Welcome to The King’s School

The King’s School, Parramatta – Australia’s oldest independent school – is a leader in educating boys, leadership development in students and boarding. Situated on 120 hectares at North Parramatta, the geographic and demographic centre of Sydney, the school offers a broad range of curricular and extra-curricular activities for the development of the whole student and takes enrolments from International students from Year 7 to Year 12. The King’s School ranks in the top fifty or so NSW schools based on HSC performance and over two-thirds of its Year 12 students usually achieve an ATAR result over 80 in 2010 – a significant achievement for a non-selective school.

Pastoral Care in Boarding

The School’s pastoral and House programs are supported by a Chaplain and Counselor, and these staff work in close association with Housemasters and Tutors to ensure that each student’s academic and pastoral well-being is paramount, whilst a Year 7 transition House enables these boys to ease into the senior school. A central dining room prepares 2000 nutritious and high quality hot meals each day, with students availing themselves of several menu choices. All students share lunch together in the main Refectory, while Year Twelve and staff take lunch in the Trophy Room. Boarders share an evening meal in the Dining Room and on Sundays the boarders enjoy a casual barbecue at their respective Houses.

Outstanding Facilities

include a Centre for Learning and Leadership incorporating a computerised library which is open nightly until 9 pm, a comprehensive Music Centre, a 150 seat ‘black-box’ Drama Studio, a Sports Centre and gym, playing fields for Rugby, Cricket and Soccer, Tennis and Basketball courts and a 50 metre swimming pool. A fine Rowing facility is located on the Parramatta River at Putney. King’s enjoys healthy sporting competition with other GPS Schools, culminating in combined competitions, particularly with respect to Rowing and Athletics. Boys are also exposed to the challenges of the Cadet Corps program, and are also encouraged to participate in extra curricular activities such as Duke of Edinburgh program, Shooting, Athletics, Debating, Music ensembles and Drama productions. An active Gifted and Talented program is available with extension courses in several academic areas and many students are invited to participate in intellectual clubs or societies within the School. There is a focus on public speaking at King’s and this, together with an abundance of leadership opportunities, ensures that boys are adequately prepared for a life after The King’s School.
Flexible Boarding: The King's School caters for the varied lifestyles and changing needs of its families. Almost 400 boys can live-in as weekly boarders, full term boarders or short stay boarders. An extended day caters for parents who want to collect their sons after dinner from the Senior School between 8.30pm and 9.00pm. Warmth, security and a strong sense of community are features of the seven residential houses. Houses are set in spacious grounds. Senior boys have individual bed/study rooms. Boys are taught to live in harmony, to be self-sufficient and independent, while contributing to the corporate well-being. A spirit of academic co-operation pervades each boarding house. Set homework periods, the assistance of live-in tutors and access to the School’s state-of-the-art Intranet; focus each boy on academic goals. Attention is given to organisational skills. A large range of sport and after school activities exists. Outstanding dining room facilities, with 4 full-time chefs, provide nutritious food. A hot lunch in the dining room is provided every day for boarders, day boys and staff.

Electives Years 8 to 10: In addition to the mandatory subjects of English, Mathematics, Science, History, Geography, PD/H/PE and Biblical Studies, the following elective courses are offered. Agriculture, Commerce, Design & Technology, Drama, French, German, Information Software & Technology, Mandarin, Music, Technical Drawing, Visual Arts. Elective History and Elective Geography are offered in Years 9 and 10, as is PDHPE Extension. Scholars’ classes are available in English, Maths and Science.

Electives Years 11 and 12: English (all courses and extensions), Maths (all courses and extensions), Agriculture, Ancient History, Biology, Business Studies, Chemistry, Design and Technology, Drama, Economics, Engineering Studies, French (and extensions), Geography, German (and extensions), Industrial Technology, Information Processes and Technology, Legal Studies, Modern History, History Extension, Music (and extensions), PD/Health/PE, Physics, Senior Science, Software Design and Technology, Visual Arts, Studies in Religion, VET courses through a variety of TAFE institutions, Open High School Languages and SSCL Languages.

Annual Fees: available on request or by visiting the website.

