



Ascham School

**Information for full fee paying
overseas students | 2018**

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General Information

Ascham School is an educational provider that enrolls a small number of full fee paying overseas students subject to places being available. Ascham is registered on the Commonwealth Register of Courses and Institutions for Overseas Students. The School's CRICOS Provider Number is 00380E. The School deals directly with parents and does not deal with agencies or pay referral fees for the recruitment of students.

Ascham complies with all legal requirements related to overseas students, including the:

- Education Services for Overseas Students (ESOS) Act 2000
- ESOS Regulations 2001
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code).

Assistance with interpreting the ESOS legislation may be found in the ESOS Guide. Information about the legislation and an overview of recent amendments to the *ESOS Act 2000* can be found at www.aei.gov.au/esos.

ESOS framework/DEEWR

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the *Education Services for Overseas Students (ESOS) Act 2000* and the National Code 2007.

The ESOS Framework outlines the rights and responsibilities of an overseas student studying in Australia, as well as the standards of service she can expect from their education provider. As an overseas student on a student visa, she must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students

(CRICOS) at <http://cricos.deewr.gov.au>. For further information please read the ESOS framework on <http://www.aei.gov.au>

Privacy

Under the *Privacy Act 1988*, information collected from individuals for one purpose may not be shared for purposes other than that for which it was collected without permission from the individuals affected.

Information is collected during a student's enrolment in order to meet our obligations under the ESOS Act and the National Code 2007 to ensure that students are compliant with the conditions of their visas and their obligations under Australian immigration laws generally. Information collected about a student during her enrolment can be provided, in certain circumstances, to the Australian Government and its designated authorities, and if relevant, to the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes and the circumstances of any suspected breach by the student of their visa conditions.

Academic information

Ascham School offers NSW Board of Studies Teaching and Educational Standards (BOSTES) developed and endorsed courses from Prep to Year 12. Students do not enrol in a specific subject. They enrol in the School to take part in the courses and subjects offered in each particular year group. The School reserves the right to amend the subjects offered without consultation. Students can be enrolled in:

- The Preparatory School to follow the Kindergarten to Year 2 curriculum. The Preparatory curriculum integrates the teaching of listening, speaking, writing, reading and comprehension through the Spalding Method, taught by class teachers, who also teach numeracy, Science and other core subjects. There are specialist staff for Physical Education (including swimming and gymnastics), Music, Art, Library, French and Mandarin.

- The Junior School to follow the Year 3 to Year 6 curriculum. The Junior curriculum includes a core of basic skills for mathematics, language and grammar work, allowing the girls to learn at appropriate levels, taught by the class teachers. There are specialist staff for Music, Art, French, German, Mandarin, information literacy, learning enhancement and Physical Education.
- The Senior School where they follow the Year 7 to 10 curriculum or the Years 11 and 12 HSC course. In Years 7 to 10 and Years 11 and 12 the subjects offered are:
 - *Years 7 to 10* – English, Mathematics, Science, Commerce, Geography, History, Chinese (Mandarin), French, German, Latin (from Year 8), Drama, Music, Visual Arts, Technology and PDHPE.
 - *Years 11 to 12* – English, Mathematics, Biology, Chemistry, Physics, Ancient History, Modern History, Chinese (Mandarin), French, German, Latin, Economics, Geography, Drama, Music, PDHPE and Visual Arts.

Requirements for entry

Requirements for entry into Ascham involve several aspects. All students studying at the School must have an adequate level of competence in English. As a general rule AEAS (Australian Education Assessment Services) Stanine 8-9 would be regarded as sufficient but the School also expects all candidates to sit Ascham's own tests, usually in English, Mathematics and Science, at the relevant academic/age level for the student.

The School reserves the right to refuse an application if the candidate's competence in English is not appropriate to the course being applied for. The student's age, level of academic ability and last two school reports, are also taken into consideration. Ascham will make a determination of the year group and courses appropriate for an overseas student based on the testing results, interview and other information related to the student's academic profile.

