



Full Fee Overseas Student Information

Penrhos College values the diversity that international students bring to the College. Our overseas students come from many countries and different cultures. Secondary School students are required to board in our 'on campus' Boarding House.

General Information

- **Application**

Each year the Penrhos College is able to enrol a small number of students whose parents live overseas and do not have Australian citizenship. The application fee for an international student is \$110.

- **School Fees**

All parents are invoiced for fees prior to the start of the academic year. Parents are then able to elect to pay in full or by instalment. As the College is unable to claim government funding for overseas students, a levy is included to cover this shortfall and the costs associated with the overseas student program. Year 11 and Year 12 students are also required to enrol with the Curriculum Council for the purposes of secondary graduation. At present, these charges are approximately \$200 for Year 11 and \$450 for Year 12. These costs will be added to your account.

The Australian academic school year consists of two semesters with two terms in each semester.

Payment Options

We offer the following payment options for the payment of school fees.

- **OPTION 1: (OPTIONAL)** One Annual payment. A discount of 1.5% applies to Tuition and Boarding Fees only if paid in full prior to the commencement of Term 1 **OR**
- **OPTION 2 (DEFAULT OPTION):** Two equal installments due at the commencement of Term 1 & Term 3.

Please see the International Students Schedule of Fees and Charges on our website for full details regarding payment of fees.

- **Entry years**

Penrhos College aims to give its overseas students the best Australian educational experience. We strongly advise that admission be considered for Years 7, 8 and 9 but no later than Year 10, which is considered the beginning of a girl's senior secondary school experience. Entry at

Year 11 will only be considered in exceptional circumstances and only if your daughter can demonstrate her potential to engage fully in the curriculum and the life of the College.

- **Accommodation and welfare arrangements**

Secondary school age overseas students are expected to board at Penrhos. This ensures your daughter receives good supervision and pastoral care as well as constant monitoring of academic progress and involvement in extra-curricular activities. On rare occasions, the Principal may permit an overseas student to reside with a parent or suitable nominated relative. This is dependent on an interview with the Principal and proof of identity and relationship to the student.

Primary school age overseas students are permitted to reside with a parent who has a Guardianship visa, following an interview with the Principal or Head of Junior School and provided the parent lodges a written undertaking to remain in Perth at all times during term time.

- **Placement offer conditions and enrolment fee**

If your daughter is offered a place at Penrhos College, you will be asked to sign specific conditions of enrolment and pay a confirming fee, details of which can be found in the fee information. This contribution supports the work of the College Foundation, which assists the College's ongoing capital development as well as ensuring the financial security of Penrhos College. Special refund conditions apply to overseas students (please see our [Refund Policy for International Students](#)).

- **Uniting Church**

Penrhos College is affiliated with the Uniting Church. It is compulsory for all girls to attend Chapel service once a week. Although the College is based on Christian values, we welcome students from all religions. Penrhos has students from many different faiths.

- **Student Visa and Health Cover**

Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation/Welfare Arrangement Forms are organised by the College once enrolment has been confirmed. Copies of the forms will be forwarded to you via email. The forms enable you to apply for a student visa at the Australian Embassy or High Commission in your nearest locality. Health cover is mandatory for the length of the student visa.

All international students studying on student visas must have Overseas Health Cover (OSHC). OSHC is an insurance that provides cover for the costs of medical and hospital care which international students may need while in Australia. OSHC provides a safety net for international students, similar to that provided to Australian Citizens through Medicare and includes access to some private hospitals, day surgeries, ambulance cover and benefits for pharmaceuticals.

This information is intended as a guide only. For the latest information, please visit the www.health.gov.au website.

Penrhos College can arrange OSHC cover through Medibank Private for the full period of the student visa on request

- **Guardian**

In relation to a child, "guardian" means a person who:

- has responsibility for the long-term welfare of the child;
- has all the powers, rights and duties that are vested by law or custom in the guardian of the child, other than:

- the right to have the daily care and control of the child; and
- the right and responsibility to make decisions concerning the daily care and control of the child.

