



BISHOP TYRRELL

ANGLICAN COLLEGE

Overseas Students Handbook

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Welcome to Bishop Tyrrell Anglican College

Bishop Tyrrell Anglican College is a co-educational independent school that offers children the opportunity to complete their entire education journey (Preschool to Year 12) on the one campus.

Educating the whole child — physically, intellectually, emotionally and spiritually — as a unique individual with their own God-given talents is at the heart of Bishop Tyrrell.

The College was founded by the Anglican Diocese of Newcastle in 1998. Our founding vision of a Christian learning community remains core and is embedded in the fabric of the School as we strive to inspire students to learn, lead and serve in a caring, Christian environment.

Our values-based education philosophy ensures the College consistently produces graduates of outstanding character who aspire to make a positive difference in the world. A Bishop Tyrrell education is a gift for life — an education that empowers students to learn for life, lead for life and serve for life.

Bishop Tyrrell Anglican College welcomes Overseas Students and offers many opportunities for enriching cultural and learning experiences.

Bishop Tyrrell Anglican College CRICOS Provider number: 03329F

Bishop Tyrrell Anglican College provides the following courses for Overseas students:

- Primary (Kindergarten to Year 6) 077122J
- Junior Secondary (Years 7 to 10) 077123G
- Senior Secondary (Years 11 and 12) 077124G

Enrolment enquiries:

Registrar - Lara Ockerby

ockerbyl@btac.nsw.edu.au

Ph: 02 49798488

Where are we located?

Located in the leafy residential suburb of Fletcher, Bishop Tyrrell is just 30 minutes from Newcastle and within easy reach of the Hunter region. Our beautiful grounds and proximity to both city and country provide an array of recreational and educational opportunities for students.

The College is well serviced by a dedicated and free bus service that transports students to and from school in a safe and secure environment.

About Newcastle



Newcastle, Australia's seventh largest city, is only 160kms north of Sydney. It is located in the heart of the Hunter Region and is bordered by a stunning coastline with beautiful beaches.

All within an hour's drive, Newcastle is ideally located to access amazing beaches in Newcastle and Port Stephens; world-class wineries in the Hunter Valley; a world-heritage listed rainforest, Barrington Tops; Australia's largest salt water lake, Lake Macquarie; and some of the world's most famous horse studs in the Upper Hunter.

Easily accessible by air with several flights departing daily, rail, boat, interstate and local coach services. The City offers a range of local public transport services, as well as world class cycle ways and walking tracks.

Newcastle's proximity to Sydney and surrounds makes it an easy getaway for a weekend or longer stay.

Image source and for more information visit: <http://www.visitnewcastle.com.au/>

Australia offers a very modern, vibrant and multicultural lifestyle. It is a popular tourist destination for people from all over the world. You can learn more about Australia's history and its indigenous heritage at: <http://www.australia.com/about/culture-history/history.aspx>.

More information about Australia is available at www.Australia.gov.au.

Our School

The College was founded by the Anglican Diocese of Newcastle in 1998, with the first classes taking place the following year. Our founding vision of a Christian learning community remains core and is embedded in the fabric of the College as we strive to inspire students to learn, lead and serve in a caring, Christian environment.

The College was named in honour of Bishop William Tyrrell, the first Bishop of Newcastle, who was a passionate campaigner for quality and accessible education. The College remains committed to keeping quality education affordable – providing a values-based learning journey that empowers your child to make positive life decisions.

At the heart of the College sits the historic mansion 'Styles Grove'. Now the College Office, the building was formerly the home of James Fletcher, the first Member of Parliament for Newcastle.

The College is a member of the Association of Independent Schools of NSW (AIS). Further associations have been made with other Diocesan and independent schools in the Hunter region, including the Newcastle Anglican Schools Association (NASC) and the Hunter Region Independent Schools (HRIS) Association.

Overseas Students at Bishop Tyrrell Anglican College

Bishop Tyrrell Anglican College accepts Overseas students at the following stages:

Primary: Kindergarten to Year 6

Junior Secondary: Year 7 to Year 10

Senior Secondary: Year 11 to Year 12

Homestay arrangements are not offered or supported by the school. Students must live in the Newcastle area with a parent or close relative appointed as guardian.

Term dates are published on the College's website each year. A calendar of College events is published to parents at the beginning of each academic year.

A Bishop Tyrrell Education

Bishop Tyrrell Anglican College is focused on the development of the whole child – who the child is, is just as important to us as what the child does.

Our students study the core learning areas of English, Mathematics, Science, Human Society and Environment, Physical Education and Religion.

In addition, children have the opportunity to pursue a language (Primary: Italian and Latin; Secondary: Italian, Japanese and Latin), the Arts (Drama, Music, Visual Arts) and Design and Technology programs.

Primary

Our Primary program is the foundation to providing a lifelong love of learning. Students are provided with diverse learning experiences so that every child can discover something they are passionate about.

Kindergarten to Year 1: Students use the processes of collaboration, exploration and problem solving across the curriculum. Literacy and numeracy become the focus skills for learning and effective self-expression.

Junior Primary (Years 2-3): Students are deeply involved in the process of learning to learn. With a focus on harnessing the unique spirit of every child, students are taught to think critically in order to promote inquisitiveness, creativity and imagination. Recognising that mistakes shape understanding, 'challenge' is integral at this stage of a child's education.

Senior Primary (Years 4-6): Learning becomes a quest for mastery. Students learn to listen respectfully, ask probing questions, hypothesize and reflect on their understanding. They achieve a level of independence that ensures a sense of control and responsibility for their learning.

Secondary

Secondary Schooling in NSW Secondary or High School education begins in Year 7. Students at this level are typically 12 or 13 years of age. Students finish school in Year 12 once they have completed the NSW Higher School Certificate. Once a student completes the Higher School Certificate, they are awarded an ATAR - a rank that is used to gain entry into University. From Year 10, students also work towards Record of School Achievement (ROSA). This documents a student's courses and achievements.

Our Secondary School program builds on the foundation of the academic programs offered in Primary School. Students become independent learners and are prepared for post-secondary education or the workforce.

Middle Years Learners (Years 7-9): Students learn to understand the benefits that come from a genuine commitment to expand their knowledge. They are challenged to make connections between the ideas and concepts learned in the classroom and their personal learning framework.

Senior Learners (Years 10-12): We aim to produce students who are confident, well-grounded young men and women who are motivated and equipped to pursue the art of scholarship as an integral part of rich and rewarding lives. Students are engaged in the community of their school and in the world at large. Inquisitive, passionate, enterprising, open-minded and resilient, they are above all diligent.

NSW Board of Studies curriculum: www.boardofstudies.nsw.edu.au.

