



## The Scots College

Sydney Australia



# Student Handbook for Full Fee-Paying Overseas Students

The Property Trust of the Presbyterian Church of Australia (NSW), trading as:

The Scots College

33 Victoria Road, Bellevue Hill NSW 2023

CRICOS Provider No: 02287G

Telephone: +61 2 9391 7600 | Email: [admissions@scots.college](mailto:admissions@scots.college) | Website: [scots.college](http://scots.college)

Principal: Dr Ian PM Lambert

## Contents

Welcome	3
1. Definition of Overseas Student	3
2. The Scots College	3
3. Living in Sydney	4
3.1 Water	4
3.2 Electricity	4
3.3 Alcohol and Smoking	4
3.4 Customs and Quarantine	5
4. The Academic Program	5
4.1 Registered Courses	5
4.2 Study Options for Languages Other Than English – Open High School	5
4.3 Course Programs	5
5. Course Progress and Attendance	7
5.1 Course Progress	7
5.2 Course Progress Intervention Strategy	8
5.3 Attendance	10
5.4 Attendance Intervention Strategy	10
5.5 Expectations of Behaviour	11
6. Entry Requirements for Overseas Students	12
6.1 English Language Proficiency	12
7. Enrolment Process	13
8. Overseas Student Orientation	14
8.1 Overseas Student Health Cover (OSHC)	15
9. Schedule of Fees and Payment	15
9.1 Overseas Student Summary of Fees and Charges	15
9.2 Tuition Fees	16
9.3 Payment Methods	16
9.4 Overseas Student Support Services	16
9.5 Nominated Relative or Friend	16
9.6 New South Wales Government Regulations	16
9.7 Code of Ethics	17
9.8 Overseas Student Compliance	17
9.9 Overseas Student Policies	19
Appendix	20

# Welcome

Welcome to The Scots College. The Scots College Student Handbook for Full Fee-Paying Overseas Students, hereafter referred to as the Overseas Student Handbook or Handbook, contains important information for overseas students. Please take the time to read through the Handbook and should you have any questions or need any help regarding any information contained in the Handbook, please ask the Admissions Office for clarification.

## 1. Definition of Overseas Student

For students wishing to study for longer than three months, the Australian Government operates an Overseas Student Program (OSP) that allows people who are not Australian citizens or Australian permanent residents to study in Australia provided they undertake a registered course or part of a registered course on a full-time basis.

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students defines an overseas student as:

“A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act but does not include students of a kind prescribed in the ESOS Regulations [for example, exchange students].”

Depending on the country of origin, students can apply for visas on-shore or off-shore. Most students in non-government schools will hold a 500 (Australian Schools Sector). Students with these visas are Full Fee-Paying Overseas Students and are required to pay fees, which fully cover the cost of providing their education, including a capital component.

## 2. The Scots College

The Scots College is owned by the Property Trust of the Presbyterian Church of Australia, New South Wales (CRICOS Code Provider Number: 02287G). The College is an independent Athletic Association of the Great Public System (AAGPS) boys' College for day and boarding students, providing education focused on the particular needs of boys from Transition (Preschool) to Year 12 (3 to 18 years of age). The College has an inclusive enrolment policy.

The College's innovative education programs engage boys' learning, in a culture enriched by pastoral care and camaraderie where boys strive for excellence together. The College demonstrates its educational leadership, offering the students evidence-based teaching methods in a wide and varied curriculum, state-of-the-art science facilities, exposure to leading edge technology, purpose-built

classrooms, outstanding Library and sporting facilities, an outdoor education campus in the Kangaroo Valley (2.5 hours from Sydney), and an extensive Sport and Co-Curricular Activities program.

The College aims to be at the leading edge of education in Australia. The College's services are recognised for their quality in terms of diversity and depth, as well as the innovative integration of academic, spiritual, personal development and community service aspects of the educational process.

### **3. Living in Sydney**

Sydney, the capital of New South Wales and one of Australia's largest cities, is best known for its harbour-front Sydney Opera House, with a distinctive sail-like design. The large Darling Harbour and the smaller Circular Quay port are hubs of waterside life, with the arched Sydney Harbour Bridge and esteemed Royal Botanic Garden Sydney nearby.

The Sydney area is famous for its cultural diversity and welcoming community atmosphere. Sydney presents an ideal learning ground where students can have a positive and educational cultural experience. Boys can enjoy living in a secure, and quiet study environment that is only ten minutes travel from the College bus stop to the well-appointed shopping centre of Bondi Junction. Students can also take a train south to the nearby airport.