Headmaster: Dr Timothy Hawkes

Registrar: Mr Bruce Hilliard

Address: Pennant Hills Road, North Parramatta 2151
P.O. Box 1, Parramatta NSW 2124
Phone: (61 2) 9683 8405
Fax:(61 2) 9683 8415
Email: enrol@kings.edu.au
Website: www.kings.edu.au
Age of Entry

For international students Day boys and Boarders may be accepted from Year 4. Short-term boarding places may be possible. Entry is usually for the start of the academic year in February but registrations for entry at other times will be considered.

Accommodation

Year 8 – 12 International students will live in one of the six senior boarding houses, with Year 7 boys in dormitories in Gowan Brae House, our Year 7 Transition House.

Year 8 – 10 students live in dormitories, double or single rooms. Year 11 and Year 12 live in a single bed-study. A sizeable number of Year 10 students are also accommodated in single bed-study rooms.

The boarding houses offer computer access for research, homework, assignments and email. There is also a game room and television room in each house.

Boarding houses also have a live-in Matron who assists in the day to day running of the House. Further information is available in the Boarding Handbook.

Orientation Procedures

When international students arrive they have a meeting with their Housemaster. The Director of Boarding supervises their settling-in process. Help is given, if required, to assist the family with the purchase of uniforms, textbooks and stationery. If not previously arranged, The Director of Studies meets with the family to discuss and allocate subjects and issue a timetable. Assistance is also given in such matters as the opening of new bank accounts. The Housemaster allocates a buddy to help the new student for the first few days as he settles in and becomes accustomed to the routine.

Enrolment

For entry to The King’s School a Registration for Enrolment Form must be submitted.

Following receipt of a Registration Form, the School will require copies of school reports. A formal interview will also be conducted and possibly a test. If results are satisfactory and if there is a vacancy at the level for which interest is being made, an Offer of a Place will be made. This will require the applicant’s parents and/or guardians to sign and return to the School the Offer and Acceptance of a Place at The King’s School and other documents supplied and to pay a Family Admission Fee. Upon receipt of the payments and signed documents, the School will issue a Confirmation of Enrolment which will be needed before a student can apply for a student visa.
Exchange Students

Applications from exchange students are welcome. Exchange students may enrol at The King’s School for periods of four weeks to one term. The selection and administrative procedures are carried out by the Co-ordinator of Exchange Students.

English Ability and Testing Procedures

We require different levels of English ability for boys entering at differing levels. In general terms, the older an applicant is, the better his English must be.

For example, we may accept a young boy with limited English into Year 6 but any boy entering Year 11 and planning to graduate within two years must have a much higher level of ability.

Prior to offering a place we ask applicants to send us their results of tests which may include IELTS tests or other tests set by AEAS, if they have undergone these tests. We also ask applicants to supply us with details of any special educational or medical conditions which may affect academic and social progress.

Based on this information, we may require the applicant’s attendance at a course of full-time classes of Intensive English and view results before an Offer of Place is made for full-time mainstream classes at The King’s School. The length of the Intensive English course will be reviewed and an extension of studies determined by the test results.

When new international students arrive at The King’s School our specialist ESL staff will conduct a series of tests to confirm their level of academic and English ability.

Assessment

Assessments of students’ performance vary throughout the School, but all boys are expected to attend all lessons and to complete homework assignments. Assessment will include classroom tests, assignments and formal examinations. All assessment is on a continual basis throughout the academic years with end-of-year examinations (when held) accounting for only a portion of the year’s results. All assessment is criterion based and it is rare for a single percentage mark, or a position in class to be given for any subject or for any Year.

In Years 7 - 12, in addition to the continuous assessment throughout the year, formal end-of-year examinations will be conducted. School reports are issued at different times throughout the year and show application and progress. At the end of Year 12 they sit for the Higher School Certificate. This Certificate is issued by the NSW Board of Studies and shows the subjects studied and the results gained.
Teaching Methods

Teaching methods vary throughout the School but, in general, students may expect to attend lessons in School classrooms, science or other laboratories and other specialist teaching areas. Some subjects will involve compulsory off-campus excursions and other activities.

Students may bring their own laptop computers to School but are not required to do so up to Year 8. From Years 9 – 12, a compulsory laptop program operates.

