SCOTCH COLLEGE
HANDBOOK FOR INTERNATIONAL STUDENTS

Scotch College is an approved school to accept Full Fee Paying Overseas Students. Each year we welcome boys from countries all over the world. Scotch College is one of Australia's leading schools for boys. The School has been at the forefront of education since its foundation in 1897. Throughout its long history, the School has upheld a tradition of excellence that is reflected in a wide and progressive curriculum. At Scotch College, learning is more than an academic issue; it is a total picture which provides a balance between a student's intellectual, physical, emotional, relational and spiritual needs. Scotch's tradition of individuality, excellence, and community is a trademark of our students; it is the cornerstone on which our school was built and the heritage for its future.

In keeping with the School's goal to provide education of an international standard, the School adopted the International Baccalaureate to its curriculum in 2003. Scotch College is authorised to offer the Primary Years Programme, the Middle Years Programme and the Diploma to provide a seamless curriculum of an international standard of excellence. Boys are also able to study for the WACE (Western Australian Certificate of Education) in Years 11 and 12. Scotch College is registered for international students under the ESOS framework. Information on this framework can be found at http://aei.gov.au/AEI/ESOS/QuickInfo/ESOS_Framework_pdf.pdf

Scotch College is located in Swanbourne, a picturesque western suburb of Perth. The campus is located approximately a kilometre from Stirling Highway, a major arterial road from the city to Fremantle, and only a few hundred metres from Swanbourne train station. Scotch's senior campus is separated from the Junior and Middle Schools by Shenton Road. The College's boarding houses are tucked behind the junior schools, boasting excellent facilities in a stunning location on the edge of the school playing fields and close to pristine beaches.

LIVING IN PERTH

Perth is a multicultural city that welcomes people from all nationalities. Located on the Swan River the City of Perth boasts a relaxed lifestyle with warm summers, mild winters and a wonderful outdoor lifestyle. Summer is from December to February and winter is from June to August. Western Australia is in a similar time zone to Asian countries because Perth is one of the closest Australian cities to many Asian cities. It is an ideal study destination and international students are close to home. Perth's lifestyle includes beaches, outdoor activities, movies, the arts, culture, and enjoying cuisine from around the world. Our port City of Fremantle is located 20 minutes south of Perth and boasts great cafes, shopping, artists, and the famous Fremantle markets. Tourism is also very popular in Western Australia, with tourist destinations including Wave Rock, Albany, Esperance, the Pinnacles, feeding the dolphins at Monkey Mia, swimming with the whale sharks in Exmouth and riding a camel on the beach in Broome. The cost of living in Perth is very reasonable. As a boarding student, the costs of a student's daily living are met by the boarding fee. In addition, international students usually receive pocket money from their parents to cover incidental personal expenses, such as going to the movies, or attending some optional activities arranged by the boarding house. International students usually return home for the school holidays during the year, or alternatively may reside with their guardian for this period.

Further Information to assist in learning a little more about living in Perth.
http://www.ciswa.com;
SCOTCH ADMISSION PROCEDURES

If you are interested in sending your son to Scotch College as a full fee paying student, you will need to follow a number of very important steps. Each step is explained in detail below:

1. Initial contact should be to the Manager of Admissions via email on our website www.scotch.wa.edu.au (Admissions tab).
2. The Manager of Admissions will acknowledge your enquiry and request copies of school reports. Once received, the reports will be submitted to the Director of Teaching and Learning who will assess whether the student will cope with the rigours of Scotch College and boarding and determine the correct academic year of entry.
3. Providing a place in the required year and a boarding bed is available and the reports are in order, the Manager of Admissions will request that the student be registered at Scotch College via the website www.scotch.wa.edu.au. The cost to register is $110 plus a 1% credit card surcharge, making the total cost $111.10.
4. A formal offer will then be generated and sent (usually via email to expedite the process) to the family.
5. The offer can be accepted by the signing and returning of forms and the payment of an Endowment fee as shown in the current “Fees and Charges” brochure. The Endowment fee is halved for boys starting at Year 11 and for families with more than one boy at the school.
6. The student and parents will be required to attend Scotch College where an English competency test will be managed by the Manager of Admissions. This will be followed by a tour of the College, the boarding facilities and a meeting with the Head of Boarding.
7. At this stage, the parents will need to nominate a guardian
8. The Manager of Admissions will generate a Confirmation of Enrolment (CoE) form which will be sent to you either through the post or electronically. This Confirmation of Enrolment will enable you to apply for a student Visa at the Australian Embassy or High Commission nearest to you. For more information on applying for a student visa, please refer to www.immi.gov.au/study
9. Full fee paying overseas students who do not have a parent or guardian in Australia and who do not qualify for Government Grants will be charged a fee in lieu of Government subsidies and for extra administration costs.
10. All international students must have health cover before they enter the country. Scotch College has an arrangement with Medibank Private and can organise this health cover in advance. It is now a Government requirement that students pay their health insurance in advance for the entire duration of their studies.
11. To summarise - before a student can commence at Scotch College, the following amounts must be paid:
   • Tuition and boarding fees for entire year in advance (please refer to “Fees and Charges” as well as “Refund Policy”.
   • Health care in advance for duration of study period (as per Confirmation of Enrolment form). This can be paid direct to the school electronically as per details on the letter of offer. Alternatively, it can be paid by credit card or cash if attending in person.
   • Fee in lieu of Government Grants.
NOMINATION OF A GUARDIAN
If you live outside Western Australia, either permanently or temporarily, you are required to appoint a responsible adult to act as a guardian for your son. Guardians perform a vital role in that they act for you “in loco parentis” when your son is not under the direct control of the College. The selection of a guardian is a parental responsibility and is a condition of your son’s enrolment at the College.

Choosing a Guardian
The College requires that all guardians are over 21 years of age and reside in Perth. They must be easily contactable and prepared to make travel arrangements for your son as necessary. If required they must look after your son (their ward) during holiday periods and long weekends. All guardians must have a “Working with Children” check.

Student Health and Well-Being
Should your son be unable to remain in the boarding house due to illness or infection he will need to stay with his guardian. It is therefore extremely important that the guardian informs the College if he will be leaving Perth for any reason. For any absences from Perth it is the guardian’s responsibility to notify us of an alternate guardian for the period of the absence.

Mid-Term Breaks and School Holidays
The Boarding House closes during mid-term breaks and school holidays, therefore your son will need to stay with his guardian at these times if he is not returning home.

Guardianship Expectations
A person who is requested to act as a guardian has a great responsibility. Your son’s guardian will:
• Take responsibility for your son’s welfare.
• Ensure that your son is making satisfactory progress in his studies.
• Attend parent teacher interviews.
• Act as a contact point for the Boarding House at all times.
• Provide your son with guidance and help in subject selections, school commitments and everyday matters.
• Arrange for the student’s leisure activities and travel/accommodation during mid-terms and term holidays (as required). This includes arranging suitable transport to and from the airport as necessary. Boarding staff are generally not available to transport students to and from the airport.
• If requested, control the student’s allowance and in agreement with you, arrange for the purchase of necessary items such as books and clothing.
• Sign documents as necessary. Guardians may be asked to sign medical forms, bank and passport forms.
• Ensure in the event of illness that your son receives appropriate medical attention and care. When necessary, guardians will be required to take the student home for his period of recovery.
• Act as the student’s representative in relation to visa, immigration and legal matters in Perth.
• In the event of a significant disciplinary issue it may be necessary for the guardian to
accommodate your son should he be excluded from either the College, the Boarding House, or both.
• Inform the School immediately of any changes in his contact details.

**College Monitoring of Guardians**

The College must be satisfied at all times that appropriate welfare arrangements are in place for the international students. While the College is often in direct communication with the guardian on a regular basis there may be an occasion where the College will need to meet with Guardian, at their home, to approve of the welfare arrangements. All guardians must meet with the Head of Boarding (or their delegate) prior to a boy commencing at Scotch College. The School must be satisfied that the person is appropriate as a boy’s guardian. The final decision rests with the College.

In like fashion, host families who are not known to the School are required to meet with the Head of Boarding (or their delegate) prior to a boy taking leave.