The Scots College Brighton Preparatory School, located in the historic Primrose House at Dolls Point, is located near Dolls Point Beach, which has the whitest sand in Sydney.

A Department of Home Affairs factsheet on Beginning a Life in Australia can be downloaded from the following website: <https://scots.college/wp-content/uploads/beginning-a-life-in-australia-english.pdf>

#### **3.1 Water**

Sydney's water is from natural sources. It is filtered to the high standards set by the Australian Drinking Water Guidelines. This ensures it is safe to drink straight from the tap.

#### **3.2 Electricity**

The standard voltage for electrical items in Australia is 240V. Electric plugs have three flat pins one of which is an earth pin. You may need to buy an adaptor or have the plugs changed when you arrive.

#### **3.3 Alcohol and Smoking**

It is illegal in Australia for persons under 18 years of age to consume alcohol, cigarettes or other tobacco products. Smoking is prohibited in Australian airports, on buses, trains, ferries and in most public places. The Scots College is a non-smoking campus.

### 3.4 Customs and Quarantine

Australia has strict customs and quarantine rules. Strict rules prohibiting or restricting the entry of drugs, weapons, firearms, protected wildlife and associated products apply. Please refer to the Australian Customs Service website for further information, [www.australia.gov.au](http://www.australia.gov.au). Australia has a very strict quarantine policy. It is important that you declare any items in your luggage that you may be unsure of to avoid prosecution for bringing forbidden items into the country. Please refer to the Department of Agriculture website for further information at [www.agriculture.gov.au](http://www.agriculture.gov.au).

## 4. The Academic Program

### 4.1 Registered Courses

- The Scots College is registered in the State of New South Wales as a Provider in accordance with the conditions of Section 9 of the Education Services for Overseas Students Act 2000.
- Registered Provider Number 02287G
- The Principal Executive Officer (PEO) is the Principal of the College.

The overseas student contact person is the Director of Admissions, email: [admissions@scots.college](mailto:admissions@scots.college).

- The Scots College offers the following registered courses: Primary Years Kindergarten-Year 6 Boys Only (041357J)
- Junior Secondary Studies Years 7-10 Boys Only (041358G)
- Senior Secondary Studies Years 11-12 Boys Only (041356K) – NSW Higher School Certificate

### 4.2 Study Options for Languages Other Than English – Open High School

Full Fee-Paying Overseas Students are able to study up to 25 percent of the total course by distance and/or online learning. Students who meet the relevant guidelines and would like to pursue the study of a specialist language course as part of their Higher School Certificate program may enrol in an outsourced language course through the Open High School. Priority is given to students in their Senior years who have a valid reason for embarking on the study of a language other than English and demonstrate the ability to work independently. Support is also provided by the College. The Head of Languages will meet with the student regularly to monitor the completion of coursework, liaising with the Open High School staff as needed.

Additional charges are levied by the Open High School for these programs. Parents are required to reimburse the College for the payment of these fees.

### 4.3 Course Programs

The Scots College offers a comprehensive Academic program with a wide range of subjects which can be viewed on the College's website.

### **Primary Years Kindergarten – Year 6 Boys Only (041357J)**

The College has two Preparatory Schools. The Bellevue Hill Preparatory School celebrated its 125-year anniversary in 2023, whilst the Brighton Preparatory School opened in 2018.

#### ***Early Learning Centre (ELC) Kindergarten to Year 1***

As boys move through Kindergarten and Year 1, this paves the way for more formal schooling with writing, spelling and numeracy, a focus for learning. It is within this phase that the five pillars for literacy learning are formed – phonemic awareness, systematic phonics, vocabulary, reading fluency and comprehension. As the boys' enthusiasm to learn increases so does their potential.

#### ***Junior Preparatory School (Years 2 to 4) and Senior Preparatory School (Years 5 and 6)***

As students in the Preparatory School graduate from the ELC, they continue to strengthen their literacy and numeracy skills in addition to studying Human Society and its Environment, Science and Technology, Visual Arts, Library, Music, Indonesian (currently available from Year 5), Physical Education, Drama, Dance and Christian Studies.

At The Scots College, we are not confined solely to academic excellence; the Co-Curricular Activities program in the Preparatory School gives boys an opportunity to discover their talents. Students have the opportunity to learn a musical instrument and participate in the strings program, choir groups and instrumental ensembles. Chess, Debating and Public Speaking are among the many Co-Curricular Activities in which we encourage the boys to become involved.

The Scots College is dedicated to providing for the unique needs of the individual. Programs are developed to be, not only age-specific but tailored to the developmental stage of each child.

