Haileybury Rendall School International Business Notice 2027

6057 Berrimah Rd, Berrimah NT 0828
+61 8 8922 1611 | haileyburyrendall@haileybury.com.au | www.haileyburyrendall.com.au
ABN 84 325 837 304 | CRICOS No 0097ID

Haileybury Rendall School, Darwin, Australia commenced operations in 2018 and is a subsidiary of Haileybury Melbourne, which was founded in 1892 and is today one of Australia's leading independent schools. Haileybury Melbourne is made up of physical campuses for girls and boys co-located on four physical campuses at Brighton, Berwick, City and Keysborough as well as an online campus for Victorian students. More detailed information about Haileybury Melbourne is published on its website at www.haileybury.com.au and more detailed information about Haileybury Rendall School is published on its website at www.haileyburyrendall.com.au.

International students study at Haileybury Rendall School, which is located in Darwin in the Northern Territory of Australia. International students can board on site in our contemporary boarding house. The campus facilities are of a high quality to cater to the curricular and extra-curricular needs of Students. Consistent with its position as a leader and innovator in Australian education and the requirements of the VCE and Australian Curriculum, Haileybury Rendall School uses a wide range of teaching and assessment methods and is committed to excellent teachers providing an outstanding education. Further information is contained in Haileybury Rendall School's prospectus.

This International Business Notice details the terms and conditions for admission and ongoing enrolment at Haileybury for international students studying in Australia under 500 class student entry visas, as detailed in Schedule 2 of the Migration Regulations 1994.

This document should be read in conjunction with Haileybury Rendall School's Prospectus and Course Handbooks, which are available upon request from Haileybury Rendall School Admissions. The information, terms and conditions contained in this document and Haileybury Rendall School's Application Form shape the basis of the agreement between Haileybury Rendall School and its international boarding students and their parent/s.

Terms and conditions of enrolment

Definitions

Application for Enrolment means the application for enrolment of the Student Haileybury Rendall School.

Course of Studies is described in clause 1.

Education Services means the education programs, teaching programs, curriculum, co-curricular programs and activities (including sport and camps), boarding, pastoral care programs and all ancillary programs offered by Haileybury Rendall School to its students enrolled in the Course of Studies.

Haileybury Rendall School means Haileybury Rendall School ACN 009 652 886 and ABN 84 325 837 304, which operates the School at 6057 Berrimah Road, Berrimah NT 0828.

Parent/s or **you** means the person or persons who have legal parental responsibility for the Student, including legal guardianship.

Policies and Procedures means all policies and procedures, guidelines, codes of conduct, rules and regulations of Haileybury Rendall School including those relating specifically to international students as made by Haileybury Rendall School in good faith from time to time for the purpose of promoting the standards of Haileybury Rendall School and the orderly conduct of Haileybury Rendall School.

School is a reference to the NT registered School, including the boarding premises, which is operated by Haileybury Rendall School.

Student means the overseas student nominated in the Application for Enrolment and enrolled at Haileybury Rendall School.

Tuition and Boarding Fees and Charges means tuition fees, boarding fees and all other fees and charges as outlined in the International Students Fees and Charges Schedule published by Haileybury Rendall School from time to time.

1. Course of studies

1.1. Haileybury Rendall School offers international students high-quality primary and secondary schooling, leading to the award of the Victorian Certificate of Education.

1.2. The course is based on the Australian Curriculum up to Year 9 and then the VCE from Years 10 to 12, both developed and supported by the Victorian Curriculum and Assessment Authority (VCAA).

1.3. Haileybury Rendall School aims to enrol international students into appropriate courses from Year 9 and above. Students younger than this can only enrol with the special permission of the Principal and each case will be treated on its merits to ensure the best interests of the Student, family and School are protected.

1.4. Entry into any course is subject to the assessment of the School. Course credit may only be offered as outlined below:

a. For international students transferring from interstate up to Year 9, the School does not offer course credit, and entry into any course is subject to the assessment of the School.
b. International students transferring from interstate in Year 11 and the beginning of Year 12 may receive course credit for units completed based on the assessment of the state or territory curriculum assessment authority (or other relevant authority or the School).
c. International students transferring from overseas in Years 10 or 11 and at the beginning of Year 12 may receive credit for units completed, based on published rules of the VCE (refer to the website of the Victorian Curriculum & Assessment Authority at www.vcaa.vic.edu.au).

