



WESLEY COLLEGE

By daring & by doing

2019 HANDBOOK

Full-Fee Paying International Students



'It takes a village to raise
a child'

AFRICAN PROVERB

About the Wesley Crest



WESLEY COLLEGE

By daring & by doing

- The **wyvern** is a winged, two-legged dragon with a barbed tail that was part of the Wesley family crest. It is of medieval origin and has been adopted by a number of Methodist, and now Uniting Church institutions.
- The **swan** is the bird emblem of Western Australia.
- The **escallops (shells)** are religious symbols associated with pilgrimages or journeys.
- The three escallops represent the Holy Trinity.
- The **cross** is superimposed on the College crest, which is set within a shield, whose purpose is protection.
- The **motto**, Audendo Atque Agendo translates to: By daring & by doing.



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

- 016948E** **Primary Education Pre-primary–Year 6** (*Boys and Girls, accompanied by Parents*)
- 098524F** **Secondary Education Years 7-10** (*Boys only, boarders or accompanied by Parents*)
- 098525E** **Secondary Education Years 11-12** (*Boys only, boarders or accompanied by Parents*)

As a provider of education and training services to overseas students, the College is required to comply with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and Education Services for Overseas Students Act 2000 (ESOS Act).

Wesley College

Wesley was founded in 1923 and named after John Wesley, co-founder of the Methodist Church; and although considered an elite private school, offering a world-class, contemporary education, Wesley remains true to its founding egalitarian principles. We value, support and celebrate diversity and recognise the contribution our international students make to the life of our College. We welcome international students each year from across the world, and 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.

Who We Are

The College motto 'By Daring & by Doing' (Audendo Atque Agendo): five simple words, yet so powerful. These words comprise the Wesley College ethos, a brief summation of who we are, and what our students and staff, working together, aim to do each and every day.

This spirit of challenging oneself to stretch and deliver the best they can, has been a part of the Wesley College fabric since the school was established ninety-five years ago. Today, the College has almost 1,200 students from a broad range of metropolitan, rural and international backgrounds, including more than 150 boarding students from Australia and around the world.

Wesley College is located in South Perth, just a short walk from the beautiful Swan River foreshore. Perth enjoys a Mediterranean climate, and offers an excellent quality of life in terms of personal safety, health, continuing education, transport and the environment.

Our campus features a variety of historical buildings, as well as newer facilities added throughout the College's history. The Wesley College Chapel is a landmark, recognised by its unique octagonal shape and its soaring central spire. The College's elevated location offers stunning views of the Swan River from many of the campus' main buildings.

The Wesley College campus is home to three separate sub-schools, each with a slightly different focus based on the age and development of its individual students. Our Junior School offers a co-educational environment from Pre-kindergarten through Year 4. The Middle School's learning environment is structured to suit early adolescent development, co-educational in Years 5 and 6 and then boys only in Years 7 and 8.

The Senior School comprises of a boys only setting, from Years 9 to 12. Each sub-school's mentor/student teaching model varies slightly, but the end goal remains the same; to ensure that each Wesley student has all the necessary resources to develop to their full potential, from both an academic and a personal well-being standpoint.

Further information to assist in learning about living in Perth, visit [Study Perth](#) or [Council for International Students International Students of Western Australia](#)

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Summary of Entry Procedures

1. Application – Apply for Enrolment

Make an application to enrol your child by completing online, via the College website:

- Completed application form and application fee (\$330)
- AEAS Test Results
- A copy of your child's birth certificate
- A copy of passport page with name, photo identification, passport number and expiry date
- Provide copies of your child's two most recent school reports
- Submit evidence of English proficiency – copy of recent English Competency Test results.

2. Interview

Arrange an interview with the Enrolments Manager, Deputy Head of College, Head of School, and/or Dean of Senior School at the earliest practical opportunity. The student, and his parents or guardian must attend. A ZOOM 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, Course of Study and Graduation

The student's level of entry (and course selection in Senior School) will be determined in close consultation between the Head of School and the Dean of Academic Administration of the relevant sub-school. The student's age, English competency results and academic reports will also form part of the decision process.

Students in Middle and Senior Schools must attain a 'C' average across a semester, and in Years 11 and 12 maintain achievement at a level that supports attainment of WACE or an ATAR score high enough to meet requirements for university entry.

Senior School

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.

Whilst the student is given every opportunity to succeed, in terms of Wesley's academic programs, and support structures both academic and pastoral, the College cannot make any guarantee in regard to a successful outcome.