### **Junior Secondary Studies Years 7-10 Boys Only (041358G)**

#### ***Senior Campus (Years 7 to 10)***

The Scots College offers the NSW Educational Standards Authority (NESA) mandated curriculum. In Years 7 and 8, students are provided with a choice of languages to study — Chinese, French or Latin.

In Year 9, all students spend two terms (one semester) at our outdoor education campus, Glengarry, in the Kangaroo Valley, 2.5 hours south of Sydney. During this time, students continue their academic studies but also participate in an outdoor education program.

All NSW students complete the study of English, Mathematics, Science, Australian History, Australian Geography, Personal Development and Health and Physical Education. The satisfactory completion of Year 10 is a prerequisite credential for entry to Year 11 courses. Recognition of prior study in comparable courses is available for students entering Year 11 from overseas/interstate.

## **Senior Secondary Studies Years 11-12 Boys Only (041356K) – NSW Higher School Certificate**

### ***Senior School Campus (Years 11-12)***

In Year 11, students undertake prerequisite 'NSW Education Standards Authority (NESA) Preliminary Courses' that must be completed satisfactorily before entering their Higher School Certificate year. Students completing Year 12 and the Higher School Certificate minimum standards test receive a New South Wales Higher School Certificate (HSC). While a vocational pattern of courses can be studied as part of the NSW HSC, the vast majority of students at The Scots College study a pattern of courses that will qualify them for university entry.

The study of English is mandatory for the award of the HSC. Students usually undertake four other courses, however, capable students may undertake additional units of study. Full details of courses available for study are provided. The College offers a comprehensive Academic program with a wide range of subjects which can be viewed on the College's website and the Schoolbox Curriculum pages.

Assessment guidelines are published for students in Years 7 to 12 and their parents/nominated relative or friend on the Schoolbox Curriculum page. Assessment marks are derived from internal assessment tasks that are set in accordance with the guidelines given in the relevant NSW NESA syllabi. Assessment calendars can be accessed on the College's intranet with task details published to students through Schoolbox directly into their school calendar which is also visible to parents/nominated relative or friend on the Schoolbox landing page for their son/s.

## **5. Course Progress and Attendance**

All overseas students' progress and attendance will be monitored and managed by the relevant Dean of Year, Head of International Students and Director of Admissions following the guidelines and protocols listed below.

### **5.1 Course Progress**

The Scots College sets and expects high standards in its Academic program. Courses in the final two years at the College (Years 11 and 12) lead to the award of the Higher School Certificate (HSC). All students who satisfy the requirements for university entry will receive an ATAR score (an Australian Tertiary Admissions Rank) that is used by the Universities Admissions Centre for placement into tertiary courses in Australia. The vast majority of the College's students progress to university study after Year 12.

All students are required to meet the criteria for completion of each of the courses in which they are enrolled. A system of academic review is used to monitor any overseas student who fails to make a satisfactory effort in their studies. As an accredited educational institution, the College provides an education based on courses and standards set by the NESA. Should an overseas student fail to apply

themselves with diligence and sustained effort to the tasks and experiences set for each course by the College (regardless of whether or not these tasks contribute to the final assessment mark) and not achieve some or all of the course outcomes, then the overseas student is at risk of receiving an 'N' (Non-completion determination).

If any student fails to demonstrate that he has met course requirements at any stage throughout his secondary schooling, both the student and his parent/nominated relative or friend will be sent an official warning letter/s. These letters will clearly detail what action needs to be taken to rectify any deficiencies and the required time frames. Repeated failure to address course requirements will preclude the overseas student from qualifying for the award of the Preliminary Course Record of Achievement (Year 11) or the Higher School Certificate (Year 12).

Minimum course requirements are set down for overseas students by visa condition 8202 (attached to the visa of the primary student visa holder). These are adhered to by the College and necessitate the following basic requirements:

- Satisfactory completion of all coursework.
- Ability to undertake the Academic Program without learning assistance.

In addition to the above requirements, each overseas student, to demonstrate satisfactory course progress, must maintain:

- achievement of a Grade Point Average (GPA) of 2.5 or higher
- achievement of an Effort Point Average (EPA) of 2.5 or higher.

The Scots College produces a semester report for all students in Kindergarten to Year 12. At this time a Grade Point Average (GPA) and an Effort Point Average (EPA) is formally calculated based on data collected across all subjects studied during the semester. Each boy has a personalised Schoolbox dashboard that monitors their GPA and EPA continuously. Their GPA and EPA are reported to all students of the College in Years 7 to 12, and their parents/nominated relative or friend, through the boy's personalised progress dashboard on Schoolbox and the Semester Academic Report.

