INTERNATIONAL STUDENT HANDBOOK

We value, support and celebrate diversity and recognise the contribution our international students make to the life of the College. The experience of sharing and developing life skills with students and families from further afield fosters qualities of tolerance, inter-dependence and an understanding of the needs of others.

Wesley College is registered with the Commonwealth Government CRICOS listing 00460E, and offers the following registered courses:

016948E Primary Education Pre-primary – Year 6 (Boys and Girls, accompanied by Parents)
005258M Secondary Education Years 7 – 12 (Boys only, boarders or accompanied by Parents)

Boarding at Wesley
In order to facilitate a successful transition and ongoing integration into Wesley, the College requires its international students (from Years 7 – 12) to enrol as resident boarders and live in the Boarding House. International students are not permitted to be day students unless a parent (or person who is eligible under the Migration Act, and approved by the Headmaster of Wesley College) lives in Perth. In this instance, the parent/or person’s Guardian visa must be provided to the College.

Please also refer to the Wesley College Accommodation and Welfare Policy for Full Fee Paying Overseas Students.

Wesley – a brief history, our approach and living in Perth
Wesley College was founded in 1923 as a boarding school for boys. It was named after John Wesley, co-founder of the Methodist Church and, although considered an elite private school, Wesley remains true to its founding egalitarian principles.

A Wesley education is focused on the whole child – head, heart and hands. Our overarching aim is to support the development of balanced and well-adjusted young men and women equipped to contribute and thrive, both locally and globally. We believe that every student has powerful capabilities, skills and talents. Our goal is to support them in activating this potential in order to create their own future.

Over the years, the campus has grown and developed with the student population – with co-educational opportunities in both the Junior and Middle Schools, and boys only in the Senior School. The College is made up of three sub-schools:

- Junior School – Co-educational Pre-Kindergarten to Year 4
- Middle School – Co-educational Years 5 – 6, plus boys only Years 7 – 8
- Senior School – Boys only Years 9 – 12

Our three sub-schools are connected by a ‘Green Spine’ of grassed area that runs through the centre of the campus, connecting students and staff, and contributing to our unique ‘village feel’.

The College’s iconic campus is in a stunning location on the banks of the Swan River, overlooking the city of Perth. Perth offers an excellent quality of life in terms of personal safety, health, continuing education, transport and the environment. Further information about Perth, Western Australia can be found at www.studyperth.com.au
Summary of Entry Procedures

1. Complete an application to enrol your son or daughter at Wesley College
2. Interview with a representative of the College
3. Complete an English competency test *(only required for students for whom English is not their primary language)*
4. Determine Level of Entry
5. Offer of Enrolment. Upon successful completion of the above items, you will receive a ‘Memorandum of Offer’, conditional upon the demonstration of the required level of English
6. CoE ‘Confirmation of Enrolment’ and CAAW ‘Student Welfare Letter’
7. Apply for a Student Visa from the Australian Embassy or High Commission using the electronic Confirmation of Enrolment certificate (eCoE) and the (CAAW) Student Welfare Letter as proof of placement at Wesley College.
8. Overseas Health Cover – as arranged by Wesley College *(Medibank OSHC Essentials)*
9. Local Carer – Boarding students have a Local Carer for the duration of their course
10. Course of Study – this may occur at the time ‘level of entry’ is determined
11. Uniform – an appointment will be made with the Wesley Uniform Shop
12. Orientation – attend an orientation session with your child and Local Carer/Guardian

1. Application for Enrolment

Make an application to enrol your son by completing and returning to the College:

- An Application Form and application fee ($330)
- A copy of your son’s birth certificate
- A copy of the photo page from his passport
- Provide copies of your son’s two most recent school reports
- As directed by the Enrolments Manager, submit evidence of English proficiency by submitting a copy of recent English Competency Test results. *Further details are provided No. 4.*

2. Interview

An interview with the Enrolments Manager and/or Dean of Students must be arranged at the earliest practical opportunity and the student and his parents or guardian must attend. A SKYPE interview is also available if the student is unable to visit Wesley. Please advise Enrolments staff if a translator is required.