Course Credit Policy

It is important that students intending to enter Year 11 in Term 2 (or Semester 2), are able to provide (to the Dean of Academic Administration) syllabus documents from their previous school, as these will be used by SCSA to gain accreditation points towards their WACE. If a Course Credit is granted, the student will be notified in writing, and a new Confirmation of Enrolment (CoE) will be issued if the course duration is reduced.

The School Curriculum and Standards Authority (SCSA)

The SCSA is the government body responsible for all school curricula, for Year 11 and 12 syllabus preparation, for monitoring comparability of standards between schools, the setting and administration of the ATAR Examinations and the certification of student results.

Western Australian Statement of Student Achievement (WASSA)

At the end of Year 12 all students will receive a WASSA (Western Australian Statement of Student Achievement). The WASSA provides a formal record of the achievements of all leaving Year 12 students as a result of their school education in Western Australia.

Western Australian Certificate of Education (WACE)

The WACE is the certificate that students receive upon successful completion of their senior secondary education. It is recognised nationally in the Australian Qualifications Framework (AQF), by universities, industry and training providers.

University entry scores achieved at Wesley College are fully transferrable to all Australian universities and many accredited, educational institutions in the United Kingdom, USA and Canada.

The WACE Requirements

Achievement of a WACE is now a more significant achievement than it used to be. Essentially a WACE acknowledges a student has demonstrated at least a minimum standard in both literacy and numeracy and has at least achieved the minimum standards in an educational program of suitable breadth and depth.

The basic requirements:

- Satisfactory demonstration of the literacy and numeracy competency requirement. This is achieved from past Year 9 NAPLAN results or OLNA tests done thereafter;
- Complete at least twenty course units or the equivalent across Years 11 and 12, from ATAR and/or General courses;
- Complete four or more Year 12 ATAR courses or complete a VET Certificate II or Certificate III course.

Breadth and Depth requirements:

Within the twenty course units completed across Years 11 and 12, there must be:

- A minimum of ten or the equivalent of Year 12 units;
- Two completed Year 11 English units and a pair of Year 12 English units (or Literature or EALD);
- One pair of Year 12 course units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology). Achievement standard requirements
- Achieve at least fourteen C Grades (or the equivalent) in units across Years 11 and 12 with at least six C Grades (or the equivalent) having been achieved in Year 12 units.

Extension to Course

Wesley College will not extend the duration of the student enrolment if the student is unable to complete the course within the expected duration, unless the following occurs:

- There are compassionate or compelling circumstances, as assessed by the registered provider on the basis of demonstrable evidence, or
- The College has implemented, or is in the process of implementing, an intervention strategy for the student because the student is at risk of not meeting course progress requirements, or
- An approved deferral or suspension of the student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).

Visa Implications In the event of a course extension, Wesley will counsel the student to contact the Department of Home Affairs to seek advice on any potential impact to their visa, including the need to obtain a new visa.

4. English Competency Assessment

All instruction at Wesley College is in English so a prospective student must have competence in the English language to succeed in achieving his or her educational objectives. Further, the state education authority sets minimum literacy and numeracy standards that students must meet to fulfil graduation requirements.

Assessment Prior to Entry As part of the pre-enrolment process, if the student’s first language is not English, Wesley requires an Australian Education Assessment Services (AEAS) English competency test. Visit the [AEAS](#) website for information about the test, practice exams and testing centres available in Australia and other countries. AEAS recommended ELICOS Program is set out below. This is a general guide only. Wesley College reserves the right to vary these recommendations.

AEAS Test Score	Level	ELICOS Recommendation	ELICOS Recommendation	ELICOS Recommendation
		Upper Secondary Entry Years 10-12	Lower Secondary Entry Years 7-9	Primary School Entry – up to Year 6
0-25	Beginners	40-48 weeks	30-40 weeks	12-20 weeks
26-35	Elementary	30-40 weeks	20–30 weeks	6-12 weeks
36-45	Pre-intermediate	20-30 weeks	12-20 weeks	4-6 weeks
46-60	Intermediate	12-20 weeks	8-12 weeks	0 weeks
61-70	Upper Intermediate	8-12 weeks	4-8 weeks	0 weeks
71-80	Pre-advanced	4-8 weeks	0 weeks	0 weeks
Above 80	Advanced	0 weeks	0 weeks	0 weeks

ESL Level Guideline for entering Wesley College:

Junior School	
Younger students can demonstrate competency during an interview with the Head of Junior School at Wesley College. Following this interview, and in conjunction with the student’s recent reports, enrolment is at the discretion of the Head of Junior School.	
Middle and Senior Schools	
Anticipated Year of Entry	AEAS Test Score
Years 5 – 6	40-50
Years 7 – 8	45-60
Years 9 – 10	60-75
Years 11 – 12	70+

