

International Student Enrolment Information Handbook

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The acceptance and understanding of a culturally diverse world is fundamental to enabling Canterbury students to prepare for the challenges of a global future.

Canterbury welcomes enrolments from international students. Our international students experience our diverse range of co-curricular, cultural, academic and pastoral programs within our Australian setting.

These students are an important group within the wider Canterbury community and the school recognises the contribution they make to our student population.

The school provides specialist staff trained in English as a Second Language for those students requiring support.

Canterbury is bound by the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007) under registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

CRICOS Registered Courses

Primary Education (Prep - Year 6)	Primary School Studies (7 years)	Course Code 086185G
Junior Secondary (Years 7 - 10)	Junior Secondary Studies (4 years)	Course Code 086186G
Senior Secondary (Years 11 - 12)	Senior Secondary Certificate of Education (2 years)	Course Code 023343J

International Students Preliminary Requirements

Depending on the student's English language ability, the student may be required to successfully complete an ELICOS (English Language Intensive Course for Overseas Students) course.

As a condition of enrolment, the student authorises Canterbury to check visa entitlements electronically via VEVO (Visa Entitlement Verification Office) for the duration of enrolment on the Department of Home Affairs website.

As a condition of enrolment from Year 10 onwards, the student agrees to allow Canterbury to open a learning account in the student's name with the Queensland Curriculum and Assessment Authority (QCAA), and for the student to be assigned a Learning Unique Identifier (LUI) for certification of studies purposes.

As a condition of enrolment, the student agrees to abide by all school policies for the duration of enrolment and to disclose any medical or health conditions that may affect studies or student welfare. These policies include:

International Student Welfare & Accommodation Policy
International Student Complaints & Appeals Policy
International Student Monitoring of Course Progress & Attendance Policy
Code of Conduct / Charter of Values
International Student Transfer Request Assessment Policy
International Student Deferral, Suspension & Cancellation Policy
International Student Refund Policy
International Student Application Entry Requirements Policy

The Student/Parents/Guardians must agree to disclose any essential information relating to additional support or care the student may require due to an existing medical condition, including the need for prescribed medication, disability - including learning disorder, or other need for specialised support. Failure to do this may result in enrolment cancellation.

As a condition of enrolment, the Student/Parents/Guardians must agree that all students for whom the provider holds a Confirmation of Appropriate Accommodation and Welfare (CAAW), must maintain approved arrangements for the entire duration of enrolment, irrespective of the student's age.



Enrolment Criteria

Canterbury will consider enrolment applications from students wishing to apply for a student visa, subject to compliance with minimum requirements and conditions set by the school and with the legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.

All students applying to Canterbury are assessed on the following criteria:

- Availability of a place in the academic year level nominated in the application.
- The student's behaviour, attendance and commitment to study.
- The student's age.
- The student's English proficiency level.
- Satisfactory completion of the academic year level prior to the year level nominated in the application.

Intensive English / High School Preparation Program (HSP)

Depending on the student's English language ability, the student may be required to successfully complete a HSP course. Canterbury can recommend a HSP provider from a list of education partners.

Progression from HSP into mainstream academic classes will be based on test results in reading, writing, listening and speaking as indicated below, as well as an interview prior to commencement.

International Student Application Entry Requirements

As part of the application process, international applicants will need to provide evidence of the following:

The student has attended an English speaking school in their own country and achieved sound results in both oral and written English.

OR

The student has attended an English preparation course in Australia and achieved sound results in both oral and written English.

Students who do not have English as their first language will need to meet the following language requirements:

Year Level (mainstream)	IELTS	NLLIA	ISLPR	TOEFL	Canterbury College Band Scales	Other
4-6	-	4	1+	-	-	To be negotiated
7	4		1+	31	4	To be negotiated
8	4		1+	31	4+	To be negotiated
9	4.5		1+	32	5-	To be negotiated
10	5		2	35	5+	To be negotiated
11	5.5		2+	46	6	To be negotiated
12	6		3	60	6+/7	To be negotiated

Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course of High School Preparation before beginning mainstream studies.

The school will also conduct on-site Interviews and English Testing prior to prospective students commencing their study. This helps the school determine the student's English levels across Reading, Writing, Listening and Speaking.

It is a requirement that the Principal is satisfied the student can immediately achieve sound English results for the appropriate year level of entry.



International Student Enrolment Steps

Step 1 – Submit Documentation

International students are required to provide the following documentation as well as evidence of satisfactory levels of academic achievement appropriate to the entry year level requested on the Application Form:

- Completed Canterbury Application Form.
- Evidence of English language proficiency appropriate to the registered courses being offered (as described previously).
- Certified translations into English of the student's Academic Transcripts for the past two years.
- Certified translations of any certificates of public examinations (where applicable).
- A photocopy of the photo page of the student's passport.
- If already enrolled at an Australian school, a Letter of Release from that school together with any academic reports (if applicable).

An application for enrolment can only be processed when all information has been provided.

Step 2 – Interview

Where logistically possible, the student is interviewed face-to-face by the Head of Junior School or Head of Secondary School – whoever is appropriate.

In cases where the student is not local, the interview is conducted online via Skype, Microsoft Teams or Zoom.

The purpose of this interview is to converse with the student in English, discuss the school and student expectations, discuss accommodation and welfare, refer the student to relevant policies, subjects and appropriate year level curriculum, co-curricular activities, and address any questions the student may have.

Agents must ensure that any preparation for the interview takes place prior to the interview date.

The agent or parent cannot coach the student during the interview as this will not give the interviewer an accurate assessment of the student's English level and general capability.

Step 3 – Decision

If the interview is successful, the school will notify the agent or student.

Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.

In cases where report cards are not available or are inconclusive for any reason, the school will require relevant testing of the applicant to assess the application.