3. Level of Entry

The student’s level of entry will be determined by the College prior to the issue of an offer. This will be determined by the student’s age and academic reports and arrived at as a result of close consultation between the Headmaster and the Director of Curriculum of the relevant sub-school (Middle or Senior School).
4. English Competency

Courses at Wesley College are conducted in English, therefore, prospective students must have competence in the English language in order to succeed in achieving his or her educational objectives.

English competency results from a reputable English testing service will be accepted – Australian Education Assessment Services (AEAS) is preferred. To find out further details about AEAS testing, visit the website at [http://www.aeas.com.au/](http://www.aeas.com.au/). The website provides information about the test, offers practice exams and outlines the testing centres available in Australia and other countries.

The AEAS recommended guidelines for English proficiency are:

<table>
<thead>
<tr>
<th>AEAS English Score</th>
<th>Level</th>
<th>ELICOS Recommendation</th>
<th>ELICOS Recommendation</th>
<th>ELICOS Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-25</td>
<td>Beginners</td>
<td>40-48 weeks</td>
<td>30-40 weeks</td>
<td>12-20 weeks</td>
</tr>
<tr>
<td>26-35</td>
<td>Elementary</td>
<td>30-40 weeks</td>
<td>20-30 weeks</td>
<td>6-12 weeks</td>
</tr>
<tr>
<td>36-45</td>
<td>Pre-intermediate</td>
<td>20-30 weeks</td>
<td>12-20 weeks</td>
<td>4-6 weeks</td>
</tr>
<tr>
<td>46-60</td>
<td>Intermediate</td>
<td>12-20 weeks</td>
<td>8-12 weeks</td>
<td>0 weeks</td>
</tr>
<tr>
<td>61-70</td>
<td>Upper Intermediate</td>
<td>8-12 weeks</td>
<td>4-8 weeks</td>
<td>0 weeks</td>
</tr>
<tr>
<td>71-80</td>
<td>Pre-advanced</td>
<td>4-8 weeks</td>
<td>0 weeks</td>
<td>0 weeks</td>
</tr>
<tr>
<td>Above 80</td>
<td>Advanced</td>
<td>0 weeks</td>
<td>0 weeks</td>
<td>0 weeks</td>
</tr>
</tbody>
</table>

Students commencing in Middle School should have reached a High Intermediate level
Students commencing in Senior School should have reached an Upper Intermediate level

What happens if the Student Needs More English?

Students who have not yet reached the minimum English level will be required to take additional ELICOS (English Language Intensive Course for Overseas Students) at a specialist English Language School prior to commencing at Wesley College. Wesley College refers students to Phoenix English Language Academy. Students requiring ELICOS courses should contact Phoenix Academy directly at info@phoenixacademy.com.au or visit their website at [http://www.phoenixacademy.com.au/](http://www.phoenixacademy.com.au/)

If a student’s English level has not reached the required level after studying the ELICOS program, the student will need to extend the ELICOS training until he or she reaches the prescribed level (as agreed with Wesley).

After commencement at Wesley, if it is determined the student still requires additional intensive English to support his or her learning, the parent/guardian will be required to arrange and pay for ESL support for their son or daughter. Wesley College will assist with this process.

5. Offer for Enrolment

Following the interview (in person or SKYPE), and once the College is satisfied with the submitted documentation and test results, the Enrolments office will advise the family of the outcome of the application. If successful, a Memorandum of Offer will be issued, conditional upon the student reaching the required proficiency level in English (as previously detailed).
6. CoE (Confirmation of Enrolment) & CAAW (Welfare Letter)

An electronic Confirmation of Enrolment (eCoE) and Student Welfare Letter (CAAW) will be issued by Wesley College upon receipt of the following:

- signed Memorandum of Offer (original)
- Endowment Fee
- advance payment of Tuition Fees (one semester)
- advance payment of Boarding Fees (one semester)
- OSHC (Medical Insurance) Service Fee

7. Student Visa

The Confirmation of Enrolment (eCoE) and the Student Welfare Letter (CAAW) are required to make the student visa application, along with proof of Overseas Health Cover *see point 8. Families are required to submit a student visa application to the Department of Immigration and Border Protection (DIBP). Details of the student visa application process are available at your nearest Australian Embassy or High Commission, and are also available on the DIBP website at http://www.border.gov.au/

8. Overseas Health Cover

All international students studying on student visas must have Overseas Health Cover (OSHC). OSHC is an insurance that provides cover for the costs of medical and hospital care which international students may need whilst studying in Australia. OSHC is required as part of the visa application process.

