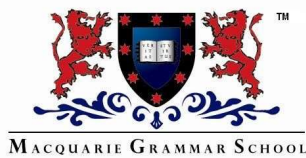


Macquarie Grammar School

Truth and Virtue



322-ML-MGS Student Handbook



PO Box Q1259 225 Clarence Street
Queen Victoria Building NSW 1230 SYDNEY NSW 2000
Email: enrolments@mgs.edu.au
Web: www.macquariegrammarschool.edu.au Tel: +61 2 8228 3022
ABN: 141 160 483 CRICOS Provider No: 03330B

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The Headmaster`s Message

Dear Student,

Our school community is delighted that you have commenced at Macquarie Grammar School. We look forward to your time with us and in being a part of the school's educational programme. We offer a broad programme of activities, which enable you to make a contribution to the life of the school.

The teachers will help you learn the English language and provide the knowledge and skills to complete Junior and/or Senior education, and hopefully gain entry to an Australian University or other tertiary institution. Moreover, we will help you understand and settle into the Australian way of life.

We have prepared a special programme for Orientation Day to assist you to adjust into Macquarie Grammar School and the city of Sydney.

Please enjoy your time at school, and I look forward to personally welcoming you!

Mr Aurelian Alex

Acting Headmaster

Macquarie Grammar School

Introduction

Macquarie Grammar School is a not-for-profit school owned by Macquarie Grammar School Ltd. The High School for Years 7-12 students, meets administrative, delivery, staffing, facility, marketing, financial, quality assurance and assessment standards agreed to by Local, State, and Federal Governments in Australia. The State and Federal Government registering authorities monitors and subjects us to regular external audits to verify adherence to these standards.

Please see our website: www.macquariegrammarschool.edu.au to learn more about Macquarie Grammar School.

Educational Philosophy

Every student is valued regardless of his/her ability and with respect for cultural diversity. Teaching and learning take place in a supportive, nurturing student-centred environment where every effort is made to cultivate the individual's full potential. By meeting educational needs, individual student's barriers to learning can be overcome; empowering students to meet and exceed their own personal educational expectations. We believe that by providing a range of learning strategies in response to individual learning styles, learning will be a satisfying and fulfilling experience for all.

In addition to the educational programmes we offer, MGS also provides ongoing programmes of English language assistance; career and academic counselling; self-access facilities and help; guided learning facilities and help; and our Macquarie Coaching School.

Macquarie Grammar School's mission is to provide quality education to its students by ensuring that the knowledge, skills and attitudes to which they are exposed reflect the highest possible standards of the industries that they wish to enter, so equipping them for career success and fostering an enjoyment of and respect for learning.

The School provides an academic-based curriculum, is non-selective, coeducational, and prepares students for the Higher School Certificate, pre-vocational and University education. Macquarie Grammar School does not demand, practise nor is dictated by, any brand of religion or expectation with students or members of staff.

Staff

The Teachers at Macquarie Grammar School are appointed for their commitment to the individual student. The staff team demonstrates a dedication and loyalty that support the desired organisational culture. All teaching staff are appropriately qualified and experienced. The School prides itself on the number of Teachers with higher degrees at Masters and Doctoral levels from universities from all over Australia and encourages continued professional development and life-long learning.

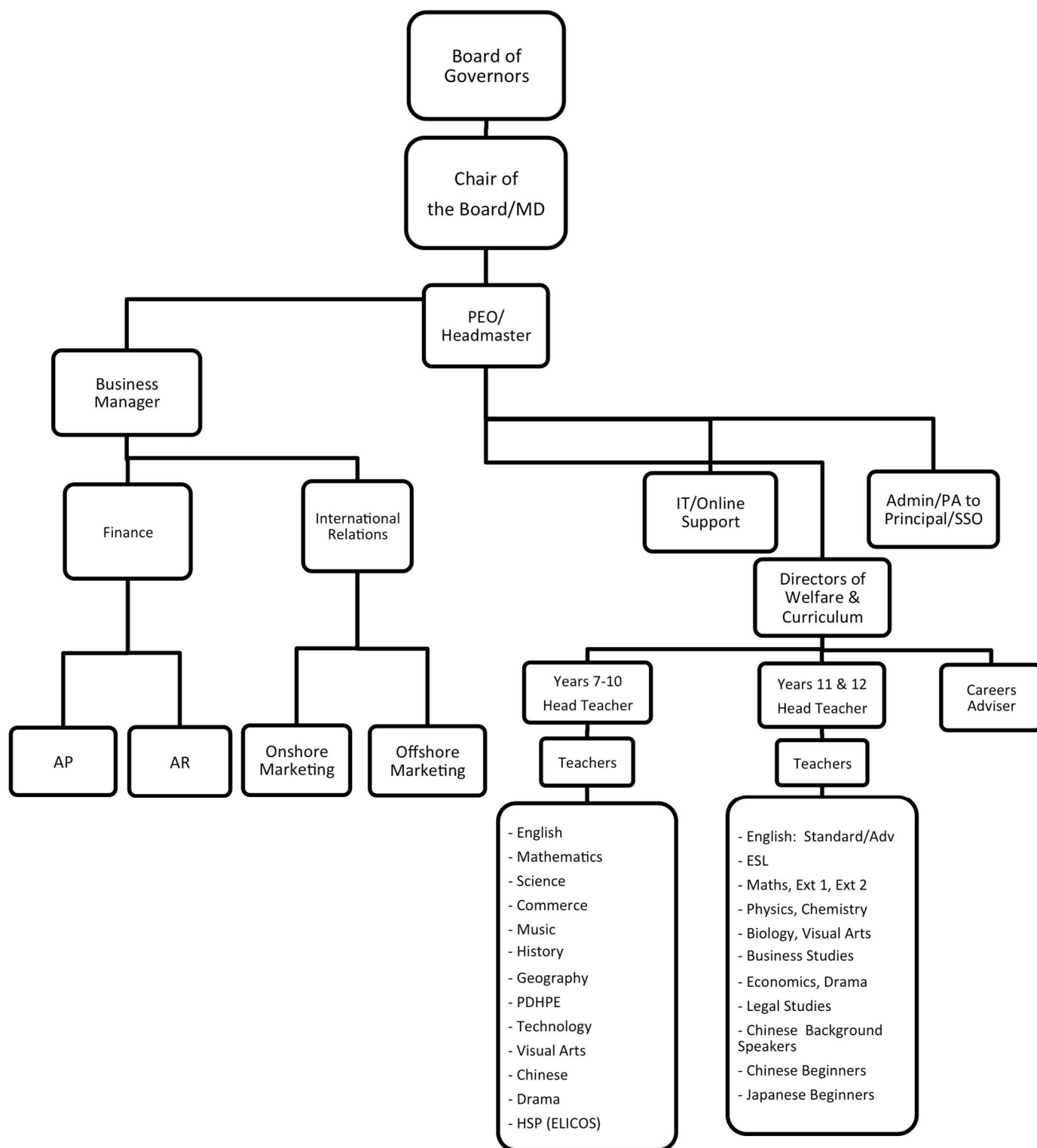
Students

Students are responsible for understanding and complying with the policies, procedures and other information outlined in the Macquarie Grammar School Student Handbook that is located on Macquarie Moodle/Edmodo/Google sites, on the School's website.

School Details and Campus Open Hours

School Address	Level 8, 225 Clarence Street, SYDNEY NSW 2000		
Telephone	(02) 8228 3022		
Reception Open Hours	8:00 am – 5:00 pm	Monday - Friday	
Emergency Numbers	0449 516 790		
Email Address	enrolments@mgs.edu.au		

216-ML-MGS Organisational Chart



Student Recruitment, Selection and Enrolment Procedure

When prospective students apply to enter Macquarie Grammar School to study for Years 7-12, the following criteria apply:

Upon receiving application from the students, the PEO/Headmaster assesses the applicant's educational qualifications (either obtained in Australia or overseas) necessary for studying at a Junior or Senior level. The applicant is also assessed to determine whether the applicant has the required entry level competencies for the particular course in which the student wants to enrol.

Having arrived at an admission decision, the English language skills (language and literacy) will be assessed. If the student has a satisfactory IELTS score, the applicant will be admitted to his/her chosen course.

If an applicant cannot produce a satisfactory IELTS score, and there are doubts about the English language skills to cope in an academic environment, the applicant is advised to enrol in an English (ELICOS) course for an appropriate duration until the student achieves an IELTS equivalence of 5.0 for Years 7-10, 5.5 for Year 11 and Year 12.

Entry Requirements

To enter School Courses students must have an IELTS score of 5.0 points (or its equivalence) and evidence of completion of Year 6, for entry into Year 7; or an IELTS score of 5.5 (or its equivalence) and evidence of completion of Year 10, for entry into Year 11. Students will need to provide evidence that they have the required academic experience to handle the Course content. Evidence in the form of original or certified documents must be provided upon application. Courses are delivered in English and include technical and specific terms. Students with English language concerns should inform the school.

Selection for enrolment in our courses will be approved for applicants who meet the qualification selection criteria. In line with Government policy, students with intellectual and physical disabilities are encouraged to participate in training. Students must fulfil both the minimum English and Academic requirements for entry into Macquarie Grammar School's High School Programmes.

English Language Competency

Macquarie Grammar School ensures that students from overseas are properly prepared for an English-speaking environment and that they are supported in Australia. In this situation, intending students need to:

- complete an English test at a suitable standard as determined by Admission Officer
- have an English speaking guardian who lives in Australia and who is over the age of 21; and
- provide reports from their previous School and intensive English Courses that they may have undertaken.

Minimum English language entry requirements are set out, below. Please contact us if further information is required.

English	Years 7-10	Years 11-12
IELTS	5.0	5.5
TOEFL (Paper)	513	547
TOEFL (Computer)	183	210

All English Proficiency record will be valid for 2 years. If you don't have the level of English needed for entry, you can enrol in Macquarie English's High School Preparation Program (HSP).

When an IELTS or TOEFL score is used to demonstrate English proficiency, that score must have been attained within two years of the date of application.

Students seeking acceptance into Macquarie Grammar School's High School Programmes should submit copies of their Reports and/or official academic certificates for assessment.

Fees

All applicants must pay an application fee for both domestic students and international students. The fee is payable with a completed application form.

School Fee Payment

All students must pay an enrolment fee for both domestic and international students) to process their enrolment and the first instalment, equal to 6 months of total Course fees to secure a placement and obtain an eCoE prior to starting their Course. Remaining instalment fees are payable 6 months in advance or in full for a course less than 6-months duration. Non-payment of School fees will result in expulsion and reporting to Department of Home Affairs (DHA).

Tuition fees may be paid in the form of cash, a bank draft or bank cheque, and made payable to the School. The School will not be responsible for any monies paid to an agent or third party. When the School receives your fees, and confirms you have signed our Terms & Conditions on the application form, we will send you a Confirmation of Enrolment Form. This form is used to apply for your student visa.