Prep School students (Kindergarten to Year 6), have their progress monitored internally by the teaching and academic staff.

Overseas students Kindergarten to Year 12, who are not meeting any of the above progress requirements, will be flagged for intervention.

## **5.2 Course Progress Intervention Strategy**

Overseas student progress is continuously monitored by the boy's Tutor in the Senior School and their classroom teacher in the Prep School (Bellevue Hill and Brighton campuses).



- If an overseas student is not making satisfactory progress, the class teacher will liaise with the overseas student, or with the student's Boarding Housemaster and Tutor (for Boarding students) or with the student's Dean of Year and Tutor (for Day boy students) to provide early intervention and support. The overseas student may be asked to attend after-hours tutorial support, which is provided by the College staff at no additional charge to overseas students.
- If course progress problems persist, the classroom teacher (Prep School), the Head of Department (Senior School) and/or the Boarding Housemaster or Dean of Year will contact parents/nominated relative or friend advising them that the overseas student is failing to make adequate progress. Further remediation strategies will be negotiated and put into place as appropriate on a case-by-case basis.
- At the end of each term, the Head of International Students will review the course progression for every overseas student enrolled at the College. If the overseas student's progress is below the College's GPA and EPA thresholds (2.5), overseas students and their parent/nominated relative or friend (and Boarding Housemaster where applicable), will be alerted in writing that they are at risk of not meeting their course progress requirements under their visa condition 8202 by the Head of International Students. This alert and intervention will be recorded in the student's profile on the College database and filed in the overseas student's green paper file housed in the compactus of the relevant campus.
- If the overseas student's academic performance does not improve sufficiently within the time set by the College (usually at the end of each semester at the time of the release of the semesterised academic reports), the College, through the Head of International Students will advise the overseas student in writing of its intention to report the overseas student for breach of visa condition 8202.
- At that stage, the overseas student will have 20 working days in which to access the College's internal complaints and appeals process.
- If the College's determination is upheld following a review, the College will complete the PRISMS notification.

The Scots College acknowledges that there are some circumstances beyond the control of the overseas student that may have a legitimate impact on the overseas student's progress in a course that would mitigate the College's determination. These could include:

- Medical illness or injury of the overseas student or overseas student's close relative which requires hospitalisation or impedes activities of daily living
- A mental health condition of the overseas student or an overseas student's close relative that results in hospitalisation or functional impairment
- Death of a close relative
- Adverse experience that has impacted on the overseas student which could include:
  - Being a witness to or victim of a serious accident
  - Being a witness to or victim of a crime, natural disaster, or terrorism event
  - Major political upheaval or natural disaster in the overseas student's home country which requires immediate emergency travel

- Inability to begin study in a program on the agreed starting date due to a delay in receiving the overseas student's visa
- Other compassionate or compelling circumstances at the discretion of the College.

### **5.3 Attendance**

Overseas students are required to maintain an 80 percent attendance record. This includes time off with acceptable reasons to explain the absence such as the provision of a medical certificate. Attendance is recorded on at least a daily basis for all overseas students in the College including the monitoring of part-day absences.

Attendance records for all students are kept in a web-based School Management System and are continuously available to College pastoral and teaching staff and to parents/nominated relative or friend through the student Schoolbox dashboard at all times. Further to this, the College alerts parents/nominated relative or friend on the day an unexplained absence is recorded.

### **5.4 Attendance Intervention Strategy**

Falling below the 80 percent expectation of attendance without a compelling reason would mean the College would report the overseas student for a visa breach through PRISMS. In the Prep School, classroom teachers; and in the Senior School, Dean of Year, Boarding Housemasters, Housemasters, classroom teachers and Tutors; all monitor overseas student absences closely on a day to day basis. In addition, attendance reports are produced on a weekly basis. These can be accessed by the Dean of Year, Housemasters, Boarding Housemasters, and all overseas students, for their information, and where required, follow-up.

- For all overseas students of the College, unexplained absences are followed up immediately (as soon as is practicable on the first day of an absence that is not explained). Written explanations are required for all absences and are to be reported using the College's standard protocols for reporting absences.
- If an overseas student is living with a parent, the parent will be contacted directly if an absence is not explained.
- In the instances where the overseas student is a Boarder, the Boarding Housemaster will provide the written explanation for the overseas student's absence.
- At the end of each term, the Head of International Students will review the attendance pattern for every overseas student enrolled at the College. If the overseas student's attendance is below 90 percent of days attended, overseas students and their parent/nominated relative or friend (and Boarding Housemaster where applicable) will be alerted in writing that they are at risk of not meeting their attendance obligations under their visa condition 8202 by the Head of International Students. This alert and intervention will be recorded in the student's profile on the College database and filed in the overseas student's green paper file housed in the compactus of the relevant campus.

