



International Student Information

College Premises

William Clarke College is located in the heart of Kellyville, northwest Sydney. The Preparatory (age 4) to Year 12 (age 18) co-educational College is highly regarded for its strong Christian Foundation, the quality of its pastoral care and the strength of relationships between students, teachers and parents.

The College is registered and accredited by both the New South Wales (NSW) Board of Studies and the NSW Vocational Education & Training Accreditation Board (VETAB) to provide courses of studies for International Students from Year 7 to Year 10 (Junior Secondary) and Year 11 to Year 12 (Senior Secondary).

The Campus has a modern Library, new air-conditioned classrooms with SmartBoard technology, extensive access to Information Technology, Music & Drama performance areas and commercial kitchen, large oval, tennis & basketball courts, cricket nets, PE training/weights room. A new Sports Centre was opened in January 2015.

The College does not use education agents in its enrolment process.

Accommodation Options

William Clarke College accepts two accommodation options for an International student:

- with a guardian/carer; or
- with a College approved homestay family

All International students studying at William Clarke College require a guardian/carer. A guardian/carer is a relative (brother, sister, grandparent, aunt, uncle, niece, nephew, step-parent, step-brother, step-sister, step-aunt, step-uncle, step-grandparent) and who is:

- a) nominated in writing by the parents
- b) a resident of NSW
- c) 21 years of age or over
- d) able to remain in Australia until the student has completed their course of study
- e) able to provide proof of relationship to the student

A Homestay parent is one who offers the facilities of their home to an International student in exchange for monetary remuneration. The homestay parent is not related to the International student, but takes on the role of guardian/carer. William Clarke College can provide introductions to prior approved homestay families within easy travel distance of the College. All of these homestays will complete a *Working with Children Check*.

Any accommodation and guardianship arrangements will only be confirmed once the Director of Enrolments/International Student Co-Coordinator has visited the intended home and has approved the accommodation arrangements prior to the student commencing at William Clarke College. Approval by the Director of Enrolments/International Student Co-Coordinator is based upon proximity to school, cleanliness, safety, private room setup, bathroom, provision of meals and willingness of family to accommodate and provide support to the student.

Should a suggested homestay not be approved, alternative homestays will be discussed with the applicant's family prior to entry.



Homestays are visited annually by the Director of Enrolments/International Student Co-Coordinator and the College continually monitors the homestay and guardianship arrangements until the end of the course; or the student transfers to another registered provider or leaves Australia or other suitable arrangements are made that satisfy migration regulations or the College can no longer approve of the homestay arrangements for the student.

Should a student / guardian / family wish to change accommodation or guardianship arrangements whilst studying at the College, this must be advised in writing by the guardian /parent well prior to any changes in the arrangement and the College will advise the appropriate government authorities. Please contact Enrolments - ljg@wcc.nsw.edu.au for further information regarding Homestays.

Learning Programs

William Clarke College offers International Students the ability to obtain the NSW Higher School Certificate on the successful completion of their Year 12 studies.

Students at the College study full time, Monday to Friday, 8:40am – 3:25pm during Term time. Current and future Term dates can be found at on the College website. The courses offered at the College for Years 7 – 10 (Junior Secondary) and Years 11 and 12 (Senior Secondary) can also be found on the College website.

Details regarding methods of assessment for Years 7 – 10 (Junior Secondary) and Years 11 and 12 (Senior Secondary) including the Higher School Certificate can be found at:
www.boardofstudies.nsw.edu.au

Reporting and Assessment

Students are formally assessed at the end of Semester One and Semester Two. Report assessments are based upon classwork, homework and subject examinations. Reports are provided to parents and guardian/carers.

Student Support Services

The Director of Enrolments/International Student Coordinator is one of a number of staff members in charge of the pastoral care of International students whilst studying at William Clarke College.

During the orientation process the Director of Enrolments/ International Student Coordinator is identified to the families, guardians and students; and key information is provided relevant to the student's successful transition to studying in Australia and at the College.