International Students commencing School in Term 1: Must pay the OSHC and either 12 months' tuition fee or six months' tuition fee with the balance payable by the end of Term 1.

International Students commencing School in Term 2: Must pay the OSHC and the tuition fee for the rest of the year.

International Students commencing School in Term 3: Must pay the OSHC and either 12 months' tuition fee or six months' tuition fee with the balance payable by the end of Term 4.

International Students commencing School in Term 4: Must pay the OSHC and tuition fees for Term 4 of the current year and six months' tuition fees for the following year.

Continuing Students: Must pay 12 months' School fees for the following year by the end of Term 4, or six months' fees by the end of Term 4 and balance owing by the end of Term 1.

Tuition Fees

Tuition fees only cover the charges for tuition. Tuition fees DO NOT cover the charges for application fee, accommodation placement, airport pickup, transport, living expenses, textbooks, stationery, and equipment, or clothing required. Tuition fees are payable six months in advance.

Individual payment plans can be organised on an individual student basis. If fees are not paid by the due date, a late fee per instalment may be charged.

Tuition fees are payable before the commencement of each term. Enrolment will not be confirmed until all tuition fees for that term have been paid.

Tuition fees can be paid in the following ways:

- Online via MGS's website
- Bank cheque/draft – made payable to Macquarie Grammar School Ltd
- Credit card – MasterCard, Visa, Bankcard, American Express
- EFTPOS (maximum up to \$1,000 unless prior arrangements have been made with your bank) Note: All subjects listed on a student's enrolment record will incur financial liability for that term.

All enquiries about tuition fees should be directed to the Finance Department on Level 8.

Goods and Services Tax (GST)

Some goods and services provided by the School attract GST. Tax will be added, where applicable, to student accounts and all fee paying parent(s)/guardian(s) will accept liability to pay these amounts by the due date. Tuition fees and Health Cover are GST-free.

Terms and Conditions of Business Regarding the Payment of Fees

- 1 All fees and charges are payable in Australian Dollars (\$AU).
- 2 If you wish to pay a full year's tuition fees in advance the School will be pleased to give you a 1.5% discount. The due date for this agreement is before 1 December, prior to commencement.
- 3 Late payments will be subject to 15% compound interest applicable immediately following the final payment day.
- 4 Failure to pay an account by the date when it is due may result in the student being denied access to School services and may prejudice the student's Visa status.
- 5 Charges for additional services including music tuition, text books, stationery (incidental charges) are required to be paid as and when such fees are incurred.
- 6 Fees may be paid by credit card (MasterCard, Bankcard, Visa or American Express). Bank charges made by your bank on funds transfers will be debited to your School account. International credit card payment may incur a 1.15% surcharge.
- 7 The Tuition fees include all aspects of education at Macquarie Grammar School, including welfare care, extension work, gifted and remedial counselling, and most costs related to co-curricular activities (except excursions and transport to/from off-campus commitment and entry fees).
- 8 Six months' notice in writing and addressed to the PEO/Headmaster is required of intention to withdraw a student from the School. Six months' fee is charged for withdrawal without such notice.
- 9 All fees are subject to change.
- 10 Enrolment of a second family member will attract 5% discount of the tuition fee and 10% discount for a third or subsequent family member.

Schedule of Fees

Please refer to MGS website under FEE

<http://macquariegrammarschool.edu.au>

Tax Deductible Voluntary Building Fund (*GST does not apply*)

Each year families are invited to make a voluntary donation to Macquarie Grammar School's Building Fund. This donation is fully tax deductible, and an official receipt is issued.

Refund Policy

All refunds are subject to the guidelines outlined in MGS's Student Refund Policy and Procedure on 009-PP-MGS Refund Policy & Procedure 009-PP-MGS. Students are strongly advised to consult the Refund Policy before withdrawing from a programme.

Please note: Macquarie Grammar School reserves the right to change its fees, conditions, course times or course commencement dates.

Student Visa Requirements

It is the responsibility of the student to remain aware of the conditions of their visa and visa subclass to register for a School Course after the student has taken the School letter of offer to Department of Home Affairs (DHA) for approval.



According to the Department of Home Affairs (DHA) "to be granted a student visa, you must provide evidence that satisfies the assessment factors applicable to you. Assessment factors include your financial ability, English proficiency, likely compliance with the conditions of your visa and any other matters considered relevant to assessing your application". All overseas students on a student visa must maintain a minimum of 80 per cent average Course attendance and satisfactory academic performance at any stage of their Course. Students not maintaining these conditions will be warned and subsequently reported to DHA via PRISMS.

Additional information on student visa issues is available on the DHA Internet site on <http://www.immi.gov.au>

In accordance with student visa regulations, international students are required to:

- Ensure a study load which will allow the student to complete their programme within the stated end date of their COE.
- Attend at least 80% of scheduled classes from the commencement of the School term (Week 1).
- Work no more than 20 hours per week during term providing a work permit has been granted.
- Advise DHA (Department of Home Affairs) of change of programme/enrolment, and change of provider.
- Advise MGS of any change of address or other details within 7 days of the change. Changes can be made on Macquarie Moodle/Edmodo/Google sites at the Reception Counter on Level 8, if you require any assistance. Renew a student visa before the expiry date.
- Successfully progress in academic studies. Students must pass a minimum of 50% of a normal full-time load over a 12-month period.
- Maintain OSHC (Overseas Student Health Cover). This can be completed at enrolment and can be arranged on Campus (see OSHC in this handbook).

International students who do not comply with these regulations may have their enrolment and student visa cancelled.

In order to renew a student visa, students will be required to pay the next instalment term tuition fee and OSHC, and then receive an Electronic Confirmation of Enrolment form (eCoE). Students with poor academic progress and attendance records may have difficulty renewing their visa.

Attendance

Macquarie Grammar School expects at least 80% attendance from all students.

Teachers will record your attendance at, or absence from, classes and tutorials on a class roll at the commencement of each session. The class rolls will be checked every week by the Student Services Officer. If, owing to unforeseen circumstances, you are unable to attend a class or tutorial you are required to notify the Student Services Officer of your absence, by emailing sso@mgs.edu.au or office@mgs.edu.au immediately. At your next attendance on Campus, you are required to formalise your absence by completing a Request Form with a medical certificate to be submitted to the Student Services Officer. The form is available from Macquarie Grammar School Skoolbag.

Check the Attendance Policy for more details here: 096-PP-MGS Attendance Policy.

Satisfactory Course Progress

Macquarie Grammar School will monitor the workload of students to ensure they complete the course within the duration specified in their electronic Confirmation of Enrolment (eCOE).

MGS will monitor student progress at a minimum of twice during the study period with a Course Progress report, to ensure that the student is in a position to complete the course within the expected duration as specified in the student's COE.

Additional Student Visa Details

The School is required by law to take immediate action, including reporting action, if your circumstances change. The circumstances are briefly described below:

Change of Address

Upon arriving in Australia you are required to advise Macquarie Grammar School of your residential address and the telephone number. A student must advise the School of any changes in address/contact details and/or in any circumstances within seven days. This advice is extremely important. Under Section 20 of the Education Services for Overseas Students (ESOS) Act 2000 Macquarie Grammar School is obliged to serve a notice at your last known address if you breach a student visa condition relating to attendance: or academic performance. It is your responsibility to ensure that you always update your address details at Macquarie Grammar School to ensure you receive important information about your course, fees and possible breaches of your student visa.

Additional information on student visa issues is available on the Department of Home Affairs (DHA) Internet site on www.immi.gov.au.

Deferment, suspension or cancellation of a student's enrolment

As a provider of educational services to overseas students, MGS will only permit you to defer or temporarily suspend your studies, or grant leave of absence during your course, through a formal agreement, which is arranged in limited circumstances.

Macquarie Grammar School has developed and implemented procedures for assessing, approving and recording a deferment of the commencement of study or suspension of study for a student, including keeping documentary evidence on the student's file of the assessment of the application.

A student's enrolment may be deferred, suspended or cancelled for compassionate and compelling circumstances. Check the Deferring, suspending or cancelling student enrolment policy for details: 014-PP-MGS. Deferring, Suspending and Cancelling International Student Enrolments

Grounds for deferment or temporary suspension

MGS will only defer or temporarily suspend your enrolment on the following grounds:

- compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes); or
- your misbehaviour.

Notification to student and to AGDoE

In the event that you defer your studies or a temporary suspension has been applied or your studies are cancelled, MGS will: - inform you, in writing, that deferring, suspending or cancelling your enrolment may affect your student visa; and notify the Secretary of AGDoE via PRISMS as required under Section 19 of the ESOS Act.

Notification of intent to terminate, suspend or cancel enrolment

In the event that MGS decided that it should terminate, suspend or cancel your enrolment as a student, MGS will notify you in writing of our intention to report you to the Secretary of AGDoE, via PRISMS. The written notice that we provide to you will inform you of

your right to access MGS's Complaints and Appeals procedures and that you have 20 working days (four calendar weeks) in which to do so.

In the event that you choose to access the Complaints and Appeals process, the termination, suspension or cancellation of your enrolment under this standard will not take effect until the process is completed, unless extenuating circumstances relating to your welfare apply.

In the event that you do not access the Complaints and Appeals process within the 20 working day period, you withdraw from the complaints and grievance process after commencing it, or the complaints and grievance process has been completed and results in the MGS's decision being supported, the School will notify the Secretary of AGDoE, via PRISMS that you have not achieved satisfactory attendance.

Macquarie Grammar School will not allow a student to defer commencement of their studies, or suspend their studies, except on the grounds of illness, evidenced by a doctor's Certificate, or other exceptional compassionate circumstances beyond the control of the student, for example, bereavement. If a student defers or suspends their studies on any other grounds, Macquarie Grammar School will report the student as not complying with visa conditions to DHA via PRISMS. For more information about deferring your course, please contact the Admissions Manager.

Acceptance of Student

The School will notify AGDoE within 14 days of your personal details and details of your course of study, via PRISMS (the Government on-line reporting system).

Duration of student's course changes

The School will notify AGDoE, via PRISMS, of the prescribed information about any change to the duration of your course.

Change of Course by student

A student on a student visa is not permitted to change his or her primary provider during the first six months. The School may release a student in exceptional circumstances.

If you request a change of course at MGS, an interview will be arranged between you and the Director of Curriculum and Compliance from the course which you are currently studying and the Director of Curriculum and Compliance from the course which you have requested to study. They will make the decision to allow or disallow the transfer.

If you have requested a change of course with MGS, and that application has been approved, the Admissions Officer will prepare, within fourteen (14) days a Student Course Variation on PRISMS with the reason "Student Enrolled in Same/another Course (at the Same Provider) and print a copy. The Admissions Officer will also prepare a new Confirmation of Enrolment for the new course on PRISMS and print two copies, one for a file record and one for you.