(see Reg 1.03 of the Migration Regulations 1994)

All boarders and, in particular, full fee overseas students must have an adult relative or family friend, at least 30 years of age and living in Perth, to act as their guardian whilst attending Penrhos. The guardian will be required to supply a recent photograph and a current Australian Police Clearance Certificate. If necessary, the guardian should be able to meet your daughter on arrival in Australia and accommodate her until the boarding house opens and when it is closed during mid-term breaks and school holidays. For practical reasons, the guardian should be available at all times during the school term in case your daughter needs a place, other than Penrhos to stay. Should your daughter be unable to remain in the boarding house due to illness or infection she will need to stay with her guardian. It is, therefore, extremely important that the guardian informs the College if he or she will be leaving Perth for any reason and inform the College immediately of any changes in his or her contact details.

A representative of the College (normally the Principal, Dean of Pastoral Care, Head of Boarding or Enrolment Manager) will be required to meet with the nominated guardian/local carer at their home to ensure the appropriateness of accommodation and welfare arrangements during term breaks etc. and to maintain a regular procedure of visits during the student's enrolment at the College.

- **Pre-enrolment policy and English language ability**

Penrhos College recognises its full fee overseas students as important contributors to its community. The College also acknowledges that your daughter will require special attention and support in transitioning into the Australian education system and culture at Penrhos. Whenever possible you and your daughter will meet with the Principal and Enrolment Manager prior to an offer of a place being considered. Your daughter must demonstrate a sound proficiency in English. This is principally because all instruction at Penrhos is delivered in English and the complexity and abstract nature of Pre-university subjects in Years 11 and 12 requires a strong background in the content and context of the English language. As a full fee overseas student, even if she has already had an interview with the Principal, your daughter is required to undergo an assessment by Australian Education Assessment Services (AEAS) – an external organisation with offices around the world. After the assessment, AEAS will issue a report to you and send a copy to Penrhos College. The report will provide vital feedback on the need for any intensive English language instruction and, if necessary, the recommended length of the course. The College liaises closely with the language school in monitoring progress. The College strongly believes that a girl must reach the required level of English in order to be able to participate fully in its academic and co-curricular programs. This will require hard work and commitment from your daughter. Should your daughter not reach the required level of English then final enrolment may be denied and a refund of monies already paid will be made (see Refund Policy for International Students).

Students who are already studying in Australia will also be required to submit evidence of their English proficiency. Penrhos College may ask for additional testing to be undertaken, at the expense of the family, to determine a student's English proficiency.

Students commencing in Year 10 or above should have already reached an Upper Intermediate ESL level. Students commencing in Year 7 should have reached a High Intermediate level prior to commencing with Penrhos College.

The AEAS test guidelines for English proficiency are:

AEAS English Score	ESL Level	ELICOS Recommendation	ELICOS Recommendation	ELICOS Recommendation
		Upper Secondary School Entry Years 10-12	Lower Secondary School Entry Years 7-9	Primary School Entry
0 to 25	Beginners	40 to 48 weeks	30 to 40 weeks	12 to 20 weeks
26 to 35	Elementary	30 to 40 weeks	20 to 30 weeks	6 to 12 weeks
36 to 45	Pre-Intermediate	20 to 30 weeks	12 to 20 weeks	4 to 6 weeks
46 to 60	Intermediate	12 to 20 weeks	8 to 12 weeks	0 weeks
61 to 70	Upper Intermediate	8 to 12 weeks	4 to 8 weeks	0 weeks
71 to 80	Pre-Advanced	4 to 8 weeks	0 weeks	0 weeks
Above 80	Advanced	0 weeks	0 weeks	0 weeks

- **Orientation**

Once final enrolment has been approved by the Principal, your daughter will join with other new students and their parents and guardians in a special Orientation Program held immediately prior to the start of the school year. For boarding students, this includes boarding house orientation run by the Head of Boarding. This provides an opportunity for parents and local carers/guardians of international students to meet boarding house staff and to become familiar with the policies and routines of the boarding house. Students, parents and local carers/guardians also have an opportunity to meet the Head of Year, who, upon commencement, is the main contact person for the family and are introduced to the pastoral care system at Penrhos.