1.5. Full details of the courses are available in the School's handbooks, published annually

2. Application for enrolment

2.1. Haileybury Rendall School accepts applications for enrolment directly from prospective students or via third-party education agents.

2.2. Applications from third-party education agents can only be accepted where Haileybury Rendall School has a written agreement in place with that agent.

2.3. Applications for transfer from other schools are generally not accepted; however, they may be considered at the discretion of Haileybury Rendall School.

2.4. Haileybury Rendall School cannot accept applications from any prospective student transferring from another registered provider within the first six months of study unless the student has obtained a letter of release from their current school.

2.5. Prospective students from non-English-speaking backgrounds must complete the Australian Education Assessment Services (AEAS) English Language Proficiency, General Ability and Mathematical Reasoning Test at their own expense prior to submitting an application for enrolment.

2.6. Applications for enrolment must include the AEAS Test report and school reports (translated to English) from the previous two semesters of the prospective student's current school.

2.7. Prospective students applying for entry are required to have academic skills, including English Language Proficiency (ELP), appropriate to the level of entry sought. More specifically, in reference to AEAS English Language testing:

a. Prospective Students who achieve 50–70 are eligible to apply. A score of 50 indicates that the student has a foundation of English and is not likely to need more than three terms in the ELP Program.
b. Prospective students who achieve 70+ are eligible to apply and may be able to immediately participate in Standard Curriculum classes.
c. Prospective students applying for Year 11 entry must ideally achieve a score of 80+.

2.8. Haileybury Rendall School may request an interview with a prospective student as part of the application process.

2.9. Haileybury Rendall School may request for the student to attend and to satisfactorily complete mandatory numeracy and literacy testing. Additional testing may be required for some subjects.

2.10. As part of the boarding experience on campus, Haileybury Rendall School will provide dedicated and intensive teaching of English Language. Haileybury Rendall School also reserves the right to test any Student before or after entry to ensure appropriate English levels have been met.

2.11. An application for enrolment is not a guarantee of admission to the School and Haileybury Rendall School reserves the right to offer enrolment to any application regardless of the date of the application.

3. Admission

3.1. Admission to Haileybury Rendall School is conditional upon:

a. Availability of a place at the appropriate level of entry
b. Satisfactory progress in the prospective student's schooling at the time of application, as
c. evidenced in school reports
d. Sufficient English language proficiency, appropriate to the level of entry
e. Satisfaction of Haileybury Rendall School as to the prospective student's suitability for admission.

3.2. Haileybury Rendall School may require a prospective student to complete English Language Intensive Course for Overseas Students (ELICOS) study before entry as a condition of enrolment.

3.3. Successful applicants will be issued a formal Offer of Enrolment letter by the School.

3.4. In order to accept the Offer of Enrolment, Parent/s must:

a. Return the acceptance form attached to the Offer of Enrolment letter fully completed and signed by all Parent/s of the Student
b. Provide a copy of the Student's Birth Certificate
c. Finalise payment of the:
    i. Entrance fee
    ii. Health insurance fee (if health cover is to be coordinated by Haileybury Rendall School)
    iii. Half of the first year's Annual Fee (including Tuition and Boarding Fees as applicable).

3.5. The acceptance of the Offer of Enrolment will not be processed until all items under clause 3.4 have been provided to Haileybury Rendall School.

3.6. By accepting the Offer of Enrolment at Haileybury Rendall School, Parent/s accept and agree to be bound by the terms and conditions for enrolment set out in this Business Notice. Where these terms and conditions impose an obligation on the Student, the Parent/s will ensure that the Student complies accordingly.

3.7. Pursuant to the enrolment, Haileybury Rendall School offers the Education Services to the Student, within the scope of its registration.

3.8. Any delay or failure by Haileybury Rendall School to strictly enforce the terms and conditions of enrolment is not a waiver of Haileybury Rendall School's rights.

3.9. Any right, entitlement, obligation of or action required by Haileybury under these terms and conditions may be exercised by the Principal or the Principal's delegate on behalf of Haileybury Rendall School.

3.10. The Parent/s are responsible for keeping a copy of this Business Notice and receipts of any payments of Tuition Fees and Charges.

3.11. Haileybury Rendall School offers confirmation of enrolment from PRISMS to enable the Student to apply for the relevant student visa.

