



PRINCE
ALFRED
COLLEGE

International Student Handbook



23 Dequetteville Terrace
Kent Town South Australia 5067

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1 About Prince Alfred College



Prince Alfred College (PAC) is one of Australia's best known boys' schools for day and boarding students. PAC was founded by the Methodist Church in 1867. It is named after Prince Alfred who was the second son of Queen Victoria.

PAC is now affiliated with the Uniting Church in Australia. We have a tradition of welcoming people of all faiths and backgrounds to receive a broad, high quality, liberal education.

We educate over 1,100 boys every year, including international students and boarders across three main educational areas:

- Preparatory School - Reception to Year 6 and our Early Learning Centre for boys and girls aged 2-4
- Middle School – Year 7 to 9
- Senior School – Year 10 to 12.

We offer internationally recognised educational programs:

- Primary Years International Baccalaureate Programme (PYP)
- International Baccalaureate Diploma (IBD) and SACE for students in Years 11 and 12

Our school environment nourishes creativity through:

- emphasising the development of critical and creative thinking skills
- encouraging discovery and exploration in research, problem-solving and open-ended learning
- balancing academic formation with strong programs in outdoor education, sport, music, chess, drama, art, debating, and other co-curricular activities
- supporting students in a strong system of pastoral care based on sound Christian moral and ethical values, with an emphasis on the social development of young men

1.1 Prince Alfred College Strategic Plan

1.1.1 Our Purpose

Prince Alfred College exists to develop men who will engage in the world with confidence and compassion. We are a community that seeks to challenge and inspire students and maximise the academic and all-round potential of every boy.

1.1.2 Six Strategic Priorities

1. Learning and Achievement

We value academic achievement and will maintain our commitment to providing opportunities for boys to maximize their intellectual potential through excellence in teaching and learning. We have an expectation of achievement for all boys. We will build on our tradition of academic success for boys by continually reviewing and strengthening the quality of teaching and learning. In doing so each boy can improve his performance and develop his abilities and strengths. We know that a great education depends on great teaching and attracting, recruiting and retaining great teachers.

2. Wellbeing and Character

Wellbeing is central to learning. We aim to reinforce our beliefs about the values and character of the Princes Man who is confident, competent, compassionate and curious. In an increasingly globalized world requiring graduates with the lifelong capacity to learn and adapt, every boy must develop and maintain his own wellbeing, while strengthening his leadership capacity and being of service to others. We reaffirm our commitment to a culture of achievement within a spirit of holistic education.

3. Participation and Engagement

We aim to provide all boys with the opportunity to participate in a wide range of opportunities including but not limited to: sport, music, drama, performance, service and leadership activities, all of which help to develop the whole boy and constitute significant elements of the holistic 'Princes Education'. Research shows that the development of boys is different from girls in almost every way – socially, intellectually, physically, emotionally and spiritually. Boys demonstrate their differences in how they laugh, lead, and create and how they learn by doing. We will nurture their minds, challenge their bodies, motivate their spirits and see them rise to become leaders.

4. Community and Culture

The College Community comprises students, staff, parents and families both past and present from Australia and across the world. We also build mutually respectful relationships with learning partners, suppliers and organisations in the virtual, local, regional and international community. As an IB World School we aim to develop internationally minded people who will help to create a better and more peaceful world. Many of our learners come from rural and international locations and share a residential life at our College. We will maintain and strengthen a culture of tolerance, inclusion and understanding in a welcoming community.

5. Communication and Connection

We aim to have a strong and positive sense of community where staff, students and parents feel they belong. Internal and external communication between staff, students, parents, the College and the wider community must be effective. All our communications must be clear, accurate, timely, relevant, open and interactive and meet the needs of all stakeholders.

6. Space and Place

The learning environment must accommodate our teaching, learning, and community programs. The College is more than a place of academic learning. It is home to boarding students, a space for sports practice and competition, a place of safety and care for students before and after hours and a venue for music, performance and worship. The wider community utilises our facilities and adds value to the vibrant life of the College. We must continue to provide a facility that supports our students and the broader

community. We will remain financially and operationally sustainable and build our capacity to provide for the current and future development of the College.

2 School Life

Term and holiday dates

Please refer to the website for the dates of each school term and the holidays.

2.2 Daily lesson times

Students must arrive by 8.20am each morning. Classes are held between 8.30am and 3.30pm Monday to Friday.

Module 1	8.30 - 9.10am
Module 2	9.10 - 9.50am
Module 3	9.50 - 10.30am
Recess	10.30 - 10.50am
Module 4	10.50 - 11.30am
Module 5	11.30 - 12.10pm
Module 6	12.10 - 12.50pm
lunch	12.50 - 1.30pm
Module 7	1.30 - 2.10pm
Module 8	2.10 - 2.50pm
Module 9	2.50 – 3.30pm

Attendance

International students must attend classes to ensure academic progress and to fulfil the requirements of the Australian student visa.

Students are required to attend their lessons each day of the school week for the entire school day.

International students who breach their attendance rate will be reported to the Department of Home Affairs (DHA) and their visa may be cancelled. Please see attendance policy in this document.

If a day or homestay student is going to be absent from school on any day, the parent or guardian must telephone Student Services Office on 08 8334 1264 explaining his absence. For boarders, the Boarding House staff will inform the Student Services Office.

This must be followed by a note from the family, host family or Boarding House office and addressed to their tutor. A Doctor's Certificate is required if a student is absent for more than one day.

The term dates are set one year in advance and must be adhered to. Students are not to leave before the end of term or return late from vacation unless permission is given by the Headmaster.

4 The Boarding House

Our new boarding house is home to 150 boarders. It provides twin-share and single rooms, with the ensuite bathrooms shared between two boys. We offer tutorial meeting rooms, break-out areas, music practice studios and a large common area with fully equipped kitchen for snacks and light meals only, which opens out to one of two open area courtyards.

The College prepares and provides all meals for boarders during Term time in the campus Dining Room, including: breakfast, recess, lunch, dinner, afternoon tea and supper. On weekends, breakfast, lunch and dinner are provided.

We encourage boys to take leadership roles in the running of Boarding House affairs. So many students are involved in a variety of committees, organising activities and helping with supervision in the Boarding House.

Boarders are integrated with day students in classes, pastoral care sessions, activities and sport.

