Coomera Anglican College
CRICOS Provider Number: 02423E

International Student
Prospectus & Information Booklet

Our Values
iLR – imagine Listen Respect. The language of our values culture.
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WELCOME

Coomera Anglican College Welcomes International students to our community. We offer full time education to full fee paying International students from Year 3 to Year 12. We encourage a cultural diversity amongst our College which enables students to gain an understanding and appreciation of different cultures and backgrounds. Coomera Anglican College is a registered CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students) College.

All International students must have a good foundation of English prior to commencing their studies at Coomera Anglican College. Students needing some assistance with English can enrol in any of the reputable language schools on the Gold Coast.

This booklet will provide you with information on the College including how to apply, application procedures and general information you may be interested in.
APPLICATION PROCEDURE

1. DOWNLOAD AND COMPLETE THE APPLICATION FOR REGISTRATION FORM LOCATED ON OUR WEBSITE
   Please also include the below:
   • English language test results
   • Copy of your passport
   • A witnessed copy of student’s most recent academic results transcripts
   • Application fee of $99 (AUD)

2. SEND THE APPLICATION FOR AND RELEVANT DOCUMENTS TO:
   Post:
   International Enrolments
   Coomera Anglican College
   PO Box 457
   Upper Coomera, QLD, Australia

   Fax: +617 5585 9911
   Email: enrolments@cac.qld.edu.au

3. OFFER
   If we can offer you a place and your application is successful we will then send you a Letter of Offer together with an invoice for the applicable fees.

4. PAYMENT
   Send your payment as outlined in the invoice to Coomera Anglican College. Please note that all fees are in Australian Dollars (AUD) and must be paid in AUD

5. CONFIRMATION
   Upon receipt of your payment we will send you a Confirmation of Enrolment form which you will need to take to the Australian Embassy to finalise your student visa application.
ENTRY REQUIREMENTS

English language proficiency plays a vital role in the ability of an international student to succeed at Coomera Anglican College. Students who have not studied all subjects in English prior to enrolment at Coomera Anglican College must satisfy the English language proficiency requirement of the College by producing certified evidence of English language achievement and undertaking a High School Preparation programme prior to commencing at Coomera Anglican College.

ACCEPTABLE LEVELS OF ENGLISH

<table>
<thead>
<tr>
<th>FOR ENTRY INTO SENIOR SECONDARY (Y10 - 12)</th>
<th>FOR ENTRY INTO JUNIOR SECONDARY (Y7 - 9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL: 477 to 510</td>
<td>TOEFL: 437 to 477</td>
</tr>
<tr>
<td>IELTS: 5.0 or above</td>
<td>IELTS: 5.0 or above</td>
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<tr>
<td>or similar</td>
<td>or similar</td>
</tr>
</tbody>
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VISA REQUIREMENTS

Students wishing to study for more than 12 weeks must have a Student Visa and must study full-time. A student on a Visitor's Visa or Working Holiday Visa can study up to 12 weeks either full-time or part-time.

OVERSEAS STUDENT HEALTH COVER (OSHC)

Student Health Cover is essential to everyone applying for a student visa. Proof of cover must accompany your enrolment form. Apply online at www.medibank.com.au

TUITION FEES

Fees must be paid each semester in advance. These can be found on our website under international enrolments.
ACCOMODATION

Homestay Accommodation can be arranged with our associates at Eastern Shores International. Rates and online application forms for Homestay can be found on their website. [https://esinternational.com.au/](https://esinternational.com.au/)

IMPORTANT: It is College policy that students attending Coomera Anglican College must be staying either:

- with their parents, or
- with parent appointed guardians. A letter of appointment signed by the student’s parents is required in this case and must be submitted with the enrolment form, or
- in College approved homestay - with Eastern Shores.

Students who are not staying with parents or who do not have a parent appointed guardian must stay in the Coomera Anglican College Homestay programme.