2017 Secondary Subjects offered at Bishop Tyrrell Anglican College

Students at Bishop Tyrrell Anglican College will be required to study ELEVEN compulsory subjects in Years 7 and 8. These are:

1. English
2. Maths
3. Science
4. HSIE
5. Technology
6. PDHPE
7. Christian Studies
8. Music
9. Languages
10. Art
11. Sport

Students at Bishop Tyrrell Anglican College will be required to study SEVEN compulsory subjects in Years 9 and 10. These are:

1. English
2. Mathematics
3. Science
4. Geography
5. History
6. PD/Health/PE
7. Christian Studies

Students in Years 9-12 have elective choices within their compulsory pattern of study. Electives give students the opportunity to study subjects they really enjoy and want to pursue. In Years 9 and 10 (Stage 5) students choose 3 elective subjects, in Years 11 and 12 (Stage 6) students choose up to 5 subjects. Students are counselled and supported through the subject-selection process in both Stage 5 and Stage 6.

Years 9 and 10 Elective subjects include:

Drama	Food Technology
Commerce	Information Software and Technology
Elective History	Photographic and Digital Media
International Studies	Textiles Technology
Japanese	Visual Arts
Latin	Visual Design
Child Studies	Music
Physical Activity and Sports Studies	Mathematics Honours
Design and Technology	

Preliminary HSC and HSC Elective subjects include:

English Studies (non-ATAR course)	Ancient History
English Standard	Modern History
English Advanced	History Extension 1 (HSC only)
English Extension 1 (Prelim and HSC)	Business Studies
English Extension 2 (HSC only)	Geography
Drama	Legal Studies
Mathematics General	Studies of Religion
Mathematics	PDHPE
Mathematics Extension 1 ((Prelim and HSC)	Community & Family Studies
Mathematics Extension 2 (HSC only)	Music 1
Biology	Music 2
Chemistry	Music Extension (HSC only)
Earth and Environmental Science	Design and Technology (D&T)
Physics	Information Processes and Technology (IPT)
Engineering Studies	Visual Arts

Distance Education is available to students. These are schools which deliver education by correspondence under certain conditions and can provide courses which may not be part of a school's timetabled curriculum.

The College cannot guarantee students entry into these courses, especially where quotas are involved. This is considered on a case-by-case basis in consultation with the Director of Academics. Overseas students must be mindful that the courses delivered by distance learning cannot exceed 25 percent of any Overseas student's total pattern of study in any one school year.

Co-curricular Program

Research indicates there is a strong link between academic success and co-curricular activity. For this reason, we encourage our students to seek a full and rich educational experience, participating in a range of co-curricular activities.

Primary • Chess • Debating • Music • Creative and Performing Arts • Sport

Secondary • Chess • Debating • Drama • Duke of Edinburgh • Global learning experiences (tours, study schools and exchange programs) • Music • Outdoor Education • Public Speaking • Sport

Overseas Student Application and Enrolment Process

Step 1 – Student enquiry and application

Step 2 – Tour and interview

Step 3 – Offer of enrolment at Bishop Tyrrell

Step 4 – Confirmation of Enrolment (CoE)

Step 5 – Student finalises visa application

Step 6 – Orientation program

English Language Proficiency Requirements

All students entering the College undergo an assessment before an offer of enrolment is made. When an enrolment inquiry occurs, the Registrar informs the parents of the requirement to assess a student's academic level to determine the year level of entry to the College. The enrolment process requires parents to supply reports from previous educational bodies to assist with this. If required, the Head of Learning Support will be engaged to assess the literacy and numeracy abilities of the enrolling student.

Bishop Tyrrell Anglican College follows procedures in relation to assessing whether an Overseas student's qualifications, experiences and English language proficiency are appropriate for the courses for which enrolment is sought.

An applicant must provide substantial evidence of proficiency in the English language. Overseas Students applying for enrolment to Bishop Tyrrell Anglican College must sit English Language Proficiency tests. The preferred option is to test through Australian Education Assessment Services (AEAS). Upon enrolment inquiry, the Registrar will supply these details to the prospective enrolment. Details of the test, how to register and a list of testing centres around the world are available at www.aeas.com.au. The AEAS test is an assessment of students' actual abilities in English language proficiency, mathematical reasoning and general ability. Scores show if students are below average, average or above average against students in the same year level in the 3 areas. AEAS reports are valid for one year from the test date.

The applicant is required to submit the AEAS results with their Application for Enrolment form and the results will be assessed by the Head of Learning Support in conjunction with the Director of Primary OR Secondary. This is done on a case-by-case basis.

Students who have previously studied in Australia may not have to sit English Language Proficiency tests, depending on their experience and school reports.

Overseas Student Fees and Charges

Tuition fees for Kindergarten to Year 12 will be issued via invoice in Australian dollars. Fees must be paid annually in advance before the commencement of the enrolment/school term. Tuition fees do not include co-curricular activities or instrument hire. The annual **Resource Activity Levy (RAL)** for each year is outlined below and covers all compulsory camps, excursions and incursions for Kindergarten to Year 12 for all compulsory subjects.

2017	Annual Tuition Fee	RAL
Kindergarten to Year 2	\$15,370	\$664
Year 3 to 6	\$15,700	\$1,068
Year 7 to 8	\$17,000	\$1,394

Year 9 to 10	\$17,100	\$1,394
Year 11 to 12	\$18,000	\$1,394

Additional Fees and Charges:

Application Fee AUD \$110 payable with lodgement of application form and is non-refundable.

Enrolment Fee AUD \$750 payable only upon the offer of enrolment at the College.

The College's Refund Policy – Overseas Students is available on the College website. Visit <http://www.btac.nsw.edu.au/enrol/overseas-students/>.

Arranging Visas

Overseas students wanting to study in Australia require a student visa. Many students apply for a visa themselves on-line or via the Australian Diplomatic Mission in their country.

In order to apply for a visa, Overseas students will need a valid passport, an electronic Confirmation of Enrolment (CoE) and any other documentation required by the Australian diplomatic post with which you lodge your application.

Overseas student Visa Conditions:

If you are granted a visa, you must abide by its conditions. Failure to comply with these conditions could result in the cancellation of your visa. These conditions include (but are not limited to):

- Complete the course within the duration specific in the CoE;
- Maintain satisfactory academic progress; or
- Remain with Bishop Tyrrell Anglican College for the duration of your studies, unless issued with a letter of release to attend another institution;

For a full list of mandatory and discretionary student visa conditions, visit the Department of Immigration and Border Protection (DIBP) at <https://www.border.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students>.

Your responsibilities as an Overseas student in Australia

As an Overseas student on a student visa, you are responsible for:

- complying with your student visa conditions
- ensuring you have and continue to maintain your Overseas Student Health Cover (OSHC) for as long as you stay in Australia as a student
- telling your provider if you change your address or other contact details
- meeting the terms of the written agreement with your education provider
- meeting the restriction on transfer between registered providers
- maintaining satisfactory course progress
- maintaining satisfactory attendance where applicable.

Attendance

Overseas students are required to achieve satisfactory attendance, which at a minimum, is attendance for at least 80 percent of the scheduled course hours.

