TRINITY GRAMMAR SCHOOL, KEW
CRICOS PROVIDER 00350M

ADMISSION OF INTERNATIONAL STUDENTS

All enquiries to: The Registrar
Mrs Mandy Coxon
Trinity Grammar School, Kew
40 Charles Street
Kew Victoria 3101
Australia

Tel 61 3 9854 3600
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Email: admissions@trinity.vic.edu.au
## Contents

- Enquiries about Enrolment ................................................................. 3
- Location ................................................................................................ 3
- Curriculum .......................................................................................... 4
- Application for Enrolment ................................................................. 5
- Refund Policy ....................................................................................... 5
- Membership of the School ................................................................. 6
- Care and Support ................................................................................ 7
- Health Cover ...................................................................................... 7
- Guardianship and Accommodation .................................................... 8
- Transferring between Institutions ..................................................... 10
- Complying with Student Visa Requirements .................................... 11
- Deferment, Suspension and Cancellation of Enrolment ...................... 13
- Complaints and Appeals .................................................................... 15
- Use of Personal Information ............................................................... 17
- Staff and Facilities .............................................................................. 17
ENQUIRIES ABOUT ENROLMENT

Students should contact the Registrar at Trinity Grammar School for information about enrolment as an international student:-

Mrs Mandy Coxon,
Trinity Grammar School, Kew
40 Charles Street
Kew    3101   Victoria
Australia
admissions@trinity.vic.edu.au
Tel:  61 3 9854 3600

Please also refer to the International Student Brochure and How to Apply document which are posted on our website, www.trinity.vic.edu.au

LOCATION

Melbourne is a very warm and friendly city with an easy transport system. It has a multicultural population of nearly 4 million and many restaurants and cafes offer a variety of international food. The city is clean and tidy and there are many parks and gardens.

Melbourne is well known for its art and culture, hosting many live theatre and music performances as well as world-famous sporting events.

The weather is moderate with crisp autumns, mild winters, warm springs and fairly hot summers.

Trinity is located in the quiet, pleasant suburb of Kew, five kilometres from the central business district. There are many independent schools in the area and many students travel to school by tram, train or bus.

The area has a number of fine shopping centres, as well as theatres, gardens and parks.
CURRICULUM

The School offers the Victorian Certificate of Education (VCE) which is a two year course, spanning Years 11 and 12. VCE Units 1 and 2 are studied in Year 11 and Units 3 & 4 are studied in Year 12. Many boys elect to undertake VCE Units 3 and 4 in Year 11, enabling them to obtain extra marks for their tertiary entrance.

Some VET subjects are also offered at Years 10, 11 and 12.

Details of courses offered and the academic curriculum can be found at www.trinity.vic.edu.au, go to About Trinity/Senior School.

In some instances, students may be eligible for credits for semester units completed in their home countries when entering Years 11 or 12.

A Coordinate Program exists where some classes (in Years 11 and 12 only) are shared with Ruyton Girls’ School, a short distance from Trinity Grammar School, Kew. This allows flexibility of subject choices. In all other aspects, the School is an all boys’ school.

Ruyton Girls’ School has an excellent academic reputation and also enrolls international students.

APPLICATION FOR ENROLMENT

Before we can accept an application from a student from overseas we need to have some information about him.

English Testing

An English ability test is required for assessment for entry and the AEAS test is used for this purpose.

There are various test centres which are listed on the AEAS website www.aeas.com.au. Your agent can assist you with registration for the test. Alternatively, Chinese students can register online at www.aeas.com.au

The results of this test will be sent to us with a recommendation of what entry level is most appropriate and how many weeks’ study is required at a High School Preparation course in Melbourne prior to commencement of studies. The length of the course can vary from 10 to 20 weeks, depending on English ability. Some students may not need to undertake the course.

Entry to the School will be conditional upon the student completing his High School Preparation course and obtaining a standard of English sufficient for him to enter the year level offered.

Students who have not reached the required standard may not be able to commence at the School. Reports from the language school will be taken into account when assessing entry at this time.
Entry Levels

Although the School is registered to enrol international students from Years 7 to 12, major intakes are at Years 10 and 11.

Acceptance of Enrolment

When a student is accepted, the School will issue a Letter of Offer requesting –

- Application Forms to be completed
- A copy of the birth certificate or passport
- Notarised translation of most recent school report
- Payment of monies detailed in the letter of offer. These include the pre-paid first study period tuition fees, entry fee, confirmation fee, Overseas Health cover, fixed charges, and boarding charges and guardianship charges, if applicable.