- It should also be noted that in the Senior School, medical certificates are requested for any absence on the day of an assessment task for all students (See the College's Assessment Protocols and Guidelines available on the Schoolbox Curriculum page).
- If an overseas student does not improve their attendance sufficiently within the time set by the College, (usually by the end of the semester at the time of the release of the semesterised academic reports which includes a report on attendance for the semester), the College, through the Admissions Office, will advise the overseas student and their parents/nominated relative or friend in writing, of the College's intention to report the overseas student for breach of visa condition 8202.
- At that stage the overseas student will have 20 working days in which to access the College's internal complaints and appeals process.
- If the College's determination is upheld following a review, the College will complete the PRISMS notification.

The Scots College acknowledges that there are some circumstances beyond the control of the overseas student that may have a legitimate impact on the student's attendance that would mitigate the College's determination. These could include:

- Medical illness or injury of the overseas student or overseas student's close relative which requires hospitalisation or impedes activities of daily living
- A mental health condition of the overseas student or an overseas student's close relative that results in hospitalisation or functional impairment
- Death of a close relative
- Adverse experience that has impacted on the overseas student which could include:
  - Being a witness to or victim of a serious accident
  - Being a witness to or victim of a crime, natural disaster, or terrorism event
  - Major political upheaval or natural disaster in the overseas student's home country which requires immediate emergency travel
  - Inability to begin study in a program on the agreed starting date due to a delay in receiving the overseas student's visa.
- Other compassionate or compelling circumstances at the discretion of the College.

## 5.5 Expectations of Behaviour

All students must adhere to the 'Behaviour Management and Support Program', as contained in the Senior School Student Diary and the *A Fine Scots Boy! The Positive Behaviour Plan*, as contained in the Transition to Year 6 Parent Handbook.

Involvement in a behavioural incident could mean the College would be required to report the overseas student for a visa breach through PRISMS. Should an overseas student be involved in an incident, an intervention would be established in collaboration with Head of Middle School, Head of Senior School, Head of Boarding and the Head of International Students. These matters are considered very seriously.

## 6. Entry Requirements for Overseas Students

To assist overseas students with the selection of suitable subjects and courses, the Dean of Year and Head of International Students are available for consultation. They are able to help overseas students by assessing their individual needs and matching those needs with the educational outcomes of the available subjects and courses. The College sets and expects high standards in its Academic program and character qualities. Every effort is made when assessing overseas student suitability to ensure that overseas students will achieve successful outcomes in the courses they are undertaking. Overseas students are expected to achieve satisfactory academic results and aspire to the College's established character qualities. Results will be reviewed by the Dean of Year and Head of International Students at the end of each reporting period.

### 6.1 English Language Proficiency

The Scots College expects the overseas student with English as a Second Language (ESL or English as an Additional Language/Dialect (EAL/D)) to sit for the appropriate English language test and the College must be provided with these results, in our preferred testing. All overseas students need to be able to study in an environment where English is used as the language of learning and teaching. English language testing is available through the Australian Education Assessment Service ([www.aeas.com.au](http://www.aeas.com.au)). It is a requirement of application to Scots that a minimum result of Stanine 7 (other results may be considered) in all areas assessed be achieved by the overseas student.

#### **Overseas students entering:**

Years 7 to 9 are required to reach at minimum Level 4 or Intermediate on the ESL Scales

Year 10 will require mostly Level 5 or upper Intermediate on the ESL Scales

Year 11 will require all Level 5 or strong upper Intermediate scores on the ESL Scales.

If overseas students do not have the required level of English, commencement in the academic year will be conditional upon the completion of intensive English high school preparation programs and the subsequent attainment of the required levels on the ESL Scales.

Overseas students are advised to consult Migration Agents for visa options. The packaging of student visas may be possible. To package two courses, both institutions need to provide the overseas students with Certificates of Enrolment (CoE) at the same time so that the Department of Home Affairs can grant a visa that covers the period of both CoEs.

The Department of Home Affairs requires that there is no more than a two-month gap between courses in a package, except where one course finishes at the end of the standard academic year and the next course does not begin until the start of the following academic year.

If the College is not confident of an overseas student's successful completion of a preliminary ELICOS course, overseas students will receive a 'conditional' letter of offer for the principal course. In such a

circumstance, a CoE will only be provided when the overseas student has successfully completed the preliminary course.

