

International

Wesley College Enrolment Procedures

APPLICATION PROCESS

To apply for a place at Wesley College, the following must be submitted:

- a) Application for Enrolment form for international students
- b) Non-refundable Application Fee
- c) Copy of the student's most recent school report (translated); students applying to enter a specific year level must have successfully completed the year prior to entry or equivalent
- d) Photocopy of the student's birth certificate or passport
- e) Results of AEAS assessment*

**All students applying for a place at Wesley College who do not have English as their first language are required to sit an AEAS assessment test.*

• AEAS (Australian Educational Assessment Services)
Tel: + 61 3 9787 7612 or email: admin@aeas.com.au

This test can be completed either in Australia or in the student's country of origin.

When the College has received the required application criteria and the application review is complete, the applicant will be advised of the outcome.

If the application is successful, an offer of a place is made subject to the following conditions:

1. Successful completion of the Wesley College English Test prior to commencement
2. Interview with the Head of School

LETTER OF OFFER

Once an offer has been made, acceptance of this offer – together with payment of the fees outlined in the letter of offer – must be received by the date stated in the letter of offer. If payment is not received by this date, the offer may be withdrawn.

Once the fees have been received, the College will provide a Confirmation of Enrolment eCOE and a Confirmation of Accommodation and Welfare eCAW. These are prerequisites to obtaining a student visa.

If a student defers an enrolment or is suspended by the College, this may impact on the end date of the course, thus affecting the student visa.

ENGLISH LANGUAGE COURSE

Students applying for a place at Wesley College who do not have English as their first language must attend an ELICOS course in accordance with the recommendations contained in the results of their AEAS assessment test. Students must consequently attain a satisfactory level of English so that they will be able to have a good understanding of the language used in the mainstream courses studied at the College.

Towards the end of their ELICOS course, students will be required to attend English testing at Wesley College. The level of English required for Senior School (Years 10-12), is aligned with the Victorian Curriculum and Assessment Authority, Victorian Essential Learning Standards for English as a Second Language, level S4. The student must also demonstrate a good work ethic and positive attitude to their studies whilst at language school.

INTERVIEW

All students are required to attend an interview with the relevant Head of School prior to commencement.

Our Fees

Please see the enclosed flyer *International Students: Fees and Expenses*.

DISCOUNTS

• Family Discounts

Where there are three or more children from the one family currently attending the College, the following discounts will apply to Tuition Fees only:

Third child: 7.5% of Tuition Fees

Fourth and each additional child: 10% of Tuition Fees

The discounts are applied to the youngest children in the family and will cease to apply once the number of children attending the College is less than three. If you are eligible for the discount it is automatically applied to your account.

The family discount does not apply to the ICT Charge or any other fees and charges that are billed to your account.

Families who have been granted other forms of fees assistance may not be entitled to family discounts.

• Early Payment Discount

A 2.5% early payment discount may be available if you pay the full year's Tuition Fees in advance.

Some conditions apply. For further information, contact Admissions or the College Accounts Department.

NOTEBOOK COMPUTERS

Wesley College provides notebook computers to students in Years 5–12 as part of the normal educational offering. With the rapid change to computer technology, it is the College's view that this scheme is the most practical method to ensure that students continually have access to information technology appropriate to the expected learning outcomes appropriate to the level of schooling. Participation in the scheme is compulsory and forms an integral part of the curriculum of the College.

- A Notebook Usage Agreement must be signed by the student and their parents/Primary Carers prior to collection of the notebook computer.
- All notebooks issued to students are covered by an insurance policy against the risk of accidental damage and theft.
- Notebooks are provided on a lease basis, for the time a student is at Wesley College.

STUDENT ACCIDENT INSURANCE

Wesley College prides itself on the level of care and the provision of a safe learning environment for all students.

Even in the safest environment accidents and injuries can still occur. The College Council, recognising there may be costs associated with student injuries, has purchased a "Group Student Accident Policy" which is free to all families.

NOTICE OF WITHDRAWAL AND TENTATIVE NOTICE OF WITHDRAWAL

International students are restricted from transferring from Wesley College to another education provider for a period of six months from commencement.

After this initial six-month period, one term's notice in writing to the Head of Campus is required, advising the withdrawal of a student from the College, otherwise a charge equivalent to one term's fees will apply.

If you are uncertain about your child continuing their education at Wesley College, we encourage you to send tentative notice of withdrawal in writing to the Head of Campus at least one term in advance of the anticipated date of withdrawal from the College. Please clearly state in your letter that the notice is tentative notice. Tentative notice can either be confirmed or withdrawn once your decision is made.