- Wesley will arrange the cover through Medibank OSHC Essentials for the full period of the student visa.
- A fee is paid to the school in advance of entry and a Health Care card is provided to the student and held by the Wesley Health Centre for safekeeping.
- If your son or daughter has existing, appropriate health insurance that you wish to continue with – a copy of the policy must be provided to the Enrolments Office prior to commencement.

9. Nomination of a Local Carer

Prior to commencement at Wesley, parents must nominate a local carer to ensure the College has access to a Perth-based adult contact at all times. The local carer must be appointed for the duration of the student’s course, and details must be renewed at the beginning of each academic year, or if at any time the local carer becomes unavailable.

It is Wesley policy that the local carer must:

- Be 25 years of age (family members over the age of 21 will be considered at the discretion of the Headmaster);
- Be of good character, and provide current Police Clearance, or Working with Children Check
- Have permission to reside in Australia until the student turns 18, or their visa expires

The Local Carer and the overseas student’s parents must complete a Local Carer Permission Form, and this form needs to be signed by the Local Carer, the overseas student’s parents and a representative of the College.

- The College is required to check the appropriateness of the Local Carer’s homestay accommodation as part of the student’s enrolment process.
Guidelines for a Local Carer
The local carer is an important contact person in liaising with the family and the College, and serves as a vital link in ensuring each boy has a positive boarding experience. The local carer must:

- Provide suitable homestay accommodation for the overseas student;
- Act as a contact for general, day-to-day issues;
- Be available for the student to stay with during boarders’ long weekends and school holidays (if the student is not returning home);
- Be responsible for caring for the student if he is unwell, injured, requires emergency care, requires transport and an adult to attend scheduled appointments, or is required to be removed from Wesley College Boarding House for other reasons.

Wesley College Enrolments Office is available to discuss carer arrangements, should you need assistance in identifying a local carer.

10. Course of Study

The program of study for a student is designed in close consultation with the Headmaster and the relevant sub-school (Middle or Senior School). Students enrolled at Wesley will follow a course of study determined by their age, their interests and their academic ability.

Full details of each academic course are available from the Enrolments Office, and booklists are available at the beginning of the calendar year. It is important to note that course programs for the Senior School are finalised each September, and the timetable constructed for these courses will determine course availability to students finalising arrangements after this date.

All courses are fully accredited by the Curriculum Council of Western Australia and, on satisfactory completion of Year 12, a Western Australian Certificate of Education will be granted. The usual duration of secondary school education at Wesley is six years, from Years 7 to 12. Although it is unlikely, in some instances students occasionally need to repeat a year.

Assessment methods include internal examinations, assignments and tests at all levels. External examinations are held at the end of the year for Year 12 students who intend to apply for University entry. University entry scores achieved at Wesley College are fully transferrable to all Australian universities and many accredited educational institutions in the United Kingdom, the United States of America and Canada.

11. Wesley College School Uniform

The Enrolments Office will organise an appointment for a full fitting at the time of orientation.

12. Orientation

To ensure students and their families are familiar with the campus and its programs, an orientation day is held for new students entering the College. This provides new students with a chance to meet their peers in a fun, relaxed setting. For boarding students, orientation also includes a boarding house orientation weekend. This provides an opportunity for both the parents and Local Carers of international students to meet boarding house staff, and to become familiar with the policies and routines of the boarding house.

If a student starts mid-year, the Enrolments Office will facilitate a less formal orientation whilst ensuring the parents, the local carer and the student meet all key personnel responsible for the student and his or her wellbeing.
SUPPORT AT WESLEY FOR INTERNATIONAL STUDENTS

Wesley College offers many levels of support for its international students, who receive help and assistance from College staff in a caring and welcoming environment. A brief outline of the support framework for our students is as follows:

HEAD OF BOARDING the Head of Boarding has an overarching responsibility for the academic and pastoral welfare of the boys living in the boarding house, and is supported by Year Group Coordinators and Mentors.

BOARDING YEAR COORDINATOR each year group in the Boarding House has a specific Year Group Coordinator. This person is the main contact point for the student, and also liaises with parents and the boarders’ local carers.