Change of Course with another Provider

If you notify a change of course with another provider the Admissions Officer will prepare a Student Course Variation (on PRISMS) within 14 days of the student leaving MGS.

Change of Student Circumstances

Any other Student Course Variations, as indicated at items 5.20 of the PRISMS User Manual will be notified by the Admissions Officer in accordance with the instructions provided at items 5.20.1 through 5.20.10.

Transfer between registered providers

MGS delivery of services to overseas students is required to assess requests for a transfer from one School to another within the first six months of a commencement date of the principal course of study. Should you request a transfer to another School within the first six months of your study with us, we will assess your request in accordance with the overseas students' policy and procedures.

Transfer of studies between institutions

If you request a transfer of your studies from another institution to Macquarie Grammar School within the first six months of a commencement date of the principal course of study, your request for transfer will not be approved unless:-

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

Student transfer policy and procedures

MGS has developed a student transfer request assessment policy and procedure which is available to staff and students. This policy specifies:

- a. the circumstances in which your transfer to Macquarie Grammar School be granted;
- b. the circumstances which Macquarie Grammar School considers as providing reasonable grounds for refusing your request, including when your transfer is considered to be detrimental to you; c. the timeframe for assessing and replying to your transfer request

Granting a letter of release

MGS will only grant a letter of release in the following circumstances:-

- a. you have provided a letter from another registered provider confirming that a valid enrolment offer has been made; and b. in the event that you are under 18 years of age at the time:
 - i. the registered provider to whom you are transferring has provided written confirmation that your parents or legal guardian supports the transfer; or
 - ii. if you are not being cared for in Australia by a parent or suitable nominated relative, the valid enrolment offer also confirms that the registered provider to whom you are transferring will accept responsibility for approving your accommodation, support and general welfare arrangements as per Standard 5 (Younger Students).

Costs involved in providing a letter of release

A letter of release, if granted, will be issued at no cost to you. The letter of release will also advise you to contact DHA to seek advice on whether a new student visa is required.

Refusal to provide a letter of release

In the event that MGS refuses to provide you with a letter of release, you will be provided with the reasons for refusing your request, in writing, and you will be advised of your right to appeal our decision, in accordance with Complaints and Appeals policy.

Records of requests

MGS will retain records of any requests you make for a letter of release, including the assessment of your request, and the decision that is made. This information will be retained on your file.

Use of personal information

The information provided by the student to the School, including any other student details e.g. personal and contact details, Course enrolment details and changes, attendance; academic etc will be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. Macquarie Grammar School is required, under s19 of the ESOS Act 2000, to tell AGDoE about: changes to student's enrolment; and any suspected breach by students of student visa conditions relating to attendance or satisfactory academic performance.

Permission to work

Students are not permitted to work if it interferes with their study. For more information regarding your student visa please visit the DHA (Department of Home Affairs) website at: www.immi.gov.au

ESOS (Education Services for Overseas Students) Legislative Framework

Check the details of the ESOS here: [The ESOS Framework](#).

Information on Living in Australia

Australia

Australia is a land of contrasts: sweeping golden beaches, coral reefs rich with marine life, tropical rainforests, mountain ranges, vast grazing lands and sparse deserts. One of the oldest continents, Australia is the only country to occupy an entire continent. Surrounded by the Indian and Pacific Oceans, Australia has many animals and plants, which are unique on the planet. The surface geology is typically old and flat with a major mountain range stretching down the eastern coast and another mountain range in the north west of the continent.

There are thousands of overseas students studying in Australia. They have chosen Australia for several reasons:

- Australia has a high quality education system, the equal of any country in the world
- Australia offers traditional education in reputable Schools, Colleges and Universities
- Awards from Australian institutions of higher education are recognised internationally
- Australian Universities, Colleges and Schools have established networks of support to help overseas students
- The Australian education system includes informality and accessibility of academic staff, the availability of computers, small group tutorials and close supervision
- Living costs and tuition costs compare well with other countries and most overseas students are permitted to work part-time.
- Australia is a safe, stable country with a pleasant climate



Sydney

Sydney is the largest city in Australia with a population of approximately 4.5 million people. Sydney is the capital city of New South Wales, a city with a multicultural society from different ethnic backgrounds. The city is built on hills surrounding Port Jackson which is commonly known as Sydney Harbour, where the iconic Sydney Opera House and the Harbour Bridge feature prominently. The hinterland of the metropolitan area is surrounded by national parks, and the coastal regions feature many bays, rivers, inlets and beaches including the famous Bondi Beach and Manly Beach. Within the city are many notable parks, including Hyde Park and the Royal Botanic Gardens.

Macquarie Grammar School

Macquarie Grammar School is located in the heart of the city; it's just a short walk from train stations and bus stops. It is surrounded by shopping centres, cafes, cinemas, sporting and many other entertainment and educational facilities.

Sydney's famous Bondi beach is just a short bus ride away. Manly beach can be easily reached by crossing the harbour by ferry, which passes the Sydney Harbour Bridge and the world famous Sydney Opera House.

Macquarie Grammar School:

- is cognisant and familiar with the obligations and legal requirements set down by DHA
- is cognisant and familiar with the obligations and legal requirements set down in Child Protection Legislation in NSW
- selects guardianship Homestays on the basis that they meet the various legal requirements demanded for students under 18 years of age
- is registered with The NSW Department of Education and Communities
- ensures that Homestay families are registered with The NSW Department of Education and Communities

International Students

Cultural diversity and tolerance is an enduring feature of the Australian way of life. This attribute is reflected in the community and the wide acceptance of all peoples to this country from the world over. Macquarie Grammar School promotes acceptance and tolerance of all cultures, races and religions and encourages conformity with 'Australian-ness' in freedom of speech (generally in English), the rule of law and giving everyone a 'fair go'. All members of the Macquarie Grammar School Family are encouraged to adopt an international outlook, communicate well with other cultures and develop an understanding of those who are on a short visit or staying to study with us. The School believes in a culturally rich curriculum, full involvement by all students in extracurricular activities and in strong pastoral care. A special effort is made by all to make non-Australians welcome and to develop links with Schools and communities abroad.

Macquarie Grammar School not only welcomes fee paying overseas students it also participates in overseas trips and cultural exchanges.



Climate

Sydney has a temperate climate with few extremes in the weather patterns. It never snows. Summers can be very humid and wet. Sydney is in the southern hemisphere and the seasons are reversed to those in Europe, the USA, and most of Asia. Sydney is a comfortable place to stay. During the summer months from December through to February, outdoor activities are popular, as many students head off to the beach for School holidays (December to January).

Art

Australian contemporary arts reflect the world's oldest continuous cultural traditions and also a diverse, multicultural society. Our visual and performing arts communities receive international acclaim for their vibrancy, originality and cutting-edge work in the arts, literature, stage and cinema, dance, classical music and contemporary Australian rock music.

Multiculturalism

More than 100 ethnic groups are represented in Australia, making Australia one of the most culturally diverse countries in the world. Australia's dynamic multiculturalism can be attributed to its unique combination of Indigenous cultures, early European settlement and immigration from all parts of the world. Australians value the wealth of cultural diversity and social sophistication that international students bring to our Campuses and our communities. We take great care in looking after international students and

helping them to adjust to the Australian way of life. International students also gain great benefits from their education in Australia and make lifelong friendships.

Language

Although English is the official language, a host of other languages are spoken in Australia. As one of the most culturally diverse countries in the world many Australians are naturally fluent in other languages. More than 2.4 million Australians speak a language other than English at home. Within the education and training system about 15 per cent of those of working age studying for an educational qualification have English as a second language. More than 800,000 Australians speak a European Union language, apart from English, in the home. Another 800,000 Australians speak an Asian language in the home.

In Australia not only is there the opportunity to improve your English through specialist study in an English-speaking environment but all sectors of Australian education and training provide tuition in many other languages as well.

English as it is spoken in Australia is very easily understood by nearly all people from other English-speaking nations. While there are some minor differences in accent between the cities and country areas the difference is much less than you will find in America, Britain and Canada where French is also spoken. As you improve your English in Australia you will learn some of our slang and have much fun explaining the meanings to your friends and relatives at home.

Cost of Living

In addition to paying the full cost of their courses, full-fee students must meet all their own travel and living expenses, plus any student association fees or administrative charges made by the institution. A single person studying in Australia will need a minimum of AD\$25,000 each year in addition to the tuition fees. This amount also depends on the kind of accommodation a student chooses. For a married person with a dependent, he/she will need another AD\$7,000 each year. If there are children, the living expenses needed will be approximately AD\$5,000 for each child.



Accommodation/Homestay

Macquarie Grammar School is proud to announce that it offers homestay accommodation through its established partnership with Australia's leading homestay provider, Homestay Access. This accommodation can be booked prior to arrival. Two weeks advance notice is required before you depart for Australia. Further details can be obtained from the Accommodation Officer.

Information for accommodation can be found on the Australian Homestay Network website:

Students who require assistance with temporary and permanent accommodation should see the Accommodation Officer or a Student Services Adviser. Real Estate agents should be contacted for finding rental property. The following web sites may assist you in locating permanent accommodation:

www.realestate.com.au www.domain.com.au www.justlisted.com.au

The Renting Services Branch of the NSW Office of Fair Trading may be able to assist should you experience problems with your landlord or real estate agent or have any general enquiries relating to renting or paying bonds.

NSW Fair Trading Centre
1 Fitzwilliam St
Parramatta NSW 2150
www.fairtrading.nsw.gov.au

Transport

Australia has an efficient public transport system (buses, trains and trams) in all cities. Bicycles are encouraged on many dedicated bicycle lanes. There are also train, bus and air services between cities and towns.

International student identification card holders are not generally eligible for concession fares. However, they may obtain a 50% discount on NSW TrainLink services as part of an initiative aimed at promoting rural and regional tourism. Go to NSW Train Link Website for more information: <http://www.nswtrainlink.info/>

Trains/Buses

The closest train stations to the School are Town Hall, Wynyard, and St James Stations.

www.131500.com.au is also a good site to visit for general information about Sydney. Alternatively, telephone 131 500 to speak with an Operator at Sydney Transport who can assist with transport information and local trip planning.

www.cityofsydney.nsw.gov.au (use the parking & Transport Link) or www.cityrail.info

OPAL Card can be purchased at newsagencies, some convenience stores and/or bus/train stations.

Taxis 131008

There are a many taxi companies in Sydney. You can 'hail' a vacant taxi in the street, go to a taxi rank, or order one by telephone, which costs you an extra \$1. Most taxis are licensed to carry only 4 passengers.

Ferries

You may catch the ferry to come to School. Ferries stops at Circular Quay & King Street Wharf. You can then catch a train from Circular Quay Train Station to Town Hall Train Station then walk to School; otherwise, you may take a nice short walk to School from the wharf.



It is by no means a complete list. When opening an account enquire. To open a bank account in Australia you must satisfy a 100-point system based on your identification. Types of identification may include your passport, driver's licence and student card. Students who show proof of their student status, e.g. student ID card, may be exempt from paying fees and charges.