College Rules

Wesley College students are expected to use their common sense at all times. They are regarded as being under College discipline when they are on campus or at any official College function, or when they are wearing the College uniform or part thereof.

It is an obligation on all students of the College that they should not infringe the rights of others, nor bring discredit through their actions on themselves or the College.

• General Rules

Adherence to these rules will help the College to run more efficiently and enable it to serve you better.

1. It is a condition of the enrolment of a pupil at Wesley College that the parent/Primary Carer, on their own behalf and on behalf of the pupil, are aware of the content of the College rules and have agreed to abide by them.
2. Wesley College, through the Principal, retains the right to discipline, suspend or dismiss from the College any pupil on the grounds of the pupil's unsatisfactory conduct or performance, or failure to observe any College rule.
3. No student may leave the campus between morning arrival and the afternoon dismissal without special permission.
4. No student may drink intoxicating liquor, smoke, gamble, or have any dealings with addictive drugs while under College discipline. (Please refer to the Wesley College Drug Education and Support Program Policy).
5. Students must not engage in any action which endangers life, limb or property.
6. Students' lockers and bags may be searched by Wesley staff at any time, in the relevant student's presence.
7. A note sent by the parent or primary Carer is required to excuse a student for absence, lateness, or non-preparation of work.
8. If a student knows that he or she will be absent or late or will need leave for part of the day, eg to attend a medical appointment, a note should be brought from home or written in the record book requesting prior permission.
9. Students must attend all subjects and periods time-tabled for them.
10. Students are not permitted to buy or sell books, clothing or any other articles among themselves without permission.
11. Students are not permitted to ride motor-cycles or scooters while travelling to or from school or any official school function.

12. Students may ride bicycles to school provided they have permission from the Head of School and provided they wear protective headgear. Such permission will only be given following a written request, signed by a parent or primary Carer, that outlines the route to be followed. Because of the dangers arising from road traffic, parent/primary Carers are advised not to send children to St Kilda Road campus on bicycles.
13. Students who wish to drive a car to school or students who wish to travel to school as a passenger in a car driven by another student must first seek permission from the Head of Campus. No parking is available on campus for students.
14. Students must familiarise themselves with and adhere to College policies which may apply from time to time, such as the Anti-Harassment Policy.

CARE OF PROPERTY

Students (and their parent/primary Carers) are advised that responsibility for the care of personal property, including notebook computers, belongs to the student and that the College cannot assume responsibility for equipment which has been damaged, lost or stolen. Teachers will do their best to assist students in the care of their property, and to assist with this it is essential that all equipment and clothing should be clearly named.

Valuable property, which is not needed at school, such as a Walkman, iPod or MP3 player etc, should not be brought to school.

It is expected that all students will show respect for the property of others, including the property of the College itself. Students who wilfully contribute to the damage or loss of another's property may be asked to contribute to the cost of replacing that property. Theft is a crime, and students who are guilty of theft may be suspended or dismissed from the College.

RESTRICTED AREAS

In the interests of safety and hygiene and to prevent damage to the buildings or interference with the rights of others, certain areas of the school have a restricted use. Students are not permitted in such areas without prior permission.

HEALTH

General

- Students who have been suffering from a notifiable infectious disease, or who have been in contact with anyone so suffering, must not return without a statement from their doctor stating that they are free from infection.

Medical History

- A medical history form must be completed and returned prior to a student's initial interview with the Head of School. This information must be updated annually.

Insurance

- The Australian Government requires all full-fee-paying international students to take out health insurance. The College arranges cover for each calendar year of the student's attendance and charges this fee to the student's account.

GENERAL INFORMATION FOR INTERNATIONAL STUDENTS

Wesley College prides itself on being a school with a caring environment, a factor which is particularly important for international students where there is no immediate family support system. The school has clear guidelines in relation to the selection and care of international students, thus ensuring their happiness and success while at Wesley College.

• **Welfare and Accommodation**

Wesley College is responsible for the welfare of students who are on overseas student visas (unless they are in Australia with a parent who is on a primary Carer visa). Students under 18 are required to maintain adequate welfare and accommodation requirements as a condition of their student visa. This means that students' accommodation and welfare arrangements must be approved by the College.

Wesley College requires that international students either live with a relative or in a homestay with a family that has been approved by College, receiving full board with their own room and meals supplied. Students are obliged to notify the College of any change of address while enrolled at the school. Where the College has approved the students' welfare and accommodation arrangements; the student must seek both the College's and their parent's prior approval for any change to welfare and accommodation arrangements.