4. Application and entrance fees

4.1. Acceptance of an Offer of Enrolment at Haileybury Rendall School is subject to a non-refundable, non-transferable entrance fee to cover the administrative cost of the admissions process. The entrance fee is published in the International Schedule of Tuition Fees and Charges on the Haileybury Rendall School website.

4.2. A portion of the entrance fee is contributed to the Old Haileyburians Association which provides future lifetime membership for the Student in accordance with the membership rules of the Old Haileyburians Association.

5. Tuition Fees and Charges

5.1. International student tuition and boarding fees and other charges are published in the International Student Fees and Charges Schedule on the School website.

5.2. The Tuition and Boarding Fees and Charges are reviewed annually and approved by the School Council of Haileybury Rendall School.

5.3. Prior to the commencement of each school year, Haileybury Rendall School will publish and provide the Parent/s with the International Schedule of Tuition Fees and Charges for that coming year.

5.4. The Parent/s agree to pay all Tuition Fees and Charges when due and in full, in accordance with the International Schedule of Tuition Fees and Charges as notified by Haileybury Rendall School to the Parent/s.

5.5. International student Tuition Fees are charged at half-yearly intervals for the semester in advance.

5.6. Tuition and Boarding Fees and Charges are payable in Australian currency by credit card or electronic funds transfer (EFT). Haileybury Rendall School does not accept cash payments.

5.7. Accounts outstanding after the due date may attract late fees.

5.8. No Student will be permitted to commence enrolment or enter into a new semester of study while the tuition fee account for the prior semester remains outstanding, unless express written approval is provided by the Principal. Any such approval will not absolve liability for outstanding Tuition and Boarding Fees and Charges.

5.9. The Tuition Fee includes most specialist subject charges, excursion charges, travel to and from, and accommodation at most camps. Additional charges are imposed by the Managed Device Program (MDP) and where optional, individual or small group tuition sessions are requested by Parent/s (e.g. EAL/ESL tuition and music tuition). Additional charges also apply for optional elements of the Year 9 program.

5.10. Notwithstanding any changes in the Student's visa status (e.g. the Student becomes a temporary or permanent resident) during the course of a calendar year, international student tuition fees will apply for the remainder of that calendar year.

6. Sibling discount

6.1. Sibling discounts on tuition fees are available to any younger siblings attending the School simultaneously.

6.2. Sibling discount rates are published in the International Schedule of Tuition Fees and Charges and are subject to change by Haileybury Rendall School at its discretion and without notice.

6.3. Sibling discount rates are applied in age order where the first younger sibling attracts the lowest discount rate and higher subsequent discount rates are applied to subsequent siblings. The discount rate remains static from the fourth and subsequent siblings.

6.4. Enrolment of a child does not guarantee admission of the child's siblings.

7. Policies and procedures

7.1. Parent/s agree to uphold and comply with, and will ensure that the Student upholds and complies with, the Policies and Procedures values, philosophy and imperatives of Haileybury Rendall School including but not limited to those concerning:

a. Anti-harassment and discrimination
b. Acceptable use of ICT
c. Deferment, suspension and cancellation of enrolment
d. Complaints management and grievances
e. Community and student codes of conduct
f. Standards of dress, appearance and behaviour of students
g. The care, safety and wellbeing of students including counselling services.
h. the boarding premises (as applicable).

7.2. The Policies and Procedures will be published by Haileybury Rendall School and may also be notified by direct communication. In the event of a conflict or inconsistency between the Policies and Procedures and these terms and conditions of enrolment, these terms and conditions shall prevail.

7.3. Haileybury Rendall School may, in good faith, amend, vary or add to the Policies and Procedures from time to time. Haileybury Rendall School will use reasonable endeavours to provide you with notice of any material changes to the Policies and Procedures.

7.4. Parent/s agree that Haileybury Rendall School has absolute discretion in all of its operational and educational matters and offerings, which it must exercise in good faith and that Parent/s accept and comply with Haileybury Rendall School's decisions on those matters.

7.5. Parent/s will take responsibility to ensure that the Student and Parent/s behave in such manner that upholds the reputation of Haileybury Rendall School and does not bring Haileybury Rendall School into disrepute.

8. Haileybury Rendall School's responsibilities

8.1. Haileybury Rendall School will endeavour to educate the Student with due care and skill, acting in the best interests of the Student individually where possible, and the student body generally.