The following are web sites of the major banks in Australia. You will be able to find a branch, which is services for students.

Banks	Website	Closest branch to MGS
Commonwealth Bank of Australia (CBA)	www.commbank.com.au	175 Pitt St Sydney NSW 2000
St George	www.stgeorge.com.au	11/55 Market St Sydney NSW 200
Westpac	www.westpac.com.au	44 Market St Sydney NSW 2000
<i>Trading hours of all banks:</i>		

Monday – Thursday	9:30 am – 4:00 pm
Friday	9:30 am – 5:00 pm

Childcare



Macquarie Grammar School has no on-site child care facilities, however information on finding childcare can be found at:

- NSW Family Day Care www.nswfamilydaycare.com.au
- The National Childcare Accreditation Council Inc. www.ncac.gov.au/Search/Search1.asp
- New South Wales Government www.nsw.gov.au - search for - child care **Post**

Offices

The closest Australia post offices to MGS are listed below:

- 44 Market Street Sydney NSW 2000
- 1 Martin Place Sydney NSW 2000
- 38-40 Pitt Street Sydney NSW 2000



Overseas Student Health Cover

All international students are required to contribute to the Overseas Student Health Cover (OSHC) scheme. This scheme provides health insurance for international students and their dependants during their stay in Australia. It is the student's responsibility to check the conditions of this health cover. A Bupa brochure is available from the School's office.

Students may renew their OSHC for Bupa through MGS, please see the Student Services Officer, Level 8.
Bupa Australia is the recommended OSHC provider however other Medical Insurance companies may be used.

OSHC provides cover on the costs for medical and hospital care which international students may need while in Australia. OSHC will also pay for most prescription drugs and emergency ambulance transport.

This fee is not payable to the School but to Bupa Private directly. We can arrange the cover for you on production of a completed application form and a bank draft or bank cheque payable to Bupa Private for the appropriate premium.

OSHC Fee Schedule

Please refer to BUPA website <https://www.bupa.com.au/health-insurance/oshc>

All premiums are Goods and Services Tax inclusive and in Australian dollars. Premiums are subject to change.

If you are an international student studying in Australia, you must purchase an approved OSHC policy from a registered health benefits' organisation - commonly referred to as health funds before applying for your visa. You will need to buy OSHC before you come to Australia, to cover you from when you arrive. You will also need to maintain OSHC throughout your stay in Australia.

You will receive your Bupa card approximately 2-3 weeks after beginning your course. Please inform the Reception if you have not received your card after 6 weeks. DO NOT go to a Bupa office to obtain your card.

This insurance company covers students the moment they arrive through customs, should you require medical attention before your card is issued, see a doctor, pay the account, and then take your receipt into the nearest Bupa Private Office with your Bupa card for a refund.

Once you receive your card, please keep it in a safe place at all times and show it to the medical centre at the time of treatment.

If you are ever in an emergency and need help from FIRE, POLICE, AMBULANCE dial (free) "000" from ANY public telephone.

You can find out more about purchasing OSHC at:

<https://www.health.gov.au/resources/collections/overseas-student-health-cover-oshc-resources>

Medical Centres

Nearby medical services include:

Kent Street Medical Centre Level 3, 362 Kent Street Sydney NSW 2000 Phone: 9290 3477	Castlereagh Medical Practice 260 Castlereagh Street Sydney NSW 2000 Phone: 9283 1234
Women's Medical Centre Benchmark Medical No 2 Martin Place Sydney NSW 2000 Phone: 8222 5900	Sydney CBD Medical Centre 242 Castlereagh Street Sydney NSW 2000 Phone: 9268 0133
Hyde Park Medical Centre 175 Liverpool Street Ground Level Sydney, NSW 2000 Phone: 9283 1234	George Street Medical Centre 308 George Street Sydney NSW 2000 Phone: 9231 3211
Town Hall Clinic 44 Town Hall Arcade Sydney NSW 2000 Phone: 9267 5399	



Work Health and Safety (WH&S) Issues

Evacuation Procedures:

It is important to know what to do in an emergency. Fire Safety Information and Evacuation Procedures are shown around the premises and detailed during Orientation.

Evacuation drills are also conducted during the year. Please be prepared to fully cooperate with staff during these times.

Shopping Guide

It is recommended you shop locally for food, clothing, vegetables etc. Sydney City shopping begins at the door step of Macquarie Grammar School. Sydney is a shopper's delight but it is by no means cheap. Major local shopping areas include World Square (corner of George, Liverpool, Pitt and Goulburn Streets) and the Queen Victoria Building (QVB – corner of George and Market Streets) as well as the larger Pitt Street Mall (Pitt Street between King and Market Streets).



There are also good markets available. The best is probably Paddy's Markets at Haymarket in the City (under Market City – corner of Hay and Thomas Streets), which is open on Friday, Saturday and Sunday.

Driving

Alcohol and other drugs affect your ability to drive safely and make good judgement. In New South Wales (NSW)* the Police have the power to stop drivers at random to test for alcohol in the blood and make an arrest should a driver be over the legal blood alcohol limit. NSW has three blood alcohol limits: zero, 0.02 and 0.05. These numbers refer to a person's blood alcohol concentration (BAC). Please consult the New South Wales

Please see the Department of Roads and Transport (RTA) website (www.rta.nsw.gov.au) for up-to-date information.

Driving with an Overseas Licence

If you are licensed to drive in your home country, you may be able to drive here in NSW* using your original licence, however there are certain things you will have to do before you drive here. For example, the law requires that you carry an official translation of your licence if it was originally issued in a language other than English. Please refer to the Roads and Traffic Authority (RTA) website (www.rta.nsw.gov.au) for up-to-date information.



* Please note other states and territories of Australia may have different driving laws. Enquire at the RTA about driving in other states and territories within Australia.

Top 3 Road Rules

- (1) Drivers must always keep to the left hand side of the road.
- (2) Pedestrians should always look right first before crossing a road.
- (3) Seat belts or child restraints must be worn by all vehicle occupants.



Indonesian Student Requirements

Indonesian students must register with the Indonesian Consulate within 5 days

All Indonesian students are required to register with the Indonesian Consulate within five days of arrival. This is an Indonesian Government regulation.

Consulate-General of the Republic of Indonesia

236 -238 Maroubra Road

Maroubra NSW 2035

Telephone: 9344 9933 <http://www.kjri-sydney.org.au/> **Places**

of Worship



Sydney is well known for its multiculturalism and organisations. With such a mixture of religions it is very easy to find your preferred place of worship. Please find below a list of some of some venues:

Atheist Foundation of Australia Inc

<http://www.atheistfoundation.org.au/>

BUDDHISM

Wah Tsang Buddhist Temple – 2/209 Liverpool RD, Greenacre

Mahamakut Temple – 88 Stanmore Road, Stanmore

CHRISTIANITY

St. Mary's Cathedral – Cathedral Street (Corner College Street) Sydney <http://www.stmaryscathedral.org.au/>

Anglican Christ Church – 507 Pitt Street, Sydney

Church of Scientology 841
George Street, Sydney
<http://www.scientology.org.au/>

HINDUISM

Sri Mandir – 286 Cumberland Road, Auburn
<http://srimandir.org/>
Hare Krishna Temple – 180 Falcon Street, North Sydney <http://www.iskcon.com.au/Home.php>

ISLAM

Sydney CBD Musalah – 84 Pitt Street, Sydney
Wynyard Musalah – 60 Clarence Street, Sydney

JUDAISM

The Great Synagogue Sydney– 166 Castlereagh Street, Sydney
<http://www.greatsynagogue.org.au/ContactUs.aspx>
Bet Yosef (The Caro Synagogue) – Bondi, Sydney

Metropolitan Community Church of Sydney

<http://www.mccsydney.org/> 96
Crystal Street, Petersham

Tax File Number

Tax file numbers can be obtained through the Australian Taxation Office (ATO). A tax file number is a unique number issued by the Tax Office. You must have a tax file number when starting or changing jobs. For further information:

Australian Taxation Office: ATO
13 28 61 2 Lang Street
(8.00 am-6.00 pm Monday - Friday) Sydney NSW 2000
www.ato.gov.au

Don't forget to reclaim the tax you have paid before you leave Australia! If you need help ask at Reception level 8.

**TAX
FILE
NUMBER**

Safety Guides

BACKPACKS	Keep zippers at the bottom of the bag. Always keep them between your legs when you are sitting on the bus or in a café.
WALLETS	NEVER carry large amounts of cash. Keep it in your front pocket; this is safest.
ALCOHOL	The legal age in Australia is 18. It is illegal to walk the street with an open container of alcohol.
ILLEGAL DRUGS	People selling may approach you at parties or on the street, say no and move on. You do not know how safe the drugs are and it is dangerous to experiment with them. Most people will not trouble you if you are not interested.

Legal Advice/Services

Macquarie Grammar School offers students assistance with seeking information about legal matters. Free legal advice can be obtained from the Legal Aid Telephone service on 1300 888 529 or visit a Legal Aid Office.



Central Sydney Legal Aid Office
Ground Floor
323 Castlereagh St
Haymarket Sydney NSW 2000 Phone: 9219 5000 or 13
3677 www.legalaid.nsw.gov.au

Any agreements into which you enter with the School do not remove your right to take action under Australia's consumer protection laws. Should a dispute arise which cannot be resolved through the MGS's Complaints and Appeals Policy and procedures, the School will assist you to access appropriate legal representation.

Interpreter Services



Our Counsellor will help you with any interpreter assistance.

You should also be aware of Telstra's twenty-four (24) interpreter service. **Telephone 131 450** anytime if you are having difficulties communicating in English.

Access and Equity Policy

The MGS's Access & Equity Policy is available on Macquarie Moodle/Edmodo/Google sites. It is the responsibility of all staff to ensure the requirements of the access and equity policy are met at all times, and that the principles are applied to the selection and recruitment of all students and staff alike and to the handling of all student and staff situations – as per the School client services policy.



Emergency Services/ First Aid

On-Campus

In the event of an emergency, during School hours (8:30 am—5:00 pm) contact the Director of Welfare and Operations or the PEO/Headmaster on Level 8. If first aid is required while on Campus, students should report to the Reception Counter on Level 8.

In the event of a life threatening or urgent emergency outside School hours, please dial 000. This is a free call from any landline, payphone or mobile and will connect you to police, fire or medical services. Mobile phones require the user to dial 112, the international standard emergency number. Consult your carrier if you are uncertain how to access the emergency network. Other phone numbers which may be of assistance during an emergency are:

Duty of Care Obligations under child protection legislation and welfare arrangement Care and Welfare of students under 18 years of age

Under the National Code of Practice – ESOS Act 2000 section 47 the registered training provider must discharge their responsibility under DHA requirements to approve accommodation and/or welfare arrangements for overseas students under the age of 18 years.