Step 4 – Enrolment Offer

Once an application has been accepted, the student will be issued:

A conditional Letter of Offer outlining:

- Course Fees
- Course Duration & Description
- CRICOS Code
- Enrolment Conditions.



A Written Agreement outlining:

- Student's contact information
- Total estimated fees for the duration of the enrolment (tuition & non-tuition fees)
- Special conditions (if any)
- Relevant policies around refunds, welfare & accommodation, course attendance & progress
- Visa requirements for enrolment as an international student
- Collection of Information - Privacy Policy.

Step 5 – Offer Acceptance

The parent(s) / legal guardian(s) and the student:

- Sign and return the Written Agreement
- Pay fees as outlined in the Letter of Offer
- Supply evidence of Overseas Student Health Cover (OSHC) if the OSHC is not purchased through the school.

IMPORTANT: The agent cannot sign documents nor make fee payments on behalf of the student or their parent(s) / legal guardian(s).

Genuine Temporary Entrant (GTE)

The Genuine Temporary Entrant (GTE) requirement is an integrity measure used by the Department of Home Affairs in its assessment of student visa applicants to ensure the visa will be used for study purposes only and to verify a genuine intention to stay in Australia temporarily.

To comply with student visa regulations, Canterbury will assess some applications against the GTE requirements.

In some cases, applicants will be asked to apply through an education agent registered with Canterbury who will assist with the visa application, including GTE assessment.

Students must hold a valid student visa to enrol at Canterbury under this program.

Step 6 – Issue of Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation and Welfare (CAAW)

- The school will issue CoE/s for the courses accepted.
- If accommodation is to be arranged through the school's Homestay Program, the school will issue a CAAW.
- If a distant relative or close family friend has been nominated by the student's family to provide accommodation and welfare, then that arrangement must be approved by the school.

The arrangement will be monitored under the school's Homestay Program, and must comply with the strict laws relating to the protection of children including screening by the Queensland Government.

All adults in the household must hold a Working With Children Blue Card.

In approved cases, the school will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW).

Step 7 – Student Visa 500 Application

Apply online for your student visa through the Department of Home Affairs website using your CoE and CAAW.

Full details on student visa application requirements can be found at www.homeaffairs.gov.au.

The process is complex and applications from certain countries require substantially more documentation and background checks.

During peak periods the Department of Home Affairs may take up to 3 months to process visa applications.

As you will need to have a student visa before you can commence at the school, you should ensure to allow for visa processing times when planning your visa application.

Step 8 – Grant of Visa

Please provide a copy of the Grant of Visa to the school.



Step 9 – Preparation For Arrival

Students will complete a Student Profile which is used to identify the most suitable homestay family for the student.

The factors taken into account are:

- Allergies
- Before/After school activities

The next step is notifying the school of flight arrival information.

Arrangements will be made for airport pick-up if required.

Step 10 – Orientation

On the Friday prior to commencement of Term, International Students will participate in:

- Interview with the Head of Junior School or Head of Secondary School to discuss subjects
- Orientation – Homestay, School & Safety
- Uniform outfitting
- Registration in school activities, clubs and organisations
- Campus tour
- General information
- ID photo & student card
- Laptop registration on the school network
- Textbooks issued
- Locker allocation
- Sports trials (if required).

Student Visa 500 Conditions

The Australian Department of Home Affairs has granted you a visa under certain conditions.

You have a responsibility to maintain:

- Satisfactory academic course progress
- Living arrangements approved by the College
- Satisfactory College attendance
- Overseas Student Health Cover (OSHC)
- And remaining with the principal education provider for 6 calendar months, unless issued a Letter of Release from the provider to attend another institution.



International Student Fee Schedule 2024

All fees are based on current fees and are indicative only. Fees are subject to an annual increase depending on economic factors. All fees are to be paid in Australian dollars .

ENROLMENT FEES

\$AUD

Acceptance Fee (Non Tuition Fee)	850
Bank Transfer Fee	25

Period of Time Charged and explanation notes

Once only fee
Payable per international bank transfer

COURSE CODE: 08615G - Primary Education

a. TUITION FEES

\$AUD

Prep Tuition Fees	15,575
Prep Tuition Fees	15,575
Year 1 Tuition Fees	15,575
Year 1 Tuition Fees	15,575
Year 2 Tuition Fees	15,575
Year 2 Tuition Fees	15,575
Year 3 Tuition Fees	15,575
Year 3 Tuition Fees	15,575
Year 4 Tuition Fees	15,575
Year 4 Tuition Fees	15,575
Year 5 Tuition Fees	15,575
Year 5 Tuition Fees	15,575
Year 6 Tuition Fees	15,575
Year 6 Tuition Fees	15,575

Sub-Total Tuition Fees 218,050

Period of Time Charged and explanation notes

Semester 1
Semester 2
Semester 1
Semester 2
Semester 1
Semester 2
Semester 1
Semester 2
Semester 1
Semester 2
Semester 1
Semester 2
Semester 1
Semester 2
Semester 1
Semester 2

b. NON TUITION FEES

\$AUD

Prep Single Resource Charge	150
Prep Single Resource Charge	150
Year 1 Single Resource Charge	150
Year 1 Single Resource Charge	150
Year 2 Single Resource Charge	150
Year 2 Single Resource Charge	150
Year 3 Single Resource Charge	250
Year 3 Single Resource Charge	250
Year 4 Single Resource Charge	750
Year 4 Single Resource Charge	750
Year 5 Single Resource Charge	750
Year 5 Single Resource Charge	750
Year 6 Single Resource Charge	750
Year 6 Single Resource Charge	750
English Proficiency Testing Fee	300
Overseas Student Health Cover (OSHC)	692
Stationery	100
Uniforms	1000