All sections of the School from the Preschool to Year 12, as well as the boarding houses, are on the same site. This gives opportunities for all students to make use of the facilities, and for older girls to help younger ones, as well as providing reassuring continuity. Each teacher has his/her own classroom with resources; there are computer labs, a well-stocked library, specialist Science, Art, Language, Music and Drama rooms, as well as sporting and medical facilities. For further information please see the School's prospectus and website. (www.ascham.nsw.edu.au).

The School is the sole provider of the academic courses offered and students are not allowed to use other educational providers while enrolled at the School. Students wishing to study a modern language not available at Ascham may be enrolled, through Ascham, in the Open High School but only with the approval of the School and after consultation with the student and her parents.

Accommodation information

Overseas students enrolled in Prep to Year 6 courses must reside with their parents in greater Sydney. Students enrolled in Years 7 to 10 courses or HSC courses must either reside with their parents in greater Sydney or in one of the School's boarding residences. There are four boarding houses which house girls from Year 7 to Year 12.

Ascham is a full boarding school and does not provide weekly boarding or casual boarding. Girls in Years 7 to 10 reside in rooms of four to six; in Year 11 they have double rooms; and in Year 12 single rooms. Leave is flexible and generous and must always be confirmed by a parent or guardian. Girls may have mobile phones and laptops. All houses have Wi-Fi access.

Students enrolled as boarders are expected to remain as boarders, and the School's allocation of places depends on this. Boarding is a long term commitment, unless the School has previously agreed in writing to the contrary. A change in status, either before or after commencement, is entirely at the discretion of the School. (For further information, see the Application for Enrolment and Conditions of Enrolment forms in Ascham's prospectus pack available on request

from the Registrar via registrar@ascham.nsw.edu.au.) No students enrolled at the School may lodge with non-family members or with paid providers outside the School.

When the boarding school is closed, during school holidays, overseas students must reside with their parents.

All students enrolled as boarders, and whose parents do not reside in greater Sydney, must provide the School with details of two greater Sydney-based emergency contacts who are over the age of 25 and known to the family. The School will normally try to contact parents for all decisions regarding their daughter. In the case of an emergency where the parents cannot be contacted, Ascham will contact the emergency contacts provided to the school. The emergency contact must reside in or close to Sydney so they can come to the School if required.

The following information indicates current course-related fees, including tuition costs, boarding costs, overseas levy and other charges such as enrolment or acceptance fees. Fees increases are announced annually and are provided in writing to parents.

- The current tuition fees range from \$20,500 per year in Prep and Kindergarten to \$34,500 per year in Years 11 and 12. The current boarding fee is \$24,400 per year
- If the student is not an Australian citizen/resident, Ascham will classify her as a full fee paying overseas student. A levy of \$2,500 will be charges twice yearly for those overseas students for whom the School does not receive Government grants
- Fees and charges, including any deposit of a non-refundable enrolment fee, are as determined by the School's Council of Governors. Fees and charges can change without notice. Continued enrolment is conditional on payment when due
- A non-refundable acceptance fee of \$6,000 is required to confirm acceptance when the School offers a place

- The School requires full fee paying overseas students to have Overseas Student Health Cover for the duration of their schooling at Ascham as they are not covered under the national Medicare system. Parents can take out additional insurance for their daughter if they wish
- Current fee information is contained in the Payment of Fees Information sheet available on request from the Registrar
- The School will refund in accordance with the requirements of the *ESOS Act 2000* in the event of the School no longer being able to offer the course in full or in part (for example, HSC course). Any potential claim for refund must be made in writing to the Head of School.

In addition, the School requires an advance payment before commencement that approximates the first instalment of tuition and boarding fees. This amount is credited against the first account but will not be refunded if parents withdraw a student within three months prior to commencement.

