

Howayek Blessings Ltd trading as

SAINT MAROUN'S COLLEGE



OVERSEAS STUDENT HANDBOOK

CRICOS CODE 03814D

ST MAROUN'S COLLEGE

Saint Maroun's College is an Independent Catholic Co-Educational Day School, under the care of the trustees of the Maronite Sisters of the Holy Family, it was founded in 1968. It is centrally located in the inner west of Sydney at 194 Wardell Road, Marrickville, 2204, New South Wales, Australia. Telephone number is 00 61 02 9559 2434. Only a 7-minute walk from Dulwich Hill train station and light rail.

Saint Maroun's College prime objective is to provide an outstanding Australian educational system founded on the Christian values of the Maronite Sisters of the Holy Family and strict compliance to the New South Wales Board of Studies curriculum and educational standards administered throughout the College.

The College has a total enrolment of approximately 600 students from Kindergarten to Year 12 and accepts enrolments at all School levels except Year 12.

Saint Maroun's College provides courses to Overseas Students under the CRICOS provider number 03814D with approval granted by the NSW Education Standards Authority (NESA) and the Commonwealth Government's ESOS Act (2000). The College is registered with the Commonwealth Government CRICOS listing.

ESOS Legislative framework is a body of legislation that provides protection for international students studying in Australia, protects and enhances Australia's reputation for quality education, and supports the integrity of Australia's student visa program. The Department of Education administers the ESOS framework, including all relevant legislation, the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and the Provider Registration and International Student Management System (PRISMS)..

More information can be found here: <https://www.education.gov.au/esos-framework/esos-legislative-framework>

WHY STUDY AT ST MAROUN'S COLLEGE?

St Maroun's College has a welcoming environment with a culturally diverse community of students.

College Motto

FRIENDSHIP

Preparedness to reach out to others, to make them feel warmly welcomed and to build quality relationships built on mutual respect.

FAITH

Commitment to foster a spirituality based on a belief in God, ourselves and others, to develop our God given gifts and talents by striving for excellence in all our endeavors and to have a sense of self worth and respect the dignity of each person.

HONESTY

Openness to people, ideas and challenges, to speak the truth in love, to live College life with integrity and to create an environment where students develop a love of learning.

Mission

Inspired by the vision of the Maronite Sisters of the Holy Family, Saint Maroun's College provides high quality learning that serves the needs of the broader community. We develop and nurture students into their fullest spiritual, academic, physical and social potential.

Vision

Our vision is to see our students becoming fully human in the likeness of Christ, to be discerning leaders and advocates leading positive transformation in our world.

College Values

In our learning the College seeks to foster in each child the values taught by Christ.

Integrity: To act sincerely and honestly, having strong moral and ethical principles. Being true to who you truly are.

Responsibility: The ability to respond, to willingly undertake the sacrifices necessary to create a productive and meaningful life that is pleasing to God.

Compassion: Allows us to care for others, it refuses to be selfish and is willing to forgive. It freely embraces the rich diversity of humanity by treating everyone as equals and gives the desire to take action to improve human lives.

COURSES

Saint Maroun's College offers three (3) courses of study for International Students to enroll:

- **Primary:** Kindergarten to Year 6 (CRICOS Course Code 0101440)
- **Junior Secondary:** Year 7 to 10 (CRICOS Course Code 0101442)
- **Senior Secondary:** Year 11 and 12 (CRICOS Course Code 0101443)

All International Students are eligible for the New South Wales *Record of School Achievement* (RoSA) at the successful completion of Year 10 and the *Higher School Certificate* (HSC) at the successful completion of the Year 12 Course.

The College year runs from the end of January up to mid-December, end of year School holidays occur in this time. The School year is divided into four terms per year, approximately 10 weeks each and further School holidays during the year lasting 2 weeks.

Termly school holidays are usually during the months of April, July and October. Official term dates vary each year and are available from the College.

