International Student Handbook 2015
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The Headmaster, Bradley Fenner  

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Prince Alfred College
CRICOS Provide Number : 00368A
Welcome to the Prince Alfred College website. Whether you have a long association with Prince Alfred College or whether this is your first contact with our school, we offer you a warm welcome.

Prince Alfred College is one of Australia’s best known boys’ schools with a history going back to 1867, when Prince Alfred the Duke of Edinburgh and the second son of Queen Victoria, laid the foundation stone and consented to his name being used for this new school.

Founded by the Methodist Church, and now affiliated with the Uniting Church in Australia, PAC has a tradition of welcoming people of all faiths and backgrounds to receive a broad, high quality, liberal education.

As a leading boys’ school for almost 150 years, we have a tradition of innovation in best meeting the needs of boys. At the heart of what we aim to achieve is the concept of the ‘Princes Man’. Focused on achieving excellence in all that he does, the Princes Man is also a kind and compassionate individual, who takes pride in contributing to his community.

We offer a diverse and challenging curriculum, with a dual academic pathway at senior levels. Our sporting and cultural programs are the highest standard and are supported by a team of well-qualified and committed staff.

For those who are interested in finding out more about Prince Alfred College for enrolment purposes, please contact our team at admissions@pac.edu.au Visitors are always welcome at Prince Alfred College.

 Bradley Fenner
Headmaster
Prince Alfred College Contact Details:

Prince Alfred College
23 Dequetteville Terrace
Kent Town, South Australia 5067
(Entrance off West Parade)

CRICOS Provider Number: 00368A

Mail Us:
PO Box 571
Kent Town, South Australia 5071

Main Office 08 8334 1200
(8.30am to 4.30pm Monday-Friday)
Fax 08 8363 0702
reception@pac.edu.au

Student Absentee Notification
TEXT 0427008772

International Student Co-ordinator and Homestay Co-ordinator
Ms Mani White
t: +61 8 8334 1200 f: +61 8 8363 0702
d:+61 8 8334 1808
e: mwhite@pac.edu.au
m: 0417 890 418

International Student 24 Hour Emergency Contact
Ms Mani White
t: +61 8 8334 1200 f: +61 8 8363 0702
d:+61 8 8334 1808
e: mwhite@pac.edu.au
m: 0417 890 418

Emergency Telephone Numbers:
Police, Fire, Ambulance – 000
Department of Immigration and Citizenship (DIAC)
Level 3
55 Currie Street
Adelaide SA 5000
T: 131 881
Our School

Prince Alfred College is one of the oldest and best-known schools for boys in Australia. The College comprises three schools, the Preparatory School, including the Early Learning Centre for children aged 2-4, and boys from Reception to Year 6, the Middle School for students in Years 7 to 9 and the Senior School, for Years 10 to 12. We educate 1,200 2-18 year-old boys every year, including international students and boarders. In everything we do, we aim to inspire excellence.

Helping boys become men

Prince Alfred College is a boy-friendly place. We focus entirely on the unique needs of boys and celebrate their strengths and abilities. With over 140 years of experience in teaching boys, we understand what makes them think and act. Knowing boys means we teach them the way boys learn best. We set high expectations – and the boys respond with high achievement. We value every boy’s individuality – and they learn to value each other. We see their leadership potential – and they rise to become leaders. We are committed to helping all our boys develop into men who have confidence, integrity and compassion. We see their moral values as being as important as their grades.

Christian principles and commitment to academic development and service and care for others is the essence of a boy’s education at Prince Alfred College.

Our outstanding stimulating and creative environment ignites a passion for learning and the imagination of boys, nurtures creativity and aids achievement. The school environment nourishes creativity through:

- offering International Baccalaureate programs for primary, middle and senior students:
  - Primary Years Programme (PYP) for students in Reception to Year 6
  - Middle Years Programme (MYP) for students in Years 7 to 10
  - International Baccalaureate Diploma (IBD) and SACE for students in Years 11 and 12
- 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.
Strategic Plan 2013-2015

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.