8.2. Haileybury Rendall School will use its best endeavours to provide every reasonable opportunity to the Student to achieve their best potential; however, Haileybury Rendall School does not make any specific promises or representations that the Student will achieve a specific level of academic achievement and no such representations are to be implied based on Haileybury Rendall School accepting the Student for enrolment.

8.3. Haileybury Rendall School will use its best endeavours to provide all students with an environment that is safe, compassionate and caring, and that fosters their individual growth. Haileybury Rendall School attempts to support all of its students, whatever their abilities, in the pursuit of excellence.

8.4. Haileybury Rendall School, at all times, in accordance with applicable law, will determine the curriculum and co-curriculum, including which activities are compulsory. Haileybury Rendall School may also set any performance expectations or pre-requisites for study in any part of the curriculum or co-curriculum that it determines reasonable.

8.5. Haileybury Rendall School will ensure that the Policies and Procedures are accessible to the Student and Parent/s on the Haileybury Rendall School website and may make Policies and Procedures otherwise available electronically (e.g. on the relevant Haileybury Rendall School Learning Management System).

9. Parent/s' responsibilities

9.1. Parent/s will, at all material times, do all that is reasonable to:

a. Ensure that the Student attends Haileybury Rendall School on every school day during the scheduled school times for the Education Services in which they are enrolled;
b. Encourage and support the Student to take full advantage of the curricular and co-curricular opportunities offered by Haileybury Rendall School;
c. Ensure that the Student is participating in mandatory Haileybury Rendall School activities including, but not limited to, camps, excursions, wellbeing and pastoral care education programs, curricular and co-curricular activities;
d. Ensure that the Student is provided with all necessary resources, books, stationery items, uniforms, technical and other equipment, and a suitable and safe study area and workstation that is required for the Student to be able to participate in and benefit from the education offered by Haileybury Rendall School;
e. Ensure that the Student attends Haileybury Rendall School dressed in accordance with Haileybury Rendall School's expectations regarding uniform and personal appearance;
f. Attend myProgress meetings and other meetings desired or required by Haileybury Rendall School;
g. Communicate with Haileybury in a manner that is respectful and facilitates a relationship of mutual trust between Parent/s, the Student and Haileybury Rendall School;
h. Support Haileybury Rendall School and its staff in their efforts to educate the Student including any disciplinary steps taken by Haileybury as set out in any student management/behaviour plan; and
i. Comply with all other responsibilities imposed under these terms and conditions, to ensure that the Student is able to take full advantage of the education offered by Haileybury Rendall School.
j. ensure that the family contact and student medical details held by Haileybury Rendall School in relation to your child are kept up to date, including by making any changes that are necessary through Consent2Go via the relevant Haileybury Rendall School parent portal, in a timely manner.

9.2. Parent/s acknowledge and accept that students will be required to access and use third-party software products during their enrolment. Third-party software products have their own terms and conditions and privacy policies which students and parents must agree to and comply with when the Students are accessing and using these products.

10. Student responsibilities

10.1. At all times during the enrolment at Haileybury Rendall School, the Parent/s will do all that is reasonable to ensure that the Student will:

a. attend Haileybury Rendall School on every school day during the scheduled school times for the Education Services in which the Student is enrolled;
b. take full advantage of the curricular and co-curricular opportunities offered by Haileybury Rendall School;
c. participate in mandatory Haileybury Rendall School activities including, but not limited to, camps, excursions, assemblies, curricular and co-curricular activities that are designed to enrich and extend their education;
d. comply with all policies and procedures that apply to the boarding premises;

e. participate respectfully in all pastoral care and Wellbeing programs;
f. maintain in neat and functional condition all necessary resources, books, stationery items, uniforms and equipment required for participation in the education offered by Haileybury Rendall School;
g. exercise appropriate self-discipline, follow established Haileybury Rendall School and classroom rules, and behave in a way that does not detrimentally impact the learning or wellbeing of others or bring Haileybury Rendall School into disrepute;
h. communicate with the staff, students and other members of the Haileybury Rendall School community in a manner that is respectful and that facilitates a relationship of mutual trust;
i. comply with the Policies and Procedures, including specifically and without limitation the ICT Acceptable Use Policy at all times;
j. meet the expectations of Haileybury Rendall School regarding uniform and personal appearance;
k. comply with the Student Code of Conduct; and
l. accept and comply with any and all reasonable behavioural management processes applied for breach of the Policies and Procedures.