CURRICULUM

At Saint Maroun's College we offer a comprehensive academic program with a wide range of subjects within the NSW Education Standards Authority, these include:

English, Mathematics, Science, Human Society and Its Environment (HSIE), Physical Development Health and Physical Education (PDHPE), Languages, Religion Studies, Technical and Applied Studies (TAS) and Creative Arts.

We also network with other educational institutions to offer external courses in a wide variety of languages and Engineering, such as Vocational Education and Training (VET) course, Open High School and Saturday School.

The College endeavors to cater to the needs of the individual. To assist our International Students, we offer the HSC Course English as a Secondary Language (ESL) and ESL/Literacy Support classes both in the Primary, Junior and Senior Secondary School courses.

FACILITIES

The College is set on peaceful grounds with a heritage listed chapel at the front of the College. The College provides up to date classroom facilities and resources to deliver the courses outlined. It has a library available for students to have study time, a canteen and open spaces for relaxation.

LEVEL OF CARE

Health and wellbeing is the responsibility of class teachers, Student Welfare Coordinator's and other senior staff (Director of Teaching and Learning, School Counsellor, Chaplain, Head of College and Executive Principal).

Regular meetings of these members as the Wellbeing Team facilitates development of shared understandings about individual students' special needs and/or of personal challenges students may be facing from time to time. This enables the Wellbeing staff to provide strategies to best support students including overseas students at the College.

INTERNATIONAL STUDENTS' COORDINATOR

An International Students' Coordinator will meet and liaise with all international students to identify their needs and to ensure that the transition into the College is as smooth as possible for all.

Through the provision of an age and culturally appropriate orientation program, the international student will be provided with information about student support services, emergency and health services, the complaints and appeals processes, facilities and resources, and student conditions relating to course progress and attendance.

The International Student Coordinator's role is to assist staff and support overseas students to integrate with the school community whilst also monitoring students to meet their attendance and course requirements.

COUNSELLING SERVICES

All students at St Maroun's College have access to qualified and confidential counselling services. Students can access welfare related support services to assist with issues that may arise during their study, including course progress, attendance requirements and accommodation issues through the College counsellor.

STAFF AND STUDENT ADMINISTRATION SERVICES

St Maroun's College has an efficient Staff and Student Services area to assist students with their day-to-day issues. This office is staffed from 8am to 4pm daily on weekdays and is located at the front of the College.

ST MAROUN'S COLLEGE CRISIS MANAGEMENT

In the event of a crisis in the College community, such as a tragic incident or serious accident to a student, St Maroun's College has procedures to:

- Ensure a supportive, caring response that considers the wellbeing of all members of the community, students, staff and parents;
- Minimise the adverse effects of such an event on the College community and assist in the facilitation of the debriefing and follow up processes;
- Assist the College community to come to an understanding of the crisis incident and the associated issues; and
- Return College operations to normality as soon as possible.

In accordance with the requirements of the Educational Services for Overseas Students Act 2000 (ESOS Act),

the Executive Principal will notify the:

- Australian Government - Commonwealth Department of Education and Training.
- Australian Government - Department of Home Affairs.

In the case of a tragic incident or serious accident affecting the student's attendance, the incident will also be reported by the International coordinator via the Provider Registration and International Student Management System (PRISMS). In such circumstances, the College will also endeavour to assist the student's family as required and the International Student Coordinator will be the liaison with the families.

ENROLLING AT ST MAROUN'S COLLEGE

In order to enrol at St Maroun's College as an Overseas/International student, please complete an Overseas Student Enrolment Form available on the College website or by contacting internationals@stmarouns.nsw.edu.au. The following must be submitted with an application for enrolment:

- copies of the passports for both the student and parent/legal guardian
- copy of Driver's License and/or National Identity Card for the parent if they do not have a passport
- copy of student Birth Certificate or Family Register
- English Proficiency test results as outlined in the English Proficiency Requirements document (Appendix 1)
- Copy of Overseas Student Health Cover (OSHC) card for the length of the Visa period where possible
- Copies of student's previous school report/record and/or transcripts
- An application fee of \$500

Where any of the above-mentioned documents are NOT in English, certified translations in English are required, with necessary costs to be met by the applicant.