Vision
Inspiring excellence

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.
## School Life

| Term Dates 2015 |
|-----------------|------------------------------------------------|
| **Term 1**      | Thursday 29 January to Thursday 2 April (10 weeks) |
|                 | Exeat Dates: 14-15 February and 7-8-9 March |
| **Term 2**      | Monday 20 April to Friday 26 June (10 weeks) |
|                 | Students return Tuesday 21 April |
|                 | Exeat Dates: 16-17 May and 6-7-8 June |
| **Term 3**      | Monday 20 July to Friday 25 September (10 weeks) |
|                 | Students return Tuesday 21 July |
|                 | Exeat Dates: 8-9 August and 4-5-6 September |
| **Term 4**      | Monday 12 October to Friday 4 December (8 weeks) |
|                 | Monday 12 October – Term commences for ELC – Year 6 and Year 12 |
|                 | Tuesday 13 October - Students in Years 7 – 11 return |
|                 | Exeat Dates: 31 October-1 November and 21-22 November |
**Class times**

Students must arrive by 8.30am each morning. Classes are held between 8.35 and 3.30pm Monday to Friday.

<table>
<thead>
<tr>
<th>Module</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1</td>
<td>8.30 – 9.22am</td>
</tr>
<tr>
<td>Module 2</td>
<td>9.24 – 10.14am</td>
</tr>
<tr>
<td>Module 3</td>
<td>10.16 – 11.06am</td>
</tr>
<tr>
<td>Recess</td>
<td>11.06 – 11.26am</td>
</tr>
<tr>
<td>Module 4</td>
<td>11.26 – 12.16pm</td>
</tr>
<tr>
<td>Module 5</td>
<td>12.18 – 1.08pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>1.08 – 1.48pm</td>
</tr>
<tr>
<td>Module 6</td>
<td>1.48 – 2.38pm</td>
</tr>
<tr>
<td>Module 7</td>
<td>2.40 – 3.30pm</td>
</tr>
</tbody>
</table>

**Attendance**

Attendance is mandatory, both for academic progress and to fulfill the requirements of your 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 Immigration and Citizenship (DIAC) and their visa may be cancelled. Please see attendance policy in the appendices.

If a student is absent from class, a telephone call must be made to the student services office on 08 8334 1264 and a reason given for the absence.

This must be followed by a note from the family, host family or boarding house office and addressed to their form teacher. 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. **The School does not expect students to leave before the end of term or to return late from vacation unless there are exceptional circumstances.**

**The Boarding House**

More than 130 boarders live in mixed age units in three buildings (Bayly, Fiddian and Hartley) on the eastern side of the campus. The Head of Boarding is responsible for the overall management, development and promotion of the boarding community. Each of the three wings has a Senior Residential Assistant who is responsible for the care of the boys who reside there.
There is a great emphasis on boys taking a leadership role in the running of House affairs. Accordingly, 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 through our four House System in the College.

**Homestay**

Students also 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 continually works hard to ensure that international students are placed with families who best match the needs of each student with consideration given to preferred family type, dietary requirements, pets, children and student interests. The cost of homestay is $275 per week.

**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 School reports. School Progress Reports are posted to parents 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).

**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 the appendices.

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 Home Room Teacher 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 Teaching and Learning Directorate, and the Deputy Heads of schools.

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 well-being in both individual and general terms.

The Student Assistance and Success Teams that operate in direct response to 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 interviews to discuss assessment requirements, etc

Under Standards 10 and 11 of the 2007 National Code of Practice, 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 and/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 DIBD for failure to meet visa conditions.

Copies of the School’s attendance and course progress requirements are available in the appendices of this handbook.

**Uniforms**

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.

Middle and Senior School - 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.

Preparatory School – the blazer uniform is only worn in Terms 2 and 3 and summer uniform in Terms 1 and 4.