11. Discipline/Behaviour management

11.1. Haileybury Rendall School has a high expectation of the behaviour and discipline, personal presentation, conduct, effort in class and general demeanour of the Student.

11.2. Haileybury Rendall School has a discretion to determine when the conduct of the Student warrants disciplinary action to be taken by Haileybury Rendall School and Haileybury Rendall School may apply disciplinary measures that Haileybury Rendall School deems appropriate in accordance with the Policies and Procedures. Corporal punishment is prohibited.

12. Textbooks and resources

12.1. Purchase of textbooks, stationery and other resources such as regulation calculators are not included in tuition fees and must be purchased separately by the Student. Haileybury Rendall School provides resource lists toward the end of each year for the coming year and resources are available for purchase through Haileybury Rendall School's supplier.

13. Managed Device Program

13.1. The Managed Device Program (MDP) ensures that all Students have access to a computing device which adequately supports their learning needs. Participation in the MDP is compulsory for all students in Years 5 to 12.

13.2. The fees for the MDP are detailed in the International Student Fees and Charges Schedule. The MDP fee includes the device, all software required by the School, warranty costs for three years, a laptop bag and an accidental repair insurance package.

14. Private Health Insurance Cover

14.1. Students are required to hold private health insurance cover for the duration of their stay in Australia prior to an entry visa being granted.

14.2. Haileybury Rendall School can arrange private health insurance cover for international students. Further information can be obtained from Haileybury Rendall School's Admissions Department during the application for enrolment process.

15. Fees and charges refunds

15.1. The refund provisions detailed in this Business Notice apply to all Tuition and Boarding Fees and Charges paid to the School, including those paid to an education agent to be remitted to Haileybury Rendall School. Fees for services provided by education agents are not covered by this Business Notice.

15.2. The application fee and entrance fee are not refundable. All notifications of withdrawal from Haileybury Rendall School, or applications for refunds, must be made in writing and submitted to Haileybury Rendall School Admissions.

15.3. If the Student changes visa status (e.g. becomes a temporary or permanent resident) they will continue to pay full overseas student fees for the duration of that calendar year. Refunds will be reimbursed in Australian dollars.

15.4. Refunds will be paid to the Student, unless otherwise requested in writing to Haileybury.

15.5. Haileybury Rendall School will refund all Tuition and Boarding Fees and Charges paid where the Student's application for enrolment is refused by the School, within 28 days of notification of the refusal (applicable only if payment of fees has accompanied the application/enrolment form and lodgement of the written agreement).

15.6. Haileybury Rendall School will refund all Tuition and Boarding Fees and Charges paid (other than the application fee and the entrance fee) where the Student produces satisfactory evidence that the application made by the Student for a Student Visa has been rejected by the Australian immigration authorities, within 28 days of receiving satisfactory evidence.

15.7. Refunds for Student default apply to Tuition and Boarding Fees and Charges under various conditions. Annual Fees will be refunded on a pro-rata basis proportional to the amount of time the Student was studying, except where a non-refundable payment on behalf of the Student has been made.

15.8. If a student does not commence studies on the agreed date and does not provide written notice of withdrawal, Haileybury Rendall School will refund, within 28 days of the receipt of written notification of withdrawal by the Student (or Parent/s if the Student is under 18), Tuition and Boarding Fees paid by or on behalf of the Student under the following conditions:

a. If written notice of withdrawal is received more than 10 weeks prior to the agreed commencement date, Haileybury Rendall School will refund the annual Tuition and Boarding Fees and Charges in full, except the Entrance Fee, which is non-refundable.
b. If written notice of withdrawal is received less than 10 weeks prior to the agreed commencement date of the course, 75% of the annual Tuition and Boarding Fees and Charges will be refunded, except the Entrance Fee, which is non-refundable.
c. If written notice is received within six months after the agreed commencement date, only 25% of the annual Tuition and Boarding Fees and Charges will be refunded.
d. If written notice is received more than six months after the agreed commencement date, no refund of the annual Tuition and Boarding Fees will be made.

15.9. No refund of the Tuition and Boarding Fees and Charges will be made where a Student's enrolment is cancelled for any of the following reasons;

a. Failure to maintain satisfactory progress (visa condition 8202)
b. Failure to maintain satisfactory attendance (visa condition 8202)
c. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532) [if applicable]
d. Failure to pay fees by the due date
e. Any behaviour identified as resulting in enrolment cancellation as against the School's Behaviour Policy/Code of Conduct, including expulsion by the Principal.