IMPORTANT INTERNET SITES FOR OVERSEAS STUDENTS

ESOS National Code
Studying in Australia
Study Gold Coast
International Agents Listing

If you would like to enquire about becoming an agent for Coomera Anglican College please contact us enrolments@cac.qld.edu.au

INTERNATIONAL AGENT LISTING

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Academic Consultancy (AAC)</td>
<td>1301 Tai Yau Building</td>
<td>Ludmilla Lo</td>
</tr>
<tr>
<td></td>
<td>181 Johnston Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wanchai, Hong Kong</td>
<td></td>
</tr>
<tr>
<td>Ausbridge Group Education and</td>
<td>Suite 19, 1344 Gympie Road</td>
<td>Patty Luo</td>
</tr>
<tr>
<td>Migration</td>
<td>Aspley QLD 4034</td>
<td></td>
</tr>
<tr>
<td>Browns English Language School</td>
<td>GPO Box 660</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brisbane QLD 4000</td>
<td></td>
</tr>
<tr>
<td>Organization Name</td>
<td>Address</td>
<td>Contact Person</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Can-Achieve International Education Limited</td>
<td>Room 802, Tower B, Jiwanwai SOHO Office Building, No.39 Dongsanhuan Zhonglu, Chaoyang District Beijing, 100022 P.R. China</td>
<td>Jessica Cheng</td>
</tr>
<tr>
<td>Consulting Marketing International t/as CMI Vietnam</td>
<td>391/34 Su Van Hanh Street Ward 12, District 10 Ho Chi Minh City, Vietnam</td>
<td>Joseph Trong Tuong Nguyen</td>
</tr>
<tr>
<td>Elite Aus Migration and Education Consultancy (EA Global Pty Ltd)</td>
<td>R41, Building 6, Garden City Office Park 2404 Logan Road Eight Mile Plains QLD 4113</td>
<td>Jerry Lin</td>
</tr>
<tr>
<td>GEA – Global Education Alliance Limited</td>
<td>Room 602, On Hong Commercial Building 145 Hennessy Road Wanchai HONG KONG</td>
<td>Mr Freeman Yeung</td>
</tr>
<tr>
<td>GEA – Global Education Alliance Limited</td>
<td>IAE China 23H cross region Plaza No. 899 Lingling Road Xuhui District Shanghai CHINA</td>
<td>Ms Lydia Xu</td>
</tr>
<tr>
<td>Happy Aussie International Pty Ltd</td>
<td>43 Harbourvue Court Helensvale QLD 4212</td>
<td>Dong Young Yang</td>
</tr>
<tr>
<td>M-Motion China Gateway</td>
<td>106/20 Lake Orr Dr, Varsity Lakes QLD 422</td>
<td>Angelina Cheung</td>
</tr>
<tr>
<td>OZSKY International Pty Ltd</td>
<td>Level 4 / Suite 2410 “Southport Central Tower” 5 Lawson Street Southport QLD 4215</td>
<td></td>
</tr>
<tr>
<td>Sea &amp; City Australian Education Pty Ltd</td>
<td>Level 10, Suite 3 Seabank Building 12-14 Marine Parade Southport QLD 4215</td>
<td>Tracy Xu</td>
</tr>
<tr>
<td>Sky Unicorn Student Services Centre</td>
<td>Room 1309, 13/F Capitol Centre 5-19 Jardines’s Bazaar Causeway Bay HONG KONG</td>
<td>Ms Enid Chow</td>
</tr>
</tbody>
</table>
WHAT TO EXPECT AS AN INTERNATIONAL STUDENT:

YOUR FIRST DAY

- On your first day, your Pastoral Care Teacher or the student welfare officer, will meet at the Administration Office before 8.30am and take you through an orientation process. During Orientation you will meet key staff members who are you contact people, you will be explained policies, procedures and school rules, and you will receive a timetable and a list of subjects and teacher names.