- **Support for International Students**

International students at Penrhos College are helped and supported by College staff in a caring and welcoming environment.

- *Head of Boarding*

The Head of Boarding is responsible for the academic and pastoral welfare of the girls living in the boarding house, and is supported by the Dean and Assistant Dean of Pastoral Care and the Head of Year.

The Head of Boarding is kept informed of each girl's progress with particular attention focused on effort and attitude towards studies.

- *Head of Year*

Each year group in the Secondary School has a specific Head of Year. This person is the main contact point for the student, upon commencement, and also liaises with parents/guardian and local carers of boarders. The Head of Year helps the girls settle into their new school, is available to answer questions, and provides support in all aspects of day to day life.

- *Form Teacher*

Each student attends a regular form group during school hours. Tutors are responsible for overseeing the pastoral and academic aspects of each girl during school activities, and are in regular contact with the Head of Year and Head of Boarding.

- *College Counsellors*
Penrhos College has two full-time psychologists in Secondary School who are available to provide support to students as required. We also provide support to our boarding students with study skills and in living away from home.
 - *College Chaplain*
The College has a full time Chaplain. All students must attend Chapel services once a week, so that girls soon come to know the Chaplain and to seek support when needed.
 - *Health Centre*
Penrhos College has a Health Centre that is staffed by Registered Nurses. The Health Centre is staffed during school hours and a Registered Nurse is available on-call for boarding students for emergencies after hours.
- **Student Services (Secondary School)**
Once enrolled at the College, Penrhos provides many student services including a Dean of Academic Administration, a Careers Advisor, two Educational Psychologists, a Dean of Co-Curricular and a fully staffed Health Centre. In addition, the Department of Education offers a free mediation/conciliation service through an International Student Conciliator.
 - **Co-Curricular activities**
Students at Penrhos, whether they are boarders or day girls, are encouraged to participate in diverse co-curricular activities offered by the College, including sport, drama, debating, community service, future problem solving, photography, computing, orchestras, bands ensembles and choirs.
 - **School Uniform**
All Penrhos College students are required to wear the formal school uniform during school hours and to and from school. All items of uniform, with the exception of shoes, can be purchased at our Uniform Shop. The Uniform Shop is the exclusive outlet for all articles of the Penrhos College uniform. The shop is conveniently located within the College campus near the Administration Building.
 - **Student transfer policy**
The National Code of Practice for Providers of Education and Training to Overseas Students restricts students from being able to transfer to other providers prior to completing six months of their principal course (the student's main course of study). If a student wishes to transfer to another provider, the request should be made in writing by the student's parents and/or legal guardian to the Principal, outlining the reasons for the transfer. A release letter will only be provided if the Principal gives permission for the release letter to be issued, and the student has a valid enrolment offer from a new provider. The new provider will also need to indicate their willingness to accept welfare responsibility for the student if she is under 18.

It is the intention of Penrhos College to consider the best interests of the student when considering a request to transfer to a new provider and in accordance with Standard 7 of the ESOS National Code of Practice for Providers of Education and Training to Overseas Students.

A transfer to another provider is usually approved if:

- The student's enrolment has been suspended or cancelled
- Penrhos College judges that it is in the best interests of the student
- The student wishes to gain access to greater support (including academic, cultural and personal) with a new provider

Penrhos College can only permit a transfer to another provider once the College is assured that the new provider has accepted responsibility for the student's safety, accommodation and welfare support. Documentation evidencing this will be required prior to permission for transfer is given.