Once documentation and funds are received and accommodation and guardianship arrangements are in place the School will issue –

- The Confirmation of Enrolment Form
- The Education Provider’s Confirmation of Appropriate Accommodation/Welfare letter (CAAW), if required

These documents are necessary to apply for a student visa.

You may wish to engage an agent to assist with the application and visa arrangements. Please see a list of our approved agents on the website www.trinity.vic.edu.au/International students

Refund Policy

1. The application fee and the non-refundable portion of the deposit are not refundable.

2. Overseas Student Health Cover will be refunded in full if not already paid by the School to the Health Fund on behalf of the student.

3. All fees must be paid in Australian dollars. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant’s home country unless otherwise requested. Refunds will be paid to the person(s) who executed the Application for Admission and the Confirmation of Booking Form.

4. The School will refund within 28 days all monies paid except the amounts stated in Clause 1 above in the event that the student’s visa application is rejected by the Australian immigration authorities and the student or his parent can produce evidence to this effect.
5. The School will refund within 28 days all unexpended monies paid except the amounts stated in Clause 1 above in the event it is determined by the School prior to commencement that the student is unable to commence at the School.

6. The School agrees to refund within 28 days of the receipt of written notice of cancellation by the parent or student prior to commencement, the tuition fees, fixed charge and boarding fee, if applicable, paid by or on behalf of the student less the amounts retained as detailed below -

6.1 if the notice of cancellation is received four months prior to commencement date for the School year, the School shall retain $AUD500;

6.2 if the notice of cancellation is received two months prior to the commencement date for the School year, the School shall retain $AUD1,250;

6.3 if the notice of cancellation is received one month prior to the commencement date for the School year, the School shall retain $AUD2,500.

6.4 no tuition fees, fixed charge or boarding fee will be refunded if notice of cancellation is received within one month of the commencement of the School year.

6.5 This Refund Agreement and the availability of the complaints and appeal processes does not remove the right of the student to take further action under Australia’s consumer protection laws.

MEMBERSHIP OF THE SCHOOL

On entering the School, international students automatically become active members of the School community.

There are rules and regulations necessary for order and discipline:

- Students, in their work and co-curricular activities, are expected to contribute to the welfare of the School and in particular, they are required:
  - to participate in School activities and to play for School teams when selected;
  - attend camps, to go on excursions and to participate in any other activities which form part of the School's program.

- Students are not permitted to leave the School before the end of each term until the published closing date. Students returning to the School after holidays must join their classes on the dates fixed for resuming.

- School uniform must be worn.

- The School is an Anglican foundation, but welcomes students of all faiths. Students are required to participate in the religious life of the School.
• A condition of entry to the School is that parents or guardians agree to abide by the regulations of the School.

• In the event of any accident or illness to a student at the School or while participating in any school activity and the parent/s or guardian/s cannot be contacted, the parent/s or guardian/s hereby specifically authorize the School to arrange for all necessary immediate medical treatment and/or hospitalisation and to consent to any operative treatment including general or local anaesthetic.

CARE AND SUPPORT

To assist international students with settling in, we have a well-developed program of support services.

• The International Student Coordinator has specific responsibility for international student welfare.

• Academic progress and attendance is monitored by the International Student Coordinator in conjunction with Heads of Year and subject teachers.

• School Counsellors, the Chaplain and the Career Guidance Counsellor provide support in personal development, grievances, study requirements, course planning, supply of educational information and application for university study.

• The Registrar assists with student visas, passport renewal, accommodation, guardianship and health cover.

• The School nurses assist with medical issues.

Regular meetings are held with the International Student Coordinator to discuss issues relating to international students.

Orientation sessions are held prior to entry when students are introduced to key members of staff responsible for their welfare during their stay at the School and they also attend classes. These sessions help with transition into the School.

HEALTH COVER

The Australian Government requires all international students to have medical insurance cover. The School will arrange this cover for the duration of your course and will request payment upon confirmation.
GUARDIANSHIP AND ACCOMMODATION

If students under the age of 18 are not living with a parent or suitable nominated relative, then the School will ensure the welfare of the student. An Education Provider’s Confirmation of Appropriate Accommodation/Welfare Letter (CAAW) will be issued through DIAC and will state the period for which the School will take this responsibility.

The International Student Coordinators and the appropriate Heads of Year will monitor the safety and well-being of the students while they are at Trinity. However, all students, irrespective of age, are required to have a guardian during their stay at Trinity and must live in school-approved accommodation.