The Head of Boarding, Mr Zac Savage, is responsible for the overall management, development and promotion of the boarding community.

5 Homestay

Students have the option of living in homestay. Homestay allows students and hosts to share and exchange experiences. By participating in homestay, you have the chance to join in the daily life and customs of Australians.

Students have the opportunity to participate in various activities with their hosts, such as outings, sports, hobbies, dining out, shopping and most importantly, learning English in everyday settings.

Prince Alfred College partnered with Australia's leading homestay provider – the [Australian Homestay Network](#) (AHN) – to manage our homestay program. AHN is committed to meeting [Australian Homestay Standards](#) and has been providing safe, affordable and welcoming homestay accommodation to international students since 2008, placing more than 52,000 students from 179 countries in homes throughout Australia. They offer a range of training, support and student welfare services to ensure both hosts and their guests have a positive and rewarding cultural experience through homestay.

6 Communication with Parents

The School expects all students to work hard at their studies, to take part in school activities, including extra-curricular activities, and for parents to have an active interest in the progress made by their son.

For this reason, the School will regularly communicate with parents via Parent and Teacher Interview and School reports. School Progress Reports are available to parents on Parent Portal at the end of each semester.

The School will also wish to communicate with parents on other matters from time to time. In some cases, communications will be directly with parents (for example, School Newsletters).

7 Student Conduct

It is important in maximising learning opportunities that:

- all teachers and students be allowed to work without undue interference;
- students be assisted in developing behaviour patterns which lead to self-discipline;
- all members of the school community understand the need to follow rules which define acceptable behaviour.

To ensure safety and security in the school, members of the school community should:

- be able to work and play without undue interference
- treat each other with respect
- value and protect personal and school property
- try to understand and listen to each other and talk out problems
- help each other
- develop and strengthen their trust in others

These expectations will be:

- discussed in class and communicated to the whole school community
- modelled by students and teachers with the purpose of developing positive self-esteem and emphasising fair and consistent behaviour
- practised by students and teachers to ensure that all feel happy and safe. Please see Safe Schools policy in this document.

8 Wellbeing

We provide an engaging and stimulating wellbeing experience which encourages students to achieve excellence in a supportive environment. Our wellbeing program extends throughout the College to enhance student development and promote the physical, emotional, social, spiritual and intellectual wellbeing of all students.

As a community, we ensure that:

- learning takes place in a safe and supportive environment
- personal possessions and College property are treated with care and respect
- College values are upheld within the wider community
- a Christian ethos underpins our interactions
- Bullying and harassment are not tolerated.

Every staff member has a role in supporting student growth, enhancing productive relationships and fostering a positive school environment. The tutor delivers the formal component of the program and develops a deep connection with the boys under his or her care and is the first point of contact for students and parents.

The wellbeing needs of students are also supported by Year Level Coordinators, our Student Success Team, the Chaplain, Careers Officer, Teaching and Learning Leaders, the Dean of Students, and the Deputy Heads of schools.

8.1 Support and Intervention

Every student is valued as unique with individual gifts, areas for development and learning styles. We recognise the importance of development across all aspects of personal growth including academic, emotional, social, cultural, spiritual and physical development.

Amongst the many specialist staff that attend to these needs is our Special Education Needs Coordinator. The Special Education Needs Coordinator monitors the progress of all students across the College and uses a comprehensive series of best practice assessments to develop individual student success programs. In some cases this may mean the development of an Individual Learning Plan (ILP), one on one coaching sessions or small group facilitation.

The Special Education Needs Coordinator and the Wellbeing Coordinator also play a critical role in providing confidential counselling services to all students and actively liaises with staff and parents to support student wellbeing in both individual and general terms.

The Student Success Teams that operate in direct response to a student's learning and emotional needs help arrange additional assistance for students to help them successfully complete their studies if this is necessary.

This may take the form of:

- Homework classes or tutorials before and after school, as well as during scheduled times during school hours
- changing timetabling or subjects to allow for greater subject related support
- creating a time management and study plan
- 1:1 teacher interview to discuss assessment requirements, etc

Under Standards 10 and 11 of the National Code 2018 the School may need to counsel students and prepare individual strategies to improve attendance or course progress.

If the School needs to implement strategies for monitoring attendance or improving course progress under these Standards, parents will be kept informed. If a student's attendance or course progress does not improve to the required levels after intervention, the School is required to report the student to The Australian Government Department of Home Affairs (DHA) for failure to meet visa conditions.

9 Uniforms and personal presentation

School uniform must be worn to and from School, and on those occasions specified by the Headmaster. It is a fundamental expectation of students of Prince Alfred College that they will wear the correct uniform and wear it well. No part of the school uniform is to be worn with casual clothes.

Preparatory School Uniform:

The blazer uniform is only worn in Terms 2 and 3 and summer uniform in Terms 1 and 4.

Middle and Senior School Uniform:

The Blazer Uniform may be worn at any time but **must** be worn during Terms 2 and 3 and for special School occasions. The Summer Uniform may be worn during Terms 1 and 4.

At all times it is expected that the boys' uniform will be neat, shirts tucked in and shoes clean and polished.

Boys' hair must be clean and tidy. Hair should neat, clean, not close shaven (minimum length of a number 2 cut) and no longer than collar length.

Boys may not have any visible body piercings, tattoos or wear jewellery.

10 Using Mobile Devices in School Hours

Boys are not allowed to use their mobile devices during lessons and must store them in their lockers during the school day. Please see our mobile phone policy on our website.

11 Updating your Contact Details

It is important that you notify Prince Alfred College of any changes to your address or telephone number in Australia.

This is particularly important for students studying on a Student Visa. The College notifies changes of address and telephone numbers to the Department of Home Affairs (DHA). If DHA cannot contact you, they may regard you as being illegal and cancel your student visa. Prince Alfred College will seek contact details including address, phone number, and email address every six months from students via email during the first week of Term 1 and 3.

12 Welcoming New Students

At the start of each term the International Student Co-ordinator (ISC) runs an Orientation Program designed to help all new international students make a smooth transition to academic life at the Prince Alfred College. In addition to assisting you with settling into the College we will introduce you to the city of Adelaide and the local community.

We hope that our International Students make friends, have fun, and find the information and skills you need to enjoy and succeed in this new environment.