Class sizes are usually less than twenty-five (25) and the overall staff : student ratio throughout the School is approximately 1:12. The King’s School’s classrooms and other specialist teaching areas are well equipped and offer modern facilities. The School offers students computer laboratories, specialist science laboratories for chemistry, physics, biology, agricultural science, general science and sorts science, state of the art library, media studio, art centre, performing arts areas, spacious classrooms, extensive playing fields, and outdoor swimming pool, tennis and basketball courts, numerous rowing boats with a boat shed at the river and a state of the art sports centre.

The King’s School provides special programs for Gifted and Talented students (Excelsior Program) as well as support programs for students with specific learning difficulties.

The students are involved with various outdoor camps while they are here with two years compulsory Cadet Corps.

Who can help me resolve any problems?

Bullying and other unsociable behaviour is not permitted at The King’s School. Formal policies provide a structure which protects the interests of all boys. If any student at The King’s School has a problem he may speak to his class teacher, tutor, Year co-ordinator or Housemaster. Boarders may also speak to the Director of Boarding. If the problem cannot be resolved at that level, then the Deputy Headmaster may be approached for assistance in resolving the difficulty.

The School Counsellor and the School Chaplain are available for special assistance.

A student may always ask to have a friend or colleague present while he speaks to any staff members for assistance in resolving any difficulty.
What services are offered for special needs

Subject to the information and the test results provided, we will be able to offer international students (where necessary) specialist assistance at an appropriate level in English. Group or class lessons in ESL will be available at no extra cost. Specialist assistance for students with specific learning difficulties may be available at an additional cost.

Academic Performance

All students at The King’s School are required to work at an acceptable level and to gain results which match their ability.

For international students in the Senior School, school reports when issued should contain a minimum of 80% “satisfactory” or better ratings for application, effort, behaviour and attitude.

If an international student’s academic performance levels fall below the required levels they will be counselled and the Department of Immigration and Citizenship may be notified.

Courses

It is a requirement of the School that all students for whom English is not their first language will study English, if required.

The courses offered at The King’s School are part-time courses with lessons conducted throughout the teaching day during term. Sporting and other co-curricular activities are compulsory for all students. Training and rehearsals may occur in School time, after School, during evenings and on weekends.

Secondary School courses commence in Year 7 and extend to the end of Year 12.

Payment of School Fees

Accounts will normally become due and payable within the first week of each term unless prior arrangements have been made and confirmed in writing by the Bursar’s office.

Payment of fees may be made by cheque, money order, B-Pay, Direct Debit from an Australian bank account, bank transfer or credit card (we pass on a 2% merchant fee).
Should parents or guardians wish to pay fees by Direct debit on a monthly basis, they are invited to download the form from our website (www.kings.edu.au), complete it and return it to the Bursar’s office. Time limits may occur so that arrangements can be put in place. Please check with staff in the Bursar’s office. Families who have already put this option in place for the payment of fees do not need to complete a new form, as existing arrangements will automatically carry on for the following year.

If parents have any concerns at any time about the payment of fees they are invited to contact the Accounting Manager on +61 2 9683 8557 to discuss putting an alternative course of fee payment in place.

Refund policy

100% of the money paid on behalf of an international student will be refunded within two weeks if The King’s School does not offer the course for which he is enrolled.

Any Family Admission Fee paid will not be refunded if the place is not taken up.

No refund will be made in an international student’s visa is cancelled by the Department of Immigration or if the student is expelled from the School.

This agreement does not remove a student’s right to take further action under Australia’s consumer protection laws.

Business Arrangements

When a place has been offered in the School and accepted, parents agree:

1. That one term’s written notice of withdrawal of the student is required, without which one term’s tuition fees will be charged in lieu

2. To pay all fees rendered and charges levied in accordance with decisions of the School Council

3. To pay a Family Admission Fee, which shall be determined from time to time by the School Council. The Family Admission Fee will be payable in respect of the first son only in the family and will not be refunded if the place is not taken up.

4. To notify the School in writing of any change of address, any serious illness or disability suffered or developed by the student from time to time.
5. That the School will not accept responsibility for loss or damage to clothes or other personal effects of students while on the School premises or in transit to or from the School.