A transfer to another provider may not be approved if:

- The student is unable to provide an offer letter and welfare arrangements from the new provider
- The student does not have permission from her parents or legal guardian
- The student is trying to avoid being reported to DIAC for failing to meet attendance and progress requirements

If a release letter is not provided, Penrhos College will confirm this in writing and outline the reasons for this decision. The student and her family may appeal this decision via the College's complaints and appeals process for international students.

Penrhos College will not knowingly enrol a student wishing to transfer from another registered provider prior to the student completing six months of her principal course except where:

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

Students who wish to transfer from another registered provider to Penrhos College should provide a copy of the release letter showing that the previous provider will release them to study at Penrhos College.

Penrhos College may be unable to enrol a student if the previous provider will not provide a release and/or a change of provider is not approved by the Department of Immigration.

The Principal or Enrolment Manager must receive written notification of withdrawal at least one term in advance to be eligible for any refund. Please refer to the Refund Policy for International Students.

- **Complaints and appeals process**

The College's Complaints Management Policy provides a process and contact details for internal and external assistance if the need arises. It is highly advisable to refer to the policy in the event of such an occurrence. This can be found on the College website at www.penrhos.wa.edu.au/complaints.html.

The Australian government also provides an Overseas Students' Ombudsman who offers a free, impartial and independent service for overseas students who may have a complaint or want to lodge an external appeal about a decision made by the College. For information, visit the Overseas Students' Ombudsman website www.oso.gov.au or call 1300 362 072 within Australia or call +61 2 6276 0111 from outside Australia.

Course Details

- Students enrolled at Penrhos will follow a course of study determined by their age, their interests and their academic ability. Full details of each course are available from the office of the Dean of Academic Administration, and booklists are available at the beginning of the calendar year.
- All courses are fully accredited by the Curriculum Council of Western Australia and, on satisfactory completion of Years 11 and 12, a Western Australian Certificate of Education will be granted.
- The usual duration of secondary school education at Penrhos is six years from Year 7 to Year 12.
- Assessment methods include internal examination, assignments and tests at all levels. External examinations are held at the end of the year for Year 12 students who intend to apply for University entry.
- All international students are required to study English as a subject at an appropriate level each year whilst enrolled.
- All students at Penrhos have access to a range of support services as detailed in this brochure. Tertiary (university) entry scores achieved at Penrhos are fully transferable to all Australian universities and too many throughout the world including in the United Kingdom, United States of America and Canada.

Education Services

Parents and staff are encouraged to read pertinent information regarding the Education Services for Overseas Students (ESOS), and visit the website www.deewr.gov.au

Overseas Agents

In accordance with Section 21A of the ESOS Act, Penrhos College does not engage or employ agents to attract overseas students.

Enrolling at Penrhos

It is Penrhos College policy to not offer enrolment via education agents, as Penrhos prefers to work directly with the families of our applicants to help establish a direct link early in the enrolment process.

To enrol at Penrhos College, an application form must be completed and submitted to the Enrolment Manager's Office, along with a copy of the student's birth certificate and the application fee.

Penrhos College requires its international students to have a satisfactory command of English in order to achieve maximum success in the Western Australian education system. This is principally because all instruction at Penrhos is delivered in English and as a girl progresses through the School, the course content becomes more complex and abstract. This is especially true in Years 11 and 12 where a strong background in the content and context of the English language is required.

Prospective students are also required to submit two recent school reports. Students from non-English speaking countries should also submit a copy of a current AEAS (Australian Education Assessment Services) assessment so that the College can determine the student's English language ability and the appropriate academic entry point.

To find out further details about AEAS testing, visit the website at www.aeas.com.au the website provides information about the test, has practice tests and outlines the testing centres available in Australia and in other countries.