At Macquarie Grammar School each application is checked and the date of birth of each student noted to ensure that those who are under the age of 18 do not go undetected.

Australian Government regulations (National Code) and DHA (student visa conditions) require students under age 18 to have appropriate accommodation and welfare arrangements. Until these requirements are met and approved, students under age 18 cannot study in Australia.

MGS is committed to maximising the safety and well-being of students under age 18 at all times. It therefore requires each student under 18 to be placed in the care of a responsible guardian. If the student's parents are not able to nominate a guardian and suitable accommodation and welfare arrangements, MGS must organise homestay accommodation. As part of this arrangement, MGS is required to

- nominate the dates for which the School will accept responsibility for approving your accommodation, support and general welfare arrangements. These arrangements will be notified using the specified PRISMS pro forma letter;
- have documented procedures to check the suitability of a student's accommodation, support and general welfare arrangements, and provide to the department(s) (AGDoE and DHA) a notification confirming that appropriate arrangements have been made using the specified PRISMS pro forma letter; and
- notify the department in writing of any changes to the care arrangements via the PRISMS pro forma letter as soon as possible.

This information is required to ensure compliance with Public Interest Criterion 4012A and visa condition 8532.

Overseas students under the age of 18 years will be required to obtain the approval of MGS prior to changing approved care arrangements. Arrangements made prior to arrival in Australia may be changed, with approval, after the overseas student arrives in Australia.

MGS will ensure that the carers it approves are:

- at least 25 years old;
- are of good character; and
- if necessary, have permission to reside in Australia until the student turns 18 or their visa expires. (Note: older siblings aged less than 25 years old are generally not considered to be appropriate carers)

The Student Services/Counsellor is the person currently responsible for monitoring the care and welfare of overseas students under the age of 18 years.

The position description of the Student Services/Counsellor is endorsed to include but not limited to the following responsibilities:-

1. Provide

- academic and vocational counselling of domestic and overseas students as required;
- counselling which will assist successful adjustment to life and study in Australia; and
- assistance to resolve students' problems which could impede completion of their studies.

2. Monitor the attendance and academic progress issues of overseas students

3. Monitor the care and welfare of overseas students under the age of 18 years

In the event that the School needs to advise AGDoE and DHA of changes to your circumstances, we will use the standard letters available on the PRISMS webpage for confirming arrangements and notifying any changes.

Multiple courses

In the event that an overseas student enrolls in multiple courses, MGS will apply the requirements of Standards 5.1 (a, b, c, d) to all the courses in which the student is enrolled. Furthermore, MGS will liaise with the other providers and undertake regular checks to ensure that no gaps in arrangements can occur.

Guardianship (for students under 18 years of age)

The Australian law requires that parents must nominate a responsible adult to be the guardian for their son/daughter if they are under 18 years of age, to have certain responsibilities under Australian Law for the welfare of international students who are their wards.

Details of the Guardianship policy are in 079-PP-MGS International Student Accommodation, Guardianship and Welfare Arrangements Policy

Support Services at Macquarie Grammar School

The Student Services Officer of Macquarie Grammar School is available to provide general advice and assistance with matters such as studying, homework, accommodation, English language problems and counselling. Students requiring special or intensive assistance must contact the Student Services Officer who may refer them to an appropriate external service. The Student Services Officer is responsible for ensuring students have access to the services they need to help them live and study in Sydney. If you are unsure who to approach about your problem, please feel free to see our Student Services Officer who can give you guidance and support. The Student Services Officer can help you with such issues as:

- Accommodation - help with finding a homestay, apartment or share-house
- Job Workshops – help finding work in Sydney
- Confidential, free counselling for personal problems and referrals to outside services such as Lifecare, Credit Help Line and many other Information Services
- English language difficulties
- Assistance with the Grievance and Appeals process

Contact: Reception on level 8 for an appointment or to speak with the Student Services Officer.

Welfare Care

Welfare care is the foundation of Macquarie Grammar School philosophy. A hierarchy of care is provided commencing with the Teachers, through to the Director of Welfare and Operations or PEO/Headmaster. There are staff on hand who are available to assist students and parents at any time. An experienced and qualified counsellor regularly attends meetings and seminars to remain up-to-date with all policy and welfare areas pertaining to the care of students and is highly regarded for her caring and understanding nature.

The School believes that young people respond best when provided with a clear definition of their responsibilities, privileges and limitations and when they are aware of the consequences of their actions. A system of positive incentives operates to recognise achievement in the areas of academia. There is a clearly defined system of sanctions for students whose performance does not meet expectations. Macquarie Grammar School has a policy of zero tolerance to drugs and unacceptable behaviour.

The students' general well-being is nurtured by providing the safe, secure and supportive environment needed to maximise their studies at Macquarie Grammar School including:

- personal counselling;
- discipline when necessary (in accordance with the discipline policy);
- ensuring that stakeholders are kept informed about students' progress; and
- encouraging interaction between family and School.

Time is made available for the parents and/or guardians if they have any concern about a student. Macquarie Grammar School does not demand nor practise any brand of religious indoctrination or expectation with students or members of staff.

Access to Welfare Related Services

MGS will provide, or provide access to, welfare related support services which may arise during your study. There is no cost from MGS for these services, however, utilising external service providers may incur costs. Students are required to bring any needs for welfare related services to the attention of their Teacher or the Director of Welfare and Operations or Student Services.

Harassment

Every student and member of staff are entitled to work and study in an environment free from discrimination or any form of harassment, including sexual harassment. Students subjected to any form of harassment by any individual or group of individuals are advised to report the matter to:

Director of Welfare and Operations
Level 8, 225 Clarence Street
Phone: 02 8228 3022

Policies

Australian Government regulations require educational institutions to have policies and procedures for their operations and administration. Macquarie Grammar School has formulated and published policies and procedures to form the basis of safe and efficient operations within the organisation on Macquarie Moodle/Edmodo/Google sites.

The policies and procedures are also designed to ensure that the aims, objectives, standards and core values of the School are clearly outlined.

Macquarie Grammar School adopts appropriate policies and management practices and maintains high professional standards in the marketing and subsequent delivery of its high school programmes. The educational mission (aim) is to provide quality High School Courses to enhance students' cultural and learning experiences in Australia to prepare them to undertake further educational activities with increased confidence.

In compliance with the Assessment Certification and Examination (ACE) Website, educational programmes (High School Curricula) offered at Macquarie Grammar School are of sufficient breadth and depth. The learning environment is conducive to the success of its students and one that provides adequate facilities and use of appropriate methods and materials for Course delivery in conformity with the Board of Studies, Teaching and Educational Standards outcomes-based educational requirements. Students will be given a minimum of 3 weeks' notice if teaching facilities are relocated. For more information about the ACE, click: [ACE](#)

All teachers are fully qualified High School teachers with specialist subject teaching qualifications and experience in teaching students with English as a second language. Students have full access to all the School's facilities including computer technology, library resources situated in close proximity as well as student recreational areas. Sporting activities, homework assignments and project work are closely supervised and support personnel made available to assist students who experience difficulties.

Policies & Procedures

1.	001-PP-MGS Document Management Policy	
2.	002-PP-MGS Grievance Management Policy	
3.	003-PP-MGS Student Complaints and Appeals Policy	
4.	004-PP-MGS Student Discipline and Misconduct Policy	
5.	005-PP-MGS Critical Incident Policy	
6.	007-PP-MGS Work Health and Safety Policy	
7.	008-PP-MGS Evacuation Policy & Procedures	

8.	009-PP-MGS Refund Policy and Procedure	
9.	011-PP-MGS Course Credit Policy	
10.	013-PP-MGS Student ID Cards	
11.	014-PP-MGS Deferring Suspending or Cancelling Student Enrolment Policy	
12.	015-PP-MGS Marketing Material Policy and Procedure	
13.	016-PP-MGS Completion within the Expected Duration Policy	
14.	017-PP-MGS Airport Pickup Policy and Procedure	
15.	018-PP-MGS Purchase Request Policy	
16.	019-PP-MGS Enrolments Non-Commencements Policy	
17.	020-PP-MGS I.T Department Policy & Procedure	
18.	021-PP-MGS Notifying Students of Relocating Premises Procedure	
19.	023-PP-MGS Petty Cash Handling Procedure	
20.	024-PP-MGS Working With Children Check Policy	
21.	025-PP-MGS Student Engagement before Enrolment Policy	
22.	026-PP-MGS Textbook Procedure	
23.	027-PP-MGS Code of Conduct	
24.	028-PP-MGS Assessing English Language Proficiency Procedure	
25.	029-PP-MGS Data Backup Procedures	
26.	030-PP-MGS Lock Up Policy	

27.	033-PP-MGS Orientation Day Procedures	
28.	037-PP-MGS Copyright Policy	
29.	038-PP-MGS Child Protection Policy	
30.	040-PP-MGS Sexual Harassment Policy	
31.	042-PP-MGS Plain English Complaints Appeals Flyer	
32.	043-PP-MGS Lockdown Policy	
33.	044-PP-MGS Continuous Improvement Policy	
34.	045-PP-MGS Maintenance Plan	
35.	048-PP-MGS Student Computer Use Agreement	
36.	049-PP-MGS Academic Appeals Policy	
37.	052-PP-MGS Student Counselling and Welfare Support Policy	
38.	053-PP-MGS Guest Speakers Policy	
39.	054-PP-MGS Drug Policy	
40.	055-PP-MGS Non-Teaching Staff Professional Development Policy	
41.	056-PP-MGS Financial Management Policy and Procedure	
42.	057-PP-MGS Student Supervision Policy	
43.	058-PP-MGS Processing Students into Homestay Policy	
44.	059-PP-MGS Computer Usage Policies Procedures Contract	
45.	062-PP-MGS Governance Policy	
46.	069-PP-MGS Duty of Care Policy	
47.	070-PP-MGS Enrolment Procedures	
48.	079-PP-MGS International Student Accommodation Guardianship and Welfare Arrangements Policy	
49.	080-PP-MGS Younger Overseas Students	
50.	090-PP-MGS Risk Management Policy	
51.	092-PP-MGS Internal Audit Policy	
52.	096-PP-MGS Attendance Policy	
53.	099-PP-MGS Transfer of International Students Between Registered Providers	
54.	117-PP-MGS ELICOS Assessment Policy and Procedures	
55.	118-PP-MGS Review, Evaluation & Development of High School Preparation Educational Resources	
56.	124-PP-MGS Course Progress Policy & Procedure	
57.	127-PP-MGS Access of Equity Policy	