Guardian

All international students not living with a parent during their enrolment at Trinity must have a guardian who is over the age of 25 years and living in Melbourne.

There are three acceptable categories of guardianship –

1. Students may have a relative in Melbourne who is able to fulfil this role. If the parents are nominating a family member as guardian, this person must be over 25 years of age and the parents must provide his/her full name, address, email and contact numbers. They must also provide evidence that the relative is a blood relation.

2. If parents wish to appoint a family friend as guardian, this person must be over the age of 25 years and living in Melbourne. The School will request the parents to complete a Form formally appointing the guardian and providing the full name, address, email and contact numbers of that person. The appointed guardian will be required to sign an Acceptance of Guardianship Form which sets out the duties and obligations expected of the guardian. A Working with Children Check and Police Check will also be required. An interview will be made to meet the guardian prior to approval by the School.

3. Paid professional guardianship can be arranged by the School in all other circumstances. The School recommends –

   Ms Jacyl Shaw
   Student Elite Guardianship Services
   www.studentelite.com.au

   Ms Sarah Cheng
   Melbourne Migration & Education Centre Pty Ltd
   www.mmec.com.au
Fees for guardianship

The School will assume that you require the guardianship service set out in 3 above and will request the fee in the Letter of Offer. If you are appointing your own guardian no fee will be charged by the School and you would deduct this amount.

Requirements of a Guardian

Guardians are required to oversee all aspects of the student’s welfare at School in Australia. These include –

- acting as first contact for urgent medical treatment for the student
- discussing matters with school representatives relating to the welfare of the student
- liaising with parents of the student
- ensuring attendance at School, including first days of term
- making contact with the student on a weekly basis to discuss his progress
- attending parent/teacher interviews and Orientation Day
- helping provide accommodation during holidays if necessary
- carrying out any other duties which are deemed necessary to ensure the discipline, well-being and academic progress of the student
- advising the parents and School immediately of any change in guardianship or the contact details of guardian/student.

Accommodation

There are several homestay options open to the students –

1. Students may live with a parent or suitable nominated relative.

2. The School may be able to offer a place in the Trinity Boarding House.

3. Students may arrange their own accommodation. Students are not able to live alone or with other students, by themselves. Homestay parents must be over the age of 25 years and police clearance and a Working with Children Check is necessary prior to the School approving the accommodation arrangements.

4. The School can also arrange homestay for the student if required. Placement costs may be incurred for this service and will be charged to the student’s account.
A student is obliged to give prior notification to the School of a change of living arrangements, address, or contact details.

If a student fails to maintain the School’s approved welfare and accommodation arrangements, the School may cancel the student’s enrolment.

**Transfer to another Provider**

International students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course packaged with their principal course of study.

Students can, however, apply for a letter of release from their original provider to enable them to transfer to another education provider.

Trinity will facilitate a transfer from another registered provider if:

- The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
- It is considered by Trinity that it is in the best interests of the student to grant the transfer.
- The original registered provider has provided a written letter of release.
- Written evidence that the student’s parent/s/legal guardian supports the transfer.

A letter of release will be provided by the School if:

- A written offer from another registered provider has been sighted.
- Written confirmation that the new provider will accept responsibility for approving the student’s accommodation, support, and general welfare arrangements if he is under the age of 18 years.

The School will not provide a letter of release to students in the first six months of their principal course in the following circumstances:

- The student’s progress is likely to be academically disadvantaged.
- The School is concerned that the student’s application to transfer is a consequence of the adverse influence of another party.

All applications for transfer will be considered within 10 working days and the applicant notified of the decision.
COMPLYING WITH STUDENT VISA REQUIREMENTS

The Department of Immigration and Citizenship (DIAC) Regulations require students to attend 80% of classes and achieve satisfactory course progress.

1. Academic Progress
   (a) The school will monitor, record and assess the course progress of each student each semester.

   (b) Students who have begun part way through a semester will be assessed after one full period of attendance.

   (c) To demonstrate satisfactory course progress, students will need to achieve, at the end of each semester, an average Study Score mark (across all subjects taken in the semester) of 27 or higher (out of a possible 50), as well as a Study Score of 27 or higher in English or English as a Second Language.

   (d) If a student does not achieve an average Study Score mark of 27 or higher, as well as a Study Score of 27 or higher in English or English as a Second Language in an assessment period, the Head of Year will meet with the student to develop an intervention strategy for academic improvement. This may include –

       • additional supervised study periods
       • tutorial assistance
       • assistance with formulating a study plan and development of study skills
       • support in establishing short and long term goals that focus on improved learning

   (f) A copy of the student’s individual strategy and progress reports in achieving improvement will be forwarded to parents.