When the application form, copy of birth certificate, application fee, copies of school reports and the AEAS test results have been received, and a place at the appropriate year level is available, an offer of a place will be made by the College provided the student has met the English language entry requirements.

Course Credit Policy

Prior to entry at Penrhos College, an assessment of a student's current academic and English levels will be made. Penrhos College does not accept subject or course credits from other education providers, but every effort will be made to place a student into the most appropriate year group.

Withdrawal and Applying for a Refund

Notice of withdrawal can only be given in writing to the Penrhos College Principal by the student's parents or legal guardian(s). Verbal notification is not considered due notice.

A request for a refund should be made in writing to the College Principal by the student's parents or legal guardian(s).

Student Visa Requirements

Penrhos College must be informed immediately of any change of living circumstances, including change of accommodation details and local carer/guardian details. The College is legally required to inform DIAC of poor attendance, suspension or deferment, all of which will have implications for the ongoing viability of the student's visa.

Deferral or Cessation of Studies

Full fee overseas students are required to have a current student visa. Holders of a student visa must comply with a number of visa conditions. One of the more important visa conditions is 8202 – *Meeting Course Requirements*. This relates to issues such as poor attendance or unsatisfactory academic progress. Any absenteeism will be documented as per College policy including informing the Enrolment Manager of any unauthorised absences. The College must also be notified of any change of address or living circumstances of the student or guardian, failure to do so may affect the viability of her on-going visa. Unsatisfactory academic progress may also result in your daughter's enrolment being cancelled, which would mean she would be in breach of this visa condition. Breaching this condition has serious implications for your daughter's visa and will affect her possibilities for future study in Australia.

International students must make satisfactory attendance and progress in order to maintain a student visa.

- Satisfactory attendance is defined as attending a minimum of 80% of classes.
- Satisfactory progress is defined as being competent in 50% or more of subjects attempted in a semester.

In general, if your daughter fails subjects or is identified as a student at risk of making unsatisfactory progress, the Dean of Academic Administration will inform you in writing and seek a meeting. This meeting will provide you and your daughter with the opportunity to explain your daughter's circumstances and discuss strategies to assist her with achieving satisfactory results. If your daughter continues to make unsatisfactory progress, the College will ask you to make a written submission and/or attend a meeting with the Principal. It is important that you make every attempt to attend this meeting and provide all the relevant information as to why your daughter is not progressing satisfactorily as it is at this meeting that the College may recommend cancellation of your enrolment. A decision will be made, even if you do not attend.

The College will notify you in writing if it decides to recommend cancellation of your daughter's enrolment. This letter will include information about appealing the recommendation and the College's obligation to report you to the Department of Education Services (DES) and the Department of Immigration and Citizenship (DIAC) if your daughter has not made satisfactory academic progress. When you receive this letter, you have 20 working days to decide on one of the following options:

1. You discontinue your daughter's enrolment within 20 working days of having received the letter; or
2. You appeal the College's decision within 20 days of having received the letter.

If you do not respond, the Principal will make a decision in your absence. The Principal's decision is final and no further review will be made available from within the College.

The Department of Education Services (DES) offers a free mediation and conciliation service through its International Education Conciliator, who can be contacted by telephone on 08 9441 1900, facsimile 08 9441 1901 or email conciliation@des.wa.gov.au. The conciliator assists to resolve disputes between overseas students and the College, as part of the internal complaints and appeals procedure. The conciliator is able to discuss issues of concern at any stage of the internal complaints and appeals procedure however, there will be no active involvement in the case until the College and you have attempted to resolve the issue.

The College's *Complaints Management Policy* contains information about the appeal process. Should you choose to appeal the Principal's decision, you will need to inform her, in writing, within 10 working days. If you are dissatisfied with the result or conduct of the internal complaint appeals process, you have the right to access the external appeals process by contacting the Overseas Students Ombudsman at www.oso.gov.au or by phoning 1300 362 072. This service is free and independent for external appeals and complaints about decisions made by the College.