Semester 1 - iPad program, course related material
Semester 2- iPad program, course related material
Semester 1 - Excursions, device, course related material
Semester 2 - Excursions, device, course related material
Semester 1 - Excursions, device, course related material
Semester 2 - Excursions, camp, device, course related material
Semester 1 - Excursions, camp, device, course related material
Semester 2 - Excursions, camp, device, course related material
Semester 1- Excursions, camp, device, course related material
Semester 2 - Excursions, camp, device, course related material
Semester 1 - Excursions, camp, device, course related material
Semester 2 - Excursions, camp, device, course related material
Semester 1 - Excursions, camp, device, course related material
Semester 2 - Excursions, camp, device, course related material
Annual fee
Approximate cost per year, required for duration of the visa
Approximate cost per year
Approximate cost



COURSE CODE: 08616G - Junior Secondary

a. TUITION FEES	\$AUD
Year 7 Tuition Fees	15,575
Year 7 Tuition Fees	15,575
Year 8 Tuition Fees	15,575
Year 8 Tuition Fees	15,575
Year 9 Tuition Fees	15,575
Year 9 Tuition Fees	15,575
Year 10 Tuition Fees	15,575
Year 10 Tuition Fees	15,575
Sub-Total Tuition Fees	124,600

Period of Time Charged and explanation notes
Semester 1
Semester 2
Semester 1
Semester 2
Semester 1
Semester 2
Semester 1
Semester 2

b. NON TUITION FEES	\$AUD
Year 7 Single Resource Charge	750
Year 7 Single Resource Charge	750
Year 8 Single Resource Charge	900
Year 8 Single Resource Charge	900
Year 9 Single Resource Charge	900
Year 9 Single Resource Charge	900
Year 10 Single Resource Charge	900
Year 10 Single Resource Charge	900
English Proficiency Testing Fee	300
Overseas Student Health Cover (OSHC)	692
Homestay Fees	20,281
Homestay Placement Fee	360
Homestay Retention Fee	1,000
Student Welfare Fee	720
Stationery	100
Uniforms	1000

Semester 1 - Device, camp, textbooks, excursions, course related material
Semester 2 - Device, camp, textbooks, excursions, course related material
Semester 1 - Device, camp, textbooks, excursions, course related material
Semester 2 - Device, camp, textbooks, excursions, course related material
Semester 1 - Device, camp, textbooks, excursions, course related material
Semester 2 - Device, camp, textbooks, excursions, course related material
Semester 1 - Device, camp, textbooks, excursions, course related material
Semester 2 - Device, camp, textbooks, excursions, course related material
Annual fee
Approximate cost per year, required for duration of the visa
One school year – see notes below
Payable for student request to change homestay
Payable once
Annual fee if College holds CAAW
Approximate cost per year
Approximate cost



COURSE CODE: 023343J- Senior Secondary

	\$AUD	Period of Time Charged and explanation notes
Year 11 Tuition Fees	15,575	Semester 1
Year 11 Tuition Fees	15,575	Semester 2
Year 12 Tuition Fees	15,575	Semester 1
Year 12 Tuition Fees	15,575	Semester 2
Sub-Total Tuition Fees	62,300	

Year 11 Single Resource Charge	900	Semester 1 - Device, camp, textbooks, excursions, course related material
Year 11 Single Resource Charge	900	Semester 2 - Device, camp, textbooks, excursions, course related material
Year 12 Single Resource Charge	275	Semester 1 - Device, camp, textbooks, excursions, course related material
Year 12 Single Resource Charge	nil	Semester 2 - Device, camp, textbooks, excursions, course related material
English Proficiency Testing Fee	300	Annual fee
Overseas Student Health Cover (OSHC)	692	Approximate cost per year, required for duration of the visa
Homestay Fees	20,281	One school year – see notes below
Homestay Placement Fee	360	Payable for student request to change homestay
Homestay Retention Fee	1,000	Payable once
Student Welfare Fee	720	Annual fee if College holds CAAW
Stationery	100	Approximate cost per year
Uniforms	1000	Approximate cost
Queensland Curriculum & Assessment Authority (QCAA)*	828	Payable Year 11 and 12

OTHER PERSONAL COSTS MAY APPLY	\$AUD	Period of Time Charged and explanation notes
Personal WiFi if needed	30 - 100	Per month
Airport Pick Up / Drop off	150	Per trip
Transport to new homestay at student's request	100	Per trip
Bus/Train Fares		Depending on personal use
Storage of private possessions	300	Maximum of 3 months (example - Christmas holidays)

Not included

- VET courses at Certificate or Diploma level
- Subject specific camps and excursions (eg Biology Field Study, Hospitality Hotel School Experience, Art Gallery)
- Resource intensive subjects in Years 10 -12 (eg Furnishing, Construction)
- Events such as Year 12 Formal, Valedictory Dinner or Year 10 Dinner Dance
- Hire of musical instruments
- Canterbury Plus activities such as:
Music or dance lessons, tours and eisteddfod registrations, membership of Canterbury Taipan Clubs and high performance sport coaching

Note: Homestay Fee

This fee covers Homestay accommodation costs for one school year.

It is expected international students will return to their home country within 5 days of the end of the academic year and return to their Homestay at least 3 days prior to classes commencing at the start of the following academic year.

No adjustments are made to the Homestay Fee for school holidays, or if the student leaves early, or if the student takes any leave of absence.

At the end of the school year, should students remain with the Homestay family beyond the allowed 5 days, they will incur an additional charge calculated daily, adjusted for the following year's rate for Homestay.



Course Credit

Canterbury does not offer course credit and entry into any course is subject to the assessment of the school. This also applies to on-shore school transfers, either within Queensland or from interstate around Australia.

International Student Enrolment Conditions

All students and Parents/Guardians are bound by all rules and regulations as issued by the Principal for their conduct while attending the school. Parents/Guardians agree to ensure their student obeys all rules and regulations.