58.	133-PP-MGS Procedures for exiting students to ensure seamless transition to Schools	
59.	135-PP-MGS Management & Operation of the School	
60.	137-PP-MGS School Uniform Policy	
61.	139-PP-MGS Special Needs Policy	
62.	146-PP-MGS Student Leadership Policy	
63.	149-PP-MGS Educational Context of the School	
64.	150-PP-MGS Entry Procedures Requirements to MGS	
65.	162-PP-MGS Revenue Recognition Policy	
66.	163-PP-MGS Non-payment policy	
67.	164-PP-MGS Reporting Policy	
68.	165-PP-MGS Student Assignments Policy	
69.	166-PP-MGS Staff Code of Conduct	
70.	167-PP-MGS Communication with Parents & Students Policy	
71.	170-PP-MGS Deferral, Suspension & Cancellation Policy	
72.	173-PP-MGS Excursion Notification Policy	
73.	179-PP-MGS Gifted & Talented Students Policy	
74.	181-PP-MGS Participation in Annual Reporting Policy	
75.	183-PP-MGS Information & Communication Technology Acceptable Use Policies (Under review)	
76.	186-PP-MGS Safe & Supportive Environment Policy & Procedure	
77.	187-PP-MGS Academic Performance Policy	
78.	188-PP-MGS Assessment Policy Yrs 7-12	
79.	192-PP-MGS Movement and Supervision of Students	
80.	193-PP-MGS Domestic BOSTES Attendance	
81.	195-PP-MGS Maintaining Records to Demonstrate Student Achievement Policy	
82.	197-PP-MGS 'N' Determinations Policy	
83.	199-PP-MGS Assessing and monitoring the state of repair of premises	
84.	200-PP-MGS Reviewing & Evaluating Courses Policy (Under review)	
85.	205-PP-MGS Anaphylaxis Policy	
86.	206-PP-MGS Homework Policy	
87.	207-PP-MGS WHS Committee Constitution	
88.	208-PP-MGS Privacy Policy	
89.	209-PP-MGS Homestay Policy and Procedures	
90.	211-PP-MGS Preventing and Responding to Bullying Policy	
91.	338-PP-MGS Quality Systems Policy	

Forms

1.	215-FM-MGS Student Enquiry Form	
2.	217-FM-MGS Progress Improvement Plan	
3.	218-FM-MGS Report of Alleged Misconduct Incident Report Form	
4.	219-FM-MGS Notice of Appeal Relating to Misconduct	
5.	227-FM-MGS Refund Request Form	
6.	230-FM-MGS Homestay Provider Service Agreement	
7.	231-FM-MGS Hazard Report Form	
8.	232-FM-MGS Injury-Incident Form	
9.	233-FM-MGS Student Class Change Form	
10.	234-FM-MGS Request Form	
11.	235-FM-MGS Request for Release Form	
12.	238-FM-MGS Registration Enrolment Form	
13.	240-FM-MGS International Student Application Form	
14.	246-FM-MGS Agency Representative Application	

15.	247-FM-MGS U18 Guardianship Form	
16.	248-FM-MGS Parental Advice of Independent Accommodation Arrangements Form	
17.	249-FM-MGS Homestay Student Questionnaire	
18.	250-FM-MGS Homestay Provider Service Review Questionnaire	
19.	251-FM-MGS Homestay Profile Form	
20.	253-FM-MGS Student and Parent Guardian Contact Details Form	
21.	254-FM-MGS Application for Accommodation and Welfare Placement	
22.	268-FM-MGS Non-Serious Attempt Notice	
23.	269-FM-MGS Change of Student Details	
24.	281-FM-MGS Homestay Inspection Checklist	
25.	288-FM-MGS Excursion Form	
26.	321-FM-MGS Orientation Programme	
27.	323-FM-MGS Student Folder Checklist	
28.	324-FM-MGS Under 18 Leaving Premises Form	
29.	328-FM-MGS Critical Incident Report Form	
30.	329-FM-MGS Telephone Threat Form	
31.	330-FM-MGS Bomb Threat Form	
32.	342-FM-MGS Student Feedback Form	
33.	352-FM-MGS Application for Student ID Card	
34.	355-FM-MGS Student Appeals Form	
35.	356-FM-MGS Confirmation of Receipt of Appeals Meeting Notice	
36.	372-FM-MGS Class-Subject Change Form	
37.	373-FM-MGS Subject Change Form-Year 10 11 12.docx	
38.	377-FM-MGS Complaint Grievance Form	
39.	385-FM-MGS RPL_CT Application Form	
40.	400-FM-MGS Deferring Suspending or Cancelling the Student's Enrolment Form	
41.	418-FM-MGS Notification-Form OmbudsmanPARTA_Feb12	
42.	419-FM-MGS Notification-Form OmbusmanPARTB_Aug12	
43.	424-FM-MGS Homestay Confirmation Form for Student	
44.	425-FM-MGS Macquarie Grammar School Parents Meeting	
45.	437-FM-MGS Attendance Policy Flow Chart	
46.	446-FM-MGS Counselling Form	
47.	479-FM-MGS Guarantee and Indemnity	
48.	490-FM-MGS Domestic Student Application Form	
49.	521-FM-MGS Orientation Student Feedback Form	
50.	526-FM-MGS Course Extension or Termination Notification	
51.	540-FM-MGS Course Fee Schedule	
52.	541-FM-MGS Tuck Shop Menu	
53.	543-FM-MGS Academic Calendar	
54.	549-FM-MGS Academic Calendars 2013-2020	
55.	550-FM-MGS Captain Voting Form	
56.	551-FM-MGS School Administrative Fees	

Manuals

1.	148-ML-MGS Pre-enrolment Information	
2.	176-ML-MGS Facilities and Features of Macquarie Grammar School	
3.	216-ML-MGS Organisational Chart	
4.	257-ML-MGS Homestay Provider Handbook	
5.	258-ML-MGS Homestay Student Handbook	
6.	260-ML-MGS Copyright Notice for Staff	
7.	322-ML-MGS Student Handbook	
8.	336-ML-MGS Orientation Programme	
9.	397-ML-MGS Purchase Request Flow Chart	
10.	454-ML-MGS Prospectus	
11.	476-ML-MGS Student Complaints Procedure Flowchart	
12.	535-ML-MGS High School Curriculum	
13.	536-ML- MGS CALL Handbook	
14.	538-ML-MGS High School Preparation and Years 7-12 Flyer	

General Academic Details

Contact Details

For any academic enquiries, your first point of contact should be your class Teacher. If you are not comfortable speaking with your Teacher, you are welcome to meet with the Director of Curriculum and Compliance or the PEO/Headmaster.

To meet with the Director of Curriculum and Compliance or the PEO/Headmaster, please book an appointment at Reception on Level 8.

Your Contact Details

Your current contact and mailing address details must be available to the School at all times, because important information, such as enrolment and examination advice details is mailed to students at their mailing address.

Changes to address details can be made at Reception through the Student services Officer. If you experience any difficulties with changing your details, please see the Reception Counter on Level 8.

It is a requirement for **holder of a Student Visa** to advise the School of any change in contact details **within 7 days** of changing your address.

Credit Transfer/Exemptions

MGS grants course credit. MGS will determine the entry requirements for all students, including any on-shore transfers from another School. For more details please see the [Pre-enrolment Information](#) page 13, or the 011-PP-MGS Course Credit Policy.

Deferment of Studies

Deferment of studies may be applied for during term, for exceptional circumstances only. Taking non-approved leave will result in cancellation of enrolment. This may result in cancellation of your student visa.

For further details please contact the Director of Curriculum and Compliance on Level 8 and refer to the Deferment of Studies Policy.

Enrolment

Enrolment means officially registering as a MGS student, choosing a Course to study for the term, and paying tuition fees for the term.

Students who wish to withdraw from a subject that they are currently enrolled in must seek approval from the Director of Curriculum and Compliance. Withdrawals may only occur within a specified period each term. Upon withdrawing from a subject within the prescribed period, tuition fees paid for that subject will be transferred to the next term of study.

Withdrawing/Dropping after the date specified will result in academic and financial penalties.

Students are advised to consult the Refund Policy to determine whether they are eligible for a refund when dropping courses. Students must ensure they continue to meet study and progression requirements if they are on a Student Visa.

Cancellation of Enrolment Withdrawing from a Course/Dropping Courses

MGS may cancel a student's enrolment if the student has:

- Gained admission to the School by misrepresentation, falsification of documentation or other fraudulent means;
- Committed an act of grave misconduct associated with the academic programme; • Failed to fulfil or complete formal enrolment or admission procedures; and/or
- Failed to make satisfactory academic progress.

Withdrawing from a Programme/Cancellation of Programme

Students who wish to withdraw from a Programme must complete a Request Form available on Macquarie Moodle/Edmodo/Google sites or from Student Services and submit this form to Student Services staff on Level 8.

Any change of Programme will be subject to the conditions of the student's visa. The Department of Home Affairs (DHA) will be advised of a student's cancellation/withdrawal from a Programme, and will cancel a student's visa unless alternative study arrangements have been made. Please see the Refund Policy to determine student entitlements to refunds upon withdrawing.

Resources

Course Books:

Students are required to purchase their text books. You may also receive worksheets that are produced from a range of textbooks and the teacher's own materials. This combination of resources means you are receiving a well balanced, challenging and interesting programme that is tailored to the needs of the students in class. A list of the textbooks used in classes can be found here:

Dictionaries:

You should bring a dictionary with you every day. At first you may need a BI-LINGUAL DICTIONARY (words in your language & in English). However eventually you should use a good ENGLISH-ENGLISH DICTIONARY.

We recommend:

- 1) The Macquarie Students' Dictionary
- 2) The Advanced Learners' Dictionary

Academic Calendar

Please refer to MGS website under

<https://www.macquariegrammarschool.edu.au/current-students/academic-calendar/>

Academic Record Statement

Results will be available to each student at the end of each examination period. Students who have outstanding financial liabilities will not have access to their results until the outstanding debt has been cleared.

Student Conduct

MGS students are expected to behave in a sensible and appropriate manner while on Campus. The use of abusive language or threatening behaviour, or the misuse of Campus property will be treated in a serious manner and may result in suspension.

Student ID Card

As part of enrolment, students are issued with a Student Identification card. Student ID cards provide access to services such as computing and resource facilities.

Entry to the Campus and to sit examinations requires presentation of your ID card. Students must carry their ID card on Campus at all times as students are required to produce their Student Identification Card upon request by a staff member or security.

Replacement student cards are available from Reception at a cost of \$30.00. See the Student Services Officer on Level 8.

Teaching Methods

Teaching methods favour communicative, interactive and student-centred approaches that also promote suitable opportunities for developing research skills, extended project work, dynamic presentations, independent learning strategies, critical thinking, and access to a wide range of learning resources including Internet, audio-visual aids and libraries. Teacher led classroom delivery, practical workshops, seminars, tutorials and supervised study are the course delivery methods.

Faculties acquire and regularly upgrade the necessary resources and equipment to successfully support their teaching responsibilities at Macquarie Grammar School. Resources range from traditional printed material such as books and periodicals to CD-ROM, video, DVD and the internet.

