

# *Canterbury Boys High School*



# **International Students Orientation Booklet**

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## **INTERNATIONAL STUDENT INFORMATION**

Welcome to Canterbury Boys High School. The following information will help you. The International Student Coordinator is Mr Malapaka and he can be located in the Mathematics staffroom in 'A' block. You can speak to him about any of your concerns. His assistant, is Ms Hong (Sandy) Zhao. She is at school on Mondays and is located in the Learning Support Staffroom in 'D' block. The contact in the school office is Mrs Pound.

### **Bus and Train Passes/Concession Cards**

International students are not eligible for the School Student Transport Scheme. They are eligible for student concession cards if they are over 16 years of age. Apply at the school office.

### **School Costs**

School fees paid to DEC International cover the cost of tuition at school, subject fees, text book hire and compulsory excursions (not including overnight excursions). Students are advised that fees do not include school uniforms which must be purchased by the student on enrolment and as required. Students must also pay for any costs involved in their participation in sport

### **Welfare and Emergency Services**

In case of an emergency, telephone the ambulance, police or fire brigade on **000**.

The local police station is located at 14 Victoria Street, Ashfield.  
Phone: 9797 4099.

The nearest hospital is Canterbury Hospital at 575 Canterbury Road, Campsie.  
Phone: 9787 0000

If at any stage you feel unsafe inside or outside the school, report this to one of the International student contacts at school Mr Malapaka, Ms Zhao or Mrs Pound.

### **You and the Law**

- It is illegal to consume alcohol if you are under 18 years of age.
- It is illegal to purchase cigarettes if you are under 18 years of age.
- 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 and complaints**

The NSW Department of Education and Training has a complaints procedure; details are available on the website: [www.internationalschool.edu.au](http://www.internationalschool.edu.au)

## Information for International Students

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: [www.aei.deewr.gov.au/esos](http://www.aei.deewr.gov.au/esos). For information about student visa requirements refer to the Department of Immigration and Citizenship (DIAC) website: [www.immi.gov.au/students](http://www.immi.gov.au/students). Contact the International Student Coordinator, Mr Malapaka 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.

The following regulations apply to your studies at a NSW government school:

### Attendance and course requirements

You must attend a minimum of **85%** 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 Board of Studies. Further information about the course requirements are available at [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)

### Accommodation and welfare arrangements

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 and Training, you must not change those arrangements without prior written approval. Requests to change the arrangements must be made in writing to the International Students Centre 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 and Training recommends that students over 18 years old continue to live with relatives or homestay families. Changes to accommodation should be within reasonable travelling distance to your school. Your parent or relative (approved guardian) 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 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 student coordinator at your school.
- Travel during school holidays, other than returning to your home country, is only permitted if you are travelling with your guardian 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 or guardian.
- 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 DIAC website and the coordinator at your school.

## **Taking leave**

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

## **Complaints and appeals**

NSW Department of Education and Training has a complaints and appeals process. 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.

## **Guidelines for compassionate or compelling circumstances**

Leave approved on grounds of compelling or compassionate 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); or

- inability to begin studying on the course commencement date due to delay in receiving a student visa

### **Permission to work**

To be eligible to work part time, you must:

- hold a valid student visa class 571;
- be in Australia;
- have commenced your course with NSW Department of Education and Communities and had at least two terms of satisfactory attendance (above 80%);
- have complied with the conditions of your existing visa;
- apply for a tax file number with the Australian Taxation Office (ATO). The contact number for the ATO is 132861. The Careers Adviser, Ms Giameos, can assist you with your application.

As an international student, you can work a maximum of 10 hours per fortnight during the school terms and you can work unlimited hours during the school holidays. The NSW Government Industrial Relations section provides a facts sheet for international students working in NSW which includes basic workplace rights and responsibilities: [NSW IR Publications - NSW Industrial Relations](#)

### **Department of Immigration and Citizenship (DIAC)**

If you still have questions regarding work visa issues, you need to contact DIAC directly.

Location: 26 Lee Street, Sydney NSW 2000 (near Central Railway Station)

Office hours: Monday, Tuesday, Thursday

Friday 9.00am - 4.00pm

Wednesday 9.00am - 1.30pm

Phone: 131 881

### **Lodgement Options**

You can either apply:

1. Online using a credit card or BPay. This option takes two working days to process. Please note that students with e-Visa can ONLY apply for work permission online. E-Visas are the types of visa that have no visa evidence label on passport.

*OR*

2. By Post. This option takes 30 days to process. You must send in a completed application along with payment in the form of a money order payable to DIAC.

## Critical incident policy

The DEC policy, procedures and Emergency Management Guidelines applies to all students enrolled in schools including international students. Additional actions required for international students involved in an emergency are:

- For students under 18 years, contact family in the student's home country and guardian/carers in Australia
- For students 18 years and older, contact the student's family in their home country and the guardian if they have one.
- Notify the relevant consulate or embassy if the situation is life threatening
- Notify DEC International of the emergency and actions taken by the school.
- Record on the student's file all actions, interviews and conversations.

*Examples of emergencies (or "critical incidents") given by the **National Code** are:*

- *Missing students*
- *Severe verbal or psychological aggression*
- *Death, serious injury or any threat of these*
- *Natural disaster*
- *Issues such as domestic violence, sexual assault, drug or alcohol abuse.*

The Department's Emergency Management Guidelines, Student Welfare Policy, child protection policies, Drugs in Schools Policy and guidelines and Suspension and Expulsion of School Students Procedures address these and other situations, except for "missing students".