If you have any questions or concerns regarding these expectations you can contact the Head of Boarding, or the Manager of Admissions at admissions@scotch.wa.edu.au
STUDENT SUPPORT SERVICES
Every effort is made to ensure that new overseas students are made welcome, are familiarised with their new environment, and enjoy the time they spend at Scotch College. Orientation activities are conducted before commencement at the College. Teaching and Student Services facilities are all located on campus. Please refer to current Boarding Handbook, Student Handbook and Student Diary.

The Academic Support Team, located in The Residence is available to provide academic support throughout the day and after school. If necessary, students will be provided with support during class time. The Chaplain and the School Psychologist are also located in The Residence and are available for an informal chat or more formal counselling sessions.

ATTENDANCE
One of the more important visa conditions is 8202 - Meeting Course Requirements. This relates to issues such as poor attendance or unsatisfactory academic progress. Any absenteeism will be documented as per school policy. The School must also be notified of any change of address or living circumstances of the student, family and or guardian. Failure to do so may affect the viability of the student’s on-going visa. Unsatisfactory academic progress may result in the student’s enrolment being cancelled, which would be in breach of these visa conditions. Breaching this condition has serious implications for your visa and will affect the possibilities for future study in Australia.

MONITORING AND REPORTING STUDENT PROGRESS AND ACHIEVING SATISFACTORY COURSE PROGRESS
Scotch College uses a variety of means to determine whether a student has made satisfactory progress. To seek further information related to your son’s course, please contact the Director of Boarding.

In general, if your son is identified as a student at risk of making unsatisfactory progress, his teachers and relevant staff will inform you in writing and seek a meeting. This meeting will provide you and your son with the opportunity to explain your son’s circumstances and discuss strategies to assist him with achieving satisfactory results. If your son continues to make unsatisfactory progress, the School will ask you to make a written submission and/or attend a meeting with the Headmaster. It is important that you make every attempt to attend this meeting and provide all the relevant information as to why your son is not progressing satisfactorily. If you prefer, your son’s guardian may attend this meeting with you or instead of you. A decision will be made even if you or your son’s guardian do not attend.

The School will notify you in writing if it decides to recommend cancellation of your son’s enrolment. This letter will include information about appealing the recommendation and the School’s obligation to report you to the Department of Education Services (DES) and the Department of Immigration and Citizenship (DIAC) if your son has not made satisfactory academic progress. This letter will be sent via Registered Post and confirmation of it being sent will come via email or fax. When you receive this letter, you have 20 working days from the date on the letter to decide on one of the following options:
• You discontinue your son’s enrolment within 20 working days of having received the letter; or
• You appeal the School’s decision within 20 days of the date of the letter

If you do not respond, the Headmaster will make a decision in your absence. The Headmaster’s decision is final and no further review will be made available from within the School.

Overseas students and parents are required to access the internal complaints process within 20 working days. If the student chooses not to access the process or withdraws from the process, or the process is completed and results in a decision supporting the School, the Admissions Manager must notify the Secretary of DEEWR through PRISMS of the student not achieving the satisfactory course progress as soon as practicable.

Suspending or deferring a course for any reason may result in a variation to the student’s visa conditions.

**COLLEGE COMPLAINTS AND APPEALS PROCESS**

Should a complaint be received by the School, staff will make every effort to resolve the issue quickly and fairly. When making a complaint, please supply:

• your name and contact details
• copies of any relevant correspondence or documents relating to the complaint
• nature of the complaint and
• what you consider may be required to resolve the complaint

Please refer to the School’s Complaints and Grievance Procedures. The outcome of all written complaints will be provided to you in writing.

If you are dissatisfied with the School’s attempts to resolve your complaint, you have the right to an appeal. In the event of an appeal, the student’s enrolment will be fully maintained, pending the outcome. The appeal will be at no cost to the student. The outcome of the appeal will be provided to you in writing.

If a FFPOS student is excluded from the College for any reason pertaining to a complaint or Visa issues, it will be with no disadvantage to the student whilst the appeal process is on-going.