The school reserves the right to suspend or dismiss from the school, or take any other disciplinary action against any student whose behaviour, conduct, attitude or effort is unsatisfactory, or who fails to obey the rules of the school.

- Parents/Guardians agree to ensure their student honours all required school commitments - curricular, extra-curricular and Chapel.
- All students and their Parents/Guardians agree to ensure that participation in school teams/groups is given precedence over outside involvements.
- Parents/Guardians agree to ensure their student is not absent from school unless medically unfit or unless leave has been granted by the Head of Junior School or Head of Secondary School – whichever is relevant to the student's year group. All term dates notified by the school are to be strictly observed.
- Parents/Guardians agree that neither the school nor the Board of Directors nor any member of the staff will be liable in damages for the loss by any student of any personal property.
- Parents/Guardians agree that images of their student may be used by the school for promotional and publicity purposes (unless Parents/Guardians notify the school to the contrary in writing).
- It is expected that Parents/Guardians will provide the school with any relevant information on the special needs of their student (including medical specialist and learning needs reports) upon application for enrolment and will advise the school of any changes to those special needs. Non-presentation of known needs at interview, or when they subsequently arise, could result in the cancellation of the student's enrolment. It is expected that Parents/Guardians will work co-operatively with teaching staff to assist with their student's learning.
- It is the responsibility of all Parents/Guardians to advise the school of any changes in the applicant's health or development, to ensure all personal, sensitive, and health information relevant to the student and held by the school will remain current and up-to-date or changes in family circumstances, which may affect the student at Canterbury.
- Parents/Guardians will make good any damage to school property or apparatus and any other property caused by their student.
- Students must wear the appropriate school uniform in good and clean condition and in such a way as to show pride in being identified with the school. Tattoos are not permitted on any part of the body.
- Canterbury must approve the accommodation and welfare arrangements of students for the duration of their enrolment. If the student is transferring to or from another provider, there can be no gaps in their accommodation and welfare. Please refer to the International Student Welfare and Accommodation Policy.



Australian Government
Department of Education and Training

International education: ensuring quality and protecting students

Australia welcomes international students

The Australian Government wants international students to have a rewarding and enjoyable experience when they come to Australia to study. Australia offers high quality education services and protects the rights of international students to ensure you make the most of your time here.

This fact sheet contains important information for student visa holders about living and studying in Australia, including your consumer rights and responsibilities as an international student and key things you should know before and during your study.

Australian laws protect international students

As a student on a student visa, you benefit from Australian laws that ensure high standards of education, facilities and support services while you are in Australia. You also have rights to information about your course and the institution you wish to study with before and during your enrolment. The Education Services for Overseas Students (ESOS) framework offers you financial protection in case your education institution does not deliver what it has promised you.

You can find out more about the framework at <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>.

Before you begin your studies

Choosing a course to study

As an international student, you can only study a course with an education institution listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). All institutions registered on CRICOS have met the quality standards set out in Australian law, which ensures you receive the best possible education services.

CRICOS is a good place to start when you want to find a course or education institution to study with, and can be found at <http://cricos.education.gov.au>.

Last updated 17 November 2017

Opportunity through learning

Using an education agent

International students **do not** have to use an education agent. You can enrol directly with an Australian education institution. Information about what education institutions offer is usually on their websites.

If you want to use an education agent, it's best to pick one used by the institution you want to study at. You can find a list of education agents on the institution's website.

The law requires institutions to use only education agents that act honestly and with integrity. Agents must give you accurate advice about the courses on offer, including entry requirements, and information about living in Australia. You should still be careful and alert when dealing with agents to ensure you enrol in a course that is suitable for you and will help you achieve your learning goals.

In Australia, education agents cannot give you information on visa and immigration matters – only migration agents can do this. You can find out more about using migration agents at the Department of Immigration and Border Protection's website at www.border.gov.au/Trav/Visa/Usin.

If you think your education agent might be behaving dishonestly or unethically, you should stop using them immediately and contact your education institution directly.

Written agreements or contracts between the student and institution

Under Australian law an education institution must have a written agreement with you outlining the services they will provide, all the fees you are required to pay, and conditions for refunds of money you pay for the course.

The written agreement is a legal contract. You should read it carefully and make sure you fully understand what it says before signing it. You and your education institution must follow whatever is set out in the written agreement once you have accepted it, so you should keep a copy of it. Should you ever make a complaint about your institution, you will need to refer to your written agreement. You can find out more about making complaints on page 6 of this fact sheet, **Making complaints and getting help**.

Your rights before you enrol

Even before you enrol with an education institution, under Australian law you have the right to:

- receive current and accurate information about the courses, entry requirements, all fees and modes of study from your institution and your institution's agent before you enrol
- sign a written agreement with your institution before or at the time you pay fees. You do not have to pay the institution any money or fees until you accept the agreement
- seek a refund in certain situations for course money you have paid. Information about refund arrangements must be included in your written agreement
- get the education you paid for. The law includes tuition protections that will allow you to be placed in another course or receive a refund if your institution is unable to teach your course (known as a provider default), visit <https://tps.gov.au/> for more information
- access complaints and appeals processes
- request to transfer to another institution and have that request assessed by your institution.

Paying your tuition fees

From 14 December 2015, changes to Australian law give international students more choice about how they pay their fees. Previously you could not pay more than 50 per cent of your fees before you started a course. Now you can **choose** to pay more than 50 per cent of your tuition fees before you start. For example, you or the person who is paying your fees may decide this is a good idea if the Australian dollar exchange rates mean you will save money by paying more of your fees early.

Your education institution may ask you if you would like to pay more than 50 per cent of your fees before you start your course. This is your choice. Your institution cannot require you to pay more, unless you are doing a short course of 25 weeks or less. If your course is longer than 25 weeks, you cannot be asked to pay more than 50 per cent of your tuition fees before you start.