**Attendance**

During their entire time at The King’s School, international students must attend all lessons and required activities, with a minimum of 80% attendance. Part-time studies are not permitted. Limited absences supported by a recognised medical certificate are acceptable. Class teachers maintain attendance records daily.

If an international student’s attendance is lower than 80% the Department of Immigration and Citizenship will be notified.

**Change of address**

If an international student or his parents or guardians change home or mailing addresses, the School must be given the new address and contact details as soon as possible and no later than two weeks after the address is changed.

**Privacy**

Information provided by applicants may be made available to Commonwealth and State agencies pursuant to obligations under the ESOS Act 200 and the national Code.

**Insurance**

Any student bringing a valuable item (laptop computer, mobile telephone, digital camera or CD placers etc) should take out private insurance against accidental loss or damage to their property as it will not be covered by any policy the School may have.

**Uniforms and Stationery**

The School Shop, the Braeside Shop, located on Ryrie Road in the School grounds, sells all items of uniform. It also offers good quality second-hand clothing through the Parents’ Auxiliary Clothing Pool. Stationery items are also available. Textbooks may be purchased online from Campion Books or any bookshop. Full details are provided by the Director of Studies.
Prescription Drugs

If you take any prescription medicines, please ensure you have a letter from your doctor with details of your medical condition and the medication and dosage you are taking. This information also needs to be noted on the Medical Form forwarded to you and returned to staff at the Health Centre. Prescription drugs are available at pharmacies and chemist shops but you must have a prescription from a doctor if you need treatment or more of your medication.

Alcohol and Smoking

It is illegal for people below 18 years of age to be sold alcohol, cigarettes or other tobacco products in Australia. Smoking is prohibited inside all Australian airports, on all buses, trains, ferries, and in most public buildings. The King’s School is a non-smoking campus.

Water

The quality of the water in Sydney and throughout Australia exceeds the standards for safe drinking water set by the World Health Organisation. It is safe to drink the water straight from the tap in Sydney.

Electricity

The electrical current in Australia 220 – 240 volts, AC 50 Hz. The Australian three-pin power outlet is different from many other countries so you may need an adapter which can be purchased at specialist electrical shops and at airports. You may also need a voltage converter if you appliances are 110 volts.

Customs and Quarantine

Australia has strict customs and quarantine regulations. There are strict laws prohibiting or restricting the entry of drugs, weapons, firearms, protected wildlife and associated products. For further information please see the Australian Customs Service website www.customs.gov.au.

Australia is free from many pests and diseases found elsewhere in the world. Your luggage and hand baggage may be inspected when you arrive in Australia. It is important that you declare all items of quarantine concern as you may be fined or prosecuted if you import forbidden items. For further information please see the Australian Quarantine website at www.agis.gov.au.
The ESOS framework—providing quality education and protecting your rights

The Australian Government and The King’s School want 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 include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code.

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course 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 and your provider’s agent. 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.

- your right to know:
  - how to use your provider’s student support services;
  - 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;
  - if attendance will be monitored for those courses;
  - what will happen if you want to change providers; and
  - how to use your provider’s complaints and appeals process
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 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
- ensure that the School is informed of changes to address, contact or guardianship details

Contact details

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<thead>
<tr>
<th>Who?</th>
<th>Why?</th>
<th>How?</th>
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<tbody>
<tr>
<td>Your provider The King’s School</td>
<td>For policies and procedures that affect you</td>
<td>Speak with your provider <a href="mailto:enrol@kings.edu.au">enrol@kings.edu.au</a>. Go to your provider’s website – <a href="http://www.kings.edu.au">www.kings.edu.au</a>.</td>
</tr>
<tr>
<td>Department of Education Science and Training (DEST)</td>
<td>For your ESOS rights and responsibilities</td>
<td><a href="http://www.aei.dest.gov.au/esos">www.aei.dest.gov.au/esos</a>. ESOS Helpline +61 2 6240 5069. Email <a href="mailto:esosmailbox@dest.gov.au">esosmailbox@dest.gov.au</a></td>
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Statement regarding course credit

The King’s School does not automatically offer course credit, and entry into any course is subject to the assessment of the School.

This also applies to on-shore school transfers, either within the state or territory or from interstate.