Students who cannot be located or contacted and have been absent for 5 consecutive days would be considered "missing" and the Principal is to:

- Contact the student, guardian/carers or emergency contacts.
- Follow up with other students and friends to locate the student.
- Contact parents overseas.
- Notify DEC International of the missing student and actions taken by the school; DEC International will notify the Department of Immigration and Citizenship as required
- Report the student as a missing person to the police and notify the appropriate consulate or embassy.

Any reports of emergencies/critical incidents should be copied for information or action as necessary to the Director, International Students in addition to regular departmental [incident reporting](#) requirements.

*If attendance is unsatisfactory this form will be issued.*

## Warning letter – attendance

Dear Student

It has come to our attention that you are at risk of failing to satisfy the attendance requirements of your student visa. Student visa regulations set out conditions for your enrolment, including the requirement that you attend **85% of all scheduled classes**. There are concerns that you are failing to meet this requirement as your attendance is as follows:

2013	Term 1	XX%
	Term 2	XX%
	Term 3	XX%
	Term 4	XX%
	<b>Overall</b>	<b>XX%</b>

If your attendance falls below 80% without an acceptable reason, including evidence of compassionate or compelling circumstances, then a notification of the intention to report you to the Department of Immigration and Citizenship (DIAC) will be issued. **Reports to DIAC for failure to comply with attendance requirements may lead to the cancellation of your student visa.** Your poor attendance is also affecting your progress. You must ensure you attend all classes to make satisfactory course progress.

If you and your parents or guardian would like to discuss your attendance, please contact Mr Malapaka on 9798 8444. You may also want to check the conditions of your student visa on: [www.immi.gov.au/students](http://www.immi.gov.au/students).

Yours sincerely

Principal  
Canterbury Boys HighSchool  
Date:

Cc: parents, guardian, DEC International

Provider name: NSW Department of Education and Communities – schools. Provider Code: 00588M

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Signed by student and guardian on receipt of Warning Letter

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



*If attendance remains unsatisfactory after warnings issued, the following will be issued:*

## **Intention to report to DIAC – non-attendance**

Dear Student

### **Re: Intention to report to Immigration for unsatisfactory attendance**

I refer to your attendance in Year ..... at Canterbury Boys High School. At the start of your course you were advised that you must attend a minimum of 85% of classes as a condition of your student visa. Your attendance record shows that you have not met this minimum requirement and your attendance over the past 2 terms is .....%.

You have been given warnings in writing about your attendance (letter/s dated .....). You have also been counselled about this matter. However despite these warnings your attendance has not improved. I must now inform you of the **intention to report** you to the Department of Immigration and Citizenship for unsatisfactory attendance.

If you think there are reasons why you should not be reported, you may appeal this decision. You may appeal if you consider that there are compassionate or compelling circumstances beyond your control which have affected your attendance. These could include, but are not limited to:

- o illness, where a medical certificate states that you are unable to attend classes or
- o 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) or
- o major political upheaval or natural disaster in your home country requiring your emergency travel and this has impacted on your studies or
- o 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).

If you choose to appeal the decision, your appeal must be addressed to the school Principal and must be received **within 20 school days**, by (insert date). You must continue to attend classes and work towards completing course requirements and continue to maintain your approved welfare arrangements.

If you wish to discuss this matter, please make an appointment with (insert name). Your guardian should attend the appointment and, if you are over 18 years old, you should bring a support person.

Yours sincerely

Principal  
Canterbury Boys High School

Date:

Cc: parents, guardians, DEC International



**UNDER 18**

**REQUEST TO CHANGE  
WELFARE ARRANGEMENTS FOR STUDENTS  
ENROLLED IN NSW GOVERNMENT HIGH SCHOOLS**



DEC International Students Centre

Customer Service: 827 – 839 George Street      Mail: DEC International  
BROADWAY NSW 2007      Locked Bag 53,  
AUSTRALIA      DARLINGHURST NSW 1300 AUSTRALIA

Telephone: (612) 8289 4777      Fax: (612) 8293 6928      Email: [isc@det.nsw.edu.au](mailto:isc@det.nsw.edu.au)

**STUDENTS UNDER 18 YEARS MUST NOT CHANGE ACCOMODATION & WELFARE ARRANGMENTS WITHOUT PRIOR APPROVAL**

Family Name:..... Given Names: .....

ISC Reference No: ..... Passport Number: ..... Date of Birth: .....

Student's Address ..... Post Code:.....

Email:..... Telephone No:.....

High School (or school preferences if school not confirmed): .....

Please indicate if accommodation is

- Living with relatives / guardian
- Homestay family
- Shared accommodation

Name, age and sex of people residing at the same address

Name ..... Age ..... M/F Name..... Age ..... M/F

Name ..... Age ..... M/F Name..... Age ..... M/F

Name ..... Age ..... M/F Name..... Age ..... M/F

If changing address give reason .....

Student Signature: ..... Date: .....

Guardian Signature: ..... Date: .....

Guardian Contact Name.....

Guardian Address .....

..... Postcode .....

Guardian Email Address.....

Guardian Telephone No. Home ..... Work .....