MENTOR each student attends a regular Mentor Group during school hours. Mentors are responsible for overseeing the pastoral and academic aspects of each student, and are in regular contact with the Boarding Year Coordinator.

SCHOOL PSYCHOLGISTS the Psychology Services team at Wesley College provide a variety of services for the College community, including individual counselling for students, direct psycho-educational assessment and indirect support for students by consulting with Teachers and Parents, as well as advice about prevention and intervention practices to support the whole-school population.

SCHOOL CHAPLAIN AND THE UNITING CHURCH the College has a full-time Chaplain serving as a steady source of support and guidance for students. Wesley College is affiliated with the Uniting Church and it is compulsory for all students to attend a Chapel service once a week. This regular contact with the Chaplain ensures that the students come to know the Chaplain and feel comfortable seeking support if and when needed.

The Uniting Church is founded on Christian values, however, we welcome students from all religions. The College has students from a variety of faith backgrounds, including Hindu, Muslim, Jewish and Roman Catholic.

HEALTH CENTRE the Health Centre is staffed by experienced Registered Nurses who offer emergency care to all Wesley students and comprehensive holistic nursing care to our boarding students. The Health Centre is staffed during school hours and a Registered Nurse is available on-call for boarding students for after-hours emergencies.

SCHOOL INVOLVEMENT students at Wesley (both day and boarding students) are expected to participate in co-curricular sporting activities. From Years 7 to 12, boys attend sports training two days a week, either before or after school. During Years 7, 8 and 9, boys compete in sporting competition on Friday afternoons, with Years 10, 11 and 12 boys competing on Saturday mornings. This compulsory aspect of Wesley College student life creates an atmosphere of teamwork, healthy competition, camaraderie between students and community spirit.

Wesley College fields teams in a variety of sports, including basketball, tennis, volleyball, Australian Rules football, hockey, water polo, soccer, athletics, rowing, softball, cricket, swimming, cross country, rugby and badminton.

Students can also participate in other co-curricular activities such as drama, debating, community service, future problem solving, weights and fitness, computing, photography, orchestras, bands, ensembles and choirs.
# FEES AND REFUND POLICY

The aim of this policy is to ensure that parents are aware of fees and charges payable in the event their child is unable to commence at the College, or withdraws from the College.

Withdrawal is required in writing to the Headmaster, no later than Week 1 of the preceding term (one school term or the equivalent of 10 weeks).

<table>
<thead>
<tr>
<th>REASON FOR REFUND</th>
<th>NOTIFICATION PERIOD</th>
<th>REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s application for a visa is unsuccessful</td>
<td>As soon as practical Refer ESOS Act 2000 Subdivision B – Student Defaults Section 47D and 47E</td>
<td>Total course fees received, less the lesser of: • 5% of total course fees received before default; or • The sum of $500.00</td>
</tr>
<tr>
<td>Student issued with a student visa withdraws</td>
<td>Between acceptance of Offer and 10 weeks or more prior to agreed starting date</td>
<td>Total course fees received, less the lesser of: • 5% of total course fees received before default; or • The sum of $500.00</td>
</tr>
<tr>
<td></td>
<td>Between acceptance of Offer and less than 10 weeks prior to agreed starting date</td>
<td>Total course fees received, less 25% of the current annual FFPOS Tuition Fees</td>
</tr>
<tr>
<td></td>
<td>After course commences with appropriate period of notice (1 school term or the equivalent of 10 weeks)</td>
<td>Unexpended course fees, calculated on a pro rata basis, proportional to the amount of time the student is at Wesley College</td>
</tr>
<tr>
<td></td>
<td>Without appropriate period of notice (1 school term or the equivalent of 10 weeks)</td>
<td>• Fees received, less 25% of the current annual Tuition Fee for FFPOS, or • The College will charge a fee in lieu of adequate notice of 25% of the annual FFPOS tuition and boarding fee (if boarding)</td>
</tr>
<tr>
<td>Wesley College withdraws the offer or fails to provide the course offered</td>
<td>Prior to agreed starting date or after commencement Refer ESOS Act 2000 Subdivision A – Provider Defaults Section 46A and 46B</td>
<td>Full Refund of total course fees, or refund of unexpended course fees, calculated on a pro rata basis, proportional to the amount of time the student is at Wesley College</td>
</tr>
<tr>
<td>Student withdrawn due to a serious breach of the international student visa conditions. Failure to maintain: • Satisfactory course progress • Satisfactory attendance • Approved welfare accommodation arrangements (visa conditions 8202 and 8532)</td>
<td>After course commences</td>
<td>No Refund</td>
</tr>
<tr>
<td>Failure to pay course fees</td>
<td>After course commences</td>
<td>No Refund</td>
</tr>
<tr>
<td>Any behaviour resulting in enrolment cancellation at Wesley College as per the College “Code of Expectations &amp; Behaviour for Students”</td>
<td>After course commences</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