Living in Australia

- Cost of living: for students who are boarders at the School, we recommended pocket money is between \$15 per week (for Year 7) and \$50 per week (Year 12). All other costs of living (food, laundry, heat, light etc) are included in the boarding fee
- Roads and traffic: In Australia, people drive on the left hand side of the road. International students need to be very careful when crossing the road
- Water usage: Australia is a much drier country than others. In addition, many areas have been in drought for years. Water usage must be managed carefully
- Food: The way Australians eat and what they eat is basically a reflection of the country's English heritage. Food is normally served on individual plates and a traditional evening meal would consist of one serving of meat and three servings of vegetables. In the Ascham boarding house dining room, food is

served on a self select basis. There is at least one meat/fish dish, with a vegetarian option, and a selection of salads

- Lifestyle: Australians value their leisure time. Pollution levels are low compared to the majority of other countries and Australians enjoy their environment by participating in many outdoor activities
- What is free and what is not? As a temporary resident, overseas students are not able to access any government concessions for services provided to residents. This means that they will pay full price for transport, medical services and education.

Enrolment process

The Australian school year begins in late January but a student may be advised to begin her studies mid-year at the beginning of Semester 2 (towards the end of July), provided the School has sufficient knowledge to place her in the appropriate year group.

Upon receipt of the application for enrolment, including a record of birth, an AEAS test report and translated school reports, the student will sit tests, usually in English, Mathematics and Science. The Head of School will assess the results and relevant information and will then arrange an interview with the student and her family if there is an available place. Proof of citizenship is also required along with a copy of a visa, relevant to the student's stay in Australia.

Ascham School reserves the right to suspend or cancel a student's enrolment. In these circumstances, the School will only release the student into the care of her parents and/or an appropriate alternative educational establishment, upon receipt of written permission from the parents. If a student's enrolment is deferred or temporarily suspended, the School will inform the student and her parent in writing that this may affect her student visa. The School will also notify DEEWR under Section 19 of the ESOS Act.

Changing education providers

Overseas students are restricted from transferring from the main course of study for a period of six months. If a student wishes to transfer to Ascham within six months of starting at another school, Ascham will require a written statement from her parents and a written statement of transfer from the School their daughter is leaving indicating the reason for the change.

Where a student is found to have made an application for enrolment to Ascham without release from their course provider, the Registrar will report the matter to the Department of Education, Employment and Workplace Relations (DEEWR).

Strict guidelines apply for students wishing to transfer from one provider to another. Accurate records will be maintained on the student's file of all requests assessments and decisions regarding the request for release.

Students can apply for a statement of transfer to enable them to leave Ascham to attend an alternative education provider. They must apply through the Registrar and final approval rests with the Head of School. If this is sought within the first six months of their course it will only be approved provided it has been agreed by the School, the student and her parents that the student would be better placed in a course that is not available at Ascham or agreement has been reached between the School, the students and the parents that it is in the best interests of the student.

The Department of Immigration and Citizenship (DIAC) requires overseas students to stay with their principle education provider for the first six months of their course.

If a student wishes to transfer within the first six months of the course provided, Ascham reserves the right to withhold a statement of transfer if the student's academic progress is likely to be disadvantaged or if Ascham believes the transfer is the result of the adverse influence of another party. If Ascham does not provide a statement of transfer the student and her parents will be provided with a written response outlining the reasons why it has been withheld and advise them of their right to appeal the decision through the School's Grievance Policy.

Ascham requires one term's notice in writing from a student's parents if they wish to leave or transfer. Ascham will provide a statement of transfer to another school only when:

- a letter supporting the transfer and giving one term's notice is received from the student's parents or legal guardians
- confirmation of enrolment has been received from an approved education provider
- the new provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements where the student is not living with parents/legal guardians or a suitable nominated relative
- confirmation that the student is in DIAC approved welfare and accommodation arrangements.

All applications will be considered within 28 working days and the applicant notified of the decision. No charge will be made to the student for providing a statement of transfer provided the School has approved the transfer and it meets the criteria set out above. Students who transfer to a different education provider may need to contact DIAC to seek advice about whether a new student visa will be required.

Medical records

The student's family will be asked to complete a medical form providing details about the student. Immunisation information is part of that process and Ascham will require proof of immunisation.

Families are required to disclose all medical and health conditions prior to enrolment. These include any mental health conditions.