   (g) The Student’s individual strategy and progress reports in achieving improvement will be monitored over the following semester by the Head of Year and records of student response to the strategy will be kept.

   (h) If the student does not improve sufficiently academically, and achieve satisfactory course progress by the end of the next assessment period, Trinity Grammar School will advise the student of its intention to commence the process of reporting the student for unsatisfactory course progress.
2. Completion within expected duration of study (course progression)

(a) Part of the assessment of the course progress at the end of each semester will include an assessment of whether the student’s progress is such that they are expected to complete their course within the duration of the course.

(b) The school will only extend the duration of the student’s study where the student will not complete their course within the expected duration due to:

- compassionate or compelling circumstances
- student participation in an intervention strategy as outlined in 1(e)
- an approved deferment or suspension of study has been granted in accordance with Trinity Grammar School’s Deferment, Suspension and Cancellation Policy.

(c) Where the School decides to extend the duration of the student’s study, the School will report via PRISMS and/or issue a new Confirmation of Enrolment Form, if required.

3. Attendance requirements

(a) It is School policy for students to attend 90% of the scheduled course contact hours.

(b) Student attendance is:
- Checked and recorded daily;
- Assessed regularly; and
- Recorded and calculated over each semester.

(c) Late arrivals at School will be recorded and will be included in attendance calculations.

(d) All absences from School should be accompanied by a medical certificate, an explanatory communication from the student’s carer or evidence that leave has been approved by the School.

(e) Any absences longer than three consecutive days without approval will be investigated.

(f) Student attendance will be monitored daily by the Deputy Head of Year over a semester to assess student attendance. The calculation method to assess attendance is –

\[
\text{number of contacts hours per semester} \times 10\%
\]

(f) Students at risk of breaching Trinity Grammar School’s attendance requirements will be counselled and offered any necessary support when they have absences totalling 8% or more during the assessment period.
If it is found that the student fails to maintain attendance in accordance with school policy then the School will commence the process for reporting the student for unsatisfactory attendance.

**DEFERMENT, SUSPENSION OR CANCELLATION OF AN ENROLMENT**

**Deferment of commencement of study requested by student**

Trinity Grammar School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:

- illness, where a medical certificate states that the student was unable to attend classes;
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on the studies;
- a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologist reports).

**Suspension of study requested by student**

Once the student has commenced the course, Trinity Grammar School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:

- illness, where a medical certificate states that the student was unable to attend classes;
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies;
- a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists’ reports);

The period of suspension will not be included in attendance calculations.

The final decision for assessing and granting a suspension of studies lies with the Headmaster or his delegate.

**Exclusion from class**

Trinity Grammar School may exclude a student from studies on the grounds of misbehaviour by a student in accordance with the School’s Behaviour Policy/Code of Conduct.

Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Headmaster.
Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements for the course.

Exclusions from class will not be recorded on PRISMS.

Periods of exclusion from class will not be included in attendance calculations.

**Suspension of study requested by the School**

Trinity Grammar School may suspend a student from studies on the grounds of misbehaviour in accordance with the School’s Behaviour Policy/Code of Conduct.

Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Headmaster.

Where the student is provided with homework or other studies for the period of the suspension, the student must continue to meet the academic requirements for the course.

Suspensions from class will be recorded on PRISMS.

Periods of suspension from class will not be included in attendance calculations.

**Cancellation of enrolment**

Trinity Grammar School will cancel the enrolment of a student under the following conditions:

- Failure to pay course fees
- Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
- Any behaviour identified as resulting in cancellation in Trinity Grammar School’s Behaviour Policy/Code of Conduct.

If the School has accepted welfare responsibility and if the School suspends or cancels the student’s enrolment, the School will continue to check the suitability of arrangements until such time as the student is accepted by another institution; the student leaves Australia; other suitable arrangements are made that satisfy the Migration Regulations, or the School reports to DIAC that it can no longer approve of the arrangements for the student.

**Complaints and Appeals about Deferment, Suspension and Cancellation**

- Student requested deferment and suspension are not subject to Trinity Grammar School’s Complaints and Appeals Policy.
• Exclusion from class is subject to Trinity Grammar School’s Complaints and Appeals Policy.

• School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation, are subject to Trinity Grammar School’s Complaints and Appeals Policy.