ELICOS in Perth

If the student is required to complete an intensive English course (ELICOS – English Language Intensive Course for Overseas Students) prior to entry to Wesley, the College refers students to [Phoenix Academy](#) or a reputable ELICOS centre. For further information, please email info@phoenixacademy.com.au

Please note carefully the following:

- Towards the end of the ELICOS course and prior to entry at Wesley, the student will be required to sit a follow-up AEAS assessment (and in some cases a Wesley College based assessment).
- If the student has not reached the required level of English, Wesley will request that the student extend their ELICOS course.

- Wesley College may not progress an enrolment application if it deems that a prospective student does not have, or cannot meet, the required level of English language proficiency.
- After commencement, the student requires additional ELICOS to support his/her learning at Wesley; parents will be required to cover the supplementary cost of an external tutor.

5. Offer for Enrolment

The College will issue a formal letter of offer once satisfied with the interview, the submitted documentation and test results. If an ELICOS course is required prior to entry, the offer will be conditional upon the student reaching the required level.

6. CoE (Confirmation of Enrolment) & CAAW (Welfare Letter)

The College will issue an electronic Confirmation of Enrolment (eCoE) and Student Welfare Letter (CAAW) upon receipt of the following:

- **Signed Memorandum of Offer** – the written agreement between Wesley and the family
- **Payment of the Confirming Fee** – which includes the College’s Endowment Fee, Overseas Health Cover Fee, advance payment of tuition fees of one semester (*and boarding, if applicable*).

If the enrolment does not proceed, a refund will occur (*as per the College’s Refund Policy*).

7. Applying for a Student Visa

Families are required to submit a student visa application to the Department of Home Affairs, and details of the application process are available at your nearest Australian Embassy or High Commission. They are also available on the [Department of Home Affairs](#) website.

- 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.
- Wesley College staff are not qualified to assist with the visa process, or influence, or guarantee the outcome of an individual application.
- Wesley cannot guarantee the outcome of a visa application. If the visa application is refused, the College’s Refund Policy will apply.
- Undertaking a course at Wesley College is strictly for Primary or Secondary Education studies – and the courses in no way provide a pathway to Australian residency.

8. Overseas Health Cover

All international students studying on student visas must have Overseas Health Cover (OSHC) for medical and hospital care before entering Australia. Wesley College will arrange cover for the full period of the student visa through **Medibank OSHC Essentials**.

- A fee is paid to the school in advance of entry (*as part of the confirmation fee*) and a Certificate of Insurance will be emailed to the family with the CoE and CAAW. If the visa application is unsuccessful, the fee is refunded.
- 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

If the student is boarding at Wesley, parents must nominate a Local Carer to ensure the College has access to a Perth-based adult at all times. 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.

College Monitoring of Local Carers

The College must be satisfied at all times that appropriate welfare arrangements are in place, and that the person nominated by the family is appropriate as a Local Carer. The appropriateness of the Local Carer's homestay accommodation will be checked as part of the pre-enrolment process, and bi-annual site visits will occur thereafter.

Local Carer Guidelines:

- Be 25 years of age (family members over the age of 21 will be considered at the discretion of the Head of College);
- 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

Local Carer Expectations:

- Provide suitable homestay accommodation for the overseas student;
- Act as a contact for general, day-to-day issues;
- 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 disciplinary reasons.

Mid-term Breaks and School Holidays

A Term Date schedule for the academic year will be provided prior to commencement – updates and future dates will be available on Schoolbox. The Boarding House closes during mid-term breaks and school holidays; therefore your son will need to stay with his Local Carer at these times, if he is not returning home.

The Local Carer must be appointed for the duration of the student's course, and details must be confirmed at the beginning of each academic year, or at any time the Local Carer becomes unavailable.

Unable to provide a Local Carer?

Should you need assistance in identifying a Local Carer, please contact one of the College's Enrolments Managers.

10. Wesley College Uniform Fitting

The Enrolments Office will organise an appointment for a full fitting at the time of orientation. The full Wesley uniform will cost approximately \$1,500.

11. Orientation

To ensure our new families are familiar with Wesley campus and 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 well-being.

SUPPORT AND PASTORAL CARE FOR OUR INTERNATIONAL STUDENTS

Under the ESOS National Code all education providers must offer their international students support to help them adjust to study and life in Australia, achieve their learning goals and achieve satisfactory progress in their learning. This support is available because we recognise that Australia is a new environment for our students, as well as a different culture, with different laws and systems.