Curriculum

Years 7-10 High School Programme (Yrs 7-10 CRICOS Code 077151D)

Delivery is at 225 Clarence Street, involving supervised face-to-face teaching in classrooms conducted in English, on a full-time basis, including presentations, student demonstrations, exercises, group work, projects, research, site visits, and guest presentations.

The details of the Years 7-10 High School Programme and the curriculum are stated in the Pre-enrolment Information can be retrieved upon request from the school office.

Year 11 (Preliminary Course)

For Years 11 and 12, subjects are defined as 'Units' for the NSW Higher School Certificate. Each candidate is required to complete 12 Units in Year 11 and a minimum of 10 Units in Year 12. University entrance is calculated on a student's best 10 Units, including 2 Units of English. All subject choices should be discussed with the Director of Curriculum and Compliance.

Year 12 (Higher School Certificate) CRICOS Code 077152C [Senior Secondary]

The Higher School Certificate (HSC) Course begins in the fourth Term of Year 11 and continues through to Year 12, in the following year, up to the HSC Examinations, ie for four+ Terms, to Term 4 of Year 12. Students are required to study a minimum of 10 Units for the HSC. The only compulsory subject is English. Students continue to study their elective subjects from Year 11. Assessment in Year 12 is very important because it forms a significant part of the student's overall HSC result.

At the end of Year 12, a graduation ceremony is held at which the students are presented with their Certificate of Graduation. The Board of Studies, Teaching and Educational Standards NSW issues the Higher School Certificate directly to each student, by the end of the year.

Australia has a National Curriculum Framework, which ensures high academic standards across the country. At Macquarie Grammar School, students complete assessments according to the New South Wales Higher School Certificate (HSC) requirements. Assessments consist of class work, written assignments, case studies and examinations.

Upon successful completion of the HSC, students are eligible to apply for further study nationwide. In addition, because of the high quality of the secondary education system in Australia, students are well placed to gain entry to universities around the world and other educational institutions.

Extra-Curricula Activities (Years 11 and 12):

A yearly, extended excursion to universities throughout NSW is encouraged. For example, the students may participate in an excursion to Canberra (Australia's capital city) via Wollongong, visiting Science sites, Houses of Parliament, Australian National University, University of Wollongong and the Nan Tien Temple. Alternatively, the School excursion may include a trip to Newcastle, Coffs Harbour & Armidale to visit Newcastle University, Southern Cross University, University of New England, Old Steel Works Site and a Farming Community.

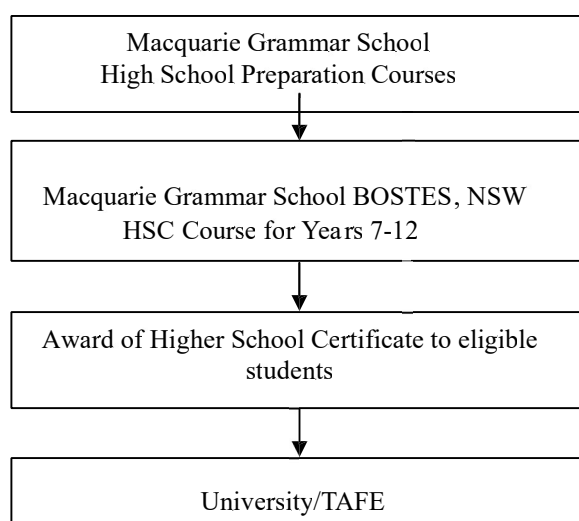
Excursions to various venues in Sydney include the Powerhouse Museum, the Police and Justice Museum, Susannah Place, The Stock Exchange, The Museum of Sydney. End-of-Term events include Swimming and Athletics Carnivals, a Leadership Camp and a picnic at the Royal Botanic Gardens Sydney.

Awards

Year 11: Students completing Year 11 and leaving school will receive a Board of Studies, Teaching and Educational Standards New South Wales, Record of school Achievement.

Year 12: Students completing Year 12 will receive a BOSTES New South Wales, Higher School Certificate (HSC).

Pathways to Success with Macquarie Grammar School



Further Study

Graduates of Macquarie Grammar School courses may further their studies in the relevant degree programme at Australian Universities. There is no guaranteed entry into University or TAFE Programmes; however, as a general rule students with high marks will have the best chance of being accepted by a University.

Content overview and resources:

- Please refer to enclosed descriptions and topics for each of the Senior High School subjects

With the exception of Mathematics Extension 1, assessments for the HSC Course will not commence until after the completion of the Preliminary Course. Students will need to complete outstanding Preliminary assessment tasks concurrently with HSC assessment tasks. Assessment for the Mathematics Extension 1 HSC Course will be based on the whole of Mathematics Extension 1 (both Preliminary and HSC Courses). Assessment for Mathematics Extension 1 will not begin until the School programme of HSC assessments for other subjects begins (ie no earlier than Term 4 of Year 11).

Teachers are guided by support documents, specimen examination papers, specimen examination paper marking guidelines, syllabuses, etc that are available on the Board of Studies, Teaching and Educational Standards' web site:

<http://www.bostes.nsw.edu.au/wps/portal/home>

In addition, Macquarie Grammar School staff utilises a range of additional resource materials available for use by teachers and students in relation to each of the above learning areas. It is acknowledged that the changes in the prescription of HSC texts mean that Stage 6 English has very little use for textbooks. However, in preparation of their Course, teachers will refer to the following resources: “English Stage 6 Prescriptions: Area of Study, Electives, Texts”; “Annotations of texts prescribed for the first time for HSC”; and “Curriculum Support for Teaching in English 7-12” and the NSW online web site for sample units of work for each subject.

Records of student achievement

The HSC credentials are depicted as a portfolio and staff ensure that students’ portfolios are maintained in good order and contain all the documents needed to convey an overall picture of a student’s achievement throughout the HSC programme. The keeping of records of achievement at Macquarie Grammar School is consistent with the assessment requirements described in the syllabus for each Course of study.

Programmes are developed for each Course that clearly set out assessment requirements along with mandatory subject requirements. The PEO/Headmaster ensures that all programmes comply with current syllabus requirements. Regular staff meetings and professional development opportunities are provided to staff to support them in this process. Teachers are required to present all relevant documents for their respective Courses throughout each Term, to ensure compliance.

Cheating/Plagiarism

For definitions of the terms ‘cheating’ and ‘plagiarism’, please refer to the Glossary at the end of this guide.

All forms of cheating, plagiarism, copying, collusion or interference with another student’s academic work and performance will be treated as a serious offence.

Any incidences will be reported to the Director of Curriculum and Compliance who will take action under the regulations outlined in MGS’s policies.

Some possible actions include:

- For level 1 (first) offences, zero for the plagiarised content. For significant Assessment tasks, the decision about the penalty will be made after discussion between the relevant Head of Faculty, the Teacher of the student and the Director of Curriculum and Compliance.
- For level 2 (second) offences, automatic fail for the subject.
- Level 3 offences, the student will be referred to the Exclusions Committee and may be excluded and have their program enrolment cancelled.

The plagiarism policy can be obtained from the Student Services Officer.

Appeals against Results/Grades

Students, who believe they have not received a fair assessment in accordance with the assessment criteria, have the right to appeal the result.

The process involves:

- An informal consultation. Students should approach the Director of Curriculum and Compliance for advice.
- A review of grade, where a student may challenge the grade awarded by demonstrating assessment is inconsistent with the subject objectives, the assessment requirement assessment criteria. Only one review can be done per subject.
- An informal consultation must be done first. Students should contact the Director of Curriculum and Compliance for advice. To be eligible students need to have maintained 80% attendance in that subject. Students are advised to discuss which option to pursue with the Director of Curriculum and Compliance. Forms are available from the Director of Curriculum and Compliance. The Informal Consultation must be made no later than 5 days after receipt of official results. The Director of Curriculum and Compliance will advise if a further review of grade may be applied for upon receiving the outcome of the Informal Consultation. It is advisable for students to discuss their assessment results with the teacher

throughout the term to gain feedback prior to the final results. For further information refer to Grievance Procedures in this guide.

Examinations

- Examinations are held at the end of each term. Students must observe the Examination Regulations of the School
- Students must show a current MGS Student ID card to the Exam Supervisor before commencing exams
- Examination timetables, preliminary and final, will be published on the Macquarie Grammar website
- It is your responsibility to ensure you are correctly enrolled and that you are aware of exactly when your exams are scheduled
- See the rules and regulations regarding examinations on Macquarie Grammar website



Deferred Examinations

Deferred Examinations (examinations scheduled after the normal examination period) are only available to students due to exceptional circumstances.

Deferred Examinations are only available to students who have completed all coursework assessment in the course. Students who need to apply for a deferred examination must complete the Application for a Deferred Examination form available from the Director of Curriculum and Compliance. Applications for Deferred Examinations should be discussed with and lodged with the Director of Curriculum and Compliance.

It is not possible to defer a Deferred or Supplementary Examination. In cases where applications for deferred examinations are disallowed, this will result in failure unless minimum course requirements have already been met.

Absence from Examinations

Students should contact their Teacher before the day of their examination if they are unable to attend.

A medical certificate issued by a doctor must be provided to support cases of illness with an application for Deferment of Examination (refer to Deferred Examinations).

The completed application coupled with the medical certificate should be submitted within 5 working days of the scheduled exam to the Teacher.

Macquarie Grammar School Disciplinary Procedures

Macquarie Grammar School will not accept bad attendance, a lack of punctuality or bad behaviour. If a student does not respect the School rules, the School will follow these steps to discipline the students:

1. FIRST VERBAL WARNING:

The student will receive a verbal warning from the Director of Curriculum and Compliance/Director of Welfare and Operations. The warning will be recorded in the student's file.

2. SECOND WRITTEN WARNING:

If the problem continues the student will receive a second written warning from the Director of Curriculum and Compliance/Director of Welfare and Operations. This warning will be recorded in the student's file.

3. EXPULSION:

The School reserves the right to expel students for serious breaches of discipline following appropriate disciplinary procedure. Refunds are subject to the refund policy. DHA will be notified.