Any absences of 5 or more consecutive days without approval will be followed up by the Head of House or Class Teacher, as per procedures outlined above. If the absence remains unexplained, the matter is referred to the Director of Secondary OR Primary for further investigation.

Overseas students at risk of not attending for at least 80 percent of the scheduled course contact hours will be notified in writing and will be expected to attend an interview with the Director of Academics and Director of Secondary OR Director of Primary, along with the parent/guardian. The student will be counselled and offered any necessary support to improve attendance. Notes recording the content and outcome of the meeting and will be recorded on the student's file. The Director of Secondary OR Primary will continue to review the student's attendance over the next school term and communicate any issues to the Director of Academics or other relevant staff, as required.

Should the student's attendance pattern continue to show cause for concern, and assessment of attendance record demonstrates that the student has failed to improve his or her attendance, the determination of unsatisfactory attendance will be made by the Director of Academics in consultation with the Director of Secondary OR Primary.

Overseas students who have failed to meet attendance requirements will be notified in writing that the College will be reporting the student to the Commonwealth Department of Education (DoE) through PRISMS for not having achieved satisfactory attendance. The written notification will also inform the student that she/he is able to access the College's Complaints and Appeals process and that the students has 20 working days in which to do so.

The College will notify the TPS Director and the Secretary DoE through PRISMS within 5 business days that the student is not achieving satisfactory attendance if:

- The student does not access the complaints and appeals process within 20 days; or
- The student withdraws from the complaints and appeals process; or
- The complaints and appeals process results in a decision for the College.

Overseas students will not be reported for failing to meet the 80 percent threshold where the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances. These are defined as circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include medical illness supported by a medical certificate; bereavement of close family members or major political upheaval or natural disaster in the home country requiring their emergency travel. For circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

Student Support Services

Bishop Tyrrell Anglican College supports students to adjust to study and life in Australia, to achieve their learning goals and to achieve satisfactory progress towards meeting the learning outcomes of the course they are studying. The College is responsible for providing access to support services and supporting staff to meet the needs of Overseas students enrolled in their courses.

The Registrar, Director of College Improvement, Director of Academics, Director of Primary, Director of Secondary and relevant Head of House or Deputy Director are the key staff members in charge of the care and wellbeing of Overseas students at Bishop Tyrrell Anglican College. During the orientation

process these staff are identified to the families and/or guardians and students and key information is provided relevant to their successful transition to studying in Australia and at the College. These key staff work closely together to provide ongoing academic and pastoral support to the student, parents and guardians during the student's enrolment at the College.

Bishop Tyrrell Anglican College has a duty of care to all students and applies its Care and Wellbeing, Child Protection and Behaviour Management policies and procedures to all students at the College. The College recognises that additional support for Overseas students is needed in order to meet the requirements of the National Code Standard 5. This additional support ensures regular monitoring of the personal safety and social well-being of Overseas students in the College community.

Overseas students meet once a semester with the Director of Primary OR Secondary to discuss wellbeing and academic progress.

The Director of Primary and Secondary also makes contact with the parent/guardian of the Overseas student once a semester to discuss the student's progress and will follow up on any concerns or questions they may have, as appropriate.

All students at the College are monitored by teaching staff to ensure they make appropriate academic progress. The Learning Support Department is available to assist staff in the identification of students with learning needs and to further support them, if required. The Learning Support Department provides staff with information and strategies and offers students support services at lunch-time and before school.

Counselling for both academic and wellbeing needs is also available to all K-12 students. Referrals to the College Counsellor can be made by staff or students.

Specific times are allocated throughout the year for parents in a class/year group to meet with the teacher(s) either as a group or individually. Information about Parent/Teacher bookings is supplied via email, bookings are made online via CALEB and students can attend the interviews with the parent/guardian. Parents/guardians are also encouraged to communicate with teachers via email or phone or to arrange an appointment with a specific staff member or member of the College Leadership Team, if required.

KEY STAFF for International Students

College Leadership Team

Principal	Mr Peter Moulds	principal@btac.nsw.edu.au
Director of College Improvement	Mrs Tamara Powell	powellt@btac.nsw.edu.au
Director of Academics	Ms Tania Lloyd	lloydt@btac.nsw.edu.au
Director of Operations	Mr Darren Sutton	suttond@btac.nsw.edu.au
Director of Primary	Mrs Kathryn Morelli	morellik@btac.nsw.edu.au
Director of Secondary	Mr Alan Dawson	dawsona@btac.nsw.edu.au

College Heads of Houses and Primary Leaders

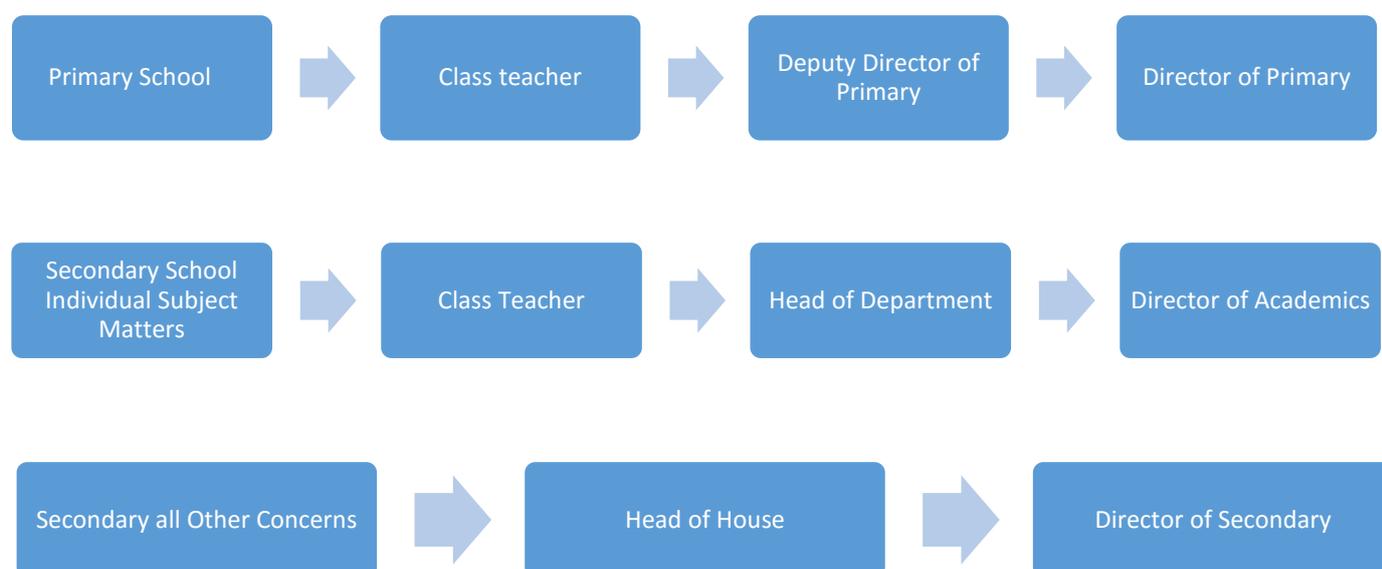
Currey House	Mr Brian Bull	bullb@btac.nsw.edu.au
Darcy House	Mrs Michelle Yates	yatesm@btac.nsw.edu.au
Fletcher House	Mr Joel Cruickshank	cruickshankj@btac.nsw.edu.au

