

CONTACT INFORMATION

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