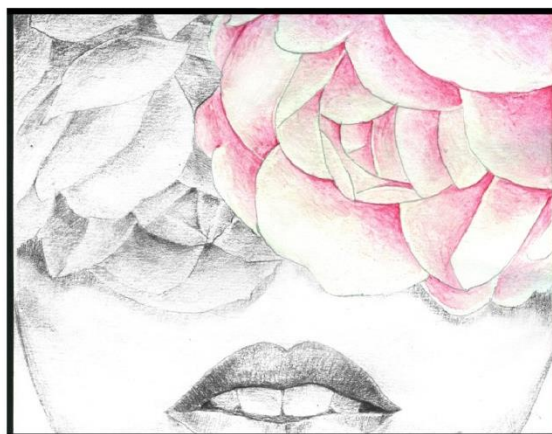




## International Students Information, 2018

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Artwork by Sandy Nguyen

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## Information for International Students

Welcome to Liverpool Girls' High School. We know that you will enjoy your time at the school and make a valuable contribution to the success of our school in the local community.

The following information will help you as you settle into the school.

**The name of our International Student Coordinator** is Mrs Screech, the Deputy Principal. You can speak to her with any of your concerns. You will find Mrs Screech in the main administration office area. Mrs Sukkar and Ms Dokmanovic also support the learning of International students and host morning teas and support workshops for all International students. Special regular morning teas and luncheons will be held for International students each term to check in and see how the students are progressing.

**The name of our School Counsellors** are

Mrs Pringle and Mrs Shafei-Ongu

You can speak to either counsellor if you have any concerns related to your well-being. They are located in the Counsellor's Office located in L Block.

**Your Year Advisers and Assistant Year Advisers are:**

|                |                                      |                |                               |
|----------------|--------------------------------------|----------------|-------------------------------|
| <u>Year 7</u>  | Mr Weatherby Miss Kalebic            | <u>Year 8</u>  | Mrs Karountzos / Mrs Chaudhry |
| <u>Year 9</u>  | Mr Centurian /                       | <u>Year 10</u> | Mrs Swami /                   |
| <u>Year 11</u> | Mrs Sparkes / Mrs Ramsey / Ms Morgan | <u>Year 12</u> | Mrs Dixon / Mr Hussein        |

You can also see your Year Adviser with any of your concerns or issues that you may have.

**The contact in the school office** for International Students is Mrs Holmes. She can help you with any questions that you may have.

Your *Student Handbook* will give you a complete idea of the how Liverpool Girls' High School operates and what is expected of you as a member of the school community.

School Bus/Train timetables may be obtained from the Administration / Finance Office. Please note that international students are not eligible for the School Student Transport Scheme.

Rules for all courses offered by the NSW Education Standards Authority (NSEA) – *School Certificate (SC), Preliminary Course and Higher School Certificate (HSC)* are found in each Course Booklet available in the front office or on the school web site <http://www.liverpool-h.schools.nsw.edu.au/home> .

### **Welfare and emergency services**

In case of an emergency, to contact the ambulance, police or fire brigade telephone 000.

The local police station Liverpool Police is located in George Street, Liverpool. Phone: 9728 8399

A number of Doctors can be found in the Town Centre of Liverpool. For recommendation of local Doctors please ask at the School Office and the staff can assist you.

The nearest hospital(s) to the school are:

Liverpool Hospital located at Elizabeth Street Liverpool 2170 Phone 9828 3000

If at any stage you feel unsafe inside or outside the school, report this to one of the international student contacts at school.

### **Local Area Information**

Our local banks are:

Westpac located in the Liverpool Westfields Centre Phone: 13 20 32

The Commonwealth Bank located George Street, Phone: 13 22 31

ANZ Bank located in Macquarie Street, Phone: 13 13 14

The nearest shops are located in the Liverpool Town Centre and Westfields which is just up the street from the school.

### **You and the law**

- It is illegal to consume alcohol if you are under 18 y.o.
- It is illegal to purchase cigarettes if you are under 18 y.o.
- Possession and use of illegal drugs is a criminal offence
- For information about laws relating to children and young people visit the website: [www.lawstuff.org.au](http://www.lawstuff.org.au)

### **Questions, concerns or complaints**

If you have any questions, concerns or complaints see the International Student Coordinator, Mrs Screech, the Deputy Principal. The NSW Department of Education has a complaints procedure; details are available on the website: [www.internationalschool.edu.au](http://www.internationalschool.edu.au) .