15.10. If for any reason Haileybury Rendall School is unable to offer a place, a full refund of fees paid will be made within 14 days of notification of cancellation. If for any reason Haileybury Rendall School is unable to continue offering a place after commencement, a full refund of fees paid for that academic year, including for the portion already taught, will be made within 14 days of notification of the cancellation.

15.11. These terms and conditions, and the availability of Haileybury Rendall School's complaints and appeals processes, does not remove the right of the Student to take action under Australia's consumer protection laws.

16. Loss due to theft and damage

16.1. Haileybury Rendall School accepts no responsibility for the loss of or damage to property belonging to Parent/s or Students, however occasioned. Parents are advised to arrange insurance for their child's possessions while in Australia to cover any losses.

17. Cost of living

17.1. Many international students find the cost of living in Australia comparatively high. Parent/s and Students should consult the website Study in Australia and Study Northern Territory for further information. In particular, Students should ensure that they have sufficient money each week to cover weekend activities and incidentals, which may amount to $100 per week.

18. Entry visa and travel requirements

18.1. Students are responsible for arranging their own entry visas and travel to and from Australia. A Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation and Welfare (CAAW) (if applicable) are required by the Department of Home Affairs in order for a student entry visa to be granted.

18.2. Students are required to provide a copy of the student entry visa to Haileybury when it is issued and before arriving in Australia.

18.3. Students must arrive in Australia at least one day prior to the beginning of the agreed commencement date of their studies.

18.4. Haileybury does not permit absences from School due to travel arrangements. All non-school Student travel must be undertaken during school holiday periods.

18.5. Students should also familiarise themselves with Australian Customs and Quarantine regulations — especially relating to duty-free allowances, food, animals, cash and medications. Further information is available here.

19. Change of details

19.1. The Student, if not boarding with Haileybury Rendall School, while in Australia and studying at Haileybury Rendall School, must notify Haileybury Rendall School of the Student's contact details including:

- the Student's current residential address, mobile number (if any) and email address (if any);
- who to contact in emergency situations; and

any changes to those details, within 7 days of the change.

20. Boarding

20.1. In general, all international students will live on site at Haileybury Rendall School in our boarding facility.

20.2. Other international students — for example, those who live with Parent/s who hold a visa type that complies with the Migration Regulations 1994 (Cth) or family appointed to maintain the welfare and accommodation of the Student and approved by the Department of Home Affairs — may apply to the Principal for special entry.

20.3. For our international boarders, Haileybury Rendall School will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter, which gives an undertaking to take full responsibility for the welfare and accommodation of the Student.

20.4. All international students enrolling at the Haileybury Rendall School who are not boarding at Haileybury Rendall School, regardless of age, are required to have appointed an additional care provider approved by Haileybury Rendall School.

20.5. Students enrolled under special entry arrangements where they live with Parent/s or family, may have one of the Parent/s or approved relative/s appointed as additional care provider.

21. Student welfare

21.1. The International Students Co-ordinator is the Student contact officer for overseas Students regarding School matters. The Head of Boarding will also be an important contact regarding life in Boarding. Both may be contacted on +61 8 8922 2512.

21.2. In addition, each Student is assigned to a Tutor Group, which is part of a School 'House'. Tutors, in the first instance, and Year Level Co-ordinators are responsible for the provision of ongoing individual pastoral care to each Student. Heads of School monitor Students' academic performance and are normally the first point of contact between Students, their Parent/s and Haileybury Rendall School.

21.3. Haileybury Rendall School employs a counsellor, who is available to assist Students in welfare matters. The School Counsellor refers Students out to community agencies where appropriate. Haileybury Rendall School provides a registered nurse during school hours. Haileybury Rendall

School also employs a professional Careers Counsellor, who provides assistance with study skills and advice on tertiary programs.

22. Child safety

22.1. Haileybury Rendall School has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.

22.2. Our Child Protection Program is made up of work systems, practices, policies and procedures designed to maintain a child-safe environment and to embed an organisational culture of child safety within the Haileybury Rendall School community. The program deals specifically with child protection issues and is designed to ensure compliance with the region's Child Safe Standards and related child protection laws.