ENTRY REQUIREMENTS

International students must meet St Maroun's College's requirement to have appropriate educational qualifications/experience and a level of English language proficiency that will allow them to be successful in the course they apply to enroll in.

An application for enrolment will be considered for the Year of schooling that is appropriate for the age and previous education of the prospective overseas student.

Information on the required level of English can be found in **Appendix 1: English Requirements**. The College does not offer Intensive English.

If an international student entering Junior or Senior Years is not proficient in English Language skills, they will be required to attend an Intensive English course before being considered for a place at St Maroun's College.

In Years 11 and 12, students with limited background in English may study English as an Additional Language/Dialect (EAL/D) instead of English or English Literature, if they meet the criteria set by the School Curriculum and Standards Authority.

Alternatively, your agent will be able to assist you with the registration process.

ENGLISH PROFICIENCY

International applicants, for whom English is a second language, must sit an in-person test administered by AEAS or iDAT for years 4-6 or AEAS, iDAT, IELTS, TOEFL iBT, CAE or PTE Academic for years 7 – 11, either in their home country or in Sydney. These test results provide

detail about the student's English language proficiency, non-verbal general ability and mathematical reasoning abilities.

The AEAS Report will be considered alongside other information provided by the family when reviewing the student's application. The College will then determine the applicant's abilities, taking into account the student's date of birth and the results from the testing to determine what year group the student should be enrolled into.

An executive member of the College will then test and interview the individual student, the School testing and interview is compulsory for all students taking an accredited course, so English proficiency can be verified for the appropriate year of entry.

OFFER

If a student has not demonstrated the required level of English competency, a conditional offer may be made pending satisfactory completion of an intensive English course. St Maroun's College does not offer intensive English.

When a formal offer of a place is made, parents will be asked to confirm their acceptance of the offer by signing the Letter of Offer and payment of a confirming fee of \$1,500. Some offers will be specific in terms of the courses offered and the stages the student may enrol in. This is based on the combined knowledge of language and academic skills demonstrated at the time of enrolment. These conditions will be reviewed annually.

WELFARE ARRANGEMENTS

Enrolments from overseas students who live with a parent or relative approved by the Australian Government Department of Home Affairs (DHA) are preferred.

Enrolment of Overseas students under the age of 18 years who are not being cared for by a parent or suitable relative approved by DHA, must live with a nominated **local guardian** (homestay provider) approved by the parent. The School will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) for the student, if the arrangement is considered suitable.

If Howayek Blessings Ltd has accepted welfare responsibility for an overseas student by issuing a Confirmation of Appropriate Accommodation and Welfare (CAAW) for the student, Howayek Blessings Ltd will ensure the arrangements are suitable and appropriately managed until the overseas student either completes their enrolment or turns 18 years of age, whichever occurs earlier.

Howayek Blessings provides students with emergency contact information and information about how to report actual or alleged abuse during orientation.

The enrolments officer will assist with guidance on the processes involved and recommend options without favour. However, it is the responsibility of the family in arranging homestay and local guardians for students. All fees and charges for these services are NOT part of the College Schedule of Fees.

The School, parents and local guardians(homestay) will have strict requirements that must be followed.

These requirements include for CAAW accommodation:

1. WWCC of the guardian who must be over 21 years of age for
2. WWCC to be provided by all members of the homestay household over 18 years of age
3. The School verifying accommodation arrangements

For DHA approved and for CAAW accommodation:

4. The School monitoring accommodation arrangements
5. Parents/student informing the School when the living arrangements change

CONFIRMATION OF ADEQUATE ACCOMODATION AND WELFARE (CAAW)

Overseas students living in a homestay environment need to nominate one local guardian. The selection of a guardian is a parental responsibility and is a condition of your child's enrolment at the College. Guardian Nomination Forms are available from the enrolments officer.

