



ADELAIDE  
INTERNATIONAL  
SCHOOL

**Adelaide International School**

# ***STUDENT HANDBOOK***



***Building a brighter future***



## School Contact Information

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<b>CRICOS Provider Number:</b>	03133G
<b>SACE School Number:</b>	398



## Using this Student Handbook

This Student Handbook has been designed to provide you and your family with a quick guide to the procedures and policies of Adelaide International School. It outlines the day to day procedures such as those regarding attendance and lessons, as well as an explanation of our educational philosophy and the courses that we offer at Adelaide International School, along with our assessment requirements and protocols.

For international students, it will assist you with your compliance and visa requirements of the Department of Home Affairs and the Department of Education and Training, as well as the study requirement of Adelaide International School. Compliance requirements and the regulations of the Department of Home Affairs and the Department of Education and Training change regularly, and this Student Handbook will keep you informed of these changes as it is revised. Changes can also be monitored on their websites:

Department of Home Affairs

<https://www.homeaffairs.gov.au/>

Department of Education and Training:

<https://www.education.gov.au/>

We will also post changes on our website:

<https://www.ais.edu.au>

Several attachments are included at the back of this Handbook.

Appendix 1 *Student Code of Conduct*

Appendix 2 *Change of Details Form*

Appendix 3 *Authority to Exchange Information*

Appendix 4 *Acknowledgement Declaration*

Appendix 5 *Disclosure of Disability or Medical Condition*

After enrolment, you will need to sign the *Student Code of Conduct*, *Authority to Exchange Information* and *Acknowledgement Declaration*, and use the other forms when they are needed.



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## ***Welcome Message***

Thank you for choosing Adelaide International School (AIS) for the next period of your education.

Starting any study can be daunting and we would like to make the experience as simple and enjoyable as possible. Adelaide International School management, teachers and support staff are here to support you and assist you to plan your future educational pathway. Our principles of learning are based on ***Internationalism, Learning Culture, Ethical Values, Relationships and Community*** so that when you complete your study with us you will be ready to move into a global community and into your next stage of learning.

However, our efforts will need to be supported by your dedication and best attitude to ensure your success. We emphasise the importance of the spirit of open communication and cooperation by both you, as the learner and staff at Adelaide International School who will be your mentors. If you have any concerns or questions, please talk to us so that we can support you to achieve your best.

This Student Handbook has been produced to help all students, both international and local, navigate the day-to-day issues you will come across. It includes general information, guidelines and policies and procedures that you should keep at hand at all times.

I wish you an enjoyable and rewarding experience with Adelaide International School and should you have any questions please do not hesitate to contact our support staff.

Contact can be made using [info@ais.edu.au](mailto:info@ais.edu.au) .

**Peter Daw**  
**Principal**

## ***Studying at Adelaide International School***

***'A school committed to experiential education, where our classroom is the city of Adelaide'***

Adelaide International School (AIS) provides a quality learning pathway for international and Australian students who aspire to complete their primary and/or secondary school education in Adelaide in preparation for enrolment at an Australian university or other tertiary education institution.

The key cornerstones of the AIS program are 'English for Academic Purposes' courses for Primary and Secondary School students that provide them with the necessary skills and confidence to be successful in mainstream classes in Adelaide schools. These are registered ELICOS (English Language for Intensive Course Overseas Students) courses and AIS is an approved organisation for courses to International students on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

Staff at AIS understand that young people who have newly arrived in Australia require a school environment that matches their learning needs while providing suitable academic challenges for them within a caring, supportive educational setting. Regular communication with parents helps to assure families that the students at AIS receive the support they need.

The central location of AIS, in the heart of the city of Adelaide, provides easy transport access to students wherever they may live in Adelaide. Our location also allows the city of Adelaide to become part of the learning environment for AIS, assisting students to better understand the unique culture of this city and country.

Adelaide International School is a key member the Adelaide Independent Schools Alliance (AISA). AISA is composed of a group of non-government schools in Adelaide who are passionate about providing meaningful education to overseas students. For more information about AISA schools visit [www.aisa.edu.au](http://www.aisa.edu.au). AIS provides the English Language training for students entering AISA schools, endowing them with skills for their future and assisting them adapt to an increasingly globalised world.

Adelaide International School also delivers the South Australian Certificate of Education (SACE) and is approved by the SACE Board of South Australia as an education provider. Adelaide International School is a registered High School with the Education Standards Board (ESB).

For international students who have successfully completed Year 9 or Year 10, Adelaide International School offers a Preparation for SACE Program. This program delivers English-rich learning with a focus on exploring future pathways for future study. For those seeking enrolment into SACE, the program offers subject content to prepare for the type of research and critical thinking required for educational success.