• **Primary Carer** (Previously referred to as Guardian)

Whilst the College has responsibility for international students, in order to assist us to oversee student's welfare, we require that each overseas student, irrespective of age, has a person appointed as primary carer, who is living in Melbourne. The primary carer must be approved by the College and may be appointed by the parents or the College. They act on behalf of the student during their time at the school. They should be a mature adult, and should act as necessary in such matters as discipline, attendance, academic progress and accommodation for the student. A primary carer should attend school functions that would usually be attended by a parent, such as information evenings or parent-teacher interviews.

With the parents, the primary carer should oversee student's travel between their home country and their accommodation in Australia, A primary carer should assist the student moving to a new homestay and monitor the student's activities during weekends and holiday periods. We do not recommend that students sign long-term agreements with a primary Carership agency prior to commencing at Wesley College.

• **Visas**

To study in Australia, a visa must be obtained from an Australian Embassy or High Commission.

The College's letter awarding a place, together with the eCOE and eCAW, is a prerequisite to an application for a visa.

After commencement at Wesley College, assistance by the College can be given for subsequent renewals of study visas. Students need to contact the International Student Coordinator for assistance.

• **Use of Personal Information**

Information is collected during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007, to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

In signing the enrolment form the student and parents agree that Wesley College has the right to contact and send information to the parents concerning their child even after the student is 18 years of age.

• **Pastoral Care Program**

Pastoral care – or the personal, social and academic well-being of each student – is regarded as extremely important at Wesley College. Accordingly, there exists a carefully coordinated administrative structure to provide counsel and support.

Apart from the Head of Campus and the Heads of Schools, there are the campus chaplains, the school counsellors, level coordinators and homeroom teachers or tutors, all of whom are involved in helping students grow and develop, and cope with the various stages on their road to adulthood.

In addition, the International Student Coordinator takes care of the specific needs, both academic and personal, of the students who are living away from home.

At Wesley College the pastoral care structure ensures that there are few discipline problems, chiefly because frequent contact, friendly relationships, good communication and a climate of trust prevent minor matters from developing into major concerns. The College firmly believes in working together with parents/primary Carers to ensure that students in difficulty are identified and helped, and hence regular contact with parents/primary Carers is a vital aspect of the pastoral care system.

There are information evenings concerning subject choice, tertiary selection, careers and other topics as appropriate. Advice on careers and tertiary courses is always available from the school counsellors and careers advisers. The pastoral care program of the College is such that it embraces the care of the individual student with special needs and utilises the services of its trained Special Education staff and other teaching staff in organising and reviewing individual programs designed to encourage students in the development of skills and self-esteem. School assemblies and chapel services, as well as the overall school climate, serve to present to students the ethos, expectations and moral and spiritual values of the College.

At the basis of good pastoral care there is always ready communication between the College and home, and this is very warmly encouraged at Wesley College.

International Student Grievances Policy

• **Policy**

The College will seek to provide appropriate care for all international students attending the College.

• **Procedures**

A number of people take responsibility for caring for international students and act as required:

International Student Coordinator	• Pastoral care, academic progress
Homeroom Teacher/Tutor	• Integration issues
College Head of Finance	• Financial matters
Careers Adviser, Curriculum Coordinator	• Any subject choice/ career/ tertiary entrance queries etc
Head of School/ Head of Campus	• Student grievances are handled by the School Counsellors, Head of School and final responsibility for resolution of any student grievance rests with the Head of Campus

• Complaints and Appeals Policy

In the event of a dispute not being resolved within the Campus, reference in the first instance should be made to Wesley College's Complaints and Appeals Policy (located on the Wesley College intranet).

REFUND POLICY

1. Application and Confirmation Fees are not refundable if a student application is cancelled.
2. Application and Confirmation Fees, Health Insurance and Tuition Fees are refundable in full if a visa application is rejected.
3. A Cancellation Fee equivalent to ten per cent (10%) of the Tuition Fee will be charged if a student cancels within 30 days before the proposed commencement date.
4. After commencement at the College, and where a term's notice of withdrawal is not given, a penalty equivalent to one term's fees will apply. Written notice of withdrawal is to be directed to Admissions.
5. All refunds will be made in Australian dollars payable to the party making the original payment.
6. The College will consider the reasons for cancellation or withdrawal of a student in the operation of the refund policy.

This agreement does not remove the right to take further action to collect fees under Australia's consumer protection laws.