- During orientation staff in the office will take your photo for your Student Identification Card. You will need this card if you are using public transport and for Student entry to movies and events. You will be advised when your card is ready to be collected at the office.

- You will meet your Pastoral Care Teacher and/or the student welfare officer who will introduce you to your school buddy. We provide you with a student in your year level to look after you when you first arrive and help you to settle in but if you are lost or you don’t understand something, please ask any of your teachers or class mates and they will be pleased to help.

- You should always have your Student Diary with you and put your timetable in it as well as notes to help you remember things and about homework. It also contains important information about using the College computers, rules about assessments and other helpful information.

COLLEGE HOURS

- You will have a Pastoral Care (PC) Teacher and classroom where you go every morning at 8.30am before your first lesson and at the end of each day after your last lesson (3.00pm) for roll call.

- An electronic beep throughout the College will indicate start and finish times for school each day and for start and finish of break times. You should be at your classroom by 8.30am. You can arrive at the College from 7.30am and go to the Library until 8.00am when the grounds are supervised.

- School finishes at 3.10pm each day except when after school sports training is on. If you are not going home before 4.00pm, you must go to the Library which closes at 4.30pm Monday to Thursday and at 4.00pm on Friday. You must be collected by 4.30pm.
On Sport Training day, school finishes at 4.30pm and you are expected to go straight home. Sports are compulsory and you must attend unless you have a medical certificate.

**UNIFORM & GROOMING**

- You are expected to appear neat and tidy at all times with clean, neat hair style. Girls’ hair below shoulder length must be tied back with ties from our Uniform Shop.
- No makeup or nail colour is to be worn and no hair colours are to be used.
- You must arrive and leave the College in full formal uniform, including your formal hat each day and blazer in Terms 2 and 3. Sports uniform must be worn to and from school on Competition sports days only.

**ENGLISH LANGUAGE SUPPORT**

- You will have special classes on your timetable for English language support called ESL each week. You can ask your ESL teacher for help in understanding assignments and instructions or for help for anything you do not understand at College. All staff are willing to help you understand – you must always ask if you do not understand.

**HELP WITH SUBJECTS OR CHANGING ELECTIVES**

- If you don’t understand something, you can ask your class teacher or speak to your ESL teacher during ESL classes. These teachers will help you or tell you who to ask. You can visit teachers at the Secondary Staff Room or send an email to them from Student Cafe.

- You can go to after school Mathematics or English Tutoring. You are advised of this at assembly, check with your Head of Year and/or you can ask your PC teacher for this information. An information brochure has been provided in the Enrolment package. Ask your teacher for help if you have difficulty using it.
➢ If your question is about your class assignment or exam, you will need to speak to your class teacher or ESL teacher.

➢ If you think you need to change an elective subject, you will need to come to Student Services Office and ask for a form.

ACADEMIC PERFORMANCE

➢ To keep your Student Visa, you must maintain satisfactory academic performance, attendance and behaviour. You will be advised in writing if you are not achieving satisfactory results in any of these areas despite our efforts to assist you. Your enrolment can be cancelled as a result.

➢ Information and rules about using research resources is available on Student Cafe and in your Student Diary.

➢ You will receive extra help at ESL classes, free after school Tutoring available at the Library after school finishes for the day.

➢ You will receive a written report on line 4 times each year. Information about how to access reports on line will be emailed to your Homestay family, Parents and Agent if applicable.

LIBRARY & COMPUTERS

➢ The Secondary Library is open from 7.30am to 4.30pm Monday to Thursday and 4.00pm on a Friday. The librarians will help you to learn to use the library.

➢ You can use the computers in the library to search for books or complete homework assignments. You can also use the printing or photocopying facilities in the Library for your schoolwork. Just ask the Librarians for help.

