

PROCEDURE FULL FEE PAYING OVERSEAS STUDENT RESPONSIBILITIES

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	APPROVED	PRINCIPAL		

<i>Statement / Action</i>		<i>Responsibility</i>
1	AIM	
1.1	An educationally and culturally rewarding experience in Australia requires commitment, flexibility and tolerance. Thus it is important that the relationship between the School, homestay parents, guardians and pupils is cooperative with each party having a clear understanding of the others' expectations.	
1.2	This document is intended for pupils, homestay parents and guardians. It establishes a clear set of guidelines which all International pupils must adhere to.	
2	AT SCHOOL A PUPIL IS EXPECTED TO:	
2.1	Attend classes a minimum of 80% of the time including absences accompanied by a doctor's certificate.	student
2.2	Obey both Immigration Department regulations and the laws of Australia (see the end of this document for details).	student
2.3	Obey all School rules.	student
2.4	Demonstrate at all times a priority for her/his studies.	student
2.5	Conduct himself/herself at all times in a manner which shows self respect and respect for their school	student
3	AT HOME A PUPIL IS EXPECTED TO:	
3.1	Show respect and courtesy to their homestay at all times.	Student and host
3.2	Follow the rules and expectations of the household, such as curfews, cleanliness and participation in household duties.	Student and host
3.3	Give the homestay sufficient notice if not returning for the evening meal.	Student and host
3.4	Respect the rules regarding use of the home phone, security of the home and heating of her/his room.	Student and host
3.5	Speak to his/her guardian each week.	Student and guardian
3.6	Inform the guardian in advance about Parent/Teacher Interviews and organise appointments with teachers.	Student and guardian
3.7	Consult with the guardian if they wish to stay out overnight and provide all details of the venue including the people who reside at that address, the telephone number and street address.	Student and guardian
3.8	Raise any issues of concern with the guardian and seek assistance and advice when in doubt about anything.	Student and guardian

4	IMPORTANT IMMIGRATION DEPARTMENT REGULATIONS	
4.1	Students must:	
	4.1.1 Report any absence from their place of study. (Students who are absent from their school/institution for a period of five consecutive days or more without permission from the school/institution, must be reported to Immigration Department and the Student Visa will be automatically cancelled).	student
	4.1.2 Attend classes a minimum of 80% of the time including absences accompanied by a doctor's certificate (note: The School requires a minimum of 90% attendance). Students whose attendance falls below 80% in any one term must be reported to Immigration Department and the Student Visa will be automatically cancelled.	student
	4.1.3 'Satisfy course requirements', i.e., be passing all aspects of the course.	student
	4.1.4 Remain with the education provider for whom the Student Visa was granted for 6 months or, if the course is of a shorter duration, for the length of the course, unless adverse circumstances can be shown as to why the requested change is justified.	student
5.0	IMPORTANT LAWS RELATED TO STUDENTS UNDER 18	
5.1	Pupils under 18 years of age are:	student
	5.1.1 Not allowed to buy or drink alcohol or enter licensed premises unaccompanied by a responsible adult.	student
	5.1.2 Not permitted to purchase cigarettes.	student
	5.1.3 Not permitted to hold a full driver's license or drive a car.	student
	5.1.4 Not permitted to buy a student concession ticket for travel on public transport	student
5.2	When students turn 18, they are permitted to purchase cigarettes and alcohol but will need ID and proof of age to be admitted to most venues which do not admit underage students. However, if a student is driving a vehicle, and is on P plates, there is a NO ALCOHOL restriction so they cannot drive and consume alcohol at the same time.	student
5.3	It is a very serious offence in Australian law to drive a car without a licence. Students who carry an international driver's licence can only use them for a period of six months after arrival in Australia. After that, they are required to apply for a New South Wales drivers licence.	student

6.0	STUDENT SUPPORT SERVICES	
6.1	Pittwater House will provide an age and culturally appropriate student orientation programme to support students in adjusting to study and life in a new environment that includes information about: <ul style="list-style-type: none"> • support services available to students • legal services • emergency and health services • facilities and resources • complaints and appeals processes, and • any student visa condition relating to course progress and/or attendance as appropriate. 	Head of School
6.2	Pittwater House will either offer or provide access to welfare-related support services to assist with issues that may arise during student's study. These services are provided at no additional cost to the student.	Dean of Welfare
6.3	Pittwater House has a documented critical incident policy. This includes the actions to be taken in the event of a critical incident as well as follow-up and records of the incident and action taken by the school.	
6.4	Pittwater House has designated members of staff to be the official point of contact for international students in the various precincts of the school (High School, NBEC, UFY). The student contact officer(s) have access to current details of the school's support services. Pittwater House has sufficient student support personnel to meet the needs of the students enrolled with the school. This includes, ESL teachers, career counsellors etc.	Head of School
6.5	Pittwater House staff members who interact directly with international students are aware of the school's obligations under the ESOS framework and any potential implications for students arising from the exercise of these obligations, such as visa requirements etc.	Head of School
6.6	A Health Centre is provided at no additional cost to students. The Centre is staffed by a Registered Nurse on normal School days.	School Nurse

NOTES

1. *The Pittwater House Schools Ltd delivers the Foundation Year Certificate (PTW) programme under licence agreement from the University of New South Wales.*

- *The Pittwater House Schools Ltd CRICOS Provider No. 00897J*
- *The University of New South Wales CRICOS Provider No. 00098G*