23. Initial orientation

23.1. Our Students will initially meet with the Director of Boarding and the International Students Co-ordinator, who will manage all aspects of their transition and induction. The Deputy Principal – Teaching and Learning and the relevant Head of School will also be part of a preliminary orientation to discuss subject selection and course matters. On the Student's first school day, they will be introduced to their House Tutor. The orientation program at Haileybury Rendall School will involve an introduction to teachers and a tour of Haileybury Rendall School. The Director of Boarding will manage matters in relation to boarding life.

24. Course progress

24.1. Haileybury Rendall School will monitor, record and assess the course progress of each Student for the subjects in which the Student is currently enrolled, at the end of each semester of enrolment. Students who have begun part way through a semester will be assessed after one full period of attendance.

24.2. To demonstrate satisfactory progress, Students will need to achieve average grades of at least 50% in all units of study.

24.3. If a Student fails to meet this threshold, the International Students Co-ordinator will meet with the Student to develop an intervention strategy for academic improvement. This may include additional supervised study periods, tutorial assistance and other intervention strategies as deemed necessary.

24.4. Where applicable, a copy of the Student's individual strategy and progress reports in achieving improvement will be provided to Parent/s.

24.5. Achievement of the Student's individual strategy for improvement will be monitored by Haileybury Rendall School over the subsequent semester and records of reviews and progress will be maintained.

24.6. If the Student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, Haileybury Rendall School will advise the Student in writing of its intention to report the Student for breach of visa condition 8202, and that they have 20 working days in which to access the Haileybury Rendall School's internal complaints and appeals process.

24.7. If the Student does not access the complaints and appeals processes within 20 working days, withdraws from the complaints and appeals process, or the complaints and appeals process finds in favour of Haileybury Rendall School, Haileybury Rendall School will notify the Department of Home Affairs via the Provider Registration and International Student Management System (PRISMS) and the Student's visa may be cancelled.

25. Completion within expected duration of study

25.1. In accordance with clause 24.1 Haileybury Rendall School will monitor, record and assess the progress of each Student for the subjects in which the Student is currently enrolled. Part of the assessment of progress at the end of each semester will include an assessment of whether the Student's progress is such that they are expected to complete their subjects within the expected duration of the course.

25.2. Haileybury Rendall School will only extend the duration of the Student's study where the Student will not complete their subjects within the expected duration due to compassionate or compelling circumstances, Student participation in an intervention strategy, or an approved deferment or suspension of study that has been granted in accordance with Haileybury Rendall School's Deferment, Suspension and Cancellation Policy.

25.3. Where Haileybury Rendall School decides to extend the duration of the Student's study, Haileybury Rendall School will report via PRISMS and/or issue a new Confirmation of Enrolment (CoE) if required.

26. Course attendance

26.1. Satisfactory course attendance is attendance of 80% of scheduled course contact hours.

26.2. Student attendance is recorded daily, assessed regularly, and reviewed at the end of each semester.

26.3. Late arrival and early departure will be recorded and will be included in attendance calculations.

26.4. All absences from Haileybury Rendall School should be accompanied by a medical certificate, an explanatory communication from the Head of Boarding or evidence that leave has been approved by the Head of School.

26.5. Any absences longer than three consecutive days without approval will be investigated.

26.6. Any period of exclusion from class will not be included in attendance calculations.

26.7. Student attendance will be monitored by Haileybury Rendall School over a semester by calculating the number of hours the Student would need to be absent to fall below the required attendance level on a day-to-day basis.

26.8. Students at risk of falling below the required attendance level will be counselled and offered support when they have absences totalling 90% of days during any assessment period fortnight.

26.9. If attendance calculations indicate the Student has fallen below the minimum attendance requirement for the study period, Haileybury Rendall School will advise the student in writing of its intention to report the student to the Department of Home Affairs and cancel the Student's enrolment under visa condition 8202. The Student will be advised that they have 20 working days to access the Haileybury's complaints and appeals processes.

26.10. If the Student does not access the complaints and appeals processes within 20 working days, withdraws from the complaints and appeals process, or the complaints and appeals process finds in favour of Haileybury, Haileybury will notify the Department of Home Affairs via the Provider Registration and International Student Management System (PRISMS) and the Student's visa may be cancelled.