Course progress and assessment

Students are enrolled at the School to undertake the Prep to Grade 6 course, the Year 7 to 10 course or the Years 11 and 12 (HSC) course.

The School monitors, records and assesses the course progress of students for the courses in which they are enrolled. Students are monitored by their teachers, Heads of Department and other relevant staff; full academic progress reports are sent to parents twice a year, at the end of each semester; and a full parent/staff meeting is held at least once per year. Girls are examined and assessed in accordance with the BOSTES curriculum they are following and the School holds annual examinations at the end of the each year's course.

For overseas parents who may find it difficult to attend the set dates of the parent/staff meetings, the School will facilitate a specific meeting for parents with their daughter's teachers, at a time convenient to the family.

All girls are expected to complete their course of study in the time allotted to that course (for example, two years for the Preliminary and HSC course in Years 11 and 12). The School consistently monitors its students to ensure they will complete their course in the correct time frame.

Due to the nature of the Dalton Plan used by the School, all girls are monitored and complete homework on a weekly basis. Academic work is collated twice each term and completion of all work is signed off by her teachers and overseen by her Year Coordinator. Any girl who does not complete the work in a satisfactory time frame or to a satisfactory standard comes under the care of the Year Coordinator.

To demonstrate satisfactory course progress, students will be expected to achieve satisfactory results in at least 50% of the units studied in any assessment period (or any other measure of course progress as determined by the School). If a student does not achieve satisfactory progress in an assessment period, the student will meet with her Year Coordinator to develop an academic support plan. The plan will include, but not be limited to:

- Being placed on a fixed study timetable to ensure proper use of studies in the Dalton Plan
- An individual study support plan
- Literacy or numeracy support lessons
- Educational assessment and/or counselling
- Specific subject support lessons.

Parents will be kept informed of their daughter's progress while she is on an academic support plan and will be forwarded specific details of the support being given.

Ascham students who continue not to meet the requirements for the course they are enrolled for will be informed by the School. Their parents will be contacted in writing and a further management plan put in place to help the student meet the requirements placed on her by the School. Where a student continues not to meet the requirements of the course, through continued unexplained absence, unsatisfactory course progress or poor behaviour, enrolment may be suspended or cancelled.

Parents will be kept informed throughout the review period and will be given a reasonable timeframe in which to respond to any possible suspension or cancellation of enrolment. If a student's enrolment is cancelled, and the student is a boarder, the student will only be released into the care of her parents or nominated guardians.

The School is required to report students who:

- do not achieve satisfactory attendance
- withdraw from a course
- do not maintain satisfactory course progress.

The School will inform the student and her parents in writing of its intention to alert DEEWR/DIAC if the student is not complying with the course progress requirements. The student and her parents will have 20 working days in which to appeal any decision to report the student to DEEWR of unsatisfactory course progress. If a student or her parents wish to appeal the decision of the School to report the unsatisfactory progress to DEEWR they should do so in writing to the Head of School.

Detailed information about education providers' reporting responsibilities is available on the Australian Education International Education Services for Overseas Students website.

Attendance

Leave

Girls must attend school from the beginning of the first day until the last day of each term.

Given our extensive holidays, permission to extend these in any way is contrary to school policy. There are occasional one-off circumstances which warrant exception and these should be discussed with the Head of School well in advance of any plans being made.

If leave is unapproved but still taken you will be required to meet with the Head of School to discuss your daughter's enrolment at Ascham.

Applying for exemption from school attendance

All leave requests for one day or longer are to be submitted by a parent on an Application for Exemption from School Attendance form. (Sick leave, medical/dental appointments, and bereavement leave are excluded).

The following optional forms are available on the Parent Hub, under Communication – Correspondence. The relevant form should be completed by a parent and submitted by email to absences@ascham.nsw.edu.au.

- Application for exemption from school attendance – exceptional circumstances.
- Application for exemption from school attendance – students participating in elite (national or state level) arts or sporting events.
- Application for exemption from school attendance – students engaged in employment in approved entertainment industry activities.