The King’s School Student Transfer Request Assessment Policy

Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course (s) packaged with their principal course of study.
The King’s School Refund Policy

1) This refund policy applies to all course monies paid to the School and includes any course monies paid to an education agent to be remitted to the School.

2) Fees for services paid to education agents by students (or parent(s)/legal guardian if the student is under 18) are not covered by this refund policy.

3) The application fee is non-refundable.

4) Payment of Course Fees and Refunds
   a. Fees are payable twelve (12) months in advance.
   b. All fees must be paid in Australian dollars.
   c. If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student’s fees for the duration of that calendar year.
   d. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant’s home country unless otherwise requested in writing.
   e. Refunds will be paid to the student or the person specified in the written agreement.

5) All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to The Registrar under the conditions outlined in the School’s Offer of a Place document.

6) Unsuccessful Enrolment/Visa Rejection
   a. The School will refund within 28 days all course monies paid where the student’s application for enrolment is refused by the school.
   b. The School will refund within 28 days all course monies paid where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.

7) Student Default
   a. Refunds for student default apply to tuition fees only. Course monies (excluding tuition fees) will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment of behalf of the student has been made.
b. If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, only one term’s (or ten weeks) tuition fees will be refunded from the semester tuition fee.

c. No refund of tuition fees will be made where a student’s enrolment is cancelled for any of the following reasons:
   i. Failure to maintain satisfactory course progress (visa condition 8202)
   ii. Failure to maintain satisfactory attendance (visa condition 8202)
   iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
   iv. Failure to pay course fees
   v. Any behaviour identified as resulting in enrolment cancellation in The King’s School’s Behaviour Policy/Code of Conduct.

8) School Default

   a. If, for any reason, the School is unable to offer a course, a full refund of fees paid will be made within 14 days of notification of course cancellation.

   b. If, for any reason, the School is unable to continue offering a course after commencement, a full refund of fees paid, including for the portion of the course already taught will be made within 14 days of notification of course cancellation.

9) This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.

10) Definitions

   a. Course money – includes tuition fees, any amount received by the School for Overseas Student Health Cover (OSHC) and any other amount the student has to pay in order to undertake the course.
The King’s School Deferment, Suspension and Cancellation Policy

1) Deferment of commencement of study requested by student

   a) The King’s School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
      i) illness, where a medical certificate states that the student was unable to attend classes
      ii) bereavement of close family members such as parents or grandparents (where possible, a death certificate should be provided)
      iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
      iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychological reports)

   b) The final decision for assessing and granting a deferment of commencement of studies lies with the Headmaster.

   c) Deferment will be recorded on PRISMS depending on the student’s CoE status.

2) Suspension of study requested by student

   a) Once the student has commenced the course, The King’s School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
      i) illness, where a medical certificate states that the student was unable to attend classes
      ii) bereavement of close family members such as parents or grandparents (where possible, a death certificate should be provided)
      iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
      iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychological reports)

   b) Suspensions will be recorded on PRISMS.

   c) The period of suspension will not be included in attendance calculations.

   d) The final decision for assessing and granting a suspension of studies lies with the Headmaster
3) **Assessing requests for deferment or suspension of studies**
   a) Applications will be assessed on merit by the Headmaster.
   b) All applications for deferment or suspension will be considered within 7 working days.

4) **Exclusion from class (1 – 28 days)**
   a) The King’s School may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in The King’s School’s Behaviour Policy/Code of Conduct.
   b) Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Deputy Headmaster and Director of Boarding.
   c) Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.
   d) Exclusions from class will not be recorded on PRISMS.

5) **School initiated suspension of studies (28 days +)**
   a) The King’s School may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in The King’s School’s Suspension and Expulsion Policy.
   b) Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Headmaster.
   c) Students who have been suspended for more than 28 days are required to return to their home country by DIAC unless special circumstances exist (e.g. the student is medically unfit to travel).
   d) If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and
accommodation arrangements in place for each student and which will be determined by the Headmaster and Director of Boarding.

e) Suspensions will be recorded on PRISMS.

f) The period of suspension will not be included in attendance calculations.