## **7. Enrolment Process**

In order for the parents of a Full Fee Paying Overseas Students (FFPOS) to apply for enrolment at Scots for their son, the following documentation is required. We ask that you download and complete the manual Enrolment Application form on our website, [www.scots.college/enrol-at-scots](http://www.scots.college/enrol-at-scots). It is only when the Director of Admissions has reviewed the application that the application can be processed.

### **Documents Required**

- A Certificate of English Fluency from the Australian Education Assessment Service ([www.aeas.com.au](http://www.aeas.com.au)). It is a requirement of application to Scots that a minimum result of Stanine 7 (other results may be considered) in all areas assessed be achieved by the overseas student, unless otherwise advised.
- A copy of the overseas student's birth certificate, translated into English if necessary
- A copy of the information page of the overseas student's passport
- A passport sized photograph
- A copy of the overseas student's three most recent school reports
- A copy of any educational or medical reports if applicable
- A copy of the Australian visa paperwork, once granted
- Any ESL reports from an Intensive Language School/International School if applicable.

### **Interview**

If a place at the required year level is available, and once all required paperwork is submitted, the College will invite the prospective overseas student to an interview. Interviews are conducted in the student's home country when a member of staff is visiting, or face to face at the College with the Head of Preparatory School, Head of Middle School or Head of Senior School and the Head of International Students. For students considering Boarding, the Head of Boarding will also be on the interview panel.

### **Acceptance**

On the completion of a successful interview, a letter of offer will be forwarded along with a Statement of Fees for the first term's fees of tuition and boarding (if applicable), the non-refundable Registration Fee of \$500, the non-refundable Entrance Fee of AUD \$5,000, the Overseas Student Charge, and Overseas Private Health Insurance (if not arranged by the student). Overseas students transferring from another Australian Provider should supply membership details of their Overseas Student Health Cover and expiry date. All non-tuition costs are clearly outlined in the Statement of Fees.

## Visa Application

On receipt of payment and signed enrolment form, the College will issue the Provider's 'Confirmation of Enrolment' (CoE) certificate of Appropriate Accommodation and Welfare Arrangements'.

(CAAW) certificate, where applicable, both of which are lodged electronically with PRISMS (the Provider Registration and International Student Management System). It is imperative a copy of the Visa Grant Issue Letter is sent to the Director of Admissions as soon as it is received by the overseas student.

The College requires overseas students whose parents do not live in Australia to reside in one of the College's Boarding Houses during term time. A nominated relative or friend, who is deemed suitable by the College, must be available to assist in holiday and leave arrangements, or at other times, as required. This adult must be appointed in writing by the parents and must sign The Scots College Expectations of a Nominated Relative or Friend Statement as outlined in the Application for Enrolment Form.

## Parent and Student Contact Details

If a student changes his residential address or contact details at any time during his enrolment at the College, the Head of International Students and Director of Admissions must be notified within seven days. Failure to notify the College of any change to contact or residential address details is a breach of visa conditions and school policy.

## 8. Overseas Student Orientation

The Scots College will provide an age-appropriate overseas student orientation program for students new to the College.

The orientation program includes the following:

- An explanation of all school uniform requirements and subject selection and textbooks
- Orientation and School Tour New Student Induction Day
- Distribution of key College documents including the Student Diary, Boarder's Handbook and Scots Student Handbook for Full Paying Overseas Students
- An introduction to key staff including the Head of International Students, Stage Coordinator in the Preparatory School or the Dean of Year and Tutor in the Senior School
- Information on whom to contact in emergency situations, including contact numbers of a nominated staff member
- Information on how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse
- Support services available to overseas students – academic and pastoral

- The services available through the College Clinic and the Health Insurance program
- Facilities and resources including laptop, IT passwords and personal locker
- Visa conditions relating to course progress, attendance, and behaviour.

### **8.1 Overseas Student Health Cover (OSHC)**

Overseas students with a student visa are required to have Overseas Student Health Cover (OSHC) for the length of their visa. Medibank Private Health Insurance is the College's preferred provider for OSHC. Please refer to the website for full details at [www.medibank.com.au/Overseas-health-insurance/oshc](http://www.medibank.com.au/Overseas-health-insurance/oshc).

The College is able to organise OSHC on your behalf. Appropriate documentation must be provided with the Acceptance of Place form.

## **9. Schedule of Fees and Payment**

The Scots College fees are reviewed each year and the College Council has endeavoured to set fees that will cover, as far as possible, all expenses except uniforms and other incidental expenses, for example, excursions, private tuition and additional Glengarry charges. The Schedule of Fees is available on request from the Admissions Office or from [admissions@scots.college](mailto:admissions@scots.college).