If the leave is approved by our Head of School, Mr Andrew Powell, a Certificate of Exemption will be provided to the parents and recorded on the student file.

In cases where the leave includes overseas travel, parent should complete an Application for Extended Leave. If the leave is approved by the Head of School, a Certificate of Extended leave is issued and should be carried by the parents/student to present at Airport Customs if requested.

Appointments

Request for leave for medical appointments must be presented in writing 48 hours in advance to the Form Teacher. The girl must then inform all subject teachers of the lessons she will miss while she is at her appointment. Leave for any other purpose needs to be signed by the Deputy Head.

Students will not be permitted to leave the School without a request from a parent or caregiver.

The School day

Girls should be at school by 8.10am. They should be at roll call in their Form Rooms at 8.20am as this is the beginning of the School day. School finishes at 3.30pm. Tuesday is the Dalton Extra day and the School day finishes at 4.30pm for all staff on that day. Girls should not make appointments or have regular commitments before 4.30pm on Tuesdays, in case they have a Dalton Extra.

If a student has been absent without the approval of the School for more than 20% of the scheduled course contact hours, and the student and her parents can provide no satisfactory reason for the absence, the student and her parents will be

informed in writing and will be required to attend an interview with the Head of School to discuss the student's future enrolment in the School.

Sickness

- Girls should miss school only if they are sick. If this is the case, parents must phone between 7.30am and 8.30am on 8356 7000. Parents will be contacted if the girls are absent without notification
- A phone call is required at this time each morning thereafter, unless the girl will be absent for an extended period of time. In the case of a long term illness or an infectious or contagious complaint, the girl will need to provide a doctor's certificate when she returns to school
- A doctor's certificate may be required if a girl is absent for three consecutive days or more
- Parents should let the School know if their daughter will miss extra music or speech lessons, otherwise lesson fees will be charged
- All girls returning from an absence must bring a note to their Form Teacher on the first day back. This note should state date(s) of and the reason for the absence. Girls' cards may not be signed off if there are outstanding absence notes
- Parents may email the absence note to the School at absences@ascham.nsw.edu.au. Please note that if there are any concerns regarding the absence or the explanatory note, parents will be contacted to confirm the details
- A separate note should be sent to the PE teacher if exemption from sport is required
- All infectious diseases should be reported promptly. The required isolation and exclusion time from school should be checked.

Ascham School is required to report students failing to comply with the attendance policy of the School to the Department of Education, Employment and Workplace Relations (DEEWR) and DIAC. The School will inform the student and her parents

in writing of its intention to alert DEEWR/DIAC if the student is not complying with the course attendance requirements. The student and her parents will have 20 working days in which to appeal any decision to report the student to DEEWR of unsatisfactory attendance. If a student or her parents wish to appeal the decision of the School to report the unsatisfactory attendance to DEEWR they should do so in writing to the Head of School.

The School is mindful that prolonged illness could affect a student's attendance record. Therefore the School will not report a student for breaching the 80% attendance requirement where:

1. the student produces a doctor's certificate clearly demonstrating compelling evidence that the student is unable to attend classes
2. this decision is consistent with the School's policies
3. the School confirms that the student is attending at least 70% of scheduled classes.

Grievance policy

At Ascham we support the right of any member of the School community who has a grievance to be treated with respect, given information and guidance on how to resolve the issue appropriately and be supported in their actions to do so.

Overseas students and families will be given every assistance to ensure they are able to report a grievance in a timely fashion and to ensure students are able to contact their parents or guardians with ease. Overseas families not only have access to the usual grievance processes and support in the School (see below) but also may seek the advice, support or guidance of the Registrar and/or the Deputy Head who maintain an overview of all overseas students. These members of staff will ensure that overseas students are able to follow the grievance procedure without difficulty.

If a student believes they have been treated unfairly they should:

- Talk to the person about the problem and try to seek a solution that satisfies everyone's needs.