The Director of Enrolments/International Student Coordinator works in close association with the Head of House to provide ongoing academic and pastoral support to the student, parents and guardians. All teaching staff involved with International students are briefed by the Director of Enrolments/International Student Coordinator as to their involvement and the requirements of an International student, including obligations concerning attendance and academic progress.



The student support services at the College are designed to ensure students are provided with appropriate support and strategies to address any identified issues. The student support network includes:

- Tutors and Heads of Houses
- Class Teachers and Heads of Faculties
- Learning Support staff
- Head of Sub-school
- College Counsellors
- Chaplain; and
- Occupational First Aid Officer

The Director of Enrolments/International Student Coordinator and Head of House will also monitor daily attendance and academic progress of students to ensure non breach of visa conditions. Early intervention and counselling is provided to the student, guardian/carer by the Director of Enrolments/International Student Coordinator and Head of House to ensure that the student is continually aware of their obligations under the student visa.

Guardian/carers and parents are encouraged at all times to contact either the Director of Enrolments/ International Student Coordinator or Head of House with any concerns or issues they have in relation to the progress of their child at the College. Full contact details of these key staff members are provided in the orientation materials provided to all parents and guardian/carers before the student commences.

Indicative Costs of living in Sydney*

The following table outlines what you might expect to pay for some common items:

Entertainment

Cost of Student ticket to the cinema.....	\$12 - \$15
Cost of two games of Ten Pin Bowling.....	\$22
Cost of DVD movie hire.....	\$5

Travel

Cost of bus ticket to the city	\$6.20
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Eating Out

Cost of a Big Mac meal at McDonalds.	\$7
Cost of a pizza at Pizza Hut.....	\$8 - \$10
Cost of one serve of Fish and Chips	\$8
Lunch in Asian fast food restaurant in Chinatown.....	\$10

International students are not eligible to claim a student discount travel card or free travel to or from school

* Last updated February 2014. AUD\$ quoted.

How to Apply

Applications to William Clarke College are made by;

- Completing the 'Application for Enrolment – International Student' form on the College website and submitting to the address indicated with the Application Fee and other required documents as listed on the Application for Enrolment – International Student form.
- If a vacancy exists for the relevant Year level that the student is applying for, the student may, depending on their proven language proficiency, have to undertake an Academic and General International English Language Testing Systems (IELTS) examination.
- The results from the IELTS examination is used in conjunction with school subject reports to determine the readiness of students for Year 7 – 10 courses and as candidates for the NSW Board of Studies Year 10 School Certificate, the Year 11 Preliminary Certificate and the Year 12 Higher School Certificate.



- For admission into Year 10 for Term 4, students are required to demonstrate English language proficiency for Year 11.
- The minimum IELTS English language proficiency scores for entry into Years 7 – 10 or Years 11 and 12 is seven (7).

All costs associated with the IELTS testing are to be paid by the family/student. Please refer to the IELTS website www.ielts.org/default.aspx for indicative costing and description of the testing. The IELTS examination is made up of four parts – Listening, Reading, Writing and Speaking.

An Application to the College and undertaking the IELTS test does not imply that William Clarke College will make an Offer of Enrolment.

Offer of Enrolment

An Offer of Enrolment may be made by the College subject to the following:

- a place being available at the Year level required
- assessment of the IELTS test result
- student's current school reports
- a literacy and numeracy test at the College and
- interview with the Director of Enrolments at the College

To accept an Offer of Enrolment, the requested non-refundable Enrolment Fee must be paid prior to the nominated date.

Once the Enrolment Fee is paid, an electronic *Confirmation of Enrolment (eCoE)* and *Confirmation of Accommodation and Welfare Arrangements (CAAW)* are issued, which are required for application to the Australian Government for a student visa.

Tuition Fees

Please refer to International Student Fee Structure available on the College website www.wcc.nsw.edu.au for current fees applicable to International students.