Your institution may wish to organise a payment plan so you can start regularly paying the rest of your tuition fees once you start the course. Your written agreement should include an itemised list of all the fees you will be charged for your course, including your tuition fees and how they will be paid, and refund arrangements.

In Australia there are also very strong protections for students' fees, which you can learn more about on **page 5** of this fact sheet under **Protecting your tuition fees**.

What happens if you can't start the course because your visa is refused?

If you have paid fees to an education institution and your visa is refused, you are entitled to a refund. Under Australian law, the institution is allowed to keep either 5 per cent of the tuition fees you paid or \$500, whichever is the lowest amount, and must refund you the rest.

If your visa is refused after the course was due to start, the institution can keep tuition fees for the number of weeks that have passed since commencement, and must refund you the rest of the fees.

What happens if you decide you don't want to start or continue the course?

If you change your mind and do not want to start the course, you may be entitled to a refund.

If you have a written agreement with the institution, the amount of your refund will depend on the written agreement, which should tell you what will or will not be repaid to you.

If you do not have a written agreement, you have the right to receive some of your fees back. Under Australian law, the institution is allowed to keep either 5 per cent of the fees you paid or \$500, whichever is the lowest amount, and must refund you the rest of the tuition fees you paid them.

During your studies

Support services for you in Australia

Under Australian law your education institution must offer you support services to help you adjust to study and life in Australia, achieve your learning goals and maintain satisfactory progress in your learning. This support is available because we recognise that Australia may be a new environment for students, with different laws, culture and customs. Your education institution must give you advice on:

- support and welfare services available at the institution
- legal services

- emergency and health services
- facilities and resources
- complaints and appeals processes
- any student visa condition that relates to the course you are studying
- services international students can access for information on their employment rights and conditions, and how to resolve workplace issues, such as through the Fair Work Ombudsman (from 1 January 2018).

Many education institutions also offer career advice services. You should ask them whether they can help advise you on working and careers.

Welfare for students under 18 years of age

If you are under 18 years of age, you will only be granted a visa if there are adequate arrangements in place for your accommodation, support and general welfare. This is for your personal safety and applies for the length of your student visa or until you turn 18.

If you are under the age of 18 your visa application must demonstrate that you will be accompanied by a parent, legal custodian or an eligible relative. If you will not be living with one of these people, your education institution can agree to be responsible for approving your accommodation, support and general welfare arrangements while you are in Australia on a student visa.

If your education institution has approved your living and general welfare arrangements, but you wish to change them, you **must** have the approval of your institution before you do so. This is because your institution must advise the Department of Immigration and Border Protection as soon as possible about changes to living and welfare arrangements for students under 18.

If you don't have your institution's approval, this may be reported to the Department of Immigration and Border Protection. If this happens, you will be in breach of student visa condition 8532 and your visa may be cancelled.

For more information about visa requirements for students under the age of 18, visit:

<http://www.border.gov.au/Busi/Educ/Educ/Welfare-requirements-for-student-visa-applicants-under-18> and

<http://www.border.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students>.

Your responsibilities as an international student in Australia

Your student visa

As an international student on a student visa, you must:

- comply with your student visa conditions
- ensure you have and continue to maintain your Overseas Student Health Cover (OSHC) for as long as you stay in Australia on a student visa
- tell your institution if you change your address or other contact details
- meet the terms of your written agreement with your education institution
- maintain satisfactory course progress and attendance.

Information about visa conditions for student visa holders is available on the Department of Immigration and Border Protection's website at www.border.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students, or call 131 881 on Monday – Friday from 8.30am to 4pm inside Australia (except public holidays).

Academic integrity and misconduct

The Australian Government and education institutions take issues of academic integrity very seriously. Education institutions have many ways of detecting cheating or plagiarism in exams and assessments.

Using ghost writing services, asking someone to take an exam in your place, or any other kind of academic misconduct will result in serious action being taken against you. Your enrolment or student visa could be affected, or cancelled altogether.

If you are struggling with your studies, it's best to ask your institution what support services they can offer you.

Your consumer rights and protections

Protecting your tuition fees

Australia is widely recognised as a world leader in protecting the tuition fees of international students through its Tuition Protection Service (TPS). The TPS assists international students whose education institutions are unable to fully deliver their course of study, and ensures that international students are able to either:

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

In the unlikely event your education institution is unable to deliver a course you have paid for, they have obligations to offer you an alternative course or, if you do not accept the alternative course, pay you a refund of your unspent prepaid tuition fees. If your institution is unable to meet these obligations for some reason, the TPS will assist you in finding an alternative course or getting a refund if a suitable alternative is not found.

For more information on the TPS, visit www.tps.gov.au. If you are a student whose provider is unable to fully deliver your course, you can call (02) 6271 3440 for assistance.

Working in Australia

Australian workplace laws provide basic protection and entitlements for all workers in Australia, including workers from overseas. International students have the **same** entitlements to minimum wages and conditions as Australian workers, as well as superannuation and workers' compensation under Australian workplace laws.

The minimum wages and conditions to which an employee is entitled are set out in awards (also known as modern awards). Awards apply to employees depending on the industry they work in or the job that they do. Awards don't apply when a business has an enterprise agreement or other registered agreement that covers the employee's working conditions. For more information on awards and agreements, visit www.fairwork.gov.au/awards-and-agreements.

Australian laws also protect you from being discriminated against at work, for example because of your race, when you are applying for a job, about to begin a job, or any time during your employment. For more

information about discrimination at work, visit <https://www.fairwork.gov.au/employee-entitlements/protections-at-work/protection-from-discrimination-at-work> or <https://www.humanrights.gov.au/>.