Thomas House	Mr Neale Graham	grahamn@btac.nsw.edu.au
Deputy Director of Primary (3-6)	Mrs Leah McNab	mcnabl@btac.nsw.edu.au
Deputy Director of Primary (K-2)	Mrs Angela Hollingsworth	hollingswortha@btac.nsw.edu.au

Communication Channels

We believe that an open and honest line of communication amongst students, parents and staff is essential. If you have questions or you wish to discuss your son or daughter's progress, please do not hesitate to contact your child's class teacher or Tutor.

We ask that you use the points of contact below for K-12 Overseas students:



We recognise that from time to time concerns may arise. Please contact the appropriate member of staff at the College to inform us of your concerns. If a problem is known to exist, then something can be done to address it. We firmly believe that matters can be resolved with clear lines of communication.

Academic support and expectations

The Higher School Certificate (studied over two years, Year 11 and Year 12) is required for further, tertiary study. The HSC offered in New South Wales is regarded as the most academically rigorous in Australia. The HSC qualification is also recognised around the world, therefore Overseas students have the option of applying for an Australian university, or studying at a tertiary level in another country.

The teaching staff at Bishop Tyrrell Anglican College have been selected for their professionalism, expertise and superb classroom practice. They aim to create every opportunity for each student to achieve their academic potential, whilst enjoying their studies in the Primary and Secondary years.

Keys to Academic Success

CALEB – Learning Management System

CALEB – the **C**ollaboration **A**nd **L**earning **E**nvironment for **B**ishop **T**yrrell – is the College’s learning management system (LMS), a software application for the administration, documentation, tracking, reporting and delivery of educational courses or training programs. CALEB is an effective communication tool for parents and an advanced platform for student learning. It is used comprehensively by teachers in the Secondary School to deliver the curriculum in efficient and innovative ways.

Study Skills

The key to excellent results can be found in applying time to revising your work. The work covered in your daily classes should be revised each night. The College has an ongoing subscription to the Study Samurai Program which all College students and parents have access to. The Study Samurai Program support students in developing the necessary study skills and processes and offers explicit tutoring in this field. In Years 11 and 12, some students will have study periods allocated each week and students are encouraged to use this allocated study time wisely, revising work or researching their assessments tasks in the Library.

Plagiarism

It is illegal in Australia to present text published by someone else as your own. Printed and published material is covered by a law in Australia known as ‘Copyright’. The symbol for works covered under this law is ©. You may quote written material in your assessments, provided you list a bibliography at the end of your assessment task, stating the source and the full name of the author. Penalties for breaching the Copyright law in Australia are severe, and can range from penalty fines to imprisonment. Teaching staff and the College Librarian can assist students with text referencing and assignment writing. All Year 10 students complete the NESAs All My Own Work online course to ensure they understand best practice for researching, referencing texts and writing bibliographies to prepare for the HSC.

Resources

- All students in K-12 are provided with a Student Diary. The Student Diary is the primary means of communication between parents and the College. Students in Years K to 12 are issued with the College Diary at the beginning of the academic year. This student diary is designed to help students organise their time at school and act as one of the means of communication between the classroom teachers and parents. Students are expected to have the Diary with them at all times during the school day.
- Students in Years K-7 are provided with all required resources for studying at the College. Students in Years 8-12 are given a list of stationary requirements for sourcing.
- All students K-11 are provided with subject textbooks and English novels through the College Library.
- All other required classroom resources are provided for each student by the teachers of the courses.

Tutoring

The Secondary School offers after-school tutoring in Mathematics, Science and English. This service is free and voluntary and the weekly timetable is published on CALEB, the student’s Learning Management System (LMS).

Assessment and Reports

Monitoring of each Overseas student occurs to ensure that each student is in a position to complete the course he/she is studying within the expected duration as specified on the student's Confirmation of Enrolment.

For Primary students, academic progress is assessed at the end of each semester with formal reports sent to parents and uploaded into the Parent Portal.

For Secondary students, progress is assessed in an ongoing fashion with real time reporting. Reports on each assessment task for each subject are published to parents as per the formal assessment schedule. An end of year report is sent to parents and uploaded into the Parent Portal in Semester 2. An assessment booklet for each Secondary year group (Year 7-12) containing each subject's assessment schedules can be found on the Secondary page in CALEB.

Library Services

Bottruell Library (named after our College patron, Mr Harry Bottruell) is open from 8.00am – 4.00pm Monday to Friday. It is a modern space with a diverse collection of class-sets, primary school readers, picture books, novels, reference materials, e-books, periodicals, DVD and Digital materials, posters, charts and maps and past Higher School Certificate Examination papers.

The library offers resources and facilities for students in Preschool to Year 12 including computers, photocopying, comfortable seating and supervised study sessions for Secondary students.

As we are a relatively young school, our collection is contemporary and every year we hold an author visit to enrich the lives of our students. Our collection is differentiated for all levels of study and leisure reading. Books and other texts are given a location which corresponds to the reading age of the students. This includes special locations for the Premier's Reading Challenge and suggested reading lists.

School Houses

Each of the K-12 students and staff belong to one of four College Houses and each House has a corresponding colour: Currey (blue), Darcy (gold), Fletcher (green) and Thomas (red). Students wear their House shirt on Sports days. Every year the annual House Cup is awarded to the House which has accumulated the most points. This highly prized trophy is announced on Speech Day.

Orientation Program for Overseas Students

Orientation programs are an important part of the student support service that Bishop Tyrrell Anglican College offers to Overseas students. The orientation process prepares new Overseas students to fully participate in the academic and co-curricular programs offered by the College. It also provides the students with the necessary information to be a part of the College community.

Each year there are orientation programs organised for all new students to the School. They are based on the year level of entry and they have a focus on familiarising the new students with the College; its programs, events and activities; the students at their year level and school routines. Overseas students can need more intensive and individualised programs to cover many of the aspects of studying not only in a new school but also a new education system and country.

Each K-6 Overseas student studying at Bishop Tyrrell has three key members of staff responsible for their academic, pastoral and general welfare. These staff members are:

- Classroom teacher
- Deputy Director of Primary K-2 OR 3-6
- Director of Primary

Each 7-12 Overseas student studying at Bishop Tyrrell has three key members of staff responsible for their academic, pastoral and general welfare. These staff members are:

- Tutor
- Head of House
- Director of Secondary

These staff are introduced to the student during the initial orientation program and have regular contact – both formal and informal – throughout the student’s period of study.