➢ Students in Years 7-12 will be issued with College laptops upon commencing at the College. Specific College software will be loaded on to it and you must bring it to and from school each day. When you graduate or leave the College you must return the laptop to the IT department and pay for any damages that may have occurred.
TRAVEL TO AND FROM THE COLLEGE

- BUS – you can go to [www.surfside.com.au](http://www.surfside.com.au) to find out if the school bus is near you. Your Pastoral Care teacher or your buddy can show you where to catch the bus from the College.
- WALK – you can walk to the College if you home is close enough and you feel safe and confident to do so.
- TRAIN – the Coomera train station is a short bus ride to/from the College. Surfside Bus Lines run this service.
- CAR – your homestay family may drive you to College every day.

DRIVING TO THE COLLEGE

- You must complete a permission form from Student Services Office if you want to drive to school and have a current Australian drivers licence.
- VISA details MUST be provided to the College prior to commencing your studies. If this VISA changes, you must notify the College immediately and provide new details.

STUDENT VISA AND PASSPORT

- You or your Agent need to keep your Passport and Visa up to date. If you get a new passport or Visa, you must bring it to the office so a copy can be kept on your file, within 7 days of any change.

HEALTH INSURANCE

- Your Visa conditions state that you must have Health Insurance while you are in Australia. If you have your own insurance, you need to show your card to the office staff so we can keep a copy on your file. Health insurance must be maintained for the entire duration of your study. You must ensure the school is advised of any change to your health cover.
SICKNESS, INJURY OR OTHER ABSENCE FROM SCHOOL

- If you get sick or hurt at class in school and cannot study, please tell your teacher. The teacher will give you a form to take to the office and the staff there can give you First Aid and let you lie down. If you need to go home, the staff will contact your guardian and ask them to take you home. YOU MUST NOT GO HOME BEFORE SCHOOL FINISHES WITHOUT PERMISSION FROM YOUR GUARDIAN AND THE COLLEGE.

- If you are hurt at school, you need to tell a teacher all about what happened. You might need to go to hospital or get help from First Aid in administration.

- If you can’t come to school, you should ask your guardian to contact College administration to tell us why you are not coming to school. It is not acceptable to take additional leave because you are taking a trip overseas – you need to plan to be here during term time so you don’t miss important school work or exams. Any leave MUST be approved by the school first or you cannot go.

- If you are sick on a day when you have an exam or you are too sick to submit an assignment on time, you MUST go to the doctor to get a certificate, show your teachers and bring it to Student Services Office. You can ask for an extension of time for submission of an assignment or to sit an exam at another time if you have a doctor’s certificate. The certificate must say that you were too sick to study.

- You must be very careful about how many days you are absent because your Visa rules say you must be at school for a minimum of 80% of school days.

COUNSELLING AND SUPPORT

- If you are unhappy at this school because you miss home or someone is being unkind or need help settling in, please tell a member of staff so we can help you. You can also talk to Dr Prideaux, our Student Counsellor or our Chaplain, your teacher will tell you how to make an appointment. Counselling service is free of charge.

International Student Welfare officer
Tina Stubbs / Anthea Ludik
Enrolments Officer – Secondary Administration
Hours available: 8.00am – 4.00pm
Email: enrolments@cac.qld.edu.au
**Student Counsellor**
Dr Lee-Ann Prideaux  
Location on the Junior Secondary Campus Hours
available: 8.00am – 4.00pm  
Email: lprideaux@cac.qld.edu.au

**College Chaplain**
Mary-Anne Rulfs  
Location on the Junior Secondary Campus Hours
available: 8.00am – 4.00pm  
Email: mrulfs@cac.qld.edu.au

**LATE ARRIVAL OR EARLY DEPARTURE**

➢ If you are going to be late, your parent or guardian must telephone the College Administration to explain why.

➢ When you arrive late, you must come straight to the Student Services Office and sign a Late Pass, take this to class with you and give it to your teacher to show that you have signed in. You Must be collected from the College by your Guardian or homestay family.