The following section outlines the support structure and services at Wesley. These are available to our international students, and may be accessed at no additional cost.

- Support and welfare services available at Wesley
- Legal services (*Fair Work Ombudsman*)
- Emergency and Health Services
- Facilities, Resources and Complaints and Appeals Processes

Pastoral care and behaviour management are inextricably linked. The classroom teacher, coach, manager, teacher on duty, and all teachers are responsible for the effective care of a student. This may require interventions under the behaviour management policy and such interventions, including the impositions of sanctions, invariably have a pastoral and educative dimension.

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.

Monitoring students' pastoral care is the direct responsibility of:

- The class teacher from Pre-kindergarten to Year 4
- The Tutor in Years 5 - 8
- The Mentor from Years 9 - 12
- The Boarding Year Coordinators and the Head of Boarding for boarders
- International Student Liaison

Contact details for staff are available in the relevant Handbooks for Junior, Middle and Senior Schools, and Boarding. You will be introduced to your child's teacher, Tutor, Mentor or Boarding Year Coordinator during the Orientation process. These staff should be the first point of contact for any concerns about your child's general welfare and progress.

International Student Liaison

Mr Bon Zhao provides important day-to-day support for our international students. He works closely with the student's Boarding Coordinator, Mentor and various subject teachers, to ensure they are progressing both academically and pastorally. Mr Zhao communicates with families and Local Carers, as required.

The role of the Head of Boarding and Boarding Year Coordinator

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 Boarding Coordinators and Mentors.

- Each year group in the Boarding House has a specific Year Group Coordinator. Along with Mr Zhao, this person is the main contact point for the student, and also liaises with parents and the boarders' Local Carers.
- Each student attends a regular Mentor Group during school hours. Mentors are also responsible for overseeing the pastoral and academic aspects of each student, and are in regular contact with the Boarding Year Coordinator.

Specialist guidance and support is available from the Dean of Student Management, College Psychologists, Deputy Head of College and Head of College. An outline of the specialist framework for our students is as follows:

School Psychologist

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

Wesley College has a full-time chaplain, Reverend Nalin Perera, serving as a steady source of support and guidance for our students and wider community. The College operates under the auspices of the Uniting Church in Australia, and attendance at a once-per-week Chapel Service is mandatory for all students.

This regular contact with the chaplain ensures that our students come to know him and feel comfortable seeking support when needed. The Uniting Church is founded on Christian values; however, Wesley College welcomes students from all religions. The College has students from a variety of faith backgrounds, including Hindu, Buddhist, Muslim and Jewish.

Legal Services and the Fair Work Ombudsman

International students have the same workplace rights as all other workers in Australia. Pay rates and workplace conditions are set by Australian Law. [The Fair Work Ombudsman](#) provides free advice and assistance to all workers to help them understand their rights, and translated information is available in multiple languages in the 'Language Help Section' of the website. If an interpreter is required, the call line for the Translating and Interpreting Service is 131 450.

If you do wish to undertake part-time work whilst studying at Wesley, the College recommends that you seek guidance from your Year Coordinator, or the International Student Liaison, prior making a commitment. The conditions of your visa should also be checked through the [Department of Home Affairs](#).

In the event of concerns, or you require to seek legal advice, please speak with your Year Coordinator or the Enrolments Office as soon as possible, for guidance.

Health Centre for Medical Support

Wesley College operates a comprehensive health service which is integrated across the full life of the College and works in close liaison with the College community. The Health Centre is located at 46 Swan Street, adjacent to the Boarding House and opposite the tennis courts.

The Health Centre is managed and staffed by experienced registered nurses who are always available if you have a query about your child's health status, or an enquiry of a general nature.

To ensure the College has appropriate contact, medical information and consent to assist your student whilst on college campus and activities, please ensure you fill out relevant medical information and consent as soon as possible. Consent allows for your student to be seen by Wesley College Health Centre Registered Nurses, receive medications and any services listed for First Aid and/or illness.

You will be informed of any significant care your child receives whilst attending the Wesley College Health Centre, or contacted by the Registered Nurse on duty if your child requires hospital care.

All medical information is kept in strict confidence, and any access to this information is regulated by Manager Health Services in conjunction with parents and guardians.

To fill out these details, please access the 'Medical' tab available on your student's page on Schoolbox.

The Health Centre is open during school terms:

- 7.30am - 6.00pm Monday to Friday
- 7.30am - 2.30pm on Saturday (*for Winter Wesley home games only*)

The registered nurses are on-call outside of these hours for boarding student requirements, and emergency contact numbers will be provided to you as part of your Boarding package.