• For the duration of the internal appeals process, the student is required to maintain his enrolment and attendance at all classes as normal. The Headmaster will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

• If students access Trinity Grammar School’s complaints and appeals process regarding a school initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the internal complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.

• Extenuating circumstances include:
  o the student refuses to maintain approved welfare and accommodation (for students under 18 years of age);
  o the student is missing;
  o the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student’s wellbeing;
  o the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others, is at risk of committing a criminal offence, or the student is the subject of investigation relating to criminal matters

• The use of extenuating circumstances by Trinity Grammar School to suspend or cancel a student’s enrolment prior to the completion of any complaints and appeals process will be supported by the appropriate evidence.

• The final decision for evaluating extenuating circumstances lies with the Headmaster or his delegate.

COMPLAINTS AND APPEALS

The purpose of Trinity Grammar School’s Complaints and Appeals Policy is to provide a student or parent(s)/legal guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint. These internal procedures are a conciliatory and non-legal process.

Grievances brought by a student against another student will be dealt with under the school’s Behaviour Policy/Code of Conduct.
Lodging a complaint

If a student is not satisfied with any decision made by the School which affects him he should -

- discuss the dispute with his Head of Year or the International Student Coordinator who will assist with resolution of the matter.

- If he is still not satisfied, he is able to put his concern in writing addressed to the Deputy Headmaster School Management, who will convene a meeting involving the Head of Year, International Student Coordinator and other Staff relevant to the issue.

- Complaints will be treated in confidence and with respect.

- Students have the right to be supported by another person at these meetings if they wish.

- The formal complaints process will commence within 10 working days of the date of lodgement of the complaint with the Head of Year or International Student Coordinator.

- The student will be informed in writing of the outcome and the reasons for the outcome.

- The School will immediately implement the decision and any corrective and preventative action required.

- If the complaints procedure does not find in favour of the student, he will be advised that he has a right of appeal at no cost through an independent external appeal avenue. If the student wishes to take this course, he can contact the Overseas Student Ombudsman. See the Overseas Student Ombudsman website www.oso.gov.au or phone 1300 362 072.

- The School undertakes to finalise all internal grievance procedures within 20 working days.

- For the duration of the internal appeals process, the student is required to maintain enrolment and attendance at all classes as normal, unless extenuating circumstances prevail.

Student Advice

Deferment, suspension and cancellation of enrolment can have an effect on a student’s visa as a result of changes to enrolment status. Students will be informed to contact DIAC for advice.
USE OF PERSONAL INFORMATION

Any personal information provided by a student to the School may be made available to Commonwealth and State agencies pursuant to obligations under the ESOS Act 2000 and the National Code.

The School is required under s19 of the ESOS Act 2000 to inform DIAC of certain changes to a student’s enrolment and any breach of student visa conditions relating to attendance or satisfactory academic performance.

The School undertakes to advise DIAC if a student under 18 has changed his living arrangements or if the School no longer approves of the arrangements for the student.

STAFF AND FACILITIES

All staff are suitably qualified or experienced in relation to the functions they perform. It is a requirement that all teaching staff are registered in accordance with the requirements of the Victorian Institute of Teaching (VIT). Each staff member is required to provide evidence that their annual registration has been approved and that their National Criminal Record History Check (NCRHC) is up to date.

In accordance with VIT requirements, staff undertake regular professional development.

Facilities

Trinity Grammar School, Kew has a blend of historical buildings and new modern facilities.

The main campus at Kew features -

- A purpose-built Science Design and Technology Centre with eight laboratories and an extensive area dedicated to design and technology.
- Nearby sporting fields allow the boys to experience a wide range of sports including tennis, soccer, football, hockey and cricket.
- Two well-resourced libraries with private study areas for senior students and online access to all library catalogues and other resource information.
- Specialist computer rooms are available during and after school. In addition, each boy has his own notebook computer with online access to the internet and the School’s intranet service and library catalogues through a wireless network system. Computers are purchased through the School.
- The Art Department has graphics and art studios, a print room, a dark room and an art gallery.
- The Music Department has many private practice rooms, rehearsal room, sound recording desk and other music studios.
- The sports complex has three basketball courts, a fully equipped gymnasium and classrooms.
• The 25 metre swimming pool is at the Kew site.
• The School canteen provides a variety of hot and cold foods and drinks for morning snacks and lunch. Asian foods and rice are often on the menu.
• Year 12 students have their own common room where they can meet with each other in a relaxed, friendly atmosphere.