➢ You must have permission to leave early from school and your guardian must contact the College to explain why you must leave early. You can only leave early from school if it is very important and there is no option.

➢ If you think you need to go home because you are sick or hurt, you MUST come to Student services and to ask to see the College Nurse for help. You cannot go home without coming to see the College Nurse first.

**CHANGING HOMESTAY**

➢ At this College, you cannot change address or homestay without written permission from your parents EVEN IF YOU ARE 18 YEARS OLD, PRIOR TO ANY CHANGE.
If you are having trouble in a homestay situation, you need to talk to your Homestay Co-ordinator at Eastern Shores International Homestay, Pastoral Care Teacher, Student Welfare Officer or the Head of Secondary if your parents have appointed your guardian and try to solve the problems. The Head of Secondary or Principal must approve of the change BEFORE you move and your parents need to sign a form to agree to the move.

If your parents want you to change to a new guardian, they must give permission by signing the form you can get from the office or the College will email it to your agent or to your parents. You need to give this completed form back to the Administration Office.

Students over the age of 18 ARE NOT permitted to live by themselves in their own accommodation or with friends. Permission MUST be given by the College if you are to change your Homestay and live with a parent appointed guardian.

WORKING

Students with a Student Visa are allowed to work part time no more than 40 hours per fortnight. This work must not interfere with study or compulsory College activities such as sport training. It is not recommended that International students try to work while studying as it takes time away from important study.

LOCAL AREA INFORMATION

The closest doctors are at Coomera City Medical Centre: 5573 0911. If you wish to see a doctor you will need to take your Health Insurance Card with you. Please ask your homestay family to help make an appointment for you and escort you to the doctors surgery if you require medical attention. Medical Centres and doctors can be found in all areas. You can search these on the internet or in the Yellow Pages telephone directory under “Medical Practitioners” or “Medical Centres”.

The closest hospital is at Parkwood (Gold Coast University Hospital) but if it is an emergency and you need an Ambulance, phone 000 and ask for an ambulance. You can also report a fire or a crime in an emergency situation where life is in danger by dialling 000.
➢ The closest police station is at Coomera in Dreamworld Parkway. Telephone number is 5519 5555. For emergency, call 000 and ask for Police.

➢ In the event of a fire, call 000 and ask for Fire Brigade.

➢ Bus and train timetables can be found online at www.translink.com.au

➢ FOR ALL POLICIES, PROCEDURES AND SCHOOL RULES PLEASE REFER TO YOUR FULL INTERNATIONAL STUDENTS POLICIES AND PROCEDURES HANDBOOK.

➢ Any questions or concerns at any time please ask or contact your homestay family, your Pastoral Care teacher or Student Welfare Officer at the College who will help you to find what you need quickly.

REMINDERS OF GENERAL RULES

➢ When you enrolled at the College, you signed to agree to follow the College Code of Conduct, Computer Network Agreement and Text Book Hire Agreement and the rules were explained at your interview and again during orientation. If your behaviour is not satisfactory, you can have your enrolment or your Visa cancelled. This information and College rules are in your Student Diary and available on Passmarc. http://passmarc.cac.qld.edu.au/course/view.php?id=222

REMEMBER:

o Neat and correct uniform all the time

o No make-up or jewellery and hair short and neat. Girls hair longer than shoulders must be tied back neatly with CAC ribbon or scrunchie (from Uniform Shop)

o Always show respect for other students and staff

o Always stay on College grounds during school hours unless supervised by a teacher (on excursions, tours or camps)

o Sport is part of your educational programme and you must attend sport and sports training.
- Do not bring mobile phones to College. If you need your phone after school, you should leave it at the Administration Office. If you use your mobile phone at school, it can be taken from you and will be kept at the office for one week.

- Serious offences such as drinking alcohol, using physical violence or bringing any drugs, alcohol or dangerous weapons to school or committing any type of crime will mean the Principal can immediately cancel your enrolment.