**Overseas Students Ombudsman**

If an international student studying, or planning to study, in Australia has a problem with a private education provider, they can contact the Ombudsman. Family or friends of overseas students who are concerned about a problem a student is having can also contact the Ombudsman. The Overseas Student Ombudsman is independent and impartial. You can make a complaint in your own language. The Ombudsman will pay for the interpreter. A brochure containing information on how the Overseas Student Ombudsman can assist is available upon request from the Manager of Admissions.
SCOTCH COLLEGE REFUND POLICY FOR INTERNATIONAL STUDENTS

Scotch College is committed to International Students. Please refer to the College Refund Policy for International Students. This policy is determined in accordance with the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code 2007). Families and Students should refer to the College International Refund Policy.

Applications for refund must be made in writing to the Headmaster. The College will respond within 30 days. If Scotch College is unable to provide the agreed course to the student, a full refund of all fees and charges will be made.

CHANGING EDUCATION PROVIDER (TRANSFER POLICY)

• The College must not enrol a transferring student before the student has completed six months of her principal course unless the exceptions in Standard 7.1 apply:
  • the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
  • the original registered provider has provided a written letter of release;
  • the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course; or
  • any government sponsor of the student considers the change to be in the student’s best interest and has provided written support for that change.
• Students can apply to transfer before they have completed six months of their principal course. If a student’s request for release is refused, the student must be informed in writing of the reasons for the refusal and his or her right to appeal the decision.
• The College considers all factors that ought to be taken into account. It should also enable the circumstances of the student to be considered in order to determine if the transfer will be to the detriment of the student. The range of factors may include:
  • if the course the student wishes to transfer to:
  • better meets the study capabilities of the student
  • better meets the long term goals of the student, whether these relate to future work, education or personal aspirations
  • If the student wishes to change course in order to get access to greater support (may be through the services offered by another provider, commercial or non-for-profit services or through access to family, friends or a cultural support network)
  • If the student claims or can provide evidence that his or her reasonable expectations about the current course are not being met
  • The College may consider a transfer to the student’s detriment, depending on the student’s individual circumstances and a broader range of factors, such as those outlined above, including:
    • if the transfer may jeopardise the student’s progression through a package of courses
• If the student has recently started studying the course and the full range of support services are yet to be provided or offered to the student (it is good practice to revisit the issue within a timeframe negotiated with the student); and
• if the student is trying to avoid being reported to DIAC for failure to meet the provider’s attendance or academic progress requirements.

A letter of release should be provided for a student where:

• a student can provide evidence that he or she was misled by the provider or an education or migration agent regarding the provider or its course, which constitutes a breach of the ESOS Act, or
• an appeal (internal or external) on a matter that may reasonably result in the student wishing to seek a transfer supports the student.
• The College will make judgments about the student's best interests or the receiving course, the College will ensure the reasons are adequately supported.
OTHER IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

• It is imperative that parents advise the Manager of Admissions of any change of address or contact details within seven (7) as the Manager of Admissions is required to report this change on PRISMS. Failure to report such changes will be in breach of your son’s Visa conditions.
• You will need to finalise your son’s travel arrangements. If he returns to his home country each holiday you will need to make bookings well in advance.
• To meet your son’s student visa requirements it is important that he does not leave school before the end of term or return after the new term has begun.
• Permission for students to arrive after term starts or before term ends will only be given by the Head of Boarding in exceptional circumstances, and notification must be received at least three weeks in advance. The Director of Boarding’s decision in such circumstances is final.
• Overseas students may not drive or have access to any form of motor transport whilst a student at Scotch College.
• The possession, distribution or use of any form of illegal substance under Australian law or any type of offensive weapon or behaviour illegal under Australian law will lead to the immediate dismissal of the student from the College.
• Overseas students are expected to participate fully in the academic, sporting and social life of the College. They are expected to speak English wherever possible and to observe Australian customs of social courtesy and behaviour. In return Australian students are expected to respect the different cultural backgrounds and experiences of their overseas colleagues. An unwillingness to be an active and committed member of the Scotch College community will lead to the enrolment of a student being reviewed by the College Headmaster.

Further information on enrolling at Scotch College can be made by contacting:

Manager Admissions
Scotch College
76 Shenton Road
SWANBOURNE WA 6010
Tel: + 61 (08) 9383 6800
Email: admissions@scotch.wa.edu.au