A detailed statement of uniform regulations can be obtained from Princes Parade; shirts should be tucked in and ties neatly tied and in place. At all times it is expected that the boys’ uniform will be neat and shoes clean and polished.

Boys’ hair must be clean and tidy, and trimmed in a reasonable manner. Hair should not be lank, unkempt, close shaven (minimum length of a number 2 cut) and ideally not longer than collar length. In essence the hair style should not be provocative.

It is not our custom to allow boys to have any body piercings or to wear jewellery.
Using Hand-held Devices in School Hours

Rapidly improving telecommunications are a feature of society, and mobile telephones are in widespread use, allowing convenient rapid communication. Such communication must be acknowledged, while also ensuring that good educational practice is not compromised.

Additionally, electronic equipment is readily available to the students at the school and their use is a matter of normalcy. Such equipment must be acknowledged and its use regulated to ensure that good educational practice is not compromised.

Please see mobile phone and i-pod policy in the appendices.

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 Immigration and citizenship (DIAC). If DIAC 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.

Orientation

Student orientation at Prince Alfred College is about making friends, having fun, and finding the information and skills you need to enjoy and succeed in a new environment.

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.
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.

Courses Available

<table>
<thead>
<tr>
<th>Prince Alfred College Code</th>
<th>Location</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Course Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>00368A</td>
<td>Prince Alfred College Inc</td>
<td>077970B</td>
<td>Primary - Reception to Year 6 (boys only)</td>
<td>Primary school studies</td>
</tr>
<tr>
<td>00368A</td>
<td>Prince Alfred College Inc</td>
<td>077971A</td>
<td>Secondary Junior - Year 7 to Year 9 (boys only)</td>
<td>Junior Secondary Studies</td>
</tr>
<tr>
<td>00368A</td>
<td>Prince Alfred College Inc</td>
<td>077972M</td>
<td>Secondary Senior - Year 10 to Year 12 (boys only)</td>
<td>Senior Secondary Certificate of Education</td>
</tr>
</tbody>
</table>

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

Entry Criteria

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.

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.

**Academic requirements**

The minimum academic requirements are:

- Reception to Year 6 students – evidence of the student’s application to school work and age-appropriate achievement in the literacy and numeracy areas of the curriculum.
- Years 7 to 11 – students are expected to be strong 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 9 and above are:

- AEAS test result at least Intermediate level English in Year 9 and 10, and with Upper Intermediate level English necessary for Year 11. Prince Alfred College will also conduct a phone/skype interview or
- In some cases it is difficult for students to access AEAS test centres. In these cases Prince Alfred College will consider a combination of the following:
  - In country interview by PAC staff
  - Skype interview by PAC staff
  - Written English test, Chinese test (if applicable) and Maths test or
- IELTS 4.5 for year 9, IELTS 5.0 for year 10 and year 11 or TOEFL equivalent (if applicable)

**Application Process**

Enrolment applications may be lodged 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 11 or earlier if wishing to complete secondary school studies.

**Step 1**

To proceed with an application International students are required to forward the following:

- a completed Application Form and Application Fee;
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)
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;
photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date;
details of the student’s extracurricular involvement.

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 has been received by the Manager, Student Recruitment.

Step 2

Prince Alfred College 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 School 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. 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

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 Confirmation Fee (AU$1000.00), 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 at this stage that parents and students understand the following requirements and conditions as set out in this handbook:
• Terms and Conditions of Enrolment
• Course entry requirements
• Course information, qualification and assessment practices
• Fees Schedules and the fact that fees may change
• Refund Policy
• Complaints and Appeals Policy
• Attendance and Course Progress Policy
• Accommodation and Welfare Policy
• Grounds for deferring, suspending or cancelling enrolment
• Behaviour Management Policy
• ESOS Framework
• Other information as required under 2007 National Code Standard 2
• School location, facilities and resource
• Indicative costs of living
• Uniform price list
• One to world Computing handbook
• Boarder’s handbook (if applicable)

Step 4

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

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

Step 6

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 Immigration and Multicultural Affairs (DIAC): www.immi.gov.au
Step 7

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 know the parents should send the Arrival Notification form to admissions@pac.edu.au

Step 8

Arrive in Adelaide! If you have requested airport pick up you will be greeted at the airport by either Prince Alfred College staff or your host family.