26.11. The Student will not be reported for failing to meet the 80% attendance requirement where the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances and has not fallen below 70% attendance for the study period. Compassionate or compelling circumstances are circumstances beyond the control of the Student that are having an impact on the Student's attendance and may include:

- Serious illness, where a medical certificate states that the Student was unable to attend class
- Bereavement of close family members
- Major social or political upheaval, or natural disaster in the home country requiring their emergency travel
- A traumatic experience that has impacted the Student (these causes should be where possible supported by police or psychologist reports)
- Where Haileybury Rendall School was unable to offer a prerequisite unit of study
- Inability to begin studying on the commencement date due to delay in receiving the student entry visa.

26.12. If the Student is in danger of failing to meet the 70% attendance requirement, Haileybury Rendall School will determine whether a suspension of enrolment is in the Student's best interests, as per the International Students Deferment, Suspension and Cancellation of Enrolment Policy.

26.13. The method for calculating 70% attendance is the same as that outlined above, on a daily basis. If a Student is assessed as having nearly reached the threshold for 70% attendance, the International Students Co-ordinator will assess whether a suspension of studies is in the interests of the Student as per Haileybury Rendall School's Deferment, Suspension and Cancellation Policy. If the Student does not obtain a suspension of studies under the Haileybury Rendall School's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance, the process for reporting the Student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined above.

27. Complaints and appeals

27.1. Students and Parent/s may access Haileybury Rendall School's complaints and appeals processes detailed in the Haileybury Rendall School's Complaints and Appeals Policy and International Students Complaints and Appeals Procedure, which are available on the Haileybury Rendall School website, at any time prior to or during their enrolment at Haileybury Rendall School.

27.2. If the complaints procedure does not find in favour of the Student or the Student is dissatisfied with the result of the complaints procedure, they will be informed of the external complaints and appeals process available to them at minimal or no cost. The external body used for Haileybury Rendall School's external complaints and appeals processes is an arbitrator nominated by the Association of Independent Schools Northern Territory (AISNT).

28. Payments to Haileybury Rendall School by third parties

28.1. Parent/s acknowledge and agree that Haileybury Rendall School might from time to time receive payment or other valuable consideration from third parties in connection with arrangements entered into between the Student or the Parent/s with such third parties. The Parent/s consent to the giving of such consideration and to its receipt.

Privacy: Standard collection notice

Haileybury Rendall School collects personal information, including sensitive information about Students and Parent/s before and during the course of a Student's enrolment at the School. This may be in writing or in the course of conversations.

The primary purpose of collecting this information is to enable Haileybury Rendall School to provide Education Services for the student and to enable them to take part in all School activities. Some of the information collected is to satisfy Haileybury Rendall School's legal obligations, particularly to enable it to discharge its duty of care. Certain laws governing or relating to the operation of schools require that certain information is collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.

Health information about Students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act 1988 (Cth). We may ask for medical reports about Students from time to time.

Haileybury Rendall School from time to time also has to disclose certain personal information and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a Student to another school. This includes other schools, government departments, medical practitioners, publications and people providing services to Haileybury Rendall School, including specialist visiting teachers, outdoor education professionals, coaches, volunteers and counsellors. If this information is not provided the School may not be able to enrol or continue the enrolment of a Student.

Personal information collected from Students is regularly disclosed to their Parent/s. Haileybury Rendall School's Privacy Policy sets out how Parent/s or Students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of Haileybury Rendall School's duty of care to the Student or where Students have provided information in confidence. The Haileybury Rendall School Privacy Policy also sets out how you may complain about a breach of privacy and how Haileybury Rendall School will deal with such a complaint.

On occasion, information such as academic and sporting achievements, student activities and similar news is published in school newsletters, magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in school newsletters, magazines and on our website. We will ask for consent for inclusion of the Student's name or image in these materials on enrolment. A request for consent may be updated at any time.

From time to time Haileybury Rendall School engages in fundraising activities. The information received about students may be used to make an appeal. It may also be disclosed to organisations that assist in Haileybury Rendall School's fundraising activities solely for that purpose. Personal contact details are also

issued to our uniform supplier, so that they may contact Parents regarding uniform supplies and to the Old Haileyburians Association, when the Student leaves the School.

We will not disclose personal information to third parties for their own marketing purposes without consent.

If you provide Haileybury Rendall School with the personal information of others, such as doctors or emergency contacts, you are encouraged to inform them of your disclosure to the School and why. Further, that they can access that information if they wish and that Haileybury Rendall School does not usually disclose the information to third parties.

If the Student's nationality is not Australian, Haileybury Rendall School may verify their visa details with the Department of Home Affairs from time to time.