**Total Course Fees** are equal to ‘tuition’ and ‘non-tuition’ fees

**Registration and Endowment Fees** will be refunded in full if the enrolment ceases prior to, or during, the first semester of enrolment. After that time these fees are non-refundable.

**Exceptions to the Refund Policy** may be made when the reason for student withdrawal is of a compassionate nature:
- Death or serious illness of a family member, serious illness or disability of the student
- Political or civil event, or natural disaster in home country that prevents continuation of studies

**Terms of Refund**
- Fees are as per the Wesley College Fee Schedule and Business Arrangements for Full Fee Paying Overseas Students and all refunds will be made to the payee in Australian Dollars by electronic transfer within two weeks of confirmation of the reason for withdrawal
- Any refund of course fees in the event of visa refusal or school default is prescribed by Sections 47D (4) and 46D of the ESOS Act.

This agreement, and the availability of the complaints and appeals process, does not remove the right of the student to take action under Australia’s Consumer Protection Laws.
**Student Visa Requirements**

Wesley College must be informed immediately of any change of living circumstances, including change of accommodation details and local carer and/or guardian details. The College is legally required to inform Department of Immigration and Border Protection (DIBP) of poor attendance, suspension or deferment, all of which have implications for the ongoing viability of the student’s visa.

**Course Credit Policy**

Prior to entry at Wesley College, an assessment of a student’s current academic and English levels will be made. Wesley College does not accept subject or course credits from other education providers, but every effort will be made to place a student into the most appropriate year group.

**Deferral or Cessation of Studies**

Student visa conditions specify that international students must remain enrolled in and attend a full time course of study. Wesley College is required to advise Department of Immigration and Border Protection (DIBP) when a student fails to commence a course or withdraws before the course ends. Deferral or cessation of studies for a period of time may result in the student visa being cancelled by Department of Immigration and Border Protection (DIBP) if a student is not attending a full time course of study.

Wesley College will advise a student in writing of its intention to notify the Department of Education via PRISMS of its intention to report a student's deferral or cessation of studies. A student will be allowed 20 working days to access the College’s internal complaints and appeals process, unless extenuating circumstances relating to the welfare of the student apply.

If a student wishes to defer or cease his studies with Wesley College, the request should be made in writing by the student's parents or legal guardian(s) to the Headmaster. The Headmaster will consider the request for deferment of the commencement of study, or suspension of study, within 10 working days. A written response will be sent to the family, and documentary evidence of the assessment of the application will be placed in the student’s file.

**Cancellation or Suspension of Enrolment**

In the unlikely event that a student's enrolment is cancelled or suspended, the student will be unable to attend classes for the period of the suspension or the appeals process.

Under these circumstances, it is preferable for the student to leave the Wesley College campus. The College has an expectation that parents would fly to Perth as soon as possible in order to discuss and/or resolve the situation. If this isn’t possible, arrangements can be made for the student to stay with his local carer/guardian, or to remain in the boarding house under supervision.

The student’s place at Wesley College will be held until the final decision about cancellation or result of any appeal process is known.

**Transfer Policy**

The National Code 2007 restricts students from being able to transfer to other providers prior to completing six months of their principal course (the student’s main course of study). If a student wishes to transfer to another provider the request should be made in writing by the student’s parents and/or legal guardian to the Headmaster, clearly outlining reasons for the transfer.
A letter of release may be provided by the Headmaster, if the student has a valid enrolment offer from a new provider. The new provider is also required to indicate their willingness to accept welfare responsibility for the student if he is under 18 years of age.