Step 9

Day 1 at Prince Alfred College! Prince Alfred College will provide orientation for students on arrival. This information will include:

- School facilities and resources
- Academic expectations
- School timetable and routines
- Co-curricular options
- Support services available to the student
- Emergency and health services
- Key members of staff
- Complaints and Appeals processes
- Visa conditions relating to course progress and attendance
- International Student Health Cover
- Transport services
- Legal services if needed
- Local community
- Information about accommodation and the requirement to stay in school approved accommodation arrangements.

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.
About International Student Health Cover

The Department of Immigration and Citizenship (DIAC) requires all visa applicants to provide evidence of Overseas Student Health Cover (OSHC) for the proposed duration of their visa. Accordingly, the School will then arrange cover for all international students for the entire length of that student's course of study + three months, as required by Commonwealth Government legislation. This levy must be paid in full prior to the School issuing the electronic Confirmation of Enrolment form required for the visa application.

The OSHC Levy paid prior to commencement is not refunded by the School. The responsibility for seeking any refund from the medical insurance authority lies with the student.

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.

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 International (ESOS) Act 2000 and the National Code 2007.

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 http://cricos.deewr.gov.au

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.

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
• 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.

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, and
if you are under 18, maintain your approved accommodation, support and general welfare arrangements.

Department of Immigration and Border Protection (DIBD)
The Australian Government’s Department of immigration and Border Protection provides comprehensive information about student visa requirements and the application process, as well as application document checklists to assist you with your application.


Department of Foreign Affairs and Trade
As well as links from the DIBD website the Department of Foreign Affairs and Trade website www.dfat.gov.au/embassies.html has a comprehensive list of Australian embassies, high commissions, consulates and representative offices around the world.
Living in Australia

Australia is one of the best places in the world to live while you learn. The standard of living is amongst the highest in the world, yet costs remain competitive. Australia is a natural wonderland of beautiful beaches, crystal blue waters, amazing ancient rock formations and pristine rainforests. Australia is the sixth largest country in the world and has the lowest population density per square kilometre. It has 16 world heritage listed properties with its historic townships, bustling cities, vivid landscapes and exotic flora and fauna all adding to its unique appeal. Much of Australia's exotic flora and fauna cannot be found anywhere else in the world and the lifestyle is second to none.


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 multi-cultural population.

Adelaide’s classical architecture spans along North Terrace. 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 learning city – 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.

Study Adelaide is also a useful website www.studyadelaide.com for students considering study here.
What to Bring

Students are often surprised by how strict Australian Customs Services and quarantine 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.

Visit the Australian Quarantine and Inspection Service (AQIS) homepage www.aqis.gov.au

You must declare for inspection all food, plant material and animal products on arrival in Australia to ensure they 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.

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 amount of things you can bring.

Therefore, it is essential to think the packing process through very carefully. You will be able to purchase most things upon arrival in Australia but the price may be higher than in your own country.

If you are boarding please refer to the Boarder’s Handbook on what, and want not, to bring.

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.

<table>
<thead>
<tr>
<th>Season</th>
<th>Months</th>
<th>Conditions</th>
<th>Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>December-February</td>
<td>Mainly hot &amp; dry</td>
<td>25º C – 35º C</td>
</tr>
<tr>
<td>Autumn</td>
<td>March-May</td>
<td>Mainly dry</td>
<td>20º C – 25º C</td>
</tr>
<tr>
<td>Winter</td>
<td>June-August</td>
<td>Cool &amp; wet</td>
<td>10º C – 15º C</td>
</tr>
<tr>
<td>Spring</td>
<td>September-November</td>
<td>Little rain</td>
<td>20º C – 25º C</td>
</tr>
</tbody>
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Medical Facilities near Prince Alfred College

Adelaide has high medical standards. The major public hospital nearby (5 minutes by car) is the Royal Adelaide Hospital (www.rah.sa.gov.au)

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

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.