It is a condition of continued enrolment that parents must provide the College with the names, addresses and a Working With Children Check (WWC) of the local guardian/s over 21 years of age and other household members who also reside in the homestay home over the age of 18years. The local guardian must be a permanent resident of Australia or a valid Visa holder and accept full responsibility for the student in his/her care in the absence of the student's parents. See Guardian Nomination Form for full list of Guardian Requirements and Guardian Responsibilities. The Local guardians must make arrangements for transport, including to and from the airport and accommodation. The Guardian is responsible for the care of the student when not at School.

Responsibilities of a homestay carer include (but not limited to):

- Take responsibility for the student's welfare and supervision outside school hours
- Regular contact with the student's parent/guardians
- Ensure the student has regular and punctual school attendance. Student visa regulations require a **minimum 80% attendance** and failure to meet attendance requirements can lead to the cancellation of the student visa
- Provide a safe, hygienic environment including meals, bed, bathroom facilities, personal and study area
- Immediate notification to the College of student absence/s
- If student is to be absent for a week or more during school term, a *Request of Leave Form* must be completed and submitted to the Principal at least 2 weeks in advance to commencement date
- Acting on the parents' behalf in communications with the College
- Being readily available to discuss matters of concern such as parent/teacher interviews, subject selection meetings and other school meetings deemed necessary by the principal on behalf of the parents
- Assist the student to understand school and visa requirements and abide by them
- Attending the College functions and events that concern the student
- Showing interest in and monitoring the academic progress and attendance of the student
- Agreeing to inspections of the premise by nominated college staff members throughout the length of the course
- Notifying the College of change of address and contact details within 7 days including supplying all relevant supportive documentation
- Informing the College of an appropriate carer's proxy when the care is unavailable for any reason
- Appointing a proxy carer if for any reason the carer needs to be away for a duration of

- up to 4 weeks
- Nominating another carer if the absence is longer than one month

OVERSEAS HEALTH COVER

All International students studying on student visas must have Overseas Health Cover (OSHC) for the length of their VISA period. OSHC is an insurance that provides cover on the costs for medical and hospital care which International students may need while in Australia. OSHC would also pay for most prescription drugs and emergency ambulance transport. OSHC provides a safety net for international students, similar to that provided to Australians through Medicare and includes access to some private hospitals, day surgeries, ambulance cover and benefits for pharmaceuticals.

The College will not arrange OSHC it must be arranged independently or through the education agent.

A copy of the paid OSHC must be submitted to the College before commencement of studies.

CONFIRMATION OF ENROLMENT FORM

Upon receipt of the signed Letter of Offer and payment of the Confirming Fee and Student Health Cover, the school would produce a Confirmation of Enrolment and a CAAW (if the student is unaccompanied by a parent or DHA approved guardian), for a student visa to be issued by the Australian Embassy or High Commission.

COMPLYING WITH VISA CONDITIONS

Full fee overseas students are required to have a current student visa which requires students to comply with a number of visa conditions including:

- 80% attendance requirement;
- achieving satisfactory academic results;
- notifying the College of any change of your address; and
- maintaining medical cover.

The College will send parents a request for Student Information updates every 12 months.

If students do not comply with their visa conditions, including Condition 8202 – Meeting Course Requirements. If you do not achieve satisfactory academic course progress or have poor attendance, the College must notify the Department of Home Affairs that you have breached this visa condition. This will have serious implications for your student visa and future study options in Australia.

STUDENT'S ACADEMIC PROGRESS

St Maroun's College uses a variety of means to determine whether a student has made satisfactory progress. Semester reports, KLA meetings and reviews by the International Student Coordinator. Where a student is identified as 'at risk' by the International Student coordinator the student, parents / guardians will be contacted. The National Code requires that the College implements and records the intervention strategy implemented to remedy the situation. This confidential information will be kept on the student's file.

St Maroun's College would implement the intervention strategy for any student who is at risk of not meeting satisfactory course progress requirements.