6) Cancellation of enrolment

a) The King’s School will cancel the enrolment of a student under the following conditions;
   i) Failure to pay course fees
   ii) Any behaviour identified as resulting in cancellation in The King’s School’s Behaviour Policy/Code of Conduct.

b) The King’s School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC which will result in automatic cancellation.

7) Complaints and Appeals

a) Student requested deferment and suspension are not subject to The King’s School’s Parents’ and Students’ General Complaints and Grievances Resolution Procedure.

b) Exclusion from class is subject to the School’s suspension and Expulsion Policy.

c) School initiated suspension, where the suspension is to be recorded in PRISMS, and expulsion are subject to The King’s School’s Suspension and Expulsion Policy.

d) For the duration of the appeals process, in accordance with the School’s Suspension and Expulsion Policy, the student is required to maintain his enrolment and attendance at all classes as normal. The Deputy Headmaster will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

e) If students access The King’s School’s Parents’ and Students’ General Complaints and Grievances Resolution Procedure regarding a school initiated suspension, where the suspension is recorded in PRISMS, or expulsion, the suspension or expulsion will not be reported in PRISMS until the Parents and Students General Complaints and Grievances Resolution Procedure is finalised, unless extenuating circumstances relating to the welfare of the student apply.
f) **Extenuating circumstances include:**
   i) the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
   ii) the student is missing
   iii) the student has medical concerns or severe depression or psychological issues which lead the School to fear for the student’s wellbeing
   iv) the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
   v) is at risk of committing a criminal offence, or
   vi) the student is the subject of investigation relating to criminal matters

g) The use of extenuating circumstances by The King’s School to suspend or expel a student prior to the completion of any complaints and appeals process will be supported by appropriate evidence.

h) The final decision for evaluating extenuating circumstances lies with the Headmaster

8) **Overseas Students Ombudsman**
   If a student wishes to lodge an external appeal or complaint about a decision, he can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website [www.oso.gov.au](http://www.oso.gov.au) or phone 1300 362 072 for more information.

9) **Student Advice**
   a) Deferment, suspension and cancellation of enrolment can have an effect on a student’s visa as a result of changes to enrolment status. Students will be informed to contact the Department of Immigration for advice.

10) **Definitions**
   a) Day – *any day including weekends and public holidays in or out of term time*
Procedures for assessing student’s qualifications, experience and English language proficiency

Registrar’s Office
- Check if placement is available
- Check documentation is complete
- Request any documentation outstanding
- Advise family if no placement available

- Create application file
- Indicate placements which might be available

Registration file circulated for assessment
REF: English language and academic entry requirements

ESL teacher for assessment of ESL support required if student is from a culturally and linguistically diverse background

Registrar, Director of Boarding, Housemaster for assessment of academic history and conduct

Headmaster/ Registrar
- Application approved
- Application not approved
- Interview required

Registrar’s Office
- Confirm recommended placement is available
- Confirm documentation and consultation process is complete
- Follow up any academic or management requests
- Finalise documentation including copy of passport detail page, visa details and/or Birth Certificate

Completed enrolment application documents are received.
These include:
- Completed enrolment application form
- Signed agreement that all policies and conditions have been understood and accepted and Acceptance of an Offer of a Place Form.
- Completed medical information form
- Certified transcripts of academic records from last two years of schooling
- Certified evidence of date of birth
- Letter of recommendation or statement of student behaviour from previous school principal (if not included with academic records)
- Copy of passport and visa details
- Copy of English language test/evidence English language proficiency
- Completed form for request for Special Assistance/Programs

Advise outcome of application and complete enrolment process if application is accepted
The King’s School Written Agreement with Students
(Please Retain for information - complete and return separate copy as attached.)

1. Student details

Student name: ________________________
Address: ______________________________
Phone no: _____________________________
Fax no: ________________________________
Email address: ________________________

2. Parent(s)/legal guardian details:

Parent/Legal guardian name: ________________________
Address: ________________________________
Phone no: ______________________________
Fax no: ________________________________
Email address: ________________________

3. Course enrolment

a. Course Type and Entry level

☐ Primary (K – 6) Specify entry year ____
☐ Junior Secondary (7 – 10) Specify entry year ____
☐ Senior Secondary (11 – 12) Specify entry year ____
b. Course Start and End Date (Junior Secondary – Years 7 to 10 OR Senior Secondary – Years 11 and 12)

Course start date: ________________

Course end date: ________________

4. Conditions on enrolment/preliminary requirements

a. Depending on the student’s English language ability, the student may be required to successfully complete an ELICOS course.

b. As a condition of enrolment, the student agrees to abide by all school policies and other requirements for the duration of their enrolment as outlined in the School Handbook, Chairman’s Letter, and School Memoranda included in the School Diary and conveyed to the student by any other means by the School.