13 Enrolling at Prince Alfred College

Prince Alfred College is registered in the State of South Australia as Prince Alfred College Inc in accordance with Section 3 of the *Education Services for International Students (ESOS) Act of 2000* with the CRICOS Prince Alfred College Code 00368A.

International students applying to Prince Alfred College must undertake studies on a full-time basis, be academically qualified for the proposed course, be proficient in English, and have the financial capacity to cover all expenses including return air fares and living costs and they must be of good health.

13.1 Courses Available

Our CRICOS Code	Location	Course Code	Course Name	Course Level
00368A	Prince Alfred College Inc	077970B	Primary - Reception to Year 6 (boys only)	Primary school studies
00368A	Prince Alfred College Inc	077971A	Secondary Junior - Year 7 to Year 9 (boys only)	Junior Secondary Studies
00368A	Prince Alfred College Inc	077972M	Secondary Senior - Year 10 to Year 12 (boys only)	Senior Secondary Certificate of Education

Please note that students can enrol in parts of courses as well as more than one course.

13.2 Academic evidence

International students applying for enrolment at Prince Alfred College are required to provide the following records showing satisfactory levels of academic achievement and English language skills appropriate to the registered courses being offered:

- copies of the student's two most recent school reports
- copies of any certificates of public examinations (where applicable)
- copies of AEAS test results (where available) or other English language tests
- a letter of reference from the student's current or most recent school Principal is also required if the student's reports do not record student behaviour or commitment to studies
- written evidence of proficiency in English as a second language
- details of the student's extracurricular involvement

13.3 Academic requirements

The minimum academic requirements are:

- Reception to Year 6 students – evidence of the student's application to schoolwork and age-appropriate achievement in the literacy and numeracy areas of the curriculum.
- Years 7 to 11 – students are expected to be capable in Maths, English and Science.
-

Students will be considered for the year level appropriate to their previous learning experience and age.

The minimum English language requirements for students in Year 7 and above are:

AEAS test result at least Intermediate level English in Year 7 and 8, and with Upper Intermediate level English necessary for Year 9 and above. Prince Alfred College will also conduct a phone/skype/Zoom interview or if it is difficult for students to access AEAS test centres the College will consider a combination of the following:

- In-country interview by the College staff
- Online (eg Skype or Zoom) interview by the College staff
- Written English test, Chinese test (if applicable) and Maths test
- IELTS 4.5 for year 9, IELTS 5.0 for year 10 and year 11 or TOEFL equivalent (if applicable).

13.4 How to apply

Enrolment applications may be lodged online at any time and for any Year level, however, the best time for application is midyear for enrolment the following year and students are encouraged to enrol in Year 10 or earlier if wishing to complete secondary school studies.

Step 1 – You make an Application to Enrol

You must complete the Application for Enrolment form on our website: pac.edu.au and pay the AUS\$100 application fee.

Have the following documents scanned and ready to upload to our online form:

- two most recent school reports
- recent exam results
- copies of AEAS test results if available
- evidence of proficiency in English as a second language
- photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
-

Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.

An application for enrolment can only be processed when all of the above have been received by the College.

Step 2 – PAC Assesses Application

We will assess the application and assessment procedures including evaluation of reports from previous schools and of English language proficiency. In cases where reports are not available or are inconclusive for any reason, the College may require relevant testing of the applicant before proceeding with the application.

Prior to offering a place at the College, applicants will be interviewed, either in person or by telephone/skype/Zoom. We may also contact your son's current Principal but will not do so without your prior consent. Having considered all records and any further information which may be requested, the Headmaster of the College will make the final decision on the acceptance of any international students into the College.

Step 3 – PAC makes an offer of place in our school

If a place in the College is available, the College will forward a Letter of Offer which includes terms of enrolment, confidential information form, data collection form, medical information form, special needs/talents form and invoices for payment of the Enrolment Acceptance Fee (AU\$1250.00), refundable deposit (AU\$1000.00), International Student Health Cover Levy, the first semester of Tuition and Boarding fees. A Student Enrolment Agreement and other documents will be also be forwarded.

It is important that parents and students understand our requirements and conditions for students attending PAC as set out in this handbook.

Step 4 – You accept terms of the offer

When a place is offered, please ensure the following documents are completed and signed by parents:

- Signed agreement and that all policies and conditions have been understood and accepted
- Completed medical information form. Please make sure parents understand it is very important for the school to have full details of any medical or psychological condition that requires medication or medical supervision, and any learning difficulties or special needs a student may have
- Completed data collection and confidential student information forms

Step 5 – PAC Confirms the student's enrolment

Upon receipt of the required documents, signed by both parents, and the associated fees, the College will send the applicant an electronic Confirmation of Enrolment Certificate (eCoE) which is required for applicant's application for a Student Visa.

Step 6 – Purchase Overseas Student Health Cover (OSHC)

All international students in Australia must have health cover for the entire time they are in Australia. All international students must purchase Overseas Student Health Cover before applying for a Visa and the student will need to show us evidence that he has such health cover before he starts at PAC. For more information, see The Australian Government Department of Home Affairs' website (<https://www.studyinaustralia.gov.au/english/live-in-australia/insurance>)

For a list of OSHC providers registered with the Government see: www.privatehealth.gov.au

Step 7 – Apply for a Visa

The Student can now apply for a Student Visa with the appropriate Australian Immigration Office. For further details regarding visa requirements, please refer to the website of the Department of Home Affairs (DHA): <https://immi.homeaffairs.gov.au/>

Step 8 – Make travel arrangements to come to Adelaide

Once the student visa has been approved the student can begin to make travel arrangements to travel to Adelaide. Once the flight number and arrival date are known the parents should send the Arrival Notification form to admissions@pac.edu.au

Step 9 – Arrive in Adelaide

Arrive in Adelaide! If the student has requested airport pick-up then will be greeted at the airport by either Prince Alfred College staff or the host family.

Step 10 – First Day at PAC

On first day at PAC, the most important information will be provided by International Students Coordinator, Year Level Coordinator, Director of Boarding House, tutor teaching staff

- school facilities and resources
- academic expectations
- school timetable and routines
- co-curricular options
- support services available to students
- emergency and health services
- complaints and appeals processes
- visa conditions relating to course progress and attendance
- international student health cover
- transport services
- legal services if needed
- local community
- our requirements and rules about boarding and homestay accommodation.