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.

Australian Laws

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.

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

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.

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.

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.

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 work places now have anti-discrimination policies in place.
Things to Do: A Preparation Checklist

Before Leaving Home:

- Apply for passport
- Arrange student visa
- Arrange for immunisations and medications from my doctor
- Apply for a credit card and/or arrange sufficient funds
- Confirm international access to your funds with your bank
- Make travel arrangements
- Arrange travel insurance
- Advise PAC of travel details
- Confirm accommodation arrangements
- Arrange transport from airport to accommodation [if applicable]
- 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:
    - Passport
    - Letter of offer
    - eCoE
    - Certified copies of qualifications & certificates
    - Travel insurance policy
    - ID cards, drivers licence, birth certificate (or copy)

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

- Call home
- Settle into accommodation
- Contact institution (if not in the boarding house)
- Attend international student orientation
- Get student ID card
- Advise health insurance company of address & get card
- Open a bank account
- Get textbooks
- Start classes
- Get involved in student life
  (e.g. co-curricular activities are some of the best ways to get involved with local students.)
Policies and Guidelines for Prince Alfred College

Prince Alfred College has developed a number of policies to address issues such as (but not limited to) management of student behaviour, attendance, refunds, bullying, use of electronic equipment within the School, and health issues such as drug use.

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.

Rationale

1.1 Prince Alfred College strives to be a community that promotes care, respect and cooperation, and values diversity.
1.2 Prince Alfred College affirms the right of all members of the school community to feel physically and emotionally safe, secure and valued.
1.3 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.
1.4 Prince Alfred College promotes models of behaviour between school personnel and students based on mutual respect and consideration.

Aim

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

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

Policy statement

3.1 The school condemns any actions of victimisation.
3.2 The school will work in partnership with all members of the school community to achieve a safe school environment.
3.3 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.
3.4 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.
3.5 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.

3.6 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.

3.7 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 non-disclosure 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.

3.8 The School will implement suitable, age-appropriate educational programs designed to develop awareness and protective behaviours including those related to Cyber Bullying.

3.9 The School will seek to encourage connectedness within the school community.

3.10 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.

3.11 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.
3.12 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.

3.13 The School will provide pastoral care that ensures support for both victims and those guilty of victimisation. Not withstanding 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.

3.14 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.

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.

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.
INTERNATIONAL STUDENTS POLICY GUIDELINE
ATTENDANCE

1) Students are required to attend all designated course programs, and a minimum of 80% of scheduled school time.
   a) Designated course programs for which attendance is compulsory include:
      i) Class excursions
      ii) Class Outdoor Education camps
      iii) Year 9 Extended Stay program
      iv) Early start programs
      v) Scheduled examinations

2) Record of attendance:
   a) Attendance will be noted by class teachers/pastoral care teachers in the morning, and recorded in TASS.
   b) When a student arrives at school late, he must report to the school office upon arrival. His time of arrival will be noted.
   c) When a student needs to leave school before the normal end of school day, he must report to the school office to sign out immediately prior to departure. The time of departure will be noted.

3) Explanation for absence:
   a) 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.
   b) Students must provide documentary explanation for all absences.
   c) Documented sickness will be regarded as a satisfactory reason for non-attendance.
   d) Absences for which documentary explanation are not presented, or for which the explanation is not satisfactory will be regarded as unexplained absences.

4) Procedures:
   a) Absence will be monitored by the Year Level Coordinator and International Students Coordinator.
   b) A student will be considered to be at risk of not meeting attendance requirements upon accumulation of five (5) unexplained absences in a term.
   c) A student at risk of not meeting attendance requirements will be interviewed by the Year Level Coordinator.
      i) 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.