What to do in the event of an Emergency:

Dependent on the nature or urgency of the emergency, the following steps are available to the student and parent:

1. Telephone Boarding House Reception **9368 8078**, or Wesley Central Reception **9368 8000**
2. Telephone your Boarding Year Coordinator (*mobile number provided prior to commencement*)
3. Telephone the Head of Boarding (*mobile number provided prior to commencement*)

If the emergency is life-threatening or time-critical, in Australia you telephone **000** (Triple Zero)

An operator will answer your call and ask whether you need police, fire and rescue, or ambulance.

COMMUNICATION AT WESLEY – SCHOOLBOX

Wesley College utilises Schoolbox, a virtual learning environment and communications platform for staff, students and parents. It requires authenticated logins for access, making it ideal for all types of notifications and announcements. Information you can find on Schoolbox includes news, student reports, calendar updates, virtual classrooms (students only), general course information for staff, students or parents, information on particular events, activities or services, year group pages and the ability to update personal and contact details. There is a dedicated page for Full-Fee Paying Overseas Students with information about the College's Refund Policy, Transfer Policy, Complaints and Appeals Procedure and the Local Carer Guidelines and Responsibilities.

Wesley aims to keep parents informed of their child's progress throughout the year via formal reporting (at the end of each school term), and through formal and informal communications, and meetings with staff. As previously detailed, Wesley utilises Schoolbox – parents are able to access school reports, student timetables and student academic results via the online mark book (Years 9 to 12).

Staff will also regularly use email and phone to communicate on an informal basis when necessary, and parents will also be able to contact their child's Mentor, Tutor, Boarding Year Coordinator, or the International Student Liaison with concerns.

SCHOOL INVOLVEMENT

A quality education demands a balance between every aspect of school life. The diverse co-curricular programs at Wesley College not only complement and broaden the day-to-day curriculum but also offer further opportunity for skills development, creative expression, innovation and teamwork.

Compulsory Sport

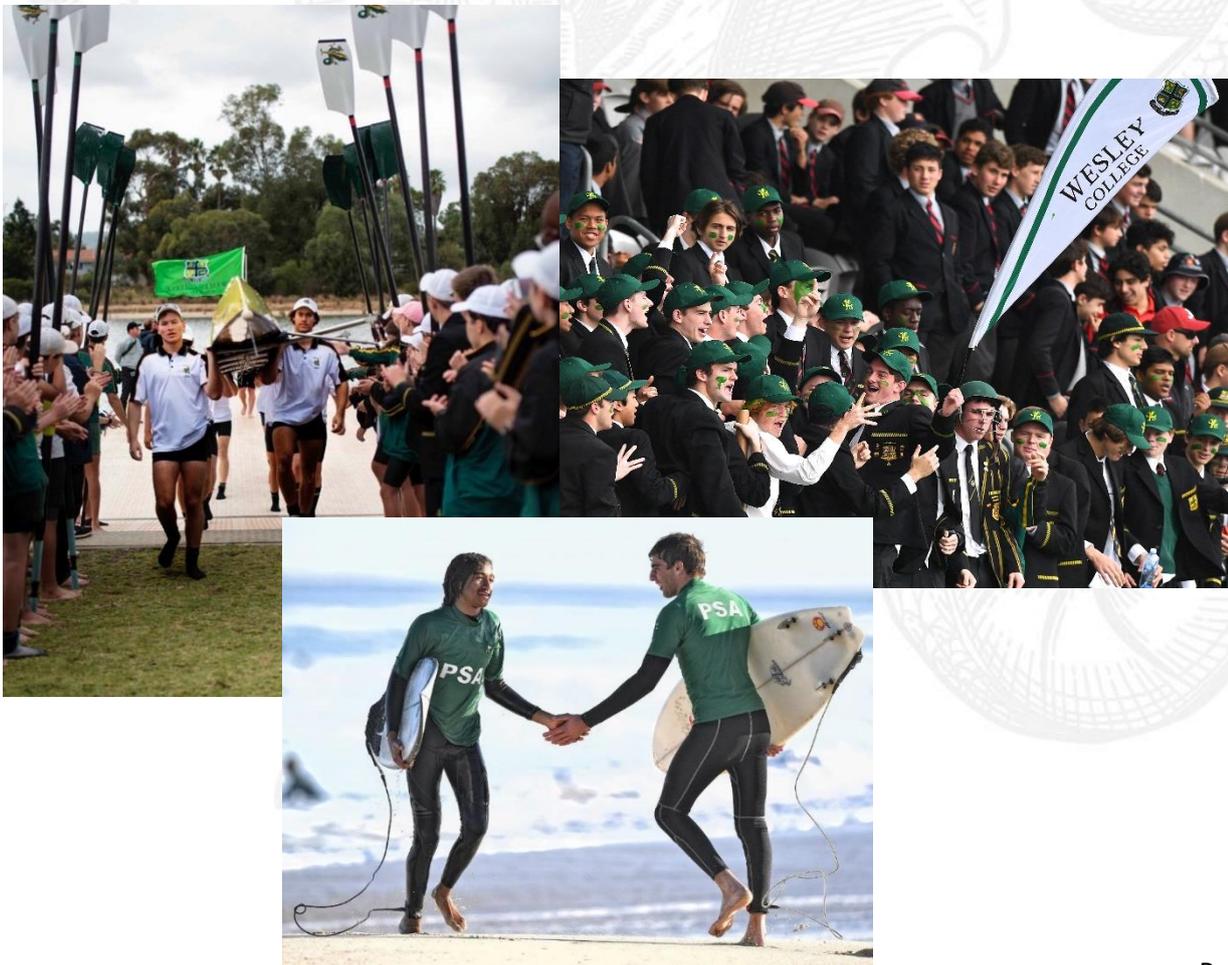
Students at Wesley are expected to participate in co-curricular sporting activities. From Years 7 to 12, boys attend sports training two days a week, either before or after school. During Years 7, 8 and 9, boys compete in sporting competition on Friday afternoons, with Years 10, 11 and 12 boys competing on Saturday mornings. This compulsory aspect of Wesley 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.