At a course progress minimum, the intervention strategy would be activated where the student is at risk of failing or not being competent in 50 per cent or more of the units attempted in any given semester or year or is deemed not to be reaching the minimum standards as defined by the College. A student likely to achieve a 'D' grade in more than half of the studied units would be identified as being at risk. An international student identified as being 'at risk' may in the first instance have contact from the relevant staff member (relevant Year Welfare coordinator, Director of Teaching and Learning, the International Students' Coordinator or Head of College), the parent/guardian would also be contacted. An intervention strategy must specify what additional support would be provided to students at risk of not meeting satisfactory course progress requirements. Strategies for assisting students at risk could include, but are not limited to the student:

- participation in tuition activities
- homework club
- English language support
- planning for homework and assessment tasks
- study skills support
- developing organisational and time management skills
- counselling
- mentoring
- other strategies negotiated with the student

STUDENT ATTENDANCE

Any absences will be documented as per the College's Attendance Policy. The College must also be notified of any change of address or living circumstances of the student, family and/ or guardian. Failure to do so may affect the viability of the student's on-going visa.

St Maroun's College systematically monitors students' compliance with student visa conditions relating to attendance. St Maroun's College is proactive in notifying and counselling students who are at risk of failing to meet requirements for achieving satisfactory attendance which, at a minimum, requires overseas students to attend at least 80 per cent of the scheduled course contact days per semester. As required by legislation, St Maroun's College defines a study period for an International student as one semester for the purposes of monitoring and measuring attendance. Typically, this would be 80 days attendance per 100 day semester (19-20 weeks in Semester 1 and 18-19 weeks in Semester 2).

Absentees are recorded at the start of each day and during each lesson throughout the day. Students who fail to attend at any stage during the day are listed as Unexplained Absence on the College database. Students with more than 5 consecutive days of absence, the roll call teacher will attempt to contact via the telephone, the Guardian/ parents to ascertain the whereabouts of the absent students.

Overseas student attendance rates are reviewed by the International Student Coordinator at least two times throughout the term and by the International Student enrolments officer at the end of each term, by calculating cumulative attendance rate across the term/semester/year by reviewing attendance data reports from the College database system. The reports detail the number of days that a student has been away from the College. This will include explained and unexplained absences that do not relate specifically to the College curriculum. Persistent absenteeism is followed up at Welfare coordinator meetings throughout the term. Counselling services and/or meeting with the International Student Coordinator the Head of College to intervene where the

absenting behaviour is not modified by the student. This may then lead to a possible cancellation of the student's visa.

CANCELLING OF A VISA

Cancellation of your child's visa can have serious implications. If a student discontinues their course after you have received the written notice from the College, the College will cancel your child's Confirmation of Enrolment (COE) and inform Commonwealth Department of Education and Training and PRISMS that you have ceased your studies. If you want to extend your child's stay in Australia for further study, you would need to apply for a new student visa.

You may choose to access the College's appeals processes, *Overseas Student Complaints and Appeals Policy* within 20 working days if you receive notification to report to a Department of Home Affairs office, the College must notify the Department of Home Affairs via PRISMS that your child has not achieved satisfactory academic progress or attendance requirement of 80% of course. Department of Home Affairs will likely cancel your child's student visa if the breach is not due to exceptional circumstances. In addition, your child may not be granted another temporary visa for a period of three years.

DEFERRAL, SUSPENSION OR CANCELLATION OF STUDY

An overseas student can request to defer the commencement of their study, suspend their study or cancel their enrolment on compelling or compassionate circumstances. Compelling and compassionate circumstances may include, but are not limited to:

- serious illness or injury
- bereavement of close family members such as parents or grandparents
- major political upheaval or natural disaster in the student's home country requiring emergency travel and this has impacted on the overseas student's studies; or
- a traumatic experience, which could include:
 - involvement in, or witnessing of a serious accident; or
 - witnessing or being the victim of a serious crime, and this has impacted on the overseas student in a serious way
- if the School is unable to offer pre-requisite university units

Howayek Blessings Ltd may suspend or cancel an overseas student's study for the following reasons:

- misbehaviour by an overseas student
- an overseas student's failure to pay an amount due as stated in the written agreement
- a breach of course progress or attendance requirements
- significant concern for the health, safety and/or wellbeing of the overseas student
- Change in Student/Guardian Visa status

If Howayek Blessings Ltd is considering a suspension or cancellation of enrolment for an overseas student, a procedurally fair process will be implemented.