The School will arrange for or assist the student to do the following after the student's arrival, as necessary:

- contact parents to confirm safe arrival
- assist with uniform fitting
- open a bank account
- connect to a mobile phone service
- shop for any personal items.
-

13.5 Fees, Charges and Refund

The current Fee Schedule for international students together with conditions relating to payment of fees is included in the offer letter. It sets out the terms and conditions relating to the payment of fees.

Fees are subject to an annual increase of from 4% to 6% depending on economic factors. The School has a policy relating to refunds of fees and this is made available to students in this handbook.

13.6 ESOS Framework - Providing Quality Education and Protecting Your Rights

The Australian Government wants international students in Australia to have a safe, enjoyable and rewarding place to study.

Australia's laws promote quality education and consumer protection for international students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000, Education Services for Overseas Students Regulations 2019 and the National Code 2018.

13.7 Protection for International Students

As an international student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for International Students (CRICOS) at <https://cricos.education.gov.au/default.aspx>

CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for international students.

Please check carefully that the details of your course – including its location – match the information on CRICOS.

13.8 Your rights

The ESOS framework protects your rights, including:

- your right to sign a written agreement with Prince Alfred College before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of tuition fee. You should keep a copy of your written agreement.
- your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if Prince Alfred College is unable to teach your course.
- your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from Prince Alfred College and Prince Alfred College's agent. If you are under 18, to ensure your safety, you will be granted visas only if there are arrangements in place for your accommodation, support and welfare.
-

The ESOS framework sets out the standards Australian education providers offering education services to international students must obey. These standards cover a range of information you have a right to know and services that must be offered, including:

- orientation and access to support services to help you study and adjust to life in Australia
- who the contact officer or officers is for international students
- when your enrolment can be deferred, suspended or cancelled
- what Prince Alfred College's requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well or if attendance will be monitored for your course, and a complaints and appeals process.

Standard 7 does not allow another education provider to enrol a student who wants to transfer to their course but has not completed **six** months of the initial course of study you plan to undertake in Australia. If you want to transfer beforehand you need the provider's permission.

If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.

13.9 Your responsibilities

As an international student on a student visa, you have responsibilities to:

- satisfy your student visa conditions
- maintain your International Student Health Cover (OSHC) for the period of your stay
- meet the terms of the Written Agreement with Prince Alfred College
- inform Prince Alfred College if you change your address and contact details
- maintain satisfactory course progress
- if attendance is recorded for your course, follow your Prince Alfred College's attendance policy
- if you are under 18, maintain your approved accommodation, support and general welfare arrangements.

13.9.1 Visa Application Information and Assistance from the Australian Government

13.9.1.1 Department of Home Affairs (DHA)

The Australian Government's Department of Home Affairs provides comprehensive information about student visa requirements and the application process, as well as application document checklists to assist you with your application.

For the latest Australian Visa information, see <https://immi.homeaffairs.gov.au/visas/>

13.9.1.2 Department of Foreign Affairs and Trade (DFAT)

For a list of Australian embassies, high commissions, consulates and representative offices around the world that can help you with your Visa application visit the Department of Foreign Affairs and Trade website <https://www.dfat.gov.au/about-us/our-locations/missions/Pages/our-embassies-and-consulatesoverseas>.

14 Living in Adelaide

Adelaide is a sophisticated, modern and affordable place to live, work and study. Adelaide has all the hallmarks of a major urban centre with modern and classical architecture, a bustling retail hub and a multicultural population.

New Yorker magazine once called Adelaide “the last well-planned metropolis on earth” – and newcomers will soon realise this.

The city has wide streets and central squares ringed by 900 hectares of lush parklands.

In every sense this layout sets the scene for modern-day life in Adelaide. Traffic is rarely congested, people are relaxed and friendly, the air is clean and the public transport system can take you to the city’s white, sandy beaches or the Adelaide Hills within half an hour.

Adelaide is Australia’s education city that is perfect for international students.

Prince Alfred College is only a ten-minute walk from the centre of Adelaide and only 15 minutes by car from the Adelaide International Airport.

StudyAdelaide is also a useful website www.studyadelaide.com for students considering study here.

14.1 What to Bring on the Plane

When you arrive in Australia, you must state on a form that all food, plant material and animal products that you have in your luggage are free of pests and diseases. Some products may require treatment to make them safe. Other items that pose pest and disease risks will be seized and destroyed by AQIS. You can dispose of high-risk items in quarantine bins in the airport terminal. See the Australian Government website for more information – www.agriculture.gov.au

Students are often surprised by how strict Australian Customs Services can be. If you're in doubt about whether your goods are prohibited or not, declare it anyway on the Incoming Passenger Card which you will receive on the plane. Students have received on the spot fines for not declaring items.

Baggage allowances flying into Australia will vary according to your carrier, flight class and country of origin. Please check with your carrier prior to departure. Economy passengers are generally permitted 1 x checked luggage (25kg) and 1 x carry-on (7kg) for international flights, but only 20kg of checked luggage on domestic flights within Australia. This will significantly limit the number of things you can bring.

If you are coming to PAC as a boarder, please refer to the Boarder’s Handbook about what, and what not, to bring.

14.2 Adelaide’s Climate

Because of its Mediterranean climate, Adelaide has hot dry summers and wet cold winters. Be aware of the harshness of the sun in summer and always wear a hat, sunscreen and cover up, particularly in the middle of the day.

It doesn’t snow in Adelaide but it does get cold and wet in winter. Umbrellas and waterproof jackets are essential when you are out and about in the winter months.

Season	School Terms	Months	Conditions	Temperature
Summer	1	December-February	Mainly hot & dry	25° C – 35° C
Autumn	2	March-May	Mainly dry	20° C – 25° C
Winter	3	June-August	Cool & wet	10° C – 15° C
Spring	4	September-November	Little rain	20° C – 25° C

14.3 Medical Facilities near Prince Alfred College

Adelaide has high medical standards. The major public hospital nearby (10 minutes by car) is the Royal Adelaide Hospital (www.rah.sa.gov.au)

Private hospitals and 24-hour clinics are also available nearby.