Wesley College will always endeavour to consider the best interests and wellbeing of the students when considering a transfer request to a new provider.

A transfer to another provider is usually approved if:
- The student’s enrolment has been suspended or cancelled
- Wesley College judges that it is in the best interests of the student
- The student demonstrates that the new course more appropriately meets the capabilities and/or long term goals of the student
- The student wishes to gain access to greater support (including academic, cultural and personal) with a new provider

A transfer to another provider may not be approved if:
- The student is unable to provide a release letter and welfare arrangements for the new provider
- The student does not have permission from his parents or legal guardians
- The student is trying to avoid being reported to Department of Immigration and Border Protection (DIBP) for failing to meet attendance and progress requirements

If a release letter is not provided, Wesley College will confirm this in writing and outline the reasons for this decision. The student and his family may appeal this decision via the College’s Complaints and Appeals process for international students.

Students who wish to transfer from another registered provider to Wesley College should provide a copy of the release letter showing that the previous provider will release them to study at Wesley College. Wesley College may be unable to enrol a student if the previous provider will not provide a release letter and/or a change of provider is not approved by the Department of Immigration.

**Satisfactory Attendance and Progress**

International students must make satisfactory attendance and academic progress in order to maintain a student visa.
- Satisfactory attendance is defined as attending a minimum of 80% of classes.
- Satisfactory progress is defined as being competent in 50 per cent or more of subjects attempted in a semester.

Where Wesley College assesses the student as not achieving satisfactory progress during the course of a semester, the student and his parents will be notified in writing, and an intervention strategy will be agreed and implemented in order to maximise the student’s opportunity for success.

Unsatisfactory progress or poor attendance in consecutive semesters may lead to the student being reported to the Secretary of the Department of Education through PRISMS and, in turn, visa implications.

If a report occurs, the student is able to access the College’s Complaints and Appeals process and he has 20 working days in which to do so. If a student chooses not to access the Complaints and Appeals processes within the required timeframe, withdraws from the process, or the process is completed and results in a decision supporting Wesley College, the School must contact the Department of Education through PRISMS as soon as practicable, notifying them that the student has not achieved satisfactory attendance or progress.
Complaints and Appeals Procedure

It is the intention of Wesley College to work constructively and cooperatively with students, parents and legal guardians. We expect that regular communication through the College's established pastoral and academic care systems will allow issues to be resolved.

If an issue is unable to be resolved through the normal course of communication, international students and their parents/legal guardians are able to access the Complaints and Appeals process. During the course of the complaint or appeal, the Headmaster will decide whether the student is allowed to attend classes and/or remain in the boarding house.

Requirements to file a Complaint and/or Appeal

1. Formal written complaint submitted to the Headmaster.
2. A meeting will be arranged within 10 working days.
3. The Headmaster may ask other staff to attend the meeting (such as Deputy Head of College, Head of School, Head of Boarding, Boarding Year Coordinator, Mentor, Wesley Psychologist).
4. The student may be accompanied by a support person, who may also assist the student and/or his parents during the meeting.
5. Following the meeting, a written statement will be provided outlining the outcome of the meeting and any decisions made, along with the reasons for the decision(s).

If the complaint relates to the Headmaster, the student and his family may send a written complaint to the Director of Finance. If, following the complaints process, the student and his family are not happy with the outcome of the mediation or recommendations made, they may appeal the decision.

Independent International Student Conciliator

The independent International Student Conciliator located at the Department of Education Services is available to assist parties in resolving disputes themselves through mediation and conciliation, complementary to the College’s internal Complaints and Appeals process. The International Conciliator can be contacted:

International Independent Conciliator
Department of Education Services
22 Hasler Road
Osborne Park WA 6017

Phone: +61 8 9441 1900
Fax: +61 8 9441 1901
Email: conciliation@des.wa.gov.au

Overseas Students Ombudsman

In the unlikely event that an issue is unable to be resolved through either the College’s internal Complaints and Appeals process, or the International Independent Conciliator, the student may appeal through the Overseas Students Ombudsman http://www.ombudsman.gov.au/about/overseas-student-ombudsman-landing-page
Student Enrolment during the Complaints and Appeals Process

Wesley College will uphold Part D, Standard 8 of the National Code 2007 during the Complaints and Appeals process.