The tuition fees for non-Australian resident students are higher than the fees for Australian students as non-Australian resident students do not attract Federal and State Government per capita grants. There are also additional administration costs for non-Australian Resident students.

It should be noted that all overseas students are required to either join the College as Boarding students or live with their parent/s in Sydney if they are to be Day students. The College does not allow Homestay. Boarding fees and charges are not included in the total course costs attached to our registered courses with the Department of Home Affairs.

### **9.1 Overseas Student Summary of Fees and Charges**

The Schedule of Fees (published annually) lists all fees, charges and payment options in Australian Dollars.

#### ***Registration Fee***

The Registration Fee of \$500 is paid with each application for enrolment where applicable. It is non-refundable and does not guarantee a place at the College.

#### ***Enrolment Entrance Fee***

The Enrolment Entrance Fee of \$5,000 confirms acceptance of an offer of a place at The Scots College and is non-refundable, except in the event that a visa application is rejected, or the College cancels the 'conditional offer'.

### ***Overseas Student Health Cover (OSHC)***

The OSHC premium is compulsory and an annual charge payable to the College. Refer to Section 9 for details.

## **9.2 Tuition Fees**

Please refer to the Formalisation of Overseas Student Enrolment and Written Agreement.

## **9.3 Payment Methods**

All fees can be paid via direct debit from a bank account or credit card (Visa, Mastercard or Amex) or using BPAY. Credit cards will attract a 1 percent surcharge. Online payment references are on the top of the Fee Statement.

## **9.4 Overseas Student Support Services**

The College has appointed a Head of International Students as the designated contact point for overseas students. Overseas students are introduced to the Head of International Students at orientation. The Head of International Students works in close cooperation with the Director of Boarding, Director of Admissions, Housemasters to support all aspects of an overseas student's life at the College. The Head of International Students will, in particular, be responsible for supporting the academic, pastoral and spiritual wellbeing of overseas students.

Current College staff who provide Overseas Student support and their contact details are as follows:

<b>Name</b>	<b>Position Title</b>	<b>Contact Number</b>	<b>Email Address</b>
Mr Andrew Potter	Director of Admissions	61+ 9391 7624	a.potter@scots.college
Mr James Hansen	Head of International Students	61+ 9391 7776	j.hansen@scots.college
To be confirmed	Clinic Nurse Manager	61+ 2 9427 8139	a.potter@scots.college
Mr Justin McInnes	Director of Boarding	61+ 2 9391 7897	j.mcinnnes@scots.college
Mr John Crerar	Head of the Preparatory School – Deputy Principal	61+ 2 9391 7800	j.crerar@scots.college
Mr Paul Vickers	Head of Middle School	61+ 2 9391 7825	p.vickers@scots.college
Mr Graham Pattison	Head of Senior School	61+ 2 9391 7745	g.pattison@scots.college

## **9.5 Nominated Relative or Friend**

The Additional Information for Overseas Students Enrolment form provides recommendations regarding the qualities and expectations of Nominated Relative or Friends (previously referred to as 'guardian').

## **9.6 New South Wales Government Regulations**

Under the provisions of the Education Services for Overseas Students (ESOS) Act 2000, students, their parents and Nominated Relative or Friends should be aware that the NSW NESA has the power to suspend or cancel the registration of the College or a course offered by the College. Overseas students



concerned about the conduct of the College may contact officers of the Department of Education and Training which is the department involved in the administration of the ESOS Act in New South Wales.

## **9.7 Code of Ethics**

As a registered provider of courses for overseas students, the College is bound by the code of ethics that is overseen by the Ministerial Council for Education, Early Childhood Development and Youth Affairs (MCEECDYA). The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (referred to as the National Code), is available upon request from the College or from Australian Education Overseas.

## **9.8 Overseas Student Compliance**

The Education Services for Overseas Students Act 2000 (ESOS Act) and related legislation is designed to protect the interests of overseas students coming to Australia on student visas.

The legislation aims to protect and enhance Australia's reputation for quality education, to provide tuition protection and support the integrity of the student visa program. The Australian Government is committed to ensuring overseas students have a great educational experience in Australia. The ESOS Act and related laws protect overseas students through:

- The ESOS legislation and recent reforms
- The National Code
- The Overseas Students Ombudsman
- The Tuition Protection Service.

Further information about students' rights and obligations under the ESOS Framework can be found in the ESOS Framework Student Fact Sheet: [www.internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx](http://www.internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx)

### **The ESOS Framework – Providing Quality Education and Protecting Your Rights**

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, including the Education Services for Overseas (ESOS) Act 2000 and the National Code 2018.