5) 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.
INTERNATIONAL STUDENTS POLICY GUIDELINE

STUDENTS AT RISK GUIDELINE

1. 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).

(a) Definitions:
   i. Student at risk: A student is “at risk” if he records a D, E (SACE) or 1,2,3 (IB) grade and/or 1,2 effort score in any subject.
   ii. A student is “under review” if his current scores, projected for the period of the Confirmation of Enrolment, will achieve satisfactory completion of that stage.
   iii. 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.

2. At each reporting period, results will be scanned to identify any students at risk.
   (a) 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.
   (b) 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.
   (c) The assessment results of a student under review will be checked at the next assessment period.

3. When a student is under review he will be interviewed by the Year Level Coordinator (in conjunction with the Coordinator of International Students in the case of international students).
   (a) At that meeting a management plan to address the issues of concern will be developed.
      i. A management plan may include modification of the course of study if this is appropriate.
      ii. 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.
   (b) The student and the student’s parents/guardians will receive a written copy of any written management plan.
   (c) 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.

4. 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.
INTERNATIONAL STUDENTS POLICY GUIDELINE

COMPLAINTS AND APPEALS PROCEDURE

1) 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.

2) A student may appeal against a decision:
   a) to refuse to allow a student to transfer to another educational provider; or
   b) to refuse an application for deferral or suspension of enrolment; or
   c) to suspend or cancel an enrolment; or
   d) that he has failed to meet course requirements; or
   e) that he has failed to meet attendance requirements.

3) 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.
   a) Year Level Coordinators and the Coordinator of International Students will have a form letter that can be used for this purpose, and will provide assistance in preparing this letter if necessary.

4) The student will remain enrolled in the College until the appeal is fully resolved.

5) An appeal will be held at a meeting with the Headmaster and the Head of Schools.

6) This meeting will be arranged within five (5) school days of receipt of an appeal.
   a) The student can be accompanied by a support person.
   b) The Year Level Coordinator, Head of Boarding and Coordinator of International Students are offered as appropriate staff of the school to support the student, should he choose to use them.

7) The decision of the Headmaster will be outlined in a letter to the student within five (5) school days of the appeal meeting.
   a) This letter will outline the decision and the reasons for the decision.
   b) 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.

8) 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 Ombudsman, who can be contacted on 1300 363 072 or by visiting their website: http://www.oso.gov.au/
INTERNATIONAL STUDENTS POLICY GUIDELINE

CONFIRMATION AND APPROVAL OF ACCOMMODATION AND WELFARE PROCEDURES FOR INTERNATIONAL STUDENTS

1) Students studying with Prince Alfred College have 4 accommodation options:
   a) Live with parent/guardian or DIBD approved relative (no welfare responsibility by the college)
   b) Prince Alfred College Boarding House
   c) Prince Alfred College approved Homestay
   d) Australian Homestay Network for boarders’ s vacation and exeat periods only.

2) Living with parent / guardian or DIBD approved relative
   a) 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 DIBD criteria:
      i) 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.
      ii) DIBD requires this guardian to be over 21 years old, an eligible relative and of good character.
   b) In the case of a student living with an approved relative/guardian as defined by DIBD 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 DIBD as a matter of urgency.
   c) 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: [http://www.immi.gov.au/Visas/Pages/580.aspx]
      i) 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.
ii) Parents / guardians are not permitted to depart-Australia without the student for whom they are the guardian unless they have provided the department evidence that:

- There are compassionate or compelling circumstances to leave the country, and
- 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 DIBD. Note that if the student is less than 18 years, the alternative arrangements must be approved by the education provider subject to DIBD conditions. In this situation the International Students Co-ordinator must be notified.

3) Prince Alfred College Boarding House
   a) 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.
   b) 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.
   c) Boarding students must return home during each holiday period or alternatively stay in homestay accommodation locally approved by the College and provided by AHN.