- Until the Complaints and Appeals process is complete, Wesley College will maintain the enrolment of the student (Wesley College will not notify the Department of Education of any change to the student's enrolment status through the PRISMS system).
- Regardless of the type of complaint or appeal, Wesley College will maintain the student's enrolment throughout the internal appeals process. Whether Wesley College maintains a student's enrolment throughout an external appeals process depends on the type of appeal.
- If the appeal is against Wesley College's decision to report the student for attendance or progress, Wesley College will maintain the student's enrolment until the external complaints process is complete and has supported the provider's decision to report.
- If the appeal is against the provider's decision to defer or suspend a student's enrolment due to misbehaviour or to cancel the student's enrolment, Wesley College will await the outcome of the internal appeals process before notifying the Department of Education through PRISMS of the change to the student's enrolment.

Once the Department of Education has been notified of a deferment, suspension or cancellation of a student's enrolment, the student has 28 days in which to:

- Leave Australia
- Provide the Department of Immigration and Border Protection (DIBP) with a new Confirmation of Enrolment (eCOE), or
- Provide the Department of Immigration and Border Protection (DIBP) with evidence that he has accessed an external appeals process

If the internal or external complaint handling or appeal process results in a decision that supports the student, Wesley College will advise the student and implement any decision and/or corrective and preventative action required and advise the student of the outcome. The student's Wesley College file will also be updated to record the outcome and any subsequent actions.

Personal Information

In some instances, personal information may need to be shared between Wesley College and the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.

ESOS Framework

If you would like to access further information about the ESOS framework, follow this link: https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx
Other Important Information
To ensure your child's transition to Wesley College student life is as smooth as possible, it is important that we receive as much relevant information as possible.

- You will need to finalise your son's travel arrangements. If he returns to his home country during holiday and school term breaks, you will need to make bookings well in advance. To meet your son's student visa requirements, it is important that he leaves school after the end of term and returns before the new term begins. Permission for students to arrive after the term starts or leave before the term ends will only be given by the Headmaster in exceptional circumstances, and written notification must be received at least three weeks in advance. The Headmaster's decision in such circumstances is final.
- Overseas students may not drive whilst a student at Wesley 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 Wesley College.
- Overseas students are expected to participate fully in the academic, sporting and social life of Wesley College. Our international students are expected to speak English whenever 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 Wesley community will lead to a review of the student's enrolment by the Headmaster.

It is this collective and collaborative spirit which makes Wesley College the special place that it is today! If you feel that Wesley is the right place for the next step in your son or daughter’s educational journey, we look forward to speaking with you.

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

Enrolments Office
Wesley College
Corner of Coode and Angelo Streets
SOUTH PERTH WA 6151

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Please see the following page for a list of terms and definitions which may be helpful.
GLOSSARY

<table>
<thead>
<tr>
<th><strong>International Student</strong></th>
<th>Person from overseas who satisfies conditions for a full fee overseas student as described in the ESPRA or the definition of an overseas student described in the ESOS.</th>
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<tbody>
<tr>
<td><strong>CRICOS</strong></td>
<td>Commonwealth Register of Institutions and Courses for Overseas Students.</td>
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<tr>
<td><strong>DIBP</strong></td>
<td>Department of Immigration and Border Protection</td>
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<tr>
<td><strong>ELICOS</strong></td>
<td>English Language Intensive Courses for Overseas Students</td>
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<tr>
<td><strong>ESOS</strong></td>
<td>Education Services for Overseas Students Act 2000, including all amendments made through supplementary Acts. This is a Commonwealth Government Act.</td>
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<tr>
<td><strong>ESPRA</strong></td>
<td>Education Service Providers (Full Fee Overseas Students) Registration Act 1991. This is a Western Australian Government Act.</td>
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<tr>
<td><strong>TPS</strong></td>
<td>Tuition Protection Scheme pursuant to the ESOS.</td>
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<td><strong>eCoE</strong></td>
<td>Electronic Confirmation of Enrolment Certificate.</td>
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<tr>
<td><strong>CAAW</strong></td>
<td>Confirmation of Appropriate Accommodation/Welfare Arrangements</td>
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