The Fair Work Ombudsman (FWO) helps employers and employees to understand their rights and responsibilities at work. The FWO can also investigate suspected breaches of workplace laws. To find out what you should be paid and learn more about your minimum workplace entitlements you can visit www.fairwork.gov.au. You can also call 13 13 94 from 8am to 5.30pm Monday to Friday inside Australia (except public holidays). Getting help to resolve a workplace issue will **not** automatically affect your student visa.

You are limited to 40 hours of work per fortnight when your course is in session, and unlimited hours in out of session periods. This is to ensure you are mainly focused on your studies. Work conditions for student visa holders can be found on the Department of Immigration and Border Protection website at www.border.gov.au/Trav/Stud/More/Work-conditions-for-Student-visa-holders

Changing education institutions or courses

If you are not satisfied with the course you are doing and wish to transfer to another education institution, before you make the decision to enrol with another institution you should be aware that there are rules about what you can or cannot do.

From 1 January 2018, if you are a school student and want to change to another education institution before finishing the first six months of your first school course, you must seek permission from your original education institution to transfer. Six months after you start your first school course, you can change to another education institution without asking your original education institution for approval.

For all other students, if you haven't completed six months of your principal course (the main course of study you are undertaking), Australian legislation says that you can only change education institutions if:

- your original institution can no longer provide the course you enrolled in, or
- your original institution says they will release you, or
- you have a government sponsor and that sponsor writes a letter saying they support your change of course.

In other words, you will usually need your institution's permission if you want to transfer before you have completed six months of your principal course.

Your original institution can only provide a letter of release if:

- you have a letter from another institution saying they have made you an enrolment offer
- where you are under 18, you have the support of your parent or legal guardian, or the institution wishing to enrol you says they will take responsibility for your welfare.

You should read and understand your institution's transfer policy, as it should clearly state the reasons that you may or may not be granted a transfer. Your education institution must assess or consider your request to transfer against this policy.

If you are not satisfied with your institution's decision, you can appeal through their internal appeals and complaints handling process. If you are not satisfied with the outcome of that internal appeal process, your options are outlined in the section below, **Making complaints and getting help**.

If you are thinking about changing your course, you need to ensure that you continue to meet the conditions of your student visa. Further information about the impact of changing courses or education institutions is available on the Department of Immigration and Border Protection's website at <http://www.immi.gov.au/Study/Pages/changing-courses.aspx>.

For more details about the legislative requirements around transferring courses, you can visit: <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Pages/ExplanatoryguideD7.aspx>

Making complaints and getting help

If you have a complaint about your institution, you should talk to them first. Your education institution must have complaints and appeals processes in place to help students resolve their issues.

If you cannot resolve your complaint with an institution, there are other actions you can take. You will need to find out whether your institution is a private or government type by searching them and looking at the **Institution type** field on the CRICOS website at <http://cricos.education.gov.au/Institution/InstitutionSearch.aspx>

If your institution is a private (non-government) organisation, you can take your complaint to the Overseas Students Ombudsman (OSO). Refer to the Overseas Students Ombudsman website at <http://www.ombudsman.gov.au/about/overseas-student-ombudsman-landing-page> for more information about how the OSO can help students, or call 1300 362 072.

If you are studying with a government education institution, which includes most universities and TAFEs, the external appeal body will most likely be the ombudsman for the state or Commonwealth. Your education institution can give you the best information about the appropriate external appeals process for their institution. You can find the contact details of all Australian ombudsmen at www.ombudsman.gov.au/about/our-history/state-and-territory-ombudsmen.

Questions?

If you have any questions or concerns that haven't been answered in this fact sheet, you can submit an enquiry at <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOSenquiries/Pages/Default.aspx>

Find out more and connect on social media

Study in Australia is the official Australian Government website for international students. You can connect with it through:

- Website: <https://www.studyinaustralia.gov.au/>
- Facebook: <https://www.facebook.com/studyinaustralia>
- Twitter: <https://twitter.com/futureunlimited>

- YouTube: <http://youtube.com/afutureunlimited>

The **Fair Work Ombudsman** gives you information and advice about your workplace rights and obligations. You can connect with it through:

- Website: <https://www.fairwork.gov.au/>
- Facebook: <https://www.facebook.com/fairwork.gov.au>
- Twitter: https://twitter.com/fairwork_gov_au
- YouTube: <http://www.youtube.com/user/FairWorkGovAu>
- Subscribe to email updates at <https://www.fairwork.gov.au/Website-information/staying-up-to-date/subscribe-to-email-updates>



Collection of Information - Privacy Policy

The school collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment. The primary purpose for collecting information is to enable the college to provide schooling for your son/daughter.

Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care. Certain laws governing or relating to the operation of schools (e.g. Public Health and Child Protection) require that specific information is collected.

Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

The school, from time to time, discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, other discrete bodies within Canterbury such as government departments, Anglican Schools Commission, medical practitioners, and people providing services to the school, including specialist visiting teachers, coaches and volunteers.

If we do not obtain the information referred to above, we may not be able to enroll or continue the enrolment of your son/daughter.

Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, pupil activities, and other news is published in College newsletters, magazines, on our website, and in the general media for example newspapers, television.

Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Pupils may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student, or where students have provided information in confidence.

If you provide the school with the personal information of others, such as doctors or emergency contacts we encourage you to inform them that you are disclosing the information to the school and why. That they can access that information if they wish and that the school does not usually disclose information to third parties.



Our Canterbury Values

Respect

Treat everyone with decency and kindness, regardless of their ethnicity, gender, culture or religion.

Scholarship

Commit to mastering the unfamiliar and the challenging. Seek to improve every day.

Integrity

Be accountable for your decisions and earn trust by matching words with actions, even when nobody is watching.

Compassion

Choose forgiveness, demonstrate generosity and 'take a walk in other people's shoes.'

Community

Take pride in being part of something bigger than yourself. With parents, teachers, students and alumni joining together, we can achieve so much more.