FFPOS FEES SCHEDULE

St Maroun's College aims to keep fees as low as possible whilst maintaining the highest quality educational experience for all students. Our fees cover costs that are an integral part of the curriculum, giving every student access to excellent learning resources and facilities. All students

are also offered learning support and extension as needed, counselling and course/careers advice. Additional English tutoring organised external to the College is met at the parents' own expense.

FFPOS FEES SUMMARY 2024

School Fee Item	Primary	Junior Secondary (Yr 7 – 10)	Senior Secondary (Yr11 – 12)
NSW Educations Standards Authority (NESAs) Fee	-	-	TBA
Administration Fee (Non-Refundable)	\$500	\$500	\$500
Confirmation of Enrolment Fee (Non-Refundable)	\$1,500	\$1,500	\$1,500
College Tuition & Resource fees (Per Semester) Inclusive of the Following: <ul style="list-style-type: none"> • Building Levy • Subject Resource Fee • Sports resource fee • ICT resource fee 	\$10,000	\$11,300	\$12,350
Annual Tuition and Resource Fee	\$20,000	\$22,600	\$24,700

Note: Fees are subject to change on an annual basis.

REFUND, CANCELLATIONS & DEFAULT POLICY

The Howayek Blessing Ltd written agreement, the Letter of Offer provides information about refunds to overseas students. The terms and conditions for refunds as described in Howayek Blessings Ltd's Letter of Offer are fair and reasonable.

The Letter of Offer issued by Howayek Blessings Ltd:

- sets out the refund obligations that apply if an overseas student defaults in relation to a course at St Maroun's College
- and**
- meets the requirements set out in the National Code.

Howayek Blessings Ltd provides a refund to overseas students in accordance with the provisions of the *ESOS Act 2000* and the *ESOS (Calculation of Refund) Specification Act 2014* in the following circumstances:

- overseas student default
 - due to visa refusal
 - where there is no written agreement in place
 - where the written agreement is not compliant
- Howayek Blessings Ltd default, if the overseas student has not accepted any alternative course offered by Howayek Blessings Ltd.

Any other refunds to overseas students will be provided in accordance with Howayek Blessings Ltd Letter of Offer, including that Howayek Blessings Ltd will withhold one term's fees and refund any additional unspent tuition and/or non-tuition fees if a student withdraws after the commencement of the course or during the course.

Refunds paid under this policy, are paid to the signatory on the written agreement. Refunds will be made in Australian dollars only.

Reason for Refund	Notification Period	Refund
Withdrawal of Student	Before the agreed start date of the student & at least one full term advance notice	Full refund of any tuition fees paid up front. In Lieu of Notice Charge: Nil
Withdrawal or termination of students	Less than one full term advance notice before the agreed start date of the student, or after the agreed start date.	Any unspent tuition minus in lieu of notice charge. Parents will be liable to pay any resulting balance owing to the College e.g., if the student is withdrawn prior to any payments being made. In Lieu of Notice Charge: 1 term (25% of annual tuition fees)
Provider default where College is unable to fulfil its obligations, including providing an agreeable alternative course for the student		All unspent tuition fees paid. In Lieu of Notice Charge: Nil

If the student changes Visa status (e.g., becomes a temporary or permanent resident of Australia), the parent will continue to pay full overseas student fees until the date of the Visa change, at which time local fees will be charged from the commencement of the next term.