The philosophy of Adelaide International School is based on Five Pillars that form the foundation of the culture and identity of AIS and permeate all areas of life at AIS. The Five Pillars are:

- Internationalism
- Learning Culture
- Ethical Values
- Relationships
- Community.



### **EDUCATIONAL PHILOSOPHY**

At Adelaide International School, we understand that proficiency in the use of language is a central platform for academic success and future career possibilities for students who have recently arrived from overseas. The AIS teaching and learning program is underpinned by the following beliefs:

1. Learning best occurs in a safe, friendly, and supportive environment.
2. Students coming directly from overseas require cultural and social support as well as academic instruction.
3. Prior understanding must be considered when planning the most suitable educational program for incoming students.
4. A key aim is to prepare students in a manner that will allow them to engage with the educational programs of destination schools/institutions. This requires regular liaison with destination schools/institutions.
5. Academic programs and teaching methodologies are taught by qualified practitioners who deeply understand the learning processes used by primary and secondary students.
6. Academic programs and teaching methodologies will be based on valid research and recognised best practice.
7. Regular assessment is used to inform future learning experiences.
8. Parents, education agents and destination schools will be kept informed of the progress of individual students.
9. A student attendance rate of close to 100% is an essential precursor for academic success.



## ***Key roles at Adelaide International School***

### ***Principal***

Oversees the overall operation of AIS with accountability for leadership of staff and delivering high quality educational experiences for students. Key responsibilities include:

Setting the School Culture	
Strategic Planning	Human Resource Management
Marketing	Policy and Procedures
Organisational Management	Compliance and Registration
Risk Management	

### ***Director of Curriculum***

Support the Principal in:

Teacher support	Organizational management	Enrolments
Strategic Planning	Compliance	
Risk Management	Human Resource Management	

Specifically plans, organises and coordinates the curriculum and ensures education support to students undertaking study. The role holds overall accountability for developing education programs based on an ongoing assessment of student's needs. The Curriculum Coordinator has overall responsibility for reporting of student progress.

### ***ELICOS Coordinator***

Plans, organises and coordinates English language studies and ensures education support to international students undertaking study. The role holds overall accountability for developing English language programs based on an ongoing assessment of student's needs.

### ***International Student Coordinator***

Responsible for the day to day welfare and wellbeing of students by supporting them with any difficulty relating to study or personal matters which may be affecting their ability to study.

### ***Teachers / Mentors***

Responsible for the teaching and guidance of students, including the review of curriculum learning materials and assessment tools within the organisation. These are the people who teach students to thrive in the classroom.

## Emergency Contacts

Adelaide International School	+61 8 8123 1786 <a href="mailto:info@ais.edu.au">info@ais.edu.au</a>
Police, Ambulance and Fire Brigade	000
Department of Home Affairs	131 881 <a href="https://www.homeaffairs.gov.au/help-and-support/contact-us">https://www.homeaffairs.gov.au/help-and-support/contact-us</a>
Youth Beyond Blue	1300 22 4636 <a href="https://www.youthbeyondblue.com/">https://www.youthbeyondblue.com/</a>
Head Space	<a href="https://www.headspace.org.au/">https://www.headspace.org.au/</a>
Lifeline	13 11 14 <a href="https://www.lifeline.org.au/">https://www.lifeline.org.au/</a>

## Adelaide International School Term Dates 2020

Term 5	Monday 6 January – Friday 24 January
Term 1	Wednesday 29 January – Friday 10 April
Term 2	Tuesday 28 April – Friday 3 July
Term 3	Monday 20 July – Friday 25 September
Term 4	Monday 12 October – Friday 11 December

## Adelaide International School Attendance

### CLASS TIMES

Students should arrive at AIS by **8.45am** each morning, Year 12 students arrive by 8.30am.

Classes are held every Monday to Friday between **9.00am – 3.20pm** unless it is an Australian Public Holiday or Pupil Free Day. SACE Stage 2 classes are delivered by way of a flexible timetable that spans from 8.30am-5pm.

The following is a standard daily timetable.

Subject	Class Times
Lesson 1	9:00am-9:45am
Lesson 2	9:45am-10:30am
Lesson 3	10:30am-11:15am
Morning Break (Recess)	11:15am-11:35am
Lesson 4	11:35am-12:20pm



Lesson 5	12:20pm-1:05pm
Lunch Break	1:05pm-1:50pm
Lesson 6	1:50pm-2:35pm
Lesson 7	2:35pm-3:20pm

You are required to attend scheduled classes unless:

- you are sick and have a signed medical certificate  
or
- you have a family crisis that requires you to remain or return to your home.