4) Prince Alfred College Homestay
   a) In accordance with the Prince Alfred Colleges Host Family Application all adults residing with an international student (i.e. homestay family members) are required to provide the School with a current Police Check.
   b) The International Students Co-ordinator:
       i) checks suitability of accommodation and support (site visit) and monitors families and general welfare arrangements.
       ii) selects families and ensures families can provide a stable environment for the duration of the student’s homestay period.
       iii) has agreements with homestay families for arrangements about providing accommodation services.
       iv) provides an orientation program for families new to provision of homestay services.
   c) Prince Alfred College accepts responsibility for the welfare of these students, even whilst placed in homestay as per the CAAW letter signed by PAC.
   d) Any concerns regarding homestay should be first addressed to the International Students Co-ordinator.
       i) Concerns will be immediately investigated by the International Students Co-ordinator and addressed with improvements / action implemented.
   e) The following home stay guidelines and expectations are provided for intending families:
       i) Each student is to have their own room, bed, desk
       ii) Students are not to share rooms with host family members and sharing arrangements will only be provided if the parents of the Student(s) so request
       iii) The home must be clean and comfortable and the home stay hosts / guardians must reside at the premises at all times
       iv) Students are to be given a key to the home or arrangements made so that the student can gain access to the home at reasonable time
v) There must be adequate lighting for study purposes
vi) There must be heating in winter and some means of cooling in summer
vii) There must be access to shared bathroom, with reasonable time allowed for showers
viii) There must be access to kitchen and laundry facilities or must provide all meals and laundry?
ix) There must be use of shared living areas of home
x) In most instances, the Home stay Host is to provide 2 meals a day on weekdays and recess and lunch for the school day. Three meals should be provided on weekends/non school days and, in providing meals, the Home stay Host must be aware of and take account of cultural differences;
xi) House rules are to be discussed and explained to the Student, (including friends visiting, use of phone and incoming calls, cleaning of room or other household tasks, meal times and rules for behaviour, manners and courtesy)
xii) Use of telephone and/or computer / internet facilities are to be at students own expense
xiii) Personal items and insurance is at the Student’s own risk
xiv) There being reasonable insurance cover by the Home stay Host in respect of the Home stay Premises
xv) Students may change Home stay premises only in certain circumstances. Examples might include:
    • if there is a medical reason to do so
    • a request from parents of the Student or
    • the placement in the particular Home stay Premises is not compatible, in the reasonable opinion of the Student or homestay family
f) For further information please refer to Prince Alfred College’s Becoming a Homestay Host.
g) Homestay costs AUD$250 per week and is paid directly to the homestay family.
h) If the college has signed a CAAW Letter for responsibility of the student, the College will monitor arrangements and seek feedback from students/parents/guardians. This is to ensure they were happy and that their home stay host provided care and service which meets the expectations of their family and the College.
i) Legislation requires that students notify Prince Alfred College of their address, phone and email prior to commencement and within 7 days of any changes when enrolled. Any changes to homestay arrangements must be approved by the International Student Co-ordinator before the changes take place. If necessary, the International Student Co-ordinator will help the student find appropriate alternative accommodation.
j) If a student changes his accommodation arrangements without the approval of the School, or he refuses to move to appropriate accommodation if his current situation is deemed inappropriate, the school will first contact the parent/guardian and then a report may be made to DIBD outlining the fact that Prince Alfred College no longer approves of the students’ arrangements. Such a report can lead to the cancellation of a student’s enrolment as per our School Rules under Standard 13 of the National Code and DIBD visa conditions.

5) Australian Homestay Network Homestay
a) Prince Alfred College has appointed Australian Homestay Network (AHN) to provide homestay services on behalf of the college for boarders during exeat weekends and vacations.
b) The college is satisfied AHN:
i) checks suitability of accommodation and support (site visit) and monitors families and general welfare arrangements

ii) selects families and ensures families can provide a stable environment for the duration of the student’s homestay period

iii) has agreements with homestay families for arrangements about providing accommodation services

iv) provides orientation program for families new to provision of homestay services

C) Fees and charges for these services can be discussed with the International Students Co-ordinator.

d) 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.

e) Any concerns regarding homestay should be first addressed to the International Students Co-ordinator.

i) Concerns will be immediately investigated by the International Students Co-ordinator and addressed with improvements / action implemented

f) Boarding students requiring vacation home stay must ensure a request is be 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.