- Speak to someone with whom they feel comfortable i.e. talk to the School psychologist, school sister, Form Teacher, Year Coordinator about the problem
- Explain the grievance; include who was involved, what happened, what they did and what they believe was unjust or unfair. They should contact parent(s)/caregivers if they feel the issue is still unresolved
- Arrange a time to speak to a senior member of staff if they feel the grievance has not been addressed
- Arrange a time to speak to the Head of School if they feel the grievance has still not been addressed
- If a student or their family believes that their grievance has not been addressed, they can contact the Overseas Students' Ombudsman. The Overseas Students' Ombudsman offers a free and independent service for overseas students who have a complaint or who want to lodge an external appeal about a decision made by their private education or training provider
- Students may bring someone (a guardian, friend, parent) with them for support at any point during the process
- If a student brings a grievance against the School, the School undertakes to maintain the student's enrolment while the grievance process is ongoing.

It is a requirement of the National Code, under the ESOS framework, that the School must inform a student who is not achieving satisfactory attendance or maintaining satisfactory course progress, of the School's intent to notify DEEWR. Students have 20 days to appeal.

Complaints and appeals

If a student or her family believes that a grievance has not been satisfactorily addressed, they can contact the Overseas Students' Ombudsman. The Overseas Students' Ombudsman offers a free and independent service for overseas students who have a complaint or who want to lodge an external appeal about a

decision made by their private education or training provider. For further information see the Overseas Students Ombudsman website www.oso.gov.au .

The Conditions of Enrolment and the availability of complaints and appeals processes do not remove the right of the student to take action under Australia's consumer protection laws.

Wellbeing and academic care

The School has a number of staff members in addition to teachers who support students in academic and wellbeing matters including Form Teachers, Year Coordinators, Head of Boarding, learning enhancement teachers, the School psychologists, the Deputy Head, the Director of Studies and the Director of Curriculum and Learning.

Day girls in the Senior School have peer support and study tutoring. Boarders, in addition to the support provided for day girls, also have tutors during prep from Sunday through Thursday. In the primary school Ascham provides small group support and early bird English and Mathematics lessons. There is also a strong focus on the talking and listening strand of English. Ascham provides a personal development and health program which incorporates interpersonal relationships, social and emotional strategies and a peer support program.

Ascham takes seriously the personal safety and social wellbeing of its students. In addition to those staff who provide care and support to the students in the day school and the boarding house, the School will contact the parents in a timely fashion if a girl's welfare is of concern to the School. Parents are welcome to contact the School (via their daughter's Year Coordinator or the Head of Boarding) at any time if they are concerned about their daughter's welfare or general progress.

Deferment, suspension or cancellation of enrolment

Students may be given permission to defer commencement of their course, take leave of absence or temporarily suspend their studies only through formal arrangement with the School. If a student wishes to defer her studies, application must be made to the School in writing and the final decision lies with the Head of School.

Students will be given permission for deferment or temporary suspension only under compassionate or compelling circumstances such as long term ill health, bereavement of close family members, natural disasters in their home country or other events which could impact on the student.

The School reserves the right to temporarily suspend the studies of a student where the student does not conform to the School's Code of Conduct and her misbehaviour is a cause for concern from the School. If the School suspends a student, any work required must be completed and the student must continue to meet the academic requirements of the School. If the School suspends or cancels the student's enrolment, it will notify the student and her parents in writing that they have 20 working days to lodge complaint via the School's Grievance Policy.

Cancellation of a student's enrolment will occur if there is a failure to pay the course fees or if the student's behaviour is a cause for concern and the student fails to comply with the School's Code of Conduct.

If a student's enrolment is deferred or temporarily suspended, the School will ensure the student and her parents are informed that this may affect her student visa. The School will also notify DEEWR under Section 19 of the ESOS Act.

Failure to maintain satisfactory course progress or satisfactory course attendance, without reason, must be reported to DIAC and will result in cancellation of enrolment.

Tuition Protection Service (TPS)

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study.

The TPS ensures that international students are able to either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fees.

Australia has a well established international education sector with over 1200 education providers delivering a high quality education to international students. For many years now Australia has been a world leader in protecting the tuition fees of international students studying in Australia on a student visa. Recent changes to the Education Services for Overseas Students (ESOS) Act have further strengthened protections for international students through the introduction of the Tuition Protection Service (TPS).