If you are absent from classes due to illness or and provide us with evidence to support your reason for absence.

**Telephone:** +61 (0)8 8123 1786  
**Mobile:** +61 (0)410 320 789

Depending upon the study missed, and by arrangement with your teacher, you may be able to make up the study.

Each day when you arrive in class your teacher will mark your attendance to note that you were on site. This provides both:

- a record of your attendance; and
- in the case of emergency evacuation, a checklist of all people who were in the building.

If you are late, and depending on how late you arrive, you may be marked as absent for a full or partial day.



## ***Commonly used abbreviations***

- ATAR**      **Australian Tertiary Admission Rank**  
This is a number between 0.00 and 99.95 that indicates a graduating Year 12 student's final academic position relative to all the students who started high school with them in Year 7. As an example, an ATAR of 80.00 means that you are in the 20 per cent of your Year 7 group (not your Year 12 group). The ATAR provides a measure of a student's overall academic achievement in relation to that of other students. It is calculated solely for use by institutions, either on its own or with other selection criteria, to rank and select school leavers for their courses.
- CRICOS**      **Commonwealth Register of Institutions and Courses for Overseas Students**  
Provides details of education institutions approved to recruit, enroll and deliver education and training services to overseas students, and details of their courses.
- DET**      **Department of Education and Training**  
DET manages the ESOS legislative framework. It maintains CRICOS and PRISMS and education institutions about their ESOS obligations. It works closely with DIBP and also has the authority to investigate education institutions to make sure they are complying with the ESOS laws.
- DHA**      **Department of Home Affairs**  
Australian Federal Government ministerial department responsible for immigration and citizenship.
- ESB**      **Education Standards Board**  
The South Australian regulatory body that approves school standards and accreditation.
- ESOS**      **Education Services for International Students Act 2000**  
Australian legislation providing standards and rules for the provision of education to International students and registration of providers.
- SACE**      **South Australian Certificate of Education**  
The accredited program of senior school study in South Australia
- SATAC**      **South Australian Tertiary Admission Centre**  
SATAC processes applications for many of the courses offered by our participating institutions - TAFE SA, the three main universities in South Australia, and Charles Darwin University in the Northern Territory.



## ***English Language Proficiency Requirements***

All students must satisfy Adelaide International School's English language proficiency requirements for admission to its programs. The English language proficiency requirements are as follows:

- the student's first language is English; or
- the student has:
  1. successfully completed an English language course recognised by Adelaide International School from a registered English Language Intensive Course for Overseas Students (ELICOS) provider.
  2. undertaken the English Language Proficiency Test (EPET) administered through AIS
  3. an overall IELTS band score of at least 5; or
  4. a TOEFL score of at least 520, or at least 75 in the computer based TOEFL.

Prospective students are required to submit acceptable evidence of their English proficiency at the time of application to study with Adelaide International School, such as an IELTS document showing their score. This evidence must be no more than 12 months old. Adelaide International School may also conduct an English language assessment to confirm the level of English proficiency. Where a student's English language skills are assessed as not sufficient for their proposed course of study, they will be required to attend Adelaide International School ELICOS classes.

## ***Adelaide International School Courses***

### **English for Academic Purposes (EAP)**

Adelaide International School is a registered provider of English for Academic Purposes - Elementary to Advanced (EAP) (CRICOS Course Code: 083251E).

Learning English at Adelaide International School involves more than simply learning English words and completing worksheets. The development of proficient speaking, listening, reading and writing skills is central to the courses we offer. Most importantly it is about making sure students are confident to communicate in English at an academic and social level so that they can easily access the next step in their education pathway.

The program focuses on four key areas of English language development:

1. Oral language
2. Writing
3. Reading
4. Basic mathematics vocabulary

### **EAP Primary**

Adelaide International School provides a Primary School Ready Program that focuses on intensive English language development for primary school students aged 5 - 12 years old who have newly arrived in Australia.

This program aims to develop the English language skills of students to prepare them for enrolment into a mainstream class at an Australian primary school.

Students are involved in a range of carefully selected activities and learning programs designed to provide scaffolding to learn the English language in an age-appropriate manner that will build confidence and promote a love of learning.

Class sizes are small to provide a learning environment with a high level of teacher support where content can be personalised to meet the learning needs of each student. The program uses formative and summative assessment strategies to differentiate content according to each students' age, level of English language and personalised needs.

The outcomes of these assessments are further used to help identify the recommended duration of time each student requires in the program.