14.4 Money

You will need to make sure you have enough funds to support you when you first arrive. It is recommended that you have approximately AU\$500 to AU\$1000 available for the first two to three weeks to pay any initial purchases you might need. You should bring most of this money as either Traveller's Cheques or on an international credit card. Traveller's cheques can be cashed at any bank or currency exchange in Australia. Prince Alfred College will assist you to open a bank account at a local branch.

Please note that it is not safe to bring large sums of money with you! Lost credit cards or traveller's cheques can be replaced, but very few travel insurance companies will replace lost or stolen cash. Do not ask someone you have just met to handle your cash for you or to take your cash to make payments for you. Not even someone who may indicate they are studying at the same education institution.

14.5 ATMs

Automatic Teller Machines are located everywhere (including at the airport) and you can immediately withdraw cash from your overseas bank account at ATMs displaying the Cirrus Logo (if your ATM card has international access). Check this with your financial institution before leaving home.

14.6 Credit Cards

All major international credit cards are accepted in Australia but you must remember that repayments to many of these cards can only be made in the country where they were issued. Do not rely on being able to get a credit card once you arrive in Australia because this is very difficult due to credit and identification laws.

14.7 Australian laws

14.7.1 Alcohol

- People under the age of 18 are not permitted to consume alcohol in public. If you buy alcohol, or are given it at a licensed premise, both you and the person selling are committing an offence.
- Some public areas are designated 'Dry Zones'. This means drinking is not permitted in these areas other than inside licensed establishments such as pubs or hotels.
- There are heavy penalties for people who 'drink and drive'. The legal alcohol limit in South Australia is 0.05.

14.7.2 Drugs

There are severe penalties for illegal drug use or dealing drugs. Avoid being in any situation where illegal drugs are involved.

14.7.3 Smoking

It is an offence to lend, give or sell cigarettes or tobacco to anyone under 18 years of age. It is also illegal to buy cigarettes or tobacco for anyone under the age of 18. It is illegal to smoke in enclosed public areas.

14.7.4 Gambling

Young people under the age of 18 are not permitted to gamble. If you are under 18 you cannot enter gambling places, such as the Casino or gaming areas in hotels.

14.7.5 Nightclubs and entertainment venues

Anyone under the age of 18 is not allowed in a licensed entertainment venue after 9pm. You may need to provide proof of age to buy alcohol or enter a licensed venue. It is an offence to provide false identification.

14.7.6 Stealing, vandalism

There are severe penalties for anyone involved in stealing, shoplifting or damaging public or private property. Penalties will vary depending on the severity of the crime.

14.7.7 Harassment and discrimination

Adelaide prides itself on being a multicultural and tolerant society. In Australia it is generally illegal to discriminate against anyone based on gender, sexuality, marital status, pregnancy, race, physical or intellectual impairment or age. Most educational institutions and many workplaces now have antidiscrimination policies in place.

15 Checklist for students travelling to Adelaide

15.1 Before travelling to Adelaide at PAC:

- Book flights and arrange travel insurance
- Confirm accommodation arrangements – eg are you coming straight into our Boarding House or spending a few days in a hotel or with family here.
- Advise PAC of travel dates and accommodation details
- Get relevant immunisations and medications from your doctor
- Apply for a credit card and/or arrange sufficient funds
- Confirm international access to your funds with your bank
- Pack bags being sure to include the following:
 - Name and contact details of a PAC representative
 - Enough currency for taxis, buses, phone calls etc. in the event of an emergency

Important documents to bring with you:

- Passport
- PAC Letter of Offer
- Confirmation of Enrolment
- Certified copies of important documents – eg ID cards, driver's licence, birth certificate
- Travel insurance policy

NOTE: Make sure you leave any originals or copies of these documents safely with family in your home country in case of loss.

15.2 When you arrive in Adelaide

- Call home
- Settle into accommodation
- Contact PAC (if not coming straight into our boarding house)
- Attend international student orientation at PAC
- Get PAC student ID card
- Advise health insurance company of address and get card
- Open a bank account
- Get new SIM card for your mobile phone

16 PAC Policies and Guidelines

Prince Alfred College has developed a number of policies to address issues such as management of student behaviour, attendance, refunds, bullying, use of electronic equipment within the School, and health issues such as drug use.

16.1 Safe School Policy

PAC is committed to providing a safe environment for all members of the School community.

Our aim is to be a community that promotes care, respect and cooperation, and values diversity.

We have been guided by the **National Safe Schools' Framework** in developing our Safe School Policy.

16.2 Rationale

Prince Alfred College strives to be a community that promotes care, respect and cooperation, and values diversity.

Prince Alfred College affirms the right of all members of the school community to feel physically and emotionally safe, secure and valued.

Prince Alfred College acknowledges its responsibility to support the care and protection of children while they are at school or involved in school-organised activities.

Prince Alfred College promotes models of behaviour between school personnel and students based on mutual respect and consideration.

16.3 Aim

Our aim at Prince Alfred College is to ensure the following outcomes through our policies and their implementation:

- The School offers and is regarded as a safe and caring environment in which children can develop and reach their full potential.
- Victimisation is actively discouraged within the School community, and its impact on individuals and the whole community is minimised.
- Members of the School community are aware of school expectations and procedures to ensure incidents are reported and dealt with appropriately.

16.4 Policy statement

The school condemns any actions of victimisation.

The school will work in partnership with all members of the school community to achieve a safe school environment.

The school will monitor the physical environment and respond promptly to any reports that indicate risk to the safety of people on the school property.

The school will conduct comprehensive referee screening of applicants for employment, student teachers and volunteers before they become involved in school activities. Successful applicants for employment at Prince Alfred College will be required to furnish a current police check and sign a declaration giving an assurance that he/she has not been subject to any allegations of improper conduct with children.

The school will establish and operate appropriate procedures for the reporting of all forms of victimisation and ensure that these procedures are well understood and publicised within the school community.

Key principles of policy for dealing with alleged instances of victimisation:

- The safety and care of the student and his family is the paramount consideration.
- Confidentiality must be maintained, with communication limited to those people who need to be informed in order to resolve the issue. The identity of a person reporting the matter must not be revealed to any person without the complainant's knowledge and consent, unless it is required to be disclosed by law.
- Any concerns or allegations raised are listened to, treated seriously and addressed expeditiously through a proper and thorough investigation that is conducted fairly, having regard to the interests and needs of all involved and ensuring that due process and natural justice are afforded to all concerned.
- Responses by the school are guided by thorough, judicious investigation and due consideration, and not by emotion.
- The school has an ongoing duty of care to all students and not just the student(s) affected by the allegations.
- Where a complaint is found to be frivolous, unsubstantiated or vexatious, the complainant(s) will be interviewed, counselled and face consequences as appropriate.