Tuition Fees do not include payments for camps, excursions, incursions, carnivals, textbooks nor amounts relative to representative sport, music tuition, instrument hire, drama performances and visual art subject needs. These items are subject to either a Year Levy or individual charge. Fees are payable in four instalments, at the commencement of each term.

Refund of Fees

While fees and expenses are payable at the commencement of each term, if this cannot be adhered to because of personal or financial difficulties, application for variation of payment must be made in writing to the Business Manager. In addition, the College reserves the right, which may be exercised at any time, to refuse to allow a pupil to continue his / her education at the College, while any fees remain unpaid.

One full term's notice in writing of the intention to withdraw a student from the College is required, otherwise an amount equal to one term's fee is payable in lieu thereof.

Should a Student Visa be refused the College will refund any tuition fees paid within 4 weeks. Should the College be unable to provide the course of study in which the student has enrolled the College will:

- Pay a full refund to each student who had a eCoE approved, visa granted and studying status within two weeks of the default date; or



- Arrange for the student to be offered a place in an alternative course(s) delivered by a CRICOS registered provider at the College's expense. If the student accepts the offer of placement in an alternative course(s) in writing, the College is relieved of its liability to provide a refund to the student; or
- Arrange for its Tuition Assurance Scheme to promptly offer affected students a place in suitable alternative course(s). If the student accepts the offer of a placement in a suitable alternative course(s), in writing, the College is relieved of its liability to provide a refund to the student.

The College policy of refund of fees, and the availability of the complaints and appeal process, does not remove the right of the student to take further action under Australia's Consumer Protection Laws. Parents wishing to claim a refund for fees paid, should apply in writing to the Business Manager.

Dispute Resolution

Should an issue arise that a student wishes to discuss and resolve, they should seek first to resolve the issue with the individual teacher as quickly as possible. After discussion, should the issue remain unresolved, the teacher will then seek to involve the Head of Faculty and the following if needed:

- Tutor and Head of House
- Director of Enrolments/International Student Coordinator
- Head of Sub-School (Middle or Senior)
- Deputy Headmaster
- Headmaster

If the matter is unresolved internally at this point, the College will engage upon request by the parent, guardian/carer or student an independent arbiter to adjudicate. The cost of the independent arbiter will be paid by the College. The College will continue to support the student during this process and will not seek to terminate the student's enrolment until the matter is fully resolved.

The College's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

Deferring, Suspending or Cancelling Studies

Should a student wish to defer or cancel their studies, the student and family will be counselled on the effect this may have on their student visa and studies at William Clarke College.

Should a student need to suspend their studies, full discussions with the student and family will be undertaken on the effect this may have on the continuation of their student visa. All efforts will be made to support the student to continue their studies successfully at William Clarke College.

National Code of Practice

William Clarke College is fully compliant with the National Code of Practice 2007 and refers parents and students to the following websites to view:

<http://aei.dest.gov.au/AEI/ESOS/ESOSLegislation>

(The Australian Government's Education Services for Overseas Students (ESOS) Legislation)

<http://aei.dest.gov.au/AEI> (Study in Australia Guide)



Sharing Personal Data with the Australian Government

Parents and students should be aware that personal details, course enrolment details and any changes to, or suspected breaches of visa conditions will be provided to Australian Immigration authorities as required under Australian Government legislation.

Students transferring from another registered provider must have completed six months with that registered provider before being considered by William Clarke College, at which time the standard enrolment process will apply. Applicants who have not completed 6 months with the original provider may be considered on an individual basis only if a full letter of release from the original provider is produced.

Medical Insurance

Medical insurance is arranged by the College, with costs included in the additional fees for International students – please refer to the College website for further details. Medical insurance is currently provided by Medibank Private, BUPA or NIB.

Incident Policy

William Clarke College has a Critical Incident policy in place in the event of a serious incident occurring. All staff are made aware via the Staff Manual of the need to immediately report any incident to members of the critical incident team, who will then implement the documented procedures.