Whilst you will need to inform the Principal within 10 working days of your intention to appeal, your right to appeal to the ombudsman is not limited to 10 working days. If no evidence of an appeal is received the College will notify the Department of Education, Employment and Workplace Relation (DEEWR) and Department of Immigration and Citizenship (DIAC) that your daughter has not achieved satisfactory academic progress. If your daughter's enrolment is suspended or cancelled, the College will provide relevant course material and ensure she is in the care of her nominated guardian until the appeals process is concluded.

Cancellation of your daughter's visa can have serious implication. If she discontinues her course after you have received the written notice from the College, the College will cancel your daughter's Confirmation of Enrolment (CoE) and inform DEEWR and DIAC that your daughter has ceased her studies. If you want to extend your daughter's stay in Australia for further study you will need to apply for a new student visa. If you have chosen to access the College's appeals processes and you withdraw from the process or the process is completed in support of the College, the College must notify DEEWR and DIAC that your daughter has not achieved satisfactory academic progress. Your daughter will be sent a non-compliance notification with instructions to report to a DIAC office and information about the consequences of failing to do so. DIAC must cancel your daughter's visa if she has breached visa condition 8202 relating to academic progress and the breach of the condition is not due to exceptional circumstances. In addition, your daughter may not be granted another temporary visa for a period of three years. If you wish to lodge an external appeal or complain about this decision, you can contact the Overseas Students' Ombudsman. The Overseas Students' Ombudsman offers a free, impartial and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by the College. For information, visit the Overseas Students' Ombudsman website www.oso.gov.au or call 1300 362 072 within Australia or call +61 2 6276 0111 from outside Australia.

Independent Conciliator

Students may access the services of the Independent Conciliator located at the Department of Education Services to supplement the internal stages of the appeals process.

Independent Conciliator
Department of Education Services
22 Hasler Road
Osborne Park WA 6017
Phone: +61 8 9441 1900
Fax: +61 8 9441 1901
Email: des@des.wa.gov.au

Other Important Information

To make your daughter's transition to Penrhos as smooth as possible it is important that we receive as much information as possible.

- You will need to finalise your daughter's travel arrangements. If she returns to her home country each holiday you will need to make bookings well in advance. To meet your daughter's student visa requirements it is important that she does not leave school before the end of term or return after the new term has begun. Permission for student's to arrive after term starts or leave before term ends will only be given by the Principal in exceptional circumstances, and notification must be received at least three weeks in advance. The Principal's decision in such circumstances is final.
- Overseas students may not drive or have access to any form of motor transport while a student at Penrhos College.
- The possession, distribution or use of any form of illegal substance under Australian law will lead to the immediate dismissal of the student from the College.
- Overseas students are expected to participate fully in the academic, sporting and social life of the College. They are expected to speak English wherever possible and to observe Australian customs of social courtesy and behaviour. In return, Australian students are expected to respect the different cultural backgrounds and experiences of their overseas colleagues. An unwillingness to be an active and committed member of the Penrhos community will lead to a review of the student's enrolment by the Principal.

ESOS Framework

The National Code of Practice for Providers of Education and Training to Overseas Students and ESOS Framework is important documentation and exists for the protection of all FFPOS students and their parents as consumers. If you would like to access further information about the ESOS framework please follow this link: <http://aei.gov.au>

Personal Information

Personal information may be made available to Commonwealth and State Agencies pursuant to obligations under the ESOS Act 2007 and the National Code of Practice for Providers of Education and Training to Overseas Students.

Additional Information

Additional information on enrolling at Penrhos College can be made by contacting:

The Enrolment Manager
Penrhos College
Locked Bag 680
COMO WA 6952

Telephone: +61 8 9368 9508
Facsimile: +61 8 9368 9677
Email: enrol@penrhos.wa.edu.au
Web: www.penrhos.wa.edu.au
CRICOS: 00444E