# Information for International Students ~ Rules

Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2007. For a summary of the ESOS framework see: <http://www.internationaleducation.gov.au>. For information about student visa requirements refer to the Department of Immigration and Border Protection (DIBP) website: <http://www.border.gov.au>.

Contact the **International Student Coordinator**, *Mrs Screech* at your school if you have any concerns or questions about your school, personal issues or other problems. The Coordinator will assist you or refer you to the appropriate staff member.

## ATTENDANCE AND COURSE REQUIREMENTS

- ✓ You must attend a minimum of **80%** of all scheduled classes. If you do not meet attendance requirements you may be reported to DIAC, unless there are compassionate or compelling circumstances (guidelines are provided below).
- ✓ You must provide a doctor's certificate for any absences of **3** days or more. The doctor must be a registered medical practitioner. If you are absent for 1 or 2 days, a **letter of explanation** must be provided by your guardian or if you are over 18 years, you can provide your own written explanation.
- ✓ You must meet course progress requirements. Your school will provide you with information about course requirements as outlined by the . Further information about course requirements is available at [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)

## ACCOMMODATION AND WELFARE ARRANGEMENTS

*Welfare:* a student must live either with a parent or a direct relative approved by DIBP or in homestay approved by DE International. The homestay host takes on the role of carer.

### *Year Level Permitted Living Arrangements*

- 7 – 8 Parent / Direct Relative
- 9 – 12 Parent / Direct Relative / Nominated Carer / Homestay

*Address:* If parents nominate a carer to be approved, the carer's address is assessed against catchment areas of the schools nominated in the application form

- If you are under 18 years, you must **maintain your approved accommodation, support and welfare arrangements**. If these arrangements are approved by the NSW Department of Education, you must not change those arrangements without prior written approval. Requests to change the arrangements must be made in writing to DE International and signed by your parents.
- If you want to change your Homestay, you should contact the International Student Coordinator at your school.
- NSW Department of Education recommends that students over 18 continue to live with relatives or Homestay families. Changes to accommodation should be within reasonable travelling distance to the school.
- Your parent or relative (approved carer) must notify your school of your residential address within 7 days of arriving in Australia and notify any changes of address and contact details within 7 days. Students over 18 years who change address must also notify their school within 7 days.

## CONDITIONS OF ENROLMENT

- You must commence school enrolment on the date stated on the **Confirmation of Enrolment** (CoE) and if this is not possible, notify DE International in writing within 24 hours of the start date on the CoE.
- You must adhere to school rules and the terms and conditions of enrolment as stated on the international student application form. You will receive information about school rules and expected behaviour at orientation.
- Your school may suspend or cancel your enrolment on grounds of misbehaviour.
- For further information about student behaviour and suspension and expulsion of students, refer to the International Students Coordinator at your school.
- Travel during school holidays, other than returning to your home country, is only permitted if you are travelling with your carer or relatives or on an approved school excursion. Written permission from your parents is required.
- If you want to transfer to another government school you must provide a written request to your school signed by your parents and liaise with DE International.
- If you want to change provider you must provide a written request to your school signed by your parents. For further information concerning visa regulations about change of provider, refer to the DIBP website and the coordinator at your school.

## LEAVE

If you are going to be absent for a week or more during school term, your parents must request approval from the principal in consultation with DE International. You must not defer your start date or take extended leave without the principal's permission. Approval is only granted on compassionate or compelling grounds

### *Guidelines for Compassionate or Compelling Circumstances*

Leave approved on grounds of compassionate or compelling circumstances is not counted in attendance records. Compassionate or compelling circumstances are generally those beyond your control and which have an impact upon your course progress or wellbeing.

*These could include, but not limited to:*

- illness, where a medical certificate states that you are unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible a death certificate or other evidence should be provided either prior to departure or on return)
- major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on your studies
- a traumatic experience which could include, but is not limited to:
  - *involvement in, or witnessing of an accident*
  - *witnessing or being the victim of crime and this has impacted on you (these cases should be supported by police or psychologists' reports or advice)*
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

**Short** periods of **leave** requested by the student are **recorded as non-attendance** and may be approved if the student meets the requirement of 80% attendance of scheduled classes.