Co-Curricular – The Arts, the Great Outdoors and Sport

We offer a rich array of co-curricular activities and experiences in the following domains: Academic Support, Arts, Oratory and Literary Pursuits, Cultural Engagement Activities, Outdoor Learning, Service Learning and Leadership, Drama, Debating, Computing, Photography, Music (Orchestras, Bands, Ensembles and Choirs), and STEAM Challenge. In all of these domains, Wesley celebrates student social and emotional learning commitment, leadership, service and excellence.

The broad reaching opportunities offered at Wesley facilitate the development of qualities such as leadership, honour and integrity in addition to acquiring technical skills that will be of lifelong benefit.



Cultural Engagement

Wesley is a connected community that encourages all students to engage in the cultural life of the College. This includes active participation in the House systems, engaging in out of school activities and representing the College by taking part in national and international tours.

The cultural life of the school manifests itself in our academic program, assemblies, chapel, special events, extra-curricular activities and parent engagement. Regular cultural, language, community service and sporting tours are a feature of our diverse cultural engagement program.

The Arts

Wesley offers a diverse and exciting range of arts activities across the Junior, Middle and Senior Schools.

From choral speaking to outstanding drama productions and a range of music ensembles and dance, there is something for everyone. Wesley College has a team of specialist music teachers, many of whom perform with professional orchestras and bands, who run the College ensemble program. These activities are open to all students within the College and students are encouraged to seek out arts activities. Specific details regarding enrolment in Speech and Drama and Music programs can be found under the corresponding headings.



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.

REASON FOR REFUND	NOTIFICATION PERIOD	REFUND
Student's application for a visa is unsuccessful	As soon as practical <i>Refer ESOS Act 2000 Subdivision B – Student Defaults Section 47D and 47E</i>	Total course fees received, less the lesser of: <ul style="list-style-type: none"> • 5% of total course fees received before default; or • The sum of \$500.00
Student issued with a student visa withdraws	Between acceptance of Offer and 10 weeks or more prior to agreed starting date	Total course fees received, less the lesser of: <ul style="list-style-type: none"> • 5% of total course fees received before default; or • The sum of \$500.00
	Between acceptance of Offer and less than 10 weeks prior to agreed starting date	Total course fees received, less 25% of the current annual FFPOS Tuition Fees
	After course commences <u>with</u> appropriate period of notice (1 school term or the equivalent of 10 weeks)	Unexpended course fees, calculated on a pro rata basis, proportional to the amount of time the student is at Wesley College
	After course commences <u>without</u> appropriate period of notice (1 school term or the equivalent of 10 weeks)	Course fees received, less 25% of the current annual Tuition Fee for FFPOS
Wesley College withdraws the offer or fails to provide the course offered	Prior to agreed starting date or after commencement <i>Refer ESOS Act 2000 Subdivision A – Provider Defaults Section 46A and 46B</i>	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
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 (<i>visa conditions 8202 and 8532</i>)	After course commences	No Refund
Failure to pay course fees	After course commences	No Refund
Any behaviour resulting in enrolment cancellation at Wesley College as per the College "Student Code of Conduct"	After course commences	No Refund
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

1. 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
2. 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.