16.4.1 Child abuse

In the case of alleged child abuse:

- Mandatory notification requirements will be followed.
- External authorities such as Families SA, the SA Police and the Teachers' Registration Board will be notified where appropriate, and the school will cooperate fully with any investigation conducted by such authorities.
- The Policy for Dealing with a Complaint of Sexual Misconduct Made Against a Lay Staff Person or Voluntary Worker Employed by the Uniting Church in Australia and its Agencies will be followed where appropriate.
- Details regarding alleged abuse should be kept confidential for the sake of both the alleged victim and the alleged offender where possible. Exceptions would be where nondisclosure of information could pose a risk to the safety of other students or where authorities such as the SA Police or Families SA have advised the school that disclosure is proper and appropriate.

16.4.2 Harassment and bullying

The School will implement suitable, age-appropriate educational programs designed to develop awareness and protective behaviours including those related to Cyber Bullying. The School will seek to encourage connectedness within the school community.

The School will follow a systematic approach to handling reported instances of harassment and bullying, based primarily on the no blame approach in the first instance, and subsequently the principles of restorative justice.

Reported incidents of assault will be dealt with following the appropriate guidelines as breaches of the Student Management Guidelines (Secondary School), Behaviour Management Guidelines (Preparatory School) and Boarding Students Behaviour Management Guidelines.

The School will monitor the situation with regard to harassment and the general feelings of safety at school and respond with action plans to overcome any problem identified.

The School will provide pastoral care that ensures support for both victims and those guilty of victimisation. Notwithstanding this wish to provide ongoing support, when offenders do not learn and implement more appropriate behaviours, planned disciplinary consequences will be applied according to the guidelines that may ultimately result in the expulsion of recalcitrant students.

The School will provide all mandated and other appropriate in-service training about bullying, violence, harassment and child protection issues, in-service training on implementation of the Student Management Policy and residential care training for boarding house staff.

16.5 Implementation

Every person in the school community has responsibilities in the implementation of this policy, as outlined in the guidelines listed in point 6, relevant guidelines.

16.6 Process/timescale review

5.1 The stages in preparing the policy were as follow:

- consult National Safe Schools Framework documents
- review policies from other schools
- draft outlined
- committee consultation with the School Management Team
- community consultation - Parents and other members of the broader school community were invited to an evening meeting for consultation. The draft policy was available for perusal prior to the meeting. All those attending the meeting were encouraged to offer any comments and suggestions.
- consultation with staff of the APAPDC NSSF project

5.2 This policy will be reviewed every three years, except that an earlier review of policy may occur when data collected in the annual survey indicates this is appropriate.

17 International Student Guidelines and Policies

17.1 Guideline: Attendance

17.1.1 Attendance requirements

Students are required to attend all designated course programs, and a minimum of 80% of scheduled school time. Designated course programs for which attendance is compulsory include:

- Class excursions
- Class Outdoor Education camps
- Year 9 Extended Stay program
- Early start programs
- Scheduled examinations

17.1.2 Record of attendance

Attendance will be noted by class teachers/tutors in the morning and recorded in Daymap.

When a student arrives at school late, he must report to the School Student Service upon arrival. His time of arrival will be noted.

When a student needs to leave school before the normal end of school day, he must report to the School Student Service to sign out immediately prior to departure. The time of departure will be noted.

17.1.3 Explanation for absence

Students must seek approval from the Deputy Head of School in advance for planned absence. When such approval is granted that absence will be regarded as an explained absence.

Students must provide documentary explanation for all absences.

Documented sickness will be regarded as a satisfactory reason for non-attendance.

Absences for which documentary explanation are not presented, or for which the explanation is not satisfactory will be regarded as unexplained absences.

17.1.4 Procedures

Absence will be monitored by the Year Level Coordinator and International Students Coordinator.

A student will be considered to be at risk of not meeting attendance requirements upon accumulation of five (5) unexplained absences in a term.

A student at risk of not meeting attendance requirements will be interviewed by the Year Level Coordinator. At that meeting the Year Level Coordinator will:

- Point out that the student's pattern of attendance is unsatisfactory and, unless corrected, may place at risk his continued position as a student of the school.
- Point out the requirements to ensure satisfactory attendance for the rest of the school year.
- Address any issues raised by the student that may be causing absences, to provide support for the student where possible.

When a student's attendance is in breach of attendance requirements, he will be informed in writing by the Headmaster that the College intends to report unsatisfactory attendance under section 19 of the ESOS Act. The student may appeal the decision in accordance with the Complaints and Appeals Procedures.

17.2 Guideline: Students at Risk

To achieve satisfactory course progress a student must achieve results which, projected for the period of the Confirmation of Enrolment, will achieve satisfactory completion of that stage. Note that the Confirmation of Enrolment will specify the period as either Preparatory School years (R-6), Middle School years (7-9), or Senior School years (10-12).

Definitions:

- Student at risk: A student is **“at risk”** if he records a D, E (SACE) or 1,2,3 (IB) grade
- A student is **“under review”** if his current scores, projected for the period of the Confirmation of Enrolment, will not achieve satisfactory completion of that stage.
- **Student with unsatisfactory course progress:** A student has **“unsatisfactory course progress”** if his current scores remain in the **“under review”** category over two consecutive assessment or review periods despite intervention.

At each reporting period, results will be scanned to identify any students at risk.

- Assessment scores for any student at risk will be brought to the attention of the Year Level Coordinator, who will examine the scores to check whether the student should be under review.
- Between reporting periods, any teacher may express concern at the progress of a student to the Year Level Coordinator, who will investigate across other subjects to identify if there is reason to consider the student as under review.
- The assessment results of a student under review will be checked at the next assessment period.

When a student is under review, he will be interviewed by the Year Level Coordinator and the International Students Coordinator.