TERMS AND CONDITIONS OF ENROLMENT

It is understood that, unless you contact Admissions regarding the contents of the Conditions of Enrolment, you have read and understood the Conditions of Enrolment and agree to accept them. Any future amendments will be advised to you as they occur.

1. Wesley College reserves the right to refuse any application for enrolment without providing any reason.
2. Wesley College reserves the right to cancel the proposed enrolment of a student should we determine that we are not able to meet the specific needs of the student.
3. All students are required to attend an interview with a senior educator. This is to ensure that, as far as possible, Wesley College is able to provide an appropriate course of study for the student.
4. Signatories to the "Who is Responsible for the Fees" section of the Acceptance of Offer acknowledge that they are jointly and severally responsible for all fees of whatsoever nature and kind, payable as a result of enrolling a child at Wesley College. Responsibility for these fees subsists with all enrolling signatories irrespective of what may happen to the relationship (if any) of enrolling signatories and irrespective of any Court Orders or Child Support Assessments, Orders or Agreements as between enrolling signatories. Enrolling signatories also acknowledge and understand that Wesley College is not bound by any Court Orders or Child Support Assessments, Orders or Agreements as between enrolling signatories. Where more than one person signs the Acceptance of Offer but payment is made by only one of the enrolling signatories, the enrolling signatories acknowledge that they remain throughout the attendance of the child at Wesley College jointly and severally responsible for all fees of whatsoever nature and kind, payable as a result of enrolling their child at Wesley College.
5. Signatories to the "Who is Responsible for the Fees" section of the Acceptance of Offer document shall be the party/parties responsible for the payment of all fees, avoidable breakages, damage to College properties by a student, and/or of College property (eg library books, musical instruments, notebook computers etc), unless otherwise negotiated with Admissions.

6. Fees are subject to increase at any time without notice. Should this be necessary and a parent/Primary Carer feels he or she cannot accept the increase, the obligation to give a term's notice of the removal of a student will be waived. The parent/Primary Carer must, however, give notice in writing within a fortnight of the alteration being announced that the student will be removed.
7. Charges in addition to the published fees may be incurred if students require additional integration aides or special services not completely covered by government funding.
8. No student will be permitted to return to the College while any part of a fee installment is in arrears, unless the College Executive Management Team expressly waives this condition.
9. A term's notice in writing to Admissions must be given before the removal of a student, otherwise a charge equivalent to a term's fees will apply.
10. A pro rata charge is made for new students entering the College for the first time after a term has commenced. If a student leaves during a term without giving a term's notice, no refund will be made for the remaining portion of that fee instalment.
11. A holding fee of 25% of the applicable Tuition Fees for the year level is required if students take leave of absence from their studies at Wesley College. The amount charged is calculated according to the time on leave. It is applicable for leave covering a minimum of one term to a maximum of one year. One term's written notice to Admissions is required.
12. Students must notify the College immediately if there is a change in Homestay or change of address, which must be approved by the International Student Coordinator at the student's campus. It is the College's responsibility to advise the Department of Immigration and Citizenship (DIAC) if the College no longer approves these arrangements.
13. In order to comply with visa regulations, students must maintain a minimum of 80% attendance, otherwise DIAC must be advised and the students risk their visa being cancelled.

14. Course Credit

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

- For students transferring from interstate up to Year 10, the school does not offer course credit and entry into any course is subject to the assessment of the school
- For students transferring from interstate in Year 11 and the beginning of Year 12, the student 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)

15. Arrangements with other registered providers

Some VET, VCAL, VCE & IB Diploma subject/units are offered through an arrangement with another school, TAFE or private tutor and take place off campus.

16. Grounds for enrolment suspension, deferment or cancellation

For information on the grounds on which the student's enrolment may be deferred, suspended or cancelled, refer to Wesley College Policy on the website

DECLARATION

In signing the *Application for Enrolment* it is understood that you have read, understood the information, and agree to be bound by the conditions of enrolment as stated in Wesley College's *Enrolment Procedures*.



WESLEY COLLEGE
MELBOURNE AUSTRALIA

August 2008

Elsternwick 5 Gladstone Parade Elsternwick Victoria 3185
Glen Waverley 620 High Street Road Glen Waverley Victoria 3150
St Kilda Road 577 St Kilda Road Melbourne Victoria 3004

elsternwick@wesleycollege.net
gw@wesleycollege.net
stkildaroad@wesleycollege.net

Telephone: + 61 3 8102 6888
www.wesleycollege.net
ABN 38 994 068 473 CRICOS 003549