### **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 [www.cricos.deewr.gov.au](http://www.cricos.deewr.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 and your provider's agent. If you are under 18, to ensure your safety, you will be granted a visa only if arrangements exist 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 are 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. If you are under 18, to ensure your safety, you will be granted a visa only if arrangements exist for your accommodation, support and welfare.

## **Your Responsibilities**

As an overseas student on a student visa, you have responsibilities to:

- satisfy your student visa conditions
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- meet the terms of the written agreement with your education provider
- inform your provider if you change your address
- maintain satisfactory course progress
- if attendance is recorded for your course, follow your provider's attendance policy, and

- if you are under 18, maintain your approved accommodation, support and general welfare arrangements.

## 9.9 Overseas Student Policies

The following policies, available on the College's website ([www.scots.college](http://www.scots.college)), must be read in conjunction with The Scots College Student Handbook for Full Fee-Paying Overseas Students:

- *Younger Overseas Students Policy*
- *Younger Overseas Students Accommodation Arrangements Policy Overseas Students Course Progress and Attendance Policy Overseas Students Transfer Request Policy*
- *Overseas Students Deferment, Suspension and Cancellation Policy Overseas Students Complaints Handling and Appeals Policy Overseas Students Refund Policy*
- *Overseas Students Marketing Policy*

The Scots College's Critical Incident Policy details procedures that will be taken in the event of a critical incident as well as the follow-up procedures, record keeping associated with any such incident and the College's response.

# **Appendix**

## **CRICOS Course Details/Fee Schedule**



# CRICOS Course Details

## Primary – Kindergarten to Year 6 (041357J)

Per Annum

Total

### Tuition Fees Only

Kindergarten to Year 6 **211,280**

### Non-tuition Fees

Non-refundable Registration Fee	One-off payment at point of application	500
Non-refundable Entrance Fee*	One-off payment, \$2,500 for sons of Old Boys	5,000
Boarding Fee <sup>#</sup>	Paid annually, entry from Years 5 or 6	10,600
FFPOS Student Fee	Paid annually for seven years	12,525
IT Infrastructure Fee	Kindergarten to Year 4, paid annually for five years	450
	Years 5 and 6, paid annually for two years	900
OSHC Medibank Private <sup>^</sup>	Paid annually for seven years	775
		<b>113,250</b>
Approximate total of Tuition Only and Non-tuition Fees		<b>324,530</b>

## Junior Secondary – Years 7 to 10 (041358G)

### Tuition Fees Only

Years 7 to 10 **170,880**

### Non-tuition Fees

Non-refundable Registration Fee	One-off payment at point of application	500
Non-refundable Entrance Fee*	One-off payment, \$2,500 for sons of Old Boys	5,000
Boarding Fee <sup>#</sup>	Years 7 and 8, paid annually for two years	22,520
	Years 9 and 10, paid annually for two years	31,800
FFPOS Student Fee	Paid annually for four years	12,525
IT Infrastructure Fee	Paid annually for four years – all campuses	1,570
	One-off payment at Glengarry only	785
OSHC Medibank Private <sup>^</sup>	Paid annually for four years	775
		<b>174,405</b>
Approximate total of Tuition Only and Non-tuition Fees		<b>345,285</b>

## Senior Secondary – Years 11 and 12 (041356K)

### Tuition Fees Only

Years 11 and 12 **86,060**

### Non-tuition Fees

Non-refundable Registration Fee	One-off payment at point of application	500
Non-refundable Entrance Fee*	One-off payment, \$2,500 for sons of Old Boys	5,000
Boarding Fee <sup>#</sup>	Paid annually for two years	31,800
FFPOS Student Fee	Year 11	12,525
	Year 12 (includes HSC exam fee)	14,260
IT Infrastructure Fee	Paid annually for two years	1,570
OSHC Medibank Private <sup>^</sup>	Paid annually for two years	775
Old Boys' Union Liffe Membership	One-off payment	495
		<b>101,070</b>
Approximate total of Tuition Only and Non-tuition Fees		<b>187,130</b>

\* The Entrance Fee for a second child joining in the same calendar year is reduced to 50 percent and a third and subsequent child's Entrance Fee is waived, provided that all boys commence in the same calendar year. Old Boys' sons and grandsons are entitled to a discount of 50 percent on the Entrance Fee, noting there is no discount offered on the Enrolment Registration Fee.

<sup>#</sup> Where applicable, the Boarding Fee is paid annually from the year of entry.

<sup>^</sup> OSHC Medibank Private fees are subject to Medibank pricing policy.

All amounts are expressed in Australian dollars. This schedule is an approximate total cost of CRICOS courses details for 2023.