- At that meeting a management plan to address the issues of concern will be developed.
- A management plan may include modification of the course of study if this is appropriate.
- If the risk is considered serious, the plan will be a written agreement indicating expectations
 - consequences of failure to meet expectations
 - escalation of consequences as appropriate
 - procedures for monitoring and communication with students, parents and staff.
- The student and the student’s parents/guardians will receive a written copy of any written management plan.
- Regular meetings with the Year Level Coordinator during the period under review will signal continuing concerns, which will be communicated to parents as outlined by the management plan.

When it is determined that he has failed to meet course requirements the student will receive a formal letter from the Headmaster indicating failure to achieve satisfactory progress.

17.3 Guideline: Complaints and Appeals Procedure

A student who has a complaint about some aspect of his school experience should first raise the matter with the International Students Coordinator, who will provide advice and assistance to raise the matter in the appropriate way to facilitate resolution of the matter.

A student may appeal against a decision:

- to refuse to allow a student to transfer to another educational provider
- to refuse an application for deferral or suspension of enrolment
- to suspend or cancel an enrolment
- that he has failed to meet course requirements
- that he has failed to meet attendance requirements.
-

An appeal must be made in writing to the Headmaster within twenty (20) school days of the date of the letter informing of the decision.

- Year Level Coordinators and International Students Coordinator will have a form letter that can be used for this purpose and will provide assistance in preparing this letter if necessary.
- The student will remain enrolled in the College until the appeal is fully resolved.

An appeal will be held at a meeting with the Headmaster and the Head of Schools. This meeting will be arranged within five (5) school days of receipt of an appeal.

- The student can be accompanied by a support person.
- The Year Level Coordinator, Head of Boarding and International Students Coordinator are offered as appropriate staff of the school to support the student, should he choose to use them.

The decision of the Headmaster will be outlined in a letter to the student within five (5) school days of the appeal meeting.

- This letter will outline the decision and the reasons for the decision.
- If the decision supports the student's appeal that decision will be immediately implemented, along with any necessary procedures to support the student's ongoing progress within the school.

The student may appeal against the outcome of the internal appeal meeting. Such external appeal must be made in writing within five (5) school days of the date of the letter from the Headmaster to the Overseas Student.

The Commonwealth Fair Work Ombudsman, can be contacted on 1300 363 072 or by visiting their website: <http://www.oso.gov.au/>

17.4 Guideline: Accommodation and Welfare Procedures

Students studying with Prince Alfred College have three accommodation options:

17.4.1 Prince Alfred College Boarding House

The College offers international students who will not be residing with a parent during their enrolment at the College to attend the College as full-time boarders.

In this instance, the College will provide a letter confirming approval of appropriate accommodation and welfare (CAAW letter) with the Confirmation of Enrolment created in PRISMS. Students may not enter the country prior to the starting date of the approved welfare arrangements.

Boarding students must return home during each holiday period *or* alternatively stay in homestay accommodation locally approved by AHN.

17.4.2 Australian Homestay Network (AHN) approved Homestay

Prince Alfred College has appointed Australian Homestay Network (AHN) to provide homestay services on behalf of the college for day international students and boarders during vacations.

The college is satisfied AHN:

- checks suitability of accommodation and support (site visit) and monitors families and general welfare arrangements
- selects families and ensures families can provide a stable environment for the duration of the student's homestay period
- has agreements with homestay families for arrangements about providing accommodation services
- provides orientation program for families new to provision of homestay services

Prince Alfred College accepts responsibility for the welfare of these students, even whilst placed in AHN arranged homestay as per the CAAW letter signed by PAC.

Any concerns regarding homestay should be first addressed to the International Students Coordinator.

Concerns will be immediately investigated by the International Students Coordinator and addressed with improvements / action implemented.

Boarding students requiring vacation homestay must ensure a request is being made in writing by the Parent/s or guardian to the Director of Boarding no later than the start of week seven of the term before the service is required.

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17.4.3 Living with parent / guardian or DHA approved relative

At the time of enrolment, all international students are required to provide the School with details of their nominated Parent/Legal Guardian. The appointment of the nominated relative is the responsibility of the student's parents but must meet the following DHA criteria:

- nominated relative must be one of the following: brother, sister, stepbrother, stepsister, step-parent, grandparent, step-grandparent, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece, step-nephew or spouse.
- DHA requires this guardian to be over 21 years old, an eligible relative and of good character. In the case of a student living with an approved relative/guardian as defined by DHA a Confirmation of

Appropriate Accommodation and Welfare form (CAAW) is not required. The International Students Coordinator will monitor the living arrangements through contact with the students and home visits as required. If the college has any concerns about the welfare of a student, it will contact the parents/guardians in the first instance. If the college believes the student is in some kind of danger, it will contact DHA as a matter of urgency.

Where the parent/s of a student has been granted a Guardian Visa (or similar) for the purpose of caring for a student attending the college as a day student, the following visa conditions apply:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder> It is essential that the parent or nominated guardian:

- resides with that student at all times
- must hold an appropriate visa enabling them to remain in Australia until the student is 18 years of age
- provides the college with a copy of the parent's passport photo and visa page prior to the student commencing
- advises the college of the student's and the parent's residential details, phone and email prior to the student commencing and thereafter within seven days of any change in these details.

Parents / guardians are not permitted to depart Australia without the student for whom they are the guardian unless they have provided DHA evidence that:

- there are compassionate or compelling circumstances to leave the country
- alternative arrangements have been made for the student's accommodation, general welfare and support until the parent/guardian's return, that fit within the rules provided by DHA. Note that if the student is less than 18 years, the alternative arrangements must be approved by the education provider subject to DHA conditions. In this situation the International Students Coordinator must be notified.

17.4.3.1 Termination, Suspension or Cancellation of Enrolment

In the case of termination, suspension or cancellation of enrolment, the student must reside in the Prince Alfred College Boarding House or an approved homestay or parent/guardian until the enrolment status of the student is finalised.

When a student enrolment is terminated, suspend or cancelled, Prince Alfred College will notify the parent or approved relative, the Homestay and the Welfare Guardian in writing of this revised enrolment status. Prince Alfred College/AHN will maintain ongoing contact with these parties, including visits to the homestay, to ensure that the conditions of Standard 5 of the National Code are being met.

If during this revised enrolment status period, a student elects to reside with their parent or approved relative in Australia, the parent or approved relative must collect the student from the Prince Alfred College campus, provide written details of residential address while living in Australia and agree to meet with a Prince Alfred College staff member in the residence at prescribed intervals until the enrolment status of the student is finalised.