Role of the Tuition Protection Service (TPS)

In the unlikely event Wesley ceases to provide a course of study and Wesley is at fault, all unspent, pre-paid tuition fees (and associated fees) to date, will be made to the payee in Australian Dollars by electronic transfer within two weeks of the default day. The TPS ensures that international students are able to either:

- Complete their studies in another course or with another education provider; or
- Receive a refund of their unspent tuition fees.

Student Visa Requirements

Change of Living Circumstances (Local Carer and/or Guardian)

Wesley College must be informed within 7 days of any change of living circumstances, including change of accommodation details and Local Carer and/or Guardian details.

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 attaining a 'C' average across a semester**

Where Wesley assesses an international student as not achieving satisfactory progress across a semester, the parents (and student if appropriate) will be contacted and an intervention strategy will be agreed and implemented in order to maximise the student's opportunity for success.

Cancellation of Enrolment

Unsatisfactory progress, poor attendance (across a second semester) – *as detailed in the Attendance and Academic Progress Policy for FFPOS*, non-payment of fees, or a serious breach of the Student Code of Conduct, may ultimately lead to the cancellation of the student's enrolment at Wesley College, and a report to the Secretary of the Department of Education through PRISMS.

If this occurs, the student may need to seek advice from Immigration on the potential impact, as there may be implications for the ongoing viability of the student's visa. The College will uphold Standards 9 and 10 of the National Code 2018 when assessing and administering a deferment, suspension, or cancellation of enrolment.

Deferral or Cessation of Studies

Student visa conditions specify that international students must remain enrolled and attend a full time course of study. Wesley College is required to advise the Department of Home Affairs 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 the Department of Home Affairs if a student is not attending a full time course of study.

If a student wishes to defer or cease his studies with Wesley College the request should be made by the student's parents or legal guardian(s) to the Deputy Head of College, in writing. The Deputy Head of College will consider the request for deferment, or suspension of study for the student 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 on the student's file.

Wesley College will advise a student in writing of its intention to notify the Department of Education and the Department of Home Affairs 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 provider's internal complaints and appeals process, unless extenuating circumstances relating to the welfare of the student apply.

Refer '**Cancellation, Deferral or Cessation of Studies Policy**' for detailed information.

Complaints and Appeals Procedure

Wesley College has a complaints and appeals process to assist students resolve their issues. These processes are independent of your child's enrolment, (making a complaint will not affect the enrolment) and it will be available at little, or no cost to you.

It is always the intention of the College to work constructively and cooperatively with students, parents and legal guardians, and we expect that regular communication through the College's well-established pastoral and academic care systems will allow the majority of issues to be resolved. However, if an issue is unable to be resolved through the normal course of communication, and the student enrolment is to be suspended, they may access the College's Complaints and Appeals process as follows.

Internal Process

The student will be allowed 20 working days to access the College's internal Complaints and Appeals process. A complaint should be submitted in writing to the Head of College, then the following will apply:

1. Assessment will begin within 10 working days, and a meeting with the Head of College will be arranged. The Head of College may ask other staff to attend the meeting (*such as Deputy Head of College, Head of School, International Student Liaison, Head of Boarding, Boarding Year Coordinator, Mentor, Wesley Psychologist*).
2. The student may be accompanied by a parent/guardian, or a support person
3. 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 Head of College, the student and his family may send a written complaint to the Deputy Head of College or the Director of Finance. Please contact the Enrolments Department for guidance.

Student Enrolment during the Complaints and Appeals Process

The College will uphold Standards 9 and 10 of the National Code during the Complaints and Appeals Process.

- During the internal process, the College will maintain the student enrolment.
- Dependent on the nature of the suspension, the Head of College will decide whether the student is allowed to attend classes and/or remain in the Boarding House. In the event the overseas student is required to be removed from the College Boarding House, the Local Carer will be asked to accommodate the student. Under these circumstances it is preferable, and an expectation, that a parent or guardian fly to Perth as soon as possible in order to discuss and resolve the situation.

The College will await the outcome of the appeals process before notifying the Department of Education through PRISMS of the change to the student enrolment. The student will only be reported in PRISMS after:

- The internal process has been completed and the breach has been upheld;
- The student has chosen not to access the internal complaints and appeals process within the 20 working day period;
- The student withdraws from Wesley College (in writing).