These staff are overseen by and work closely with the Deputy Principal, Director of Academics and Deputy Principal, Director of College Improvement to ensure the student’s and parent’s needs are met.

The College has procedures for the induction of all students where they are assigned a student buddy either in the class or year group.

The induction process also includes ongoing contact with parents and students to ensure the initial settling in period is sound and stable. As with all students, there is an ongoing monitoring process to assess a child’s academic progress and development.

Orientation Procedures

There are several stages in the orientation of new Overseas students. Where possible they are involved in whole school or year level orientation as well as the specific Overseas student program. Orientation continues well after the initial few weeks at the College.

Overseas Student Orientation Program – Primary (K-6)

1. Interview with Registrar and College tour
2. Interview with Director of Primary and/or Deputy Director of Primary and parent
 - Curriculum, timetable and class overview discussed
 - Student Support Services outlined – Classroom teacher, Deputy Director, College Counsellor, Chaplain
 - Care and Wellbeing program outlined
 - Student’s needs identified and discussed
 - Communication channels between School and Parent/Guardian outlined
 - Significant dates advised
 - Transport to and from School discussed
 - Student requirements outlined and documentation provided
 - Conduct
 - Uniforms
 - School timetable
 - Assemblies
 - Chapel
 - Co-curricular program
 - Facilities and resources
3. Interview with the Deputy Principal, Director of College Improvement and parent
 - Overview of School ethos and general student expectations

- The student shall be given a copy of the ESOS Framework and have it explained to them
 - Parent Handbook distributed
 - Student given access to CALEB, shown the Overseas Student Group Page and key information available there
 - Explain Internal Complaints and Appeals process, Deferment, Suspension or Cancellation of enrolment Procedures
 - Discuss any student visa condition relating to course progress and/or attendance as appropriate.
4. Meet classroom teacher

Day 1

- Student diary allocated
- Locker allocated (2-6 only)
- Check student network access and resolve issues
- College's Administrative Assistants introduced to student
- Student 'buddy' assigned to escort new Overseas student throughout the first day. The buddy remains as a support person until the new student has demonstrated familiarity with daily routines and has established alternative support people (peers). This is evaluated by classroom teacher.

After 1 week

Deputy Director of Primary contacts the student after one (1) full week of attendance to follow up on transition and resolve any concerns. The Deputy Director of Primary and classroom teacher will continue to provide support and monitor the student.

After 5 weeks

Deputy Director gathers feedback from the student's teachers after five (5) weeks to discuss any concerns related to the transition. This is recorded on the student's TASS file. Where concerns are identified, the Director of Primary is informed and, where appropriate, the Deputy Principal, Director of Academics OR Deputy Principal, Director of College Improvement are informed. Actions are identified by Deputy Director of Primary and followed up. Records of actions are noted on student's TASS file. The Director of Primary may contact the parent/guardian if required.

End of first Term

By the end of the first term of study, the Director of Primary organises an interview with the student to discuss the transition and any concerns the student may have regarding their academic, pastoral or general welfare. Director of Primary informs the Deputy Principal, Director of College Improvement of progress and includes record of interview on student TASS file.

Overseas Student Orientation Program – Secondary (7-12)

1. Interview with Registrar and College tour
2. Interview with Director of Secondary
 - Curriculum overview including relevant assessment booklets and guidelines discussed
 - Student subject selection discussed
 - Student Support Services outlined – Tutor, Head of House, College Counsellor, Chaplain
 - Care and Wellbeing program outlined
 - Student's needs identified and discussed
 - Communication channels between School and Parent/Guardian outlined

- Significant dates advised
 - Transport to and from School discussed
 - Student requirements outlined and documentation provided
 - Conduct
 - Uniforms
 - School timetable
 - Assemblies
 - Chapel
 - Co-curricular program
 - Facilities and resources
3. Interview with the Deputy Principal, Director of College Improvement and parent (if needed)
- Welcome
 - Overview of School ethos and general student expectations
 - The student shall be given a copy of the ESOS Framework and have it explained to them
 - Parent Handbook distributed
 - Student given access to CALEB, shown the Overseas Student Group Page and key information available there
 - Explain Internal Complaints and Appeals process, Deferment, Suspension or Cancellation of enrolment Procedures
 - Discuss any student visa condition relating to course progress and/or attendance as appropriate.

Day 1

- Timetable published and any subject issues resolved
- Student diary allocated
- Locker allocated (Head of House)
- Check student network access and resolve issues
- Head of House and Tutor – introduced to student
- Director of Academics introduced to student
- College’s Administrative Assistants introduced to student
- Student ‘buddy’ assigned to escort new Overseas student throughout the first day. The buddy remains as a support person until the new student has demonstrated familiarity with daily routines and has established alternative support people (peers). This is evaluated by the Head of House and Tutor.

After 1 week

Head of House contacts the student after one (1) full week of attendance to follow up on transition and resolve any concerns. The Head of House and Tutor will continue to provide support and monitor the student.

After 5 weeks

Head of House gathers feedback from the student’s teachers after five (5) weeks to discuss any concerns related to the transition. This is recorded on the student’s TASS file. Where concerns are identified, the Director of Secondary is informed and, where appropriate, the Deputy Principal, Director of Academics OR Deputy Principal, Director of College Improvement are informed. Actions are identified by Head of House and followed up. Records of actions are noted on student’s TASS file. The Director of Secondary may contact the parent/guardian if required.

End of first Term

By the end of the first term of study, the Director of Secondary organises an interview with the student to discuss the transition and any concerns the student may have regarding their academic, pastoral or general welfare. Director of Secondary informs the Deputy Principal, Director of College Improvement of progress and includes record of interview on student TASS file.

Making New Friends

There is no magic trick to making friends and if you are in a foreign culture, it can seem more difficult than usual to find people who you really “get along” with. Be kind to yourself - remember that making friends takes time. If you make the most of social opportunities during your life in Australia, just as you would back home, it will be quicker and easier for you to fit in, make friends and feel at home. However you meet people, remember to be careful. When you meet someone new, be cautious until you get to know the person better and feel you can trust him or her. If a stranger begins talking to you, they are probably just being friendly but be safe, and do not give them any of your personal details like your full name, your phone number or your address. Always arrange to meet anyone you do not know well in a public place, like a café or a park, instead of inviting them to your home or going to theirs, until you feel you have built a relationship with them, know more about them and feel comfortable with them.

If you have any concerns or questions about someone you have met, or want to talk to someone about Australian mannerisms and communication “norms” (widely acceptable behaviour), make an appointment to talk it over with your classroom teacher, Tutor, Head of House or the Director of Primary or Secondary.