17.5 Guideline: Deferral, Suspension and Cancellation of Enrolment

17.5.1 Students deferring or temporarily suspending enrolment

Students wishing to defer or temporarily suspend their enrolment from Prince Alfred College may only do so when there are compelling or compassionate circumstances. Compelling or compassionate circumstances may include, but are not limited to

- serious illness
- serious illness or death of a family member necessitating a return to the student's home country • serious injury
- natural disaster.

If a student's enrolment is deferred, suspended or cancelled, his visa status may be affected.

17.5.1.1 How to apply for deferring or temporary suspension

- Students must submit a written request to defer or temporarily suspend their studies, together with documentary evidence verifying their situation (for example, a medical certificate), to the Admissions Registrar.
- Prince Alfred College will assess the application and make a decision within seven business days.
- Prince Alfred College will notify the student in writing of its intention to cancel or suspend their enrolment if applicable.
- If an international student's application for deferral or suspension is approved, Prince Alfred College will notify the Department of Home Affairs (DHA).
- A student whose application for deferral or suspension is refused may appeal the decision in accordance with the Complaints and Appeals Procedure.

17.5.2 PAC Suspending or cancelling a student's enrolment

Prince Alfred College has the right to cancel or suspend a student's enrolment in the following circumstances:

- if a student submits fraudulent documents to gain admission to Prince Alfred College
- if a student does not maintain satisfactory course progress in accordance with the Course Progress Policy Guideline for international students
- if a student does not maintain satisfactory attendance in accordance with the Attendance Policy
- if the student behaves in a way which could potentially bring the College into disrepute
- if a student behaves in a way that is a threat to their own health and safety and/or a threat to the health and safety of another student or staff member.
- if the student has received two formal warnings from the College for disobeying College rules.
- A formal warning will be issued if a student:
- disobeys any College rules as set out in the Student Diary
 - knowingly engages in material plagiarism, cheating or academic misconduct
 - engages in any form of harassment (racial, sexual or verbal) or bullying towards another student or staff member
- misuses or wilfully damages College facilities, equipment or property.

Parents will be notified in writing by the school when a student is issued a formal warning.

Prince Alfred College will notify the student in writing of its intention to suspend or cancel their enrolment.

A student who is informed of the intention of the College to suspend or cancel the enrolment, may appeal the decision in accordance with the Complaints and Appeals Procedure.

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17.6 Guideline: Refunds

17.6.1 Scope

- These Refund Guidelines apply to all course monies and includes any course monies paid to an education agent to be remitted to the College
- Fees for services paid to education agents by students (or parents if the student is under 18) are not covered by these Refund Guidelines.
- The application fee and acceptance fee are non-refundable

17.6.2 Payment of Course Fees and Refunds

- Fees are payable according to the invoice issued by the College.
- All fees must be paid in Australian dollars.
- If the student changes visa status (e.g. becomes a temporary or permanent resident), he will be refunded, on written application, the pro-rata amount from the time he changes visa status.
- Refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country unless otherwise requested in writing.

17.6.3 Cancellation of enrolments and requests for refund

These must be made in writing to the Headmaster, Prince Alfred College. Cancellations will take effect from the date the letter is received.

17.6.4 Refund process

The College will refund within 28 days all fees pre-paid, less a AU\$200 administration fee, where the student produces evidence that the application made by the student for a student visa has been rejected by the Department of Home Affairs (DHA).

17.6.5 Withdrawal after accepting a place at Prince Alfred College

If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, one term's fees will be deducted from the fees pre-paid.

The College will refund within 28 days of the receipt of written notification of cancellation of enrolment by the student (or parent(s)/legal guardian if the student is under 18) any fees pre-paid by or on behalf of the student less the amounts to be retained as agreed and detailed below.

- If written notice is received up to one term prior to commencement of the course, the College will be entitled to retain application and acceptance fee.
- If written notice is received less than one term prior to the commencement of the course one term of the course tuition fee will be retained
- If written notice is received after the commencement date one term's notice in writing to the Headmaster is required. If a term's notice is not given, a term's tuition fees will be charged in lieu of notice.
- No amount of pre-paid tuition fees will be refunded if written notice is received more than six months after the commencement of the student's course

No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:

- Failure to maintain satisfactory course progress (visa condition 8202)
- Failure to maintain satisfactory attendance (visa condition 8202)
- Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
- Failure to pay course fees
- Any behaviour identified as resulting in enrolment cancellation in Prince Alfred College's Behaviour Policy/Code of Conduct.

17.6.6 College Default

In the unlikely event that Prince Alfred College is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided.

This agreement and the availability of the complaints and appeals processes does not remove the right of the student to take action under Australia's consumer protection laws.

17.7 Guideline: Transfer Between Registered Providers

International students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study.

Students can apply for a letter of release to enable them to transfer to another education provider. However, if a student is under 18 years of age, the application must be supported with:

- Written evidence that the student's parent(s)/legal guardian supports the transfer.
- Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not living with a parent / legal guardian or a suitable nominated relative.
- Evidence that the student is always in DHA approved welfare and accommodation arrangements.

Prince Alfred College will only provide a letter of release to students in the first six months of their principal course in the following circumstances:

- The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the College.
- It has been agreed by the College the student would be better placed in a course that is not available at Prince Alfred College.

Prince Alfred College will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:

- The student's progress is likely to be academically disadvantaged.
- Prince Alfred College is concerned that the student's application to transfer is a consequence of the adverse influence of another party.
- The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer.
- The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services.

In order to apply for a letter of release, all students must first have a letter of offer from the receiving provider.

Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Immigration and Border Protection office as soon as possible to discuss any implications.

It is a requirement under South Australian legislation that letters of release, whether provided by this School or by another registered provider, give information about whether the student has demonstrated a commitment to studies during the course, had a good attendance record for the course, and paid all fees for the course.

All applications for transfer will be considered within 7 working days and the applicant notified of the decision.

A student whose request for transfer has been refused may appeal the decision in accordance with the Complaints and Appeals Procedures.

18 PAC Contacts

18.1 International Students Coordinator

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18.2 Director of Boarding

Mr Zachari Savage

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18.3 Director of Admissions

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18.4 Prince Alfred College Map