Social Responsibility

Promote equality, justice, the voice of the marginalised and care for the environment.

Canterbury



Homestay Accommodation

All international students enrolled at Canterbury must live in accommodation approved by the school. Canterbury does not offer boarding to students.

Students can either live with a parent / relative (as defined by Department of Home Affairs) or in a College-approved Homestay Family.

International students live with carefully-selected homestay families who are committed to the care and wellbeing of visiting students. Many of these families have children attending Canterbury.

Our homestay families make sure that each student experiences every facet of the Australian lifestyle through family meals, day trips and conversation. Students will gain an understanding of our culture and will be able to practice their English in a relaxed, supportive family atmosphere.

Homestay families will:

- provide a caring and supportive environment and treat the student as one of their own family members.
- provide a comfortable, clean room for each student that can be considered their private space. The room will be well ventilated, be adequately lit, and will have a comfortable bed with clean linen, a wardrobe, a desk and a chair for study.
- provide three nutritious meals a day and snacks as required.
- provide transport to and from school each day and be located within a reasonable distance of the school.
- Queensland has strict laws relating to the protection of children and all homestay families have been screened by the Queensland Government and hold a Working With Children Blue Card.

For more information on Blue Cards please visit the website of the Working with Children Check

www.bluecard.qld.gov.au



Student's Entitlements in Homestay

Bedroom

Homestay accommodation will include a bedroom containing adequate furnishings including a bed, linen, wardrobe, desk, good lighting and ventilation. The bedroom will be recognised as your private area. However, house rules regarding cleanliness apply and you are required to keep your room clean and tidy.

Laundry

Your homestay family will assist you with your laundry. Please ask your homestay family where to place the clothing to be washed and how often they wash.

Meals

Three meals a day, as well as snacks and drinks, will be provided.

- **Breakfast**

As this is usually a rushed meal for most families, the homestay family might ask you to help yourself to toast and cereal, tea, coffee, milk or juice.

- **Lunch**

Your homestay family will provide you with either a packed lunch or items you can use to prepare your own lunch during the week.

- **Dinner**

This meal is regarded as the most important meal of the day. This is a time when the family comes together and discusses the day's events and it is important for you to be involved. Please tell your homestay family if there is anything you cannot eat.

Curfew

International students must observe the following curfew times in Homestay:

- **For students in Years 11 and 12**

Monday to Thursday – students must return to the homestay by 6:00pm (with prior permission) Friday and Saturday – students must return to the homestay by 9:00pm (with prior permission) Sunday – students must return to the homestay by 6:00pm

- **For students in Years 9 and 10**

Monday to Thursday – students must return to the homestay by 6:00pm (with prior permission) Friday and Saturday – students must return to the homestay by 8:00pm Sunday – students must return to the homestay by 6:00pm

- **For students in Years 7 and 8**

Monday to Thursday – Students must return to the homestay by 6:00pm (with prior permission) Friday and Saturday – Students must return to the homestay by 7:00pm (with prior permission) Sunday – Students must return to the homestay by 6:00pm

Any changes to these curfews need to be discussed with the homestay parents and the College. In addition: Students are not permitted to go to Chinatown, the City or Sunnybank after school, from Mondays through to Thursdays.

Students may request permission from the College to be absent outside these hours. Permission will only be granted in special circumstances.

You must always tell your homestay family where you are going, who you are with and provide contact numbers. If you are running late or change your plans, you are required to phone or text your homestay parents.

Each homestay will have their own rules so please discuss your arrangements with your homestay parents.





Secondary School Subjects

Subjects are selected prior to commencement in a meeting with the Head of Secondary School.

Information may be found on our website: <https://canterbury.qld.edu.au/academic/secondary-school/>

Sports Activities

Junior School

Athletics	Cross Country	Rugby	Touch Football
Australian Football	Debating	Soccer (Football)	
Basketball	Futsal	STEM	
Chess Club	Hockey	Swimming	
Cricket	Netball	Tennis	

Secondary School

Athletics	Debating	Rugby	Touch Football
Australian Rules Football	Equestrian	Rugby 7's	Volleyball
Basketball	Futsal	Soccer (Football)	
Chess	Hockey	STEM	
Cricket	Public Speaking	Swimming	
Cross Country	Rowing	Tennis	



Arts Academy Activities

Private Studio Tuition, rotating throughout school day

Available as individual, pair and small group lessons. 30 minute, 45 minute or 60 minute lessons.

- Orchestral and Band instruments, voice, guitar, acting, drama, dance all styles.

Ensembles (Groups) available outside class times

Junior School:

- All Star Year 3 Strings
- Allegro Beginner Strings
- Bravura Intermediate Strings
- Flame Dance Class
- Flute Ensemble
- Ignite Dance Company (Year 4 – Year 6)
- Junior School Choir
- Junior School Guitar Ensemble
- Junior School Percussion Ensemble
- Junior School Singers
- Little Groovers Dance (Kindy and Prep only)
- Rise Dance Class (Year 1 – Year 2)
- Shine Dance Ensemble (Year 2 – Year 3)
- Sinfonia String Orchestra (Audition/Invitation entry)
- Trio Bellissimo (Audition/Invitation entry)
- Violin Ensemble (Audition/Invitation entry)
- Wind Symphony (Audition/Invitation entry)

Secondary School:

- ARTISTrio (Audition/Invitation entry)
- Boys Vocal Group
- Cantabile (Audition/Invitation entry)
- Girls Chorale
- Canterbury Illumination Dance
- Hip Hop
- Radiance Dance Company (Audition/Invitation entry)
- Drama Ensemble
- Guitar Band
- Guitar Ensemble
- Percussion Company
- Ritornello
- Rock School
- Senior Quartet
- Sinfonia String Orchestra
- String Quartet
- Violin Ensemble

Uniform Expectations

The school uniform is compulsory and a copy of the Canterbury Uniform Policy and current pricelist is available from our website:

Hats

- Formal hats are to be worn at all times when travelling to or from school.
- They are to be worn square on the head and girls' hairstyles must not interfere with the appropriate wearing of the hat.
- Boys in Years 4 – 12 wear the grey felt hat.
- Girls from Years 4 – 12 wear the white hat.
- During the school day, students must wear a hat when they are outside the classroom. They may wear either the formal or sports hat.
- Students in Years 4 – 12 have the choice of either the blue sports hat or the College cap for sportswear.