Social and Cultural Advice

Adjusting to Life in Australia:

While living and studying abroad may be an exciting adventure, it can also present a range of challenges. Having decided to study and live in Australia you will be undertaking adjustments in many areas of your life including cultural, social and academic. It is also important to remember that while these changes are occurring you will be embarking upon a new semester of study (for many of you in a different language) and may be away from your usual supports, networks and resources. Adjustment to a new country and culture is a process that occurs gradually and takes time. The values, beliefs, traditions and customs of your home country may vary greatly from those in Australia and adapting to the Australian way of life may take some time. This advice may help:

1. Listen, observe and ask questions

Adjustment to a new culture and way of life takes time. Allow yourself time to observe those around you and patterns of both verbal and non-verbal communication. Don't be afraid to ask questions if there are things you do not understand as this will reduce the chance of confusion or misunderstandings.

2. Become involved

Make an effort to meet people and become involved in groups both on campus and in the wider community. Maintain an attitude of openness to new situations and experiences. Establishing friendships and joining groups is the best way to experience and learn about Australian culture and will certainly mean you have a richer and more enjoyable time here.

3. Try to maintain a sense of perspective

When confronted with difficulties remind yourself that living and studying abroad is a challenge and it is normal to feel stressed, overwhelmed and out of your depth at times. Try to recall or make a list of the reasons you initially wanted to study abroad in the first place. Also, listing positive events or changes within yourself that have occurred since you arrived may also assist with getting things in perspective.

4. Maintain some of the routines and rituals you may have had in your home country.

This can include small things such as continuing to drink a certain type of coffee or tea or eating specific foods. It may also include maintaining involvement in bigger events such as celebrating a national day in your country of origin with a group of friends.

5. Keep lines of communication open with those at home.

Communicating with those at home regularly about your experiences of study and life in Australia, through emails, telephone and letters, is vital. Not only does it help to keep you connected with important social supports, it also assists your friends and family to understand your experiences which will smooth the transition when you return home.

6. Sense of humour

Importantly, remember that living in a different culture means you will inevitably find yourself in a range of unusual and often confusing situations. Being able to laugh in these situations will remind you that it takes time to understand different cultures and that it is ok to make mistakes.

7. Ask for help

Don't be afraid to ask for assistance or support if you need it. There are many support networks available in the College community to ensure you have a successful and enjoyable time in Australia.

8. Finally, relax and enjoy the journey!

Public Holidays

Australians hold certain days each year as special days of national meaning. We may recognise the day with a holiday for everyone or we can celebrate the day as a nation with special events. Most States and Territories observe some of the public holidays on the same date. They have others on different dates or have some days that only their State or Territory celebrates. In larger cities, most shops, restaurants and public transport continue to operate on public holidays. In smaller towns, most shops and restaurants close.

New Year

Australians love to celebrate New Year. There are festivals, celebrations and parties all over the country to welcome in the New Year. Sydney Harbour and Sydney Harbour Bridge have become synonymous with New Year celebrations in Australia and the fireworks display is considered to be one of the best in the world. January 1 is a public holiday.

Australia Day

Australia Day, January 26th, is the day many Australians celebrate nationhood. The day is a public holiday. The day marks the founding of the first settlement in the nation by European people.

Easter

Easter commemorates the resurrection of Jesus Christ following his death by crucifixion. It is the most significant event of the Christian calendar.

In addition to its religious significance, Easter in Australia is enjoyed as a four-day holiday weekend starting on Good Friday and ending on Easter Monday. This extra-long weekend is an opportunity for Australians to take a mini-holiday, or get together with family and friends. Easter often coincides with school holidays, so many people with school-aged children incorporate Easter into a longer family holiday.

Anzac Day

Anzac Day falls on the 25th of April each year. The 25th of April was officially named Anzac Day in 1916. 'ANZAC' stands for Australian and New Zealand Army Corps. Anzac Day is one of Australia's most important national commemorative occasions. It marks the anniversary of the first major military action fought by Australian and New Zealand forces during the First World War.

Labour Day

Labour Day is celebrated on different dates throughout Australia. As elsewhere in the world, Labor Day originated in Australia as a means of giving 'working people' a day off and recognising the roots of trade unionist movements and workers' rights.

Queen's Birthday

The Queen's Birthday holiday celebrates the birthday of Queen Elizabeth II who is not only Queen of the United Kingdom but also Queen of Australia, where the Queen's Birthday is a public holiday celebrated on a Monday but on different dates. Having the Queen's Birthday on a Monday, results in a three-day long weekend.

Christmas

Christmas is celebrated in Australia on 25th December. Christmas is the celebration of the birth of Jesus Christ. Christians believe that Jesus is 'the son of God', the Messiah sent from Heaven to save the world.

Beach safety

The NSW coastline is a beautiful and dynamic place. It can also be hazardous at times so knowing how to stay safe next time you visit the beach is essential.

Last year there were more than 6.4 million visits to NSW beaches. Our lifeguards and volunteer lifesavers performed over 5,000 rescues, 26,000 first aid treatments and 440,000 preventative actions. To make your next trip to the beach safer, be aware of some of the main hazards and follow these simple tips:

- Always swim between the red and yellow flags
- Look and take notice of the signs at the beach
- Ask a lifeguard or lifesaver for safety advice
- Learn how to identify a rip
- Swim with a friend - never swim or surf alone
- If you need help, stay calm and attract attention by raising your arm above your head
- Never enter the water if you have been drinking alcohol or are under the influence of drugs

- Wear sunscreen, seek shade and stay hydrated
- Boat skippers and rockfishers should check the local forecast, seek advice from NSW Maritime and always wear a lifejacket
- If witnessing an in-water emergency dial Triple Zero (000) – Police
- For information on Beach conditions or to find a patrolled beach near you, check out the BeachSafe website or download the mobile app.

Important information for Overseas Students studying in Australia

Education Services for Overseas Students (ESOS)

The Australian Government wants Overseas students in Australia to have a safe, enjoyable and rewarding place to study. 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.

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.dest.gov.au>. CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for Overseas students. Please check carefully that the details of your course – including its location – match the information on CRICOS.

Your rights

The ESOS framework protects your rights, including:

- your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
- your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- your right to get the education you paid for. The ESOS Framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course. The ESOS framework sets out the standards Australian education providers offering education services to overseas students must obey.

These standards cover a range of information you have a right to know and services that must be offered, including:

- orientation and access to support services to help you study and adjust to life in Australia;
- who the contact officer or officers is for Overseas students;
- if you can apply for course credit;
- when your enrolment can be deferred, suspended or cancelled;
- what your provider's requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well;
- if attendance will be monitored for your course; and
- a complaints and appeals process.

One of the standards does not allow another education provider to enrol a student who wants to transfer to another course, but has not completed six months of the final course of study you plan to undertake in Australia. If you want to transfer beforehand you need your provider's permission.

Deferment, suspension or cancellation of course

Bishop Tyrrell Anglican College assesses applications for the deferment, suspension and cancellation of enrolment for Overseas students in compliance with the ESOS Act 2000 and the requirements under Standard 13 of the National Code 2007.