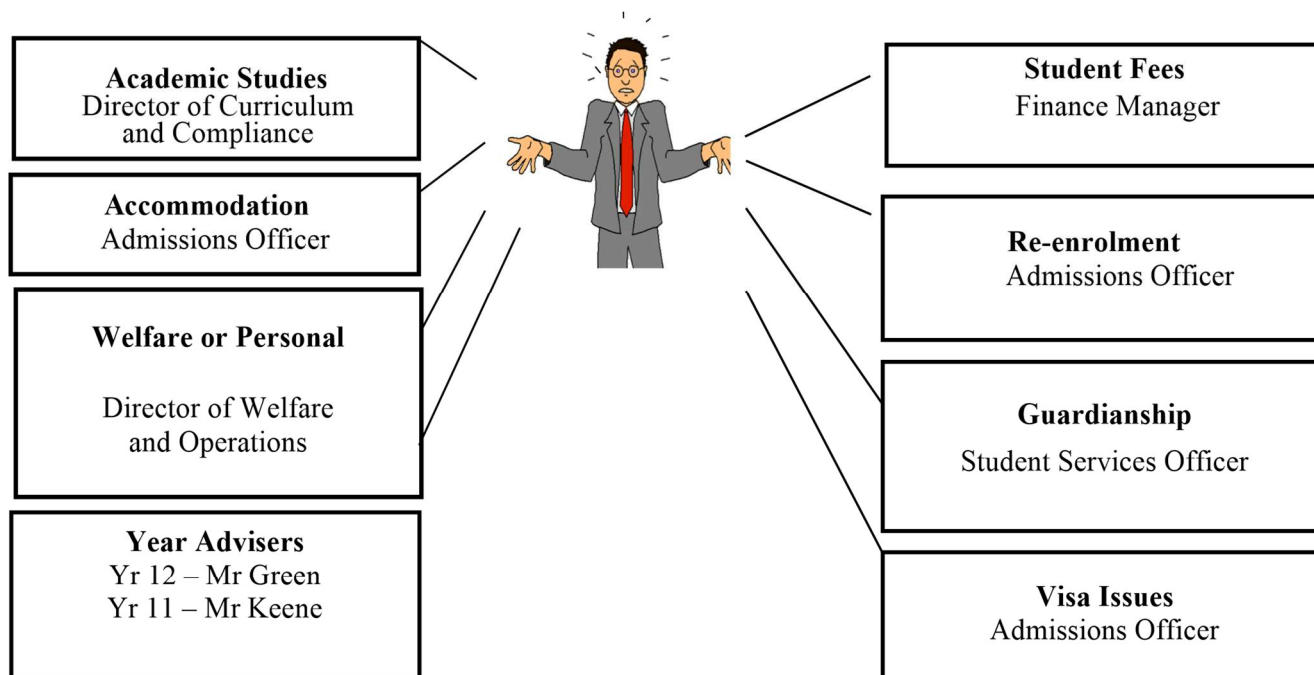
A student may be expelled from Macquarie Grammar School if:

- he/she ignores the formal warnings
- he/she commits serious misconduct, for example:
 - being drunk or bringing alcohol to the School
 - possessing or using drugs in the School
 - damaging School property
 - stealing from the School or from another student
 - abusing another student or a member of staff



“IF YOU HAVE A PROBLEM, WE WANT TO HELP YOU!!”

Please Contact:



The student has the right to be represented by a nominee at any stage of the process

If your problem continues, contact Sydney Counselling Centre:

Telephone: (02) 9415 2223

Facsimile: (02) 9415 1361

help@sydneycounselling.com.au

www.sydneycounselling.com.au


For grievances relating to consumer satisfaction, contact the Department of Fair Trading:

1 Fitzwilliam Street, Parramatta NSW 2150

Phone number: 13 32 2

Important School Facts to Remember....

1. While Studying At Macquarie Grammar School:

YOU MUST...	YOU MUST NOT...
<ul style="list-style-type: none">• COME to class everyday• Maintain at least 80% attendance in class• Call the school if you are sick and see a doctor for a medical certificate (If you need help finding a doctor, please ask your host family or call the school and ask for Student Services)• Get a doctor's certificate from your doctor• Switch off your mobile phone (s) in class• Do your homework when it is given• Work with the other students in your class• Keep your notes in a book or file• TALK, TALK, TALK. If you speak a lot you will make progress and improve your English• Ask questions in class- if you don't understand please ask your teacher to repeat it• Attend the Guided Learning sessions for more learning opportunities- a teacher will be present to assist with your learning• HAVE FUN and RELAX	<ul style="list-style-type: none">• Be late for class• Change your class without permission from the Director of Curriculum and Compliance.• Speak your language or any other language not in English• Be rude to other people in your class• Eat or drink in class• Smoke or leave cigarette butts outside the school• Drop litter anywhere in or outside the school – please use the bins for your rubbish• Shout in the corridor or the stairs• Write in your textbook (if you rent it) 

2. What Should I Bring To School?

Please bring with you:

- A notebook
- A pencil & pen
- Your Macquarie Grammar School Textbook(s) and Workbook
- An English dictionary



3. Student Identity Cards:

To promote a safe learning environment, all students are issued with a MACQUARIE GRAMMAR SCHOOL Identification Card, containing their photograph, name, Student ID number, commencement and completion date and signature. ID cards MUST be worn by students at all times on MACQUARIE GRAMMAR SCHOOL'S premises.

Replacing and renewing a student ID card is \$30.00.

4. Holidays:

Approximately, two weeks of holidays are taken between each Term with six weeks of holidays taken at the end of each academic year.

Macquarie Grammar School is closed during the Christmas/End-of-Year – New-Year period. The School is also closed on Australian and New South Wales public holidays.

5. Extensions & Terminations:



****You can **EXTEND** your course.....***

1. Please go to the Director of Curriculum and Compliance to discuss your extension matters.
2. Payment **MUST** be made before a student will be allowed to continue classes.
3. If you would like some information on prices before extending you should make an appointment at Reception to see our Admissions Manager.

If you are thinking of **TERMINATING** your course.....

1. You should speak with the Director of Curriculum and Compliance and explain why, perhaps we can help you.
2. A written explanation with six months' notice is required to be given to the PEO/Headmaster before you are allowed to terminate your course. Macquarie Grammar School does not offer refunds once the student has started the course.

If you are thinking of **CHANGING** your course.....

1. If you would like more information on other courses we are offering in the School you can start by asking any of your teachers or the Director of Curriculum and Compliance.
2. Outside our administration office are free brochures and information for you to read.
3. You can also make an appointment to speak with the Director of Curriculum and Compliance.
4. Our PEO/Headmaster is also happy to answer any questions you may have about your studies or changing your Course.

7. Use of Mobile Phones:



If it is necessary for students to bring mobile phones to the School, they are required to have it turned off during all classes, when meeting with School staff, and when in quiet study areas. Teachers may confiscate mobile phones if they are a disruption to the class and they may not be returned until the end of the day.

Tips for Successful English Study and High School!

- Practise your English outside the school as much as you can – in shops, on the bus or train!
- Try to mix with students of other nationalities on the weekends and in the evenings.
- Make other opportunities to practice! Ask questions if you are puzzled.
- Try to find some activities or interests, which will give you a chance to practise

English, participate in sporting activities, go to an art class, and or join a club.



- Read newspapers as often as you can. Your teacher can help you join the local library.
- Listen to the radio, watch TV, read advertisements and posters and signs. You have many opportunities to practise your English!
- Don't worry about being shy or embarrassed from making mistakes. Mistakes are not as important as you think and often a smile can help you. Remember everyone feels shy and embarrassed at first. You are not alone!

Macquarie Grammar School Frequently Asked Questions

Where can I find...

Campus

Academic Staff (Teachers)	Level 8
Assignment Room/Resources	Level 8
Student Services	Level 8
Reception Desk	Level 8
Computers for Student use	Level 8
Finance Office	Level 8
IT Helpdesk	Level 8
Marketing and Recruitment Office	Level 8
Student Kitchen Facilities	Level 4 and 8
Vending Machines	Level 4 and 8
Student Recreational Space	Level 4 and 8

I want to....	What do I do?	When
Change my address or telephone number	Report to Level 8 Reception to update personal details.	Within 7 days of change
Change my name	Complete a Change of Personal Details form at the Reception Counter on Level 8 and bring your passport or any relevant documentation	
Change my programme	See the Director of Curriculum and Compliance on Level 8 Reception	Prior to enrolment in the next term
Cancel my programme	See the Admissions Officer to complete a Request form.	
Return home for one term due to a family emergency	See the Client Services staff to complete a Deferment of Studies form. Deferment of Studies will only be granted in exceptional circumstances and supporting documentary evidence will be required.	Prior to the Census date
Apply for Special Consideration for my exams	See the Director of Curriculum and Compliance and submit a Special Consideration Form.	Within 5 working days of the examination
Apply for an extension for my assignment	See your Teacher and submit a Request for Extension on Assignment	Prior to the due date of the assignment

Glossary

APPEAL (student): A request by a student for a decision or determination made by the School to be overturned. Students who wish to appeal against a determination of an unsuccessful application for a Review of Grade, conditional enrolment, suspension, expulsion or exclusion must lodge a written case of appeal by writing to the Director of Curriculum and Compliance/Director of Welfare and Operations within seven days of the receipt of an official notification of Review of Grade, conditional enrolment, suspension, expulsion or exclusion. Students should lodge an appeal through the Director of Curriculum and Compliance/Director of Welfare and Operations.

ASSESSMENT: The work a student is required to complete to: fulfil educational purposes, provide a basis for a record of achievement or certification of competence, or permit grading. It is usual for students to be assessed on their individual achievement but in some subjects group assessment may occur. Assessment tasks may include assignments, class tests, presentations, learning tasks exams.

CHEATING: Dishonest conduct in assessment is cheating and a form of academic misconduct.

CONFIRMATION OF ENROLMENT (COE): A confirmation of enrolment is sent to new international students upon receipt of tuition fees and is required by DHA (Department of Home Affairs) prior to issuing Student Visas.

DHA: Department of Home Affairs, formerly DHA (Department of Home Affairs).

ECOE: Electronic Confirmation of Enrolment form which is required by DHA (Department of Home Affairs) to apply for a student visa.

EXCLUSION: A student is excluded when the School terminates the student's enrolment on the grounds of unsatisfactory academic performance, academic misconduct or as a result of action taken.

LEAVE OF ABSENCE: For a student, a leave of absence is an authorised break from study or deferment of study. A student may notify the School of their intention to discontinue their enrolment and may at the same time request leave of absence for a number of terms, indicating an intention to return at the end of the term. Leave of absence or deferment of study will only be granted in exceptional circumstances for students on a student visa.

OSHC: Overseas Student Health Cover. (Compulsory Health Insurance cover for international students in Australia.)

PLAGIARISM: Plagiarism is the presentation of work, ideas or data of others as one's own without appropriate acknowledgement. Severe penalties apply.

REVIEW OF GRADE: The process where a student who considers that an error has been made in the awarding of a grade, or an unfair grade has been awarded, may request that the grade be reviewed (only available to students who have satisfactory attendance).

SUSPENSION: A student may be suspended for a period of time from entering School grounds or using School services and facilities, including attending classes, using resources and accessing computers. This usually occurs as a result of student misconduct, which may include, but may go beyond, academic misconduct. Suspension need not prevent subsequent action against a student for misconduct.

TUITION FEE: A fee chargeable for the undertaking of a subject within a Programme.

Revision History

Review Date: January 2016

Rev.	Date	Description of modifications
1.	08/05/2014	Replaced DIICSRTE with AGDoE; BOS with BOSTES; Add Edmodo.
2	20/01/2016	Updates
3	12/05/2023	Updates