Tuition fees **will be not refunded** under the following circumstances:

- Student whose enrolment is terminated for failure to comply with Saint Maroun's College's policies and procedures and the requirements of their Student Visa by DHA.

RESOLVING COMPLAINTS AND GRIEVANCES FOR FULL FEE-PAYING OVERSEAS STUDENTS

Full Fee-Paying Overseas Students (FFPOS) and their parents are required to access the Overseas Students - Complaints & Appeals Policy within 20 working days of the occurrence of a matter giving rise to a complaint or grievance.

FFPOS EXTERNAL APPEALS SERVICE

If Full Fee-Paying Overseas Students (FFPOS) or their parents wish to lodge an external appeal or complaint about the College's decision following completion of the process set out in Overseas Students - Complaints & Appeals Policy, they can do so by contacting the Overseas Students' Ombudsman. The Overseas Students' Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. Appeals might include fees and refunds, transfers, course progress or attendance, cancellation of enrolment, assessments, written agreements or other related matters. See the Overseas Students Ombudsman website www.ombudsman.gov.au.

Alternatively, phone 1300 362 072 from inside Australia, or +61 2 6276 0111 from outside Australia, for more information.

During the internal grievance process (Overseas Students - Complaints & Appeals Policy) and during external appeals processes involving unsatisfactory course progress or unsatisfactory attendance, the student's enrolment will be maintained until the process is completed. If the external appeals process is related to the College's decision to defer or suspend a student's enrolment due to misbehaviour, the student's enrolment can be suspended from the time of completion of the internal grievance process.

TRANSFER POLICY

The College will not knowingly enrol a transferring student before the student has completed six months of her principal course unless the exceptions in National Code Standard 7.1 apply:

- the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- the original registered provider has provided a written letter of release;
- the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course; or
- any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

Students can apply to transfer before they have completed six months of their principal course on compassionate grounds. If a student's request for release is refused, the student must be informed in writing of the reasons for the refusal and his or her right to appeal the decision.

STUDENT TRANSFERS

The transfer of a student from St Maroun's College would be granted where:

- The transfer is not to the detriment of the student;
- The course fees have been paid;
- A written request has been received from the student's parents/guardians;
- A letter is received from another registered provider confirming that a valid enrolment offer has been made and;
- The student's welfare is maintained throughout this process.
- A letter of release will be provided at no cost to the alternative registered provider if the above criteria are met.
- If the request for a letter of release is denied, the reasons will be documented in writing, the College will give due consideration to the student's individual circumstances and the student will be informed of her right to appeal the College's decision in accordance with the *Resolving Grievances: Students and Parents*.

The transfer of a student to St Maroun's College would be granted where:

- A place is available, in an appropriate course
- The transfer is in the best interests of the student.

IMPORTANT INFORMATION

In order to make your child's transition to Saint Maroun's College as smooth as possible it is important that we receive as much information as possible.

If the student returns to their home country each holiday, you would need to be mindful when making bookings that teachers' programs continue through to the last day of each term. To meet your child's student visa requirements it is important that they do not leave school before the end of term or return after the new term has begun.

Student travel within term time is not allowed under VISA conditions, it will require prior approval by the Executive Principal and is only permitted in extreme circumstances, usually on compassionate grounds which will be reviewed case by case.

The possession, distribution or use of any form of illegal substance under Australian law or any type of offensive weapon or illegal behaviour under Australian law will lead to the immediate dismissal of the student from the College.

Overseas students are expected to participate fully in the academic, sporting and social life of the College. They are expected to speak English wherever possible and to observe Australian customs of social courtesy and behaviour. In return, Australian students are expected to respect the different cultural backgrounds and experiences of their overseas peers.

Further information on enrolling at Saint Maroun's College can be made by contacting the enrolments officer:

ADMINISTRATION OFFICE

Phone: 02 9559 2434

Email: internationals@stmarouns.nsw.edu.au

DEFINITIONS

Full Fee Paying Overseas Student or International Student – a student who holds a student visa in force under the Migration Act 1958 of the Commonwealth and in relation to whom a full fee is paid for an education service.