Bishop Tyrrell Anglican College may only enable students to defer or temporarily suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances. Students may, through formal agreement with the College, be given permission to defer commencement, take a leave of absence or temporarily suspend their studies during the course. Such absences may affect the student's visa status. Students will be informed to contact the DIBP for advice. Bishop Tyrrell Anglican College may also seek to cancel an Overseas student's enrolment. Bishop Tyrrell Anglican College's Refund Policy – Overseas students works in conjunction with this policy.

In these instances, Standard 13 of the National Code 2007 allows for three different outcomes for the student's Confirmation of Enrolment (CoE):

- The provider notifies the Department of Education through PRISMS that it is deferring or suspending a student's enrolment for a period without affecting the end date of the CoE. In this case there is no change to the CoE or the student's enrolment status on PRISMS i.e. the student's CoE status will still be listed as 'studying'. However, the notice of deferment or suspension will be recorded in PRISMS and sent on to the Department of Immigration and Border Protection (DIBP). This information will be kept for future reference.
- The provider notifies the Department of Education through PRISMS that it is deferring or suspending a student's enrolment for a period which will affect the end date of the CoE. In such situations, PRISMS will cancel the original CoE, and immediately offer the provider the opportunity to create a new CoE with a more appropriate end date. If the provider does not know when the student will return, it can choose not to create a new CoE at that point, but to wait until the student has notified the provider of the intended date of return before creating the new CoE.
- The provider notifies the Department of Education through PRISMS that it wishes to permanently cancel (terminate) the student's enrolment. Once this process is complete, the student's CoE status will be listed as 'cancelled'.

Regardless of whether the suspension of enrolment is the result of a student request for suspension or provider-imposed suspension of enrolment due to misbehaviour, the period of suspension of enrolment (as entered in PRISMS) should not be included in attendance monitoring calculations.

Deferment of commencement of study requested by student

- Bishop Tyrrell Anglican College can only grant a deferment of commencement of studies in compassionate and compelling circumstances. These include but are not limited to:

- illness, where a certified medical certificate states that the student is unable to attend classes;
 - bereavement of close family members such as parents, siblings or grandparents (where possible a certified death certificate may be requested);
 - major political upheaval or natural disaster in the home country requiring emergency travel that may impact on studies;
 - a traumatic experience which has impacted on the student (where possible these cases should be supported by police or psychologists' reports);
 - inability to begin studying on the course commencement date due to delay in receiving a student visa.
- A request for deferment commencement of of studies must be made in writing to the Principal.
 - The final decision for assessing and granting a deferment of studies lies with the Principal. Applications will be assessed on merit on a case-by-case basis.
 - All applications for deferment or suspension will be considered within 10 working days.
 - If granted, the Principal will inform the Overseas student and his/her parents in writing of the deferment and note that the deferment may affect the student's visa status.
 - The Director of College Improvement or the Registrar will notify the Secretary of the DoE via PRISMS as required under section 19 of the ESOS Act that the student's enrolment has been deferred.
 - The College will keep documentary evidence on the student's file of the assessment of the student's application for deferment of commencement of studies.

Temporary suspension of study requested by student

- Once the student has commenced the course, Bishop Tyrrell Anglican College can only grant a temporary suspension of study in compassionate and compelling circumstances. These include but are not limited to:
 - Illness, where a certified medical certificate states that the student was unable to attend classes;
 - bereavement of close family members such as parents, siblings or grandparents (where possible a certified death certificate may be requested);
 - major political upheaval or natural disaster in the home country requiring emergency travel that may impact on studies;
 - a traumatic experience which has impacted on the student (where possible these cases should be supported by police or psychologists' reports).
- A request for temporary suspension of studies must be made in writing to the Principal.
- The final decision for assessing and granting a temporary suspension of studies lies with the Principal. Applications will be assessed on merit on a case-by-case basis.
- All applications for deferment or suspension will be considered within 10 working days.
- If granted, the Principal will inform the Overseas student and his/her parents in writing of the temporary suspension and note that the suspension may affect the student's visa status.
- The Director of College Improvement or the Registrar will notify the Secretary of the DoE via PRISMS as required under section 19 of the ESOS Act that the student's enrolment has been temporarily suspended.

- The College will keep documentary evidence on the student's file of the assessment of the student's application for deferment or suspension.

In-school suspension from class and the playground

- Bishop Tyrrell Anglican College may suspend a student from participating in class or the playground on the grounds of misbehaviour by the student. In-school suspension will occur as the result of any behaviour identified as resulting in suspension, per the Bishop Tyrrell Anglican College's Student Wellbeing Policy and Suspension and Exclusion Procedures.
- When a student is suspended from class the College will contact the student's parent/guardian to inform them of the situation and invite their assistance in addressing the behaviour that led to the suspension.
- An Overseas student on in-school suspension must abide by the conditions of her/his suspension from class and attend the College as per the direction of the Director of Primary OR Secondary. The student will be provided with class work by teachers for the period of the in-school suspension and the student must continue to meet the academic requirements of the course.
- In-school suspensions from class **will not** be recorded on PRISMS. The Overseas student is expected to attend school.
- The College will keep documentary evidence on the student's file of the assessment of the in-school suspension.

College initiated suspension of studies (short-term)

- Bishop Tyrrell Anglican College may initiate a short-term suspension of studies for an Overseas student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension from the College, per the Bishop Tyrrell Anglican College's Student Wellbeing Policy and Suspension and Exclusion Procedures.
- When a student is suspended from the College, contact is made with the student's parent/guardian to inform them of the situation and invite their assistance in addressing the behaviour that led to the suspension.
- A suspended student must abide by the conditions of her/his suspension from the College which will depend on the welfare arrangements in place for each student and will be determined by the Principal.
- The student will be provided with class work by teachers for the period of the short-term suspension and the student must continue to meet the academic requirements of the course.
- Suspensions from the College **will not** be recorded on PRISMS.
- For the purposes of attendance monitoring, the period of suspension from the College will be recorded in the attendance database as suspension and not counted in attendance calculations.
- The College will keep documentary evidence on the student's file of the assessment of the short-term suspension from the College.

Cancellation of enrolment

- Bishop Tyrrell Anglican College may cancel the enrolment of a student under the following conditions:

- Failure to pay tuition fees.
- Failure to maintain approved welfare arrangements.
- Any behaviour identified as resulting in exclusion, per the Bishop Tyrrell Anglican College's Student Wellbeing Policy and Suspension and Exclusion Procedures.
- Bishop Tyrrell Anglican College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC which will result in automatic cancellation of enrolment.
- The Director of College Improvement or the Registrar will notify the Secretary of the DoE via PRISMS as required under section 19 of the ESOS Act that the student's enrolment has been cancelled.
- The College will keep documentary evidence on the student's file of the cancellation.