5. Course fees and other charges (course monies)

See attached Fees Information Sheet

6. Payment of Course Fees and Refunds

a. Fees are payable six (6) months in advance.

b. All fees must be paid in Australian dollars.

c. If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she may continue to pay full overseas student’s fees for the duration of that calendar year.

d. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant’s home country unless otherwise requested in writing.

e. Refunds will be paid to the student or the person specified in the written agreement.

7. Refund of course monies
For The King’s School’s full refund policy, see Acceptance of an Offer of a Place documents. Particular attention is drawn to the School’s required period of notice if a student is to be withdrawn from the School.

8. Welfare and accommodation requirements for students under the age of 18

In almost all circumstances, The King’s School requires that Overseas Students reside in one of the School’s Boarding Houses. After three years in a boarding house and given approved alternative arrangements, the School may agree to a student residing with his parent or other approved relative.

Students under the age of 18 are required to maintain adequate welfare and accommodation requirements as a condition of their student visa.

Where a student under the age of 18 is not in the care of a parent or suitable relative, as defined by the Department of Immigration and Citizenship, their accommodation arrangements must be approved by the School.

Will the student be in the care of a parent or suitable relative when not at School (weekend leave, vacations)?

☐ Yes ☐ No

If no, type of accommodation the School may approve for the student:

☐ Guardian as listed below

☐ Homestay/ Agent arrangement

☐ Other – please identify

Details of approved welfare and accommodation arrangements – list guardian details if not parent:
9. **Change of Address**

The student is obliged to notify the School of any change of address while enrolled at the School. This is to ensure that any notifications sent to the student advising of visa breaches are sent to the student’s current address.

Where The King’s School has approved the student’s welfare and accommodation arrangements, the student requires both the School’s and the parent’s approval for any changes to welfare and accommodation arrangements.

10. **Privacy**

Information is collected on this form, and during your enrolment, in order to meet our obligations under the ESOS Act and the National Code 2007 to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

For more information on privacy, please refer to The King’s School’s Privacy Policy at [www.kings.edu.au](http://www.kings.edu.au).
11. Declaration
Students and parent(s)/legal guardian (if student is under 18 years of age) must read and sign this written agreement.

- I have received and read the ‘International Students’ Handbook’ as well as the ‘School Memorandum’ and agree to be bound by same.
- I understand that should a subject not be available from the list of subjects provided for his course, that the Director of Studies will discuss with my son an alternative subject appropriate to the course level and pathway. Subjects within a course at times vary depending on class sizes and availability.
- I agree that should my address details change during the enrolment period that I will immediately advise the School of the new address and contact details.
- *The National Code 2007* states that a student may request a change of Provider. However, it is a condition of enrolment into The King’s School that the School will not release a student to another Provider within the first six months of enrolment unless exceptional circumstances can be proven ie health, interstate relocation or where it has been deemed to be of benefit to the student where academically or socially and only following counselling process and the correct procedures as outlined by the School.
- The King’s School reserves the right to defer, suspend or cancel a student’s enrolment should a student continually break school rules, not maintain expected attendance under student visa regulations or not perform academically due to an unwillingness to apply themselves to study. This action will only be taken after counselling, verbal and written warnings and where discussions with the boy’s family have all proven to be ineffective.
- I confirm I have received and understood information from the School regarding the following:
  - the course(s) in which I am to be enrolled
  - conditions on enrolment in the course(s)
  - all course and course-related fees
  - The King’s School’s Refund Policy
  - the sharing of personal information
  - change of address obligations
  - grounds on which my enrolment may be deferred, suspended or cancelled
- I hereby declare that the information supplied by me is true and correct
- I agree to pay all fees owing and by the due date
- I have read, understood and agree to be bound by the above conditions of enrolment.

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