Starting Day – Commencement date as per the FFPOS Offer of Enrolment letter.

Acceptance of Offer – Enrolment Confirmation signed by parents and payment of Confirmation Fee.

Deferral to delay the overseas student's commencement date for a course, initiated by the student through a request to Howayek Blessings Ltd prior to commencement of study on the grounds of compassionate or compelling circumstances.

Suspension temporary suspension of study of an overseas student and putting their enrolment on hold for a defined period after the enrolment has commenced, initiated by the overseas student (on compassionate or compelling circumstances) or by Howayek Blessings Ltd (due to disciplinary reasons, misbehaviour of the overseas student or a breach of course progress or attendance requirements or for non-complying guardian arrangements).

Cancellation the termination the overseas student's enrolment in a course, may be initiated by the student or Howayek Blessings Ltd.

APPENDIX 1 – OVERSEAS STUDENTS ENGLISH PROFICIENCY REQUIREMENTS

Application for Years K-3

Students entering **Kindergarten to Year 3**, will have their English Level assessed by a review of academic reports, an internal school assessment and an interview with an executive member of the College.

Application for Years 4-6

Students applying for direct entry into **primary school (Years 4-6)** must provide English test results from one of the following tests:

- Australian Education Advisory Services (AEAS) **result of 36-45**
- International Diagnostic and Admissions Test **iDAT result above 60%**

Results Required: An **AEAS result of 36-45** or an **iDAT result above 60%**

Application for Years 7-9

On submitting an enrolment application, for direct entry into junior high school (years 7 – 9) students should provide a copy of results on one of the following tests:

- IELTS (academic),
- iDAT
- AEAS
- TOEFL iBT
- Cambridge English: Advanced (CAE) test.
- PTE Academic

Results required: An **IELTS result (academic) of 5.0 overall** with only one band being a minimum of 4.5, or an equivalent result in another English language test such as TOEFL iBT, iDAT, AEAS, PTE or Cambridge English: Advanced (CAE).

Application for Years 10-11

Students applying for direct entry into **Year 10 and Year 11** must provide English test results from one of the following:

Results Required: An **IELTS result (academic) of 5.5 overall** with only one band being a minimum of 5.0, or an equivalent result in another English language test such as TOEFL iBT, iDAT, AEAS, PTE or Cambridge English: Advanced (CAE)

Summary

English Tests	Minimum Test Result Bands Required		
	Year 4-6	Year 7-9	Year 10-11
IELTS (academic)	N/A	5.0 Overall (min 4.5 each band)	5.5 Overall (min 5.0 each band)
IDAT	>60%	>70%	>80%
AEAS	36-45	46-60	61-70
TOEFL	N/A	35	46
CAE	N/A	154	162
PTE Academic	N/A	36	42

*It is compulsory for all **Year 10 and year 11 applicants** to complete an **IELTS test (academic)** prior to enrolment and achieve a result of **5.0 overall** with only one band being a minimum of 4.5, or an equivalent result in another English language test such as TOEFL iBT, AEAS, PTE or Cambridge English: Advanced (CAE).

If the student has reached the required levels, they will be invited to sit an entry test and an interview at St Maroun's College. If the school then considers their language proficiency to be adequate, they will be invited to start their course at the school.

Not meeting the English requirements - ELICOS Course

Students in Years K-10 who cannot demonstrate they have met the minimum English levels for direct entry into their primary school or high school course will be required to enroll in an English Language ELICOS Course and meet the minimum grade, as preparation for studying at St. Maroun's College. Students will also be asked to sit a school entry test and interview once they receive satisfactory ELICOS results.

Year Group	ELICOS Grade
K-3	N/A
4-6	Pre-Intermediate or above
7-9	Intermediate or above
10-11	Upper-Intermediate or above

Students applying for entry into year 11 and who do not meet the minimum English proficiency requirements will not be approved to enroll at the College.