Following the internal complaints process, if the student (and family) is not satisfied with the outcome or the recommendations made, Wesley will advise the student (and parents) within 10 days, that they may appeal the decision through the **Overseas Student Ombudsman** – an impartial, external body.

Overseas Student Ombudsman

In the unlikely event that an issue is unable to be resolved through either the College's internal Complaints and Appeals process, the student may appeal through the [Overseas Students Ombudsman](#). Family or friends of the student may also contact the Ombudsman. The Overseas Student Ombudsman is independent and impartial. You can make a complaint in your own language, and the Ombudsman will pay for the interpreter.

External Appeal in favour of the Overseas Student

If the external appeal is against the College's decision to report the student for poor attendance, progress, serious breach of school code of conduct, or failure to pay fees, Wesley will immediately implement the decision or recommendation and/or take the preventive or corrective action required by the decision, and advise the student of that action (in writing).

Student Welfare Arrangements in the event of a Cancellation or Suspension of Enrolment

If a student is suspended, or their enrolment is cancelled, Wesley will continue to approve the welfare arrangements for that student until any of the following applies:

- the student has alternative welfare arrangements approved by another registered provider
- care of the student by a parent or nominated relative is approved by Immigration
- the student leaves Australia
- Wesley College has notified Immigration under Standard 5.3.6 that it is no longer able to approve the student's welfare arrangements or under Standard 5.5 that it has taken the required action after not being able to contact the student.

Student Record of Complaint or Appeal

A written record of the complaint or appeal, including a statement of the outcome and reasons for outcome will be provided by the Head of College (or his representative) to the student's parents and the record will be maintained on the student file, in perpetuity.

Overseas Student Transfer Policy

In the Schools sector, international students are restricted from transferring to another Provider until they have completed the first six months of their first school course, not the principal course.

- In this case, Wesley College will not consider or accept an application from an overseas student unless the transfer reason meets an exception under the National Code (Standard 7).

STEPS TO REQUEST A TRANSFER:

If a student wishes to transfer from Wesley to another Provider during the first six months:

- A transfer request must be made in writing to the Head of College, clearly outlining the reasons for the request. If under 18 years of age, the request must be from the student's parents. If over 18 years of age, Wesley College still requires a written communication from the student's parents, indicating their support for the transfer
- The request will be responded to as soon as practicable, but certainly within 10 working days.
- Wesley College will always consider the wellbeing of the student when considering a transfer request, and uphold the requirements of the National Code (Standard 7).

A TRANSFER MAY BE APPROVED IF:

Wesley College will grant a transfer request because it is in the student's best interests, including but not limited to where the Head of College has assessed that:

- The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging an intervention strategy to assist the student in accordance with Standard 8 (*Overseas student visa requirements*)
- There are compassionate or compelling circumstances
- Wesley College is unable to deliver the agreed course as outlined in the written agreement, and there is evidence that the student's reasonable expectations about their current course are not being met
- 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
- There is evidence that the student was misled by Wesley and the course is therefore unsuitable to their needs and/or study objectives
- An appeal (*internal or external*) on another matter results in a decision or recommendation to release the student.
- The student's enrolment has been suspended or cancelled
- If the student has a valid offer of enrolment from a new provider, and the Provider has indicated their willingness to accept welfare responsibility for the student if he is under 18 years of age.

If a release is granted:

- There will be no cost to the student
- The student must contact the Department of Home Affairs to seek advice on whether a new student visa is required

IF A TRANSFER IS REFUSED

A transfer may be refused if the following occurs:

- The student does not have permission from his parents or legal guardians
- The student is unable to provide a valid offer of enrolment with a new Provider

The College will notify the parents in writing, the reasons for the refusal. The family then has 20 working days to access the Complaints and Appeals process (*in accordance with Standard 10 of the National Code*).

In the event of an appeal, Wesley will not finalise the student's refusal status in PRISMS until the appeal finds in favour of Wesley, or the student has chosen not to access the Complaints and Appeals processes within the 20 working day period, or the student withdraws from the process.

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, please click [here](#).

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 at 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 Head of College in exceptional circumstances, and written notification must be received at least three weeks in advance. The Head of College'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 encouraged 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 peers. 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 Head of College.

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.

**For further information, please contact a Wesley Enrolments Manager:
Kelli Henning or Ceili Mitton at enrol@wesley.wa.edu.au or +61 8 9368 8032**



'Do all the good you can.
By all the means you can.
In all the ways you can.
In all the places you can.
At all the times you can.
To all the people you can.
As long as ever you can.'

JOHN WESLEY



WESLEY COLLEGE

By daring & by doing

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