Complaints and Appeals

- Student requested deferment and suspension are not subject to Bishop Tyrrell Anglican School's Complaints and Appeals Policy.
- In-school suspension from class or short-term suspension from the College is subject to Bishop Tyrrell Anglican College's Complaints and Appeals Policy. In such circumstances, the school will inform the student that he or she has 20 working days to access Bishop Tyrrell Anglican College's Complaints and Appeals process.
- School initiated cancellation is subject to Bishop Tyrrell Anglican College's Complaints and Appeals Policy. In such circumstances, the school will inform the student that he or she has 20 working days to access Bishop Tyrrell Anglican College's Complaints and Appeals process.
- For the duration of the appeals process, the College is required to maintain the Overseas student's enrolment as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- If a student accesses Bishop Tyrrell Anglican College's Complaints and Appeals process regarding a school initiated cancellation, the cancellation will not be reported in PRISMS until the Complaints and Appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.
- 'Extenuating circumstances' relating to the welfare of the student may include, but are not limited to the following. The student:
 - refuses to maintain approved care arrangements (only for students under 18 years of age);
 - is missing;
 - has medical concerns, severe depression or psychological issues which lead the provider to fear for the student's wellbeing;
 - has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others; or
 - is at risk of committing a criminal offence.
- The use of extenuating circumstances by Bishop Tyrrell Anglican College to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence. The final decision for evaluating extenuating circumstances lies with the Principal.
- As with any College student, Bishop Tyrrell Anglican College will inform the police of any suspected or alleged criminal activity. To assist DIBP, the College should give as much

information as possible regarding any criminal activity when it suspends or cancels the enrolment of the student. DIBP officers can then initiate any visa related action as required.

- If a student's internal complaints and appeals process is unsuccessful in the appeal against the College's intention to cancel the enrolment, Bishop Tyrrell Anglican College will notify the Department of Education via PRISMS of the cancellation of the student's enrolment. The Director of College Improvement or the Registrar is responsible for this.
- The student may choose to access an external appeals process through the Overseas Students Ombudsman but the College does not have to wait for the outcome of an external appeal before notifying the Department of Education via PRISMS of the change to the student's enrolment status.
- Standard 13 does not require registered providers to continue providing learning opportunities throughout the 20 working days or any subsequent period of appeal. However, Bishop Tyrrell Anglican College will continue to provide work to complete outside of the classroom environment. This will be arranged by the Director of Primary OR Secondary, as per the Principal's instructions.

Please note: Once a registered provider notifies the Department of Education of the cancellation of a student's enrolment through PRISMS, the student has 28 days in which to find alternative enrolment or to return to his or her home country. If the student secures enrolment with another provider within the 28 days, the student may commence studies with the new provider. If the student does not secure alternative enrolment or return home within 28 days, the student's visa may be cancelled.

[Transferring to or from another registered provider](#)

Bishop Tyrrell Anglican College assesses applications for Overseas student requests for transfers between registered providers in compliance with the ESOS Act 2000 and the requirements under Standard 7 of the National Code 2007.

Overseas students are restricted from transferring from their principal course of study for a period of six (6) months. Students can apply for a letter of release before they have completed six (6) months of their principal course to enable them to transfer to another education provider.

Parents of an Overseas student must provide written notification of withdrawal one term in advance to transfer to another registered provider. Failure to provide adequate notice will result in a full term's fees being charged and fees already paid will be forfeited. This policy works in conjunction with the Bishop Tyrrell Anglican College Fee Policy.

Bishop Tyrrell will not knowingly enrol an Overseas student wishing to transfer from another registered provider's course prior to the student completing 6 months of his or her principal course of study except where:

- the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- the original registered provider has provided a written letter of release;
- the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course, or
- any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

Bishop Tyrrell Anglican College will grant an Overseas student's request for a letter of release only in exceptional circumstances relating to the welfare of the student. The College will not grant an

overseas student's request for a letter of release in circumstances where the College believes transfer to another registered provider would be detrimental to the student. The College may form that opinion for reasons including the following:

- The student has not commenced his or her principal course at the College or the request is made less than 4 weeks after the student commenced his or her principal course at the College.
- The student's progress is likely to be academically disadvantaged.
- The College is concerned that the student's application to transfer is a consequence of the adverse influence of another party.
- The College believes that the student is trying to avoid being reported to DIBP for failure to meet attendance or academic progress requirements.
- The College believes that the provider and/or course to which the student wishes to transfer are not of the same standard as the College and/or its course.

The College will not grant an overseas student's request for a letter of release if any course monies or other amounts owed by the student to the College are unpaid.

Bishop Tyrrell Anglican College may only provide a letter of release to students in the first six months of their principal course in one or more of the following circumstances:

- the student has changed welfare and accommodation arrangements and is no longer with a reasonable travelling distance from the College;
- it is agreed by the College that the student would be better placed in a course that is not available at Bishop Tyrrell Anglican College;
- Bishop Tyrrell Anglican College has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course, OR
- any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

To apply for a letter of release, Overseas students must provide a letter from another registered provider confirming that a valid offer of enrolment has been made. Overseas students under 18 years of age must also have written evidence from the student's parent(s)/guardian to support the transfer. All applications for transfer will be considered by the Principal or delegate within 15 working days and the student is notified of the decision in writing.

- If granted, a letter of release will be issued at no cost to the student and the College will advise the Overseas student of the need to contact DIAC to seek advice on whether a new student visa is required.
- If the transfer is not granted, the student will be provided with written reasons for refusing the request.
- Students whose request for transfer is denied will be informed that they may appeal the decision in accordance with Bishop Tyrrell Anglican College's Complaints and Appeals Policy.

Bishop Tyrrell Anglican College will maintain records of all requests from Overseas students for a letter of release and the assessment of, and decision regarding, the request on the student's file.

[International Students Resources](#)

Study in Australia is the official Australian Government website for international students. You can connect with it through:

- Website: <https://www.studyinaustralia.gov.au/>
- Facebook: <https://www.facebook.com/studyinaustralia>
- Twitter: <https://twitter.com/futureunlimited>
- YouTube: <http://youtube.com/afutureunlimited>

Tuition Protection Service

The ESOS Framework includes elements of protection for students so that they can receive a refund if they do not complete a course. The Tuition Protection Service (TPS) helps Overseas students whose education providers are unable to fully deliver their course of study. The TPS ensures that Overseas 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 (the amount that is equal to the amount of the course the student has NOT undertaken).

More information on the Tuition Protection Service is available at <https://tps.gov.au>

Overseas Students Ombudsman

The Overseas Students Ombudsman (OSO) investigates complaints about problems that intending, current or former overseas students may have with private schools, colleges or universities (education providers) in Australia. If you cannot resolve your complaint with a provider, and your provider is a private organisation, you can approach the Overseas Students Ombudsman. Visit the website of the Overseas Students Ombudsman for more information about what they do and how they help students at <http://www.oso.gov.au/>.