## COMPLAINTS AND APPEALS

- NSW Department of Education has a complaints and appeals process which is available on the website <http://www.dec.nsw.gov.au/about-us/how-we-operate/how-we-handle-complaints> . If you wish to make a complaint or appeal a decision made concerning your enrolment, course progress or other decision, you should contact the International Student Coordinator at your school. Your carer (if you are under 18) or support person (if you are over 18) must be present with you in any appeal interviews.
- If you are not satisfied with the outcome of internal complaint and appeal process, you will be given access to the external appeals process through the NSW Ombudsman.
- Upon receipt of the written complaint, an investigation must be commenced within 10 school days and completed by the appropriate delegate in accordance with the Department's *Complaints Handling Policy Guidelines*.

## WORK

- Students attending an Intensive English program are not permitted to work part time.
- To work part-time, DE International requires that you must have been enrolled for at least six months in your current school, have a satisfactory attendance record and provide your school with a letter of consent from your parents before beginning part-time work.
- Any part-time work during school term must not interfere with your school studies and must not exceed 40 hours per fortnight. You should not work more than 10 hours per week in school terms as any more hours may impact on your learning.

## SCHOOL TRANSPORT

International students are eligible for a **student concession card** issued by the school. The Transport for NSW policy on student concessions can be found at: <http://www.transportnsw.info/sites/en/tickets/concessions/student-child/index.page>

International students are not entitled to free travel through the **School Student Transport Scheme**. International students under 16 years can obtain tickets at the child fare and international students 16 years and over are **entitled** to a **student concession card**.

## DEFERMENT OF COURSE COMMENCEMENT DATE

Any request for a deferment must be submitted in writing and signed by your parents to DE International. A request for deferment after your student visa has been issued will only be approved where evidence of compelling and compassionate circumstances can be provided. A deferment may affect your visa so please consult DIBP before submitting a request.

## SUSPENSION OF STUDIES

If you are required to take leave from attending school due to compassionate or compelling circumstances, a suspension of your studies may be possible, whereby your absence is not counted towards your attendance rate.

Prior to taking leave, a signed request from your parents must be submitted to DE International along with evidence of compassionate or compelling circumstances. A suspension of studies may affect your visa so please consult DIBP before submitting a request.

# Responsibilities

## STUDENT COMPLIANCE

Students holding a **571P** student visa have the following conditions attached to their visa.

*Students **under 18 years of age must maintain their approved accommodation and welfare arrangements.** This may be a Homestay approved by DE International or a direct relative approved by DIBP.*

- *Students **must meet course and attendance requirements** including a minimum of 80% attendance for each term and semester.*
- *Students **over 18** or students living with parents **must notify their school of any changes to their address and contact details within 7 days.***
- *Students **must not work** in paid or unpaid employment for more than 40 hours per fortnight. Schools should recommend no **more than 10 hours per week**, providing it does not interfere with their studies (IEC students are not permitted to work).*
- *Students **must remain** with the education provider with whom they have enrolled **for the first 6 months of the main course.***
- *Students **must not defer, delay or suspend their studies or take extended leave** except on grounds of compassionate or compelling circumstances and with approval.*

## THE INTERNATIONAL STUDENT'S RESPONSIBILITIES

Once enrolled, **international students have the same responsibilities as local students** as well as the **additional requirements under the ESOS Act.**

- **Attendance** is a **minimum of 80%** for each term enrolled.
- Provide **medical certificates** from a registered medical general practice (GP) for absences from school.
- Maintain satisfactory course progress.
- **Notify the school** immediately of any **changes to accommodation or welfare** arrangements (**Appendix 6**).
- Provide the school with a letter of consent from parents if working part-time (Max 40 hours per fortnight) and apply for an Australian Tax Office (ATO) Tax File number to give to their employer (Apply online through the ATO website).
- IEC students must not work at all.
- High school students should only be working 10 hours per week during the term and only if attendance and progress is satisfactory.

## HOMESTAY CARER'S ROLE AND RESPONSIBILITIES

All students under 18 years of age must have appropriate accommodation and welfare arrangements approved by either DIBP or DE International.



- Where a student does not have a direct relative or nominated carer, parents must request that DE International arranges Homestay accommodation. The Homestay carer is responsible for the welfare, care and supervision of the student at all times.
- If the student lives with a direct relative, the relative must provide required police checks and evidence of the family relationship directly to Immigration for approval. The parents and relative agree in writing to the relative caring for the student.