In the unlikely event your education provider is unable to deliver a course you have paid for and does not meet their obligations to either offer you an alternative course that you accept or pay you a refund of your unspent prepaid tuition fees (this is called a provider's 'default obligations'), the TPS will assist you in finding an alternative course or to get a refund if a suitable alternative is not found.

Student default occurs:

Under section 47A of the ESOS Act, an overseas student or intending overseas student defaults, in relation to a course at a location, if:

- the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- the student withdraws from the course at the location (either before or after the agreed starting day); or

- the registered provider of the course refuses to provide, or continue providing, the course to the student at the location because of one or more of the following:
- the student failed to pay an amount payable to the provider for the course;
- the student breached a condition of his/her student visa;
- misbehaviour by the student (Note: the student is entitled to natural justice under subsection 47A(3)).

Provider default occurs:

Under section 46A of the ESOS Act a registered provider defaults, in relation to an overseas student or intending overseas student and a course at a location, if:

- the provider fails to start providing the course to the student at the location on the agreed starting day; or
- after the course starts but before it is completed, it ceases to be provided to the student at the location; and the student has not withdrawn from the course before the default day.

Change of address

If an overseas student changes address it is a requirement of continued enrolment that the School is informed of all and any such changes. Every six months parents will be notified to confirm in writing the student's contact details including address, mobile phone number and email address.

Student Support

The school ensures that students are provided with appropriate support and strategies to address any identified issues. Students may seek support from:

- Deputy Head
- Head of Boarding
- Year Coordinator

- Form Teachers
- Teachers
- School Counsellor
- School Nurse

The Registrar will also monitor daily attendance and academic progress of Overseas Students to ensure non-breach of visa conditions.

Early intervention and counselling is provided to the student, guardian/parent by the Registrar to ensure that the student is continually aware of their obligations under the student visa. Guardians and parents are encouraged at all times to contact either the Year Coordinator or the Head of Boarding with any concerns or issues they have in relation to the progress of their child at school.

Summary information

A full fee paying overseas student (FFPOS) is an overseas student studying at Ascham on a student visa.

Ascham does not deal with agencies or pay referral fees for the recruitment of students.

Ascham is registered on the Commonwealth Register of Courses and Institutions for Overseas Students under CRICOS Provider Number 00380E. Applications are considered for limited places.

A student whose first language is not English, will be required to provide documentary evidence of English proficiency and will be required to sit an examination.

Ascham requires an examination, interview with parents and the student before an accepted place is offered.

Overseas students are required to pay an advance payment that approximates their first term's tuition fees (and boarding fees if relevant). They are also required to pay overseas medical cover and any government levied examination fees.

Overseas students must either live in the School's boarding residences or with their parents in suburban Sydney.

Overseas students who board at the School are required to reside with their parents during all school holidays when the boarding school is closed.

For further information

- Registrar at Ascham: registrar@ascham.nsw.edu.au
- Study in Australia: www.studyinaustralia.gov.au
- Overseas Students Ombudsman: www.oso.gov.au Telephone 1300 362 072
- The Department of Education, Employment and Workplace Relations/Education Services for Overseas Students (ESOS): www.aei.gov.au
- Department of Immigration and Citizenship: www.immi.gov.au for immigration and visa information
- Australia Customs Service www.customs.gov.au for information on what can be brought into Australia
- Department of Foreign Affairs and Trade: www.dfat.gov.au for contact details of embassies.

Useful numbers

- Registrar at Ascham +612 8356 7034
- Emergency services – police, fire, ambulance 000
- Dialling out of Australia 0011 – then dial country code – city/region code – phone number
- Australia's country code is 61
- International SOS 1800 234 601
- Tourism Australia www.australia.com

The main reception area for the School is located on the ground floor of Wallis House. It is here that parents who are attending appointments will be issued with visitor tags.

Girls being collected during the day by parents for appointments or arriving later need to report to Wallis Reception and be signed out or in by a parent or guardian.



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