6) Termination, Suspension or Cancellation of Enrolment

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

i) 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.

ii) 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.

Key Contacts

International Students Coordinator
Ms Mani White
mwhite@pac.edu.au
8334 1200

Head of Boarding
Mr Darren Roylett
droylett@pac.edu.au
8334 1201
INTERNATIONAL STUDENTS POLICY GUIDELINE

DEFERRAL, SUSPENSION AND CANCELLATION OF ENROLMENT

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

2) 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:
   a) serious illness
   b) serious illness or death of a family member necessitating a return to the student’s home country
   c) serious injury
   d) natural disaster

3) The process to be followed:
   a) 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.
   b) Prince Alfred College will assess the application and make a decision within seven business days.
   c) Prince Alfred College will notify the student in writing of its intention to cancel or suspend their enrolment if applicable.
      i) If an international student’s application for deferral or suspension is approved, Prince Alfred College will notify the Department of Immigration and Border Protection (DIBP).
      ii) A student whose application for deferral or suspension is refused may appeal the decision in accordance with the Complaints and Appeals Procedure.

4) Suspension or cancellation of enrolment by Prince Alfred College
   a) Prince Alfred College has the right to cancel or suspend a student’s enrolment in the following circumstances:
      i) if a student submits fraudulent documents to gain admission to Prince Alfred College
      ii) if a student does not maintain satisfactory course progress in accordance with the Course Progress Policy Guideline for international students
      iii) if a student does not maintain satisfactory attendance in accordance with the Attendance Policy Guideline for international students
      iv) if the student behaves in a way which could potentially bring the College into disrepute
      v) 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.
      vi) if the student has received two formal warnings from the College for disobeying College rules.
         • A formal warning will be issued if a student:
(a) disobeys any College rules as set out in the Student Diary;
(b) knowingly engages in material plagiarism, cheating or academic misconduct;
(c) engages in any form of harassment (racial, sexual or verbal) or bullying towards another student or staff member;
(d) 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.

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

c) 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.
INTERNATIONAL STUDENTS POLICY GUIDELINE

REFUND GUIDELINES

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

2) Payment of Course Fees and Refunds
   a) Fees are payable according to the invoice attached.
   b) All fees must be paid in Australian dollars.
   c) 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.
   d) Refunds will be reimbursed in Australian dollars and the payment sent to the applicant’s home country unless otherwise requested in writing

3) All cancellation of enrolments and requests for refund must be made in writing to the Headmaster, Prince Alfred College. Cancellations will take effect from the date the letter is received.

4) 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 Immigration and Border Protection (DIBP).

5) Withdrawal after accepting a place at Prince Alfred College
   a) 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.
   b) 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.
      i) 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.
      ii) 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
      iii) 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.
      iv) 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
c) No refund of tuition fees will be made where a student’s enrolment is cancelled for any of the following reasons:

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

6) College Default

   a) 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.

7) 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.
INTERNATIONAL STUDENTS POLICY GUIDELINE

TRANSFER BETWEEN REGISTERED PROVIDERS

1) 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.

2) 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:
   a) Written evidence that the student’s parent(s)/legal guardian supports the transfer.
   b) 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.
   c) Evidence that the student is always in DIBD approved welfare and accommodation arrangements.

3) 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:
   a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the College.
   b) It has been agreed by the College the student would be better placed in a course that is not available at Prince Alfred College.

4) 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:
   a) The student’s progress is likely to be academically disadvantaged.
   b) Prince Alfred College is concerned that the student’s application to transfer is a consequence of the adverse influence of another party.
   c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer.
   d) The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services.

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

6) 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.

7) 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.

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

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