Shoes

- Students in Years 1 – 12 are to wear standard black leather lace up shoes and white sport shoes.

Shirts

- Boys shirts are to be tucked in at all times.

Ties

- The wide end of boys' ties should be no lower than the belt.
- Girls ties are to be worn tucked under the collar.

Socks

- With shorts, boys in Years 4 – 12 are to wear long socks pulled up.
- Girls in years 4 to 12 are to wear the College girls socks

Shorts/Trousers

- Boys in Kindergarten – Year 3 wear navy shorts. (Tracksuit pants for Kindergarten & Prep and trousers for Years 1 – 3 in winter)
- Boys in Years 4 – 6 wear grey shorts with black belt and may wear trousers in winter.
- Boys in Secondary School have the option of wearing shorts or long trousers in Terms 2 and 3.
- Boys in Secondary School wear long grey tailored shorts with black belts in Terms 1 and 4.
- Boys in Secondary School wear grey tailored trousers with black belt in Terms 2 and 3.

Blazers and Jumpers

- All students in Secondary School must have a blazer. Blazer sleeves may not be pushed up.
- All students in Junior School must have a jumper and they are only compulsory on formal occasions.
- On days when the weather is very cold, Years Prep – 3 students may choose to wear their full tracksuit over their winter uniform, including jumper, to gain extra warmth.
- Years 7 – 12 students must NOT wear tracksuit tops over their formal uniform.





Optional uniform items throughout the year

Grey trousers for Years 4 – 6.

Ribbed navy tights for Prep – 6 girls.

Stockings for Secondary School girls except on formal occasions where they are compulsory. Colour – nearly black/charcoal

Court shoes for Secondary girls except on formal occasions when they are compulsory.

Senior Jersey – Year 12 students (may not be worn as part of the formal uniform, except within the College grounds).

Black or navy knitted gloves may be worn during winter.

Bags

- School bags are compulsory for all years.
- Students in Years 4 – 12 have a school sports bag for PE.

Jewellery

- No jewellery is to be worn to school, except one pair of plain gold or silver sleeper or stud (round in shape) earrings if necessary (girls only). One earring only is to be worn in each ear lobe.
- Watches may have either a black, brown, gold or silver band. Brightly coloured bands must not be worn.
- Tooth jewellery is not permitted.
- Students are not permitted to wear body piercing such as eyebrow, nostril, lip and tongue piercing. Plastic studs for body piercings are not permitted.

Tattoos

- **Tattoos are not permitted on any part of the body.**

Grooming

- Boys are expected to be clean shaven at all times
- Side burns may be no lower than the bottom of the ears.
- Boys' hair is to be consistently cut and styled in a conservative manner – hair products, exaggerated hairstyles, stepped cuts, wedges and undercuts are not permitted.
- All hair is to be neatly brushed.
- Boys' hair must be cut off at the collar and must not cover the eyebrows or ears.
- Hair ribbons may be navy, red or white.
- Small elastic hair bands for pony tails must be black or navy.
- Only headbands purchased from the Retail Centre are allowed to be worn.
- Students may not attend school with hair that is not their natural colour. This includes streaks and tips. (If a student does attend school with dyed hair, parents will be contacted and the hair will need to be returned to a natural colour as soon as possible.)
- Make up and nail enamel are not permitted to be worn at any time.
- Lip gloss is to be clear and untinted.



International Student Policies

Please refer to the links on the Canterbury website: <https://canterbury.qld.edu.au/admissions/international-programs/>

- International Student Complaints and Appeals Policy
- International Student Deferment, Suspension and Cancellation Policy
- International Student Entry Requirements Policy
- International Student Fee Policy
- International Student Monitoring Course Progress and Attendance Policy
- International Student Transfer Request Policy
- International Student Welfare and Accommodation Policy
- International Students Refund Policy
- Critical Incident Management Plan

Extract from Critical Incident Policy

A critical incident is broadly defined as any situation faced by the school community causing its members to experience unusually strong reactions, which have the potential to interfere with their ability to function either at the time the situation arises or later. The necessity of responding promptly and appropriately in such a situation is important in protecting the mental health of students, staff and family.

The full version of the Critical Incident Policy is available upon request: enrolments@canterbury.qld.edu.au

Emergency Evacuation Procedures

Canterbury uses a system of three alarms that will indicate to staff that there is an emergency situation that needs to be addressed. The warning bell indicates that there is a problem and a meeting needs to take place with the Emergency Committee.

Once an action plan has been established and depending on the incident (fire, bomb threat, gas leak, intruder etc) the staff and students will stay in classrooms, gather in year groupings or meet as an entire school. Emergency procedure Drills are held each term.

International students will receive further information at their student orientation session upon commencement at Canterbury.

Arrangements with Agents

Canterbury has arrangements with selected agents.

Please refer to the Canterbury website www.canterbury.qld.edu.au for further details.

Living and Studying in Australia

You are encouraged to visit www.studyinaustralia.gov.au, which is the official Australian Government website for advice on studying and living in Australia.

This website provides impartial information on:

Course	Living Costs	Employment
Education Institutions	Study Costs	Help Centre's in your own country
Application Process	Visa Costs	Money matters