For students referred by a local Australian Primary School, AIS works closely with that school to implement an immersion pathway for the student where they are gradually introduced to the school, allowing students to build confidence in their social interactions with peers and practice their English language skills in a traditional Australian classroom before commencement of their fulltime enrolment.

Upon completion of the Primary School Ready Program an assessment report summary will be provided giving an overview of the student's current levels of English language and engagement. For students not referred by a local Australian Primary School this report can be used to support future enrolment applications.

### **EAP Secondary**

Adelaide International School is a registered provider of English for Academic Purposes - Elementary to Advanced (CRICOS Course Code: 083251E).

EAP is an integral component for all international students enrolled with Adelaide International School as it provides the foundation and continual support of English language development. AIS has developed its own English Language tests known as the EPET. Every commencing student will undertake this test to determine their entry level of English.

Adelaide International School provides EAP to students enrolled at many Adelaide non-government schools. The courses are available to students preparing to commence in schools from Year 7 - Year 12.

For students referred by a local Australian Secondary School, AIS works closely with that school to implement an immersion pathway for the student where they are gradually introduced to the school,

allowing students to build confidence in their social interactions with peers and practice their English language skills in a traditional Australian classroom before commencement of their fulltime enrolment.

Upon completion of the EAP Secondary Program an assessment report summary will be provided giving an overview of the student's current levels of English language and engagement. For students not referred by a local Australian Secondary School this report can be used to support future enrolment applications.

### **Preparation for SACE Program**

Adelaide International School (AIS) offers ongoing enrolment into its High School SACE Preparation Program. This has been developed for International students who have successfully completed Year 9 or 10 seeking enrolment into Stage 1 (Year 11) of the South Australian Certificate of Education (SACE).

Overseas students who wish to undertake the South Australian Certificate of Education (SACE) often experience some challenges when first commencing the SACE. This is because English is their second language and the differences between the education systems in the home country and Australia. This program provides an effective bridge between the two education systems whilst developing English language proficiency.

The program consists of Year 10 level subjects where English is the language of instruction and students can gain some SACE Credits upon successful completion. After completing the program, students can either stay and complete the SACE with AIS or negotiate a transfer to another secondary high school within the Adelaide Independent School Alliance (AISA). ([www.aisa.edu.au](http://www.aisa.edu.au))

#### **SUBJECTS:**

- English
- English for Science
- English for Maths
- Personal Learning Plan (SACE compulsory)
- Cultural Studies (Civics and Citizenship, Australian Business Context, Cultural Identity)
- Individual Project

The subject Cultural Studies provides International students with a greater informed understanding of Australian culture, social and political structures including governing laws.

The combination of subjects will allow for some SACE credits, leading to Stage 1 SACE subjects and will be a solid foundation to start a student's SACE journey.

### **The South Australian Certificate of Education (SACE)**

The SACE is an internationally recognised qualification awarded to students who successfully complete Stage 1 (Year 11) and Stage 2 (Year 12) in a South Australian high school.

To be successful students need to achieve 200 credits, through a mixture of compulsory and elective subjects. **Credit towards the SACE may be given to International students who have successfully completed Year 11 in their own country.**

Visit the SACE website for more information [www.sace.sa.edu.au](http://www.sace.sa.edu.au)

Students receive an Australian Tertiary Admission Rank (ATAR) based on their academic results from the SACE. The ATAR is recognised for entry into Australian universities and Technical and Further Education (TAFE) institutions.

Our aim is to provide students with an opportunity to gain the South Australian Certificate of Education in a co-educational selected program designed to prepare students for future pathways.

The AIS SACE program is structured to enable students to gain the SACE within two (2) years, with the expectation of seeking further enrolment including university, higher education provider or vocational education training following graduation from Adelaide International School.

### ***SACE STAGE 1 (Year 11) at Adelaide International School***

AIS offers a full-time Stage 1 SACE program over 12 months with a selection of subjects designed with purpose to create a pathway into Stage 2 SACE, university, or other learning environments. The focus of the Stage 1 SACE program is Business related where students study and explore the world of business. Students will develop academic behaviours, gain skills for innovation, in a course that has the rigour appropriate for Stage 1 students.

SACE Stage 1 Subject Choice:

<b>Compulsory Subjects</b>	<b>Option Subjects</b>
English as an Additional Language	<ul style="list-style-type: none"> <li>● Integrated Learning/Community Studies</li> <li>● Languages Other than English (LOTE)</li> <li>● Psychology</li> <li>● Legal Studies</li> <li>● Business Innovation</li> <li>● Accounting</li> <li>● Economics</li> <li>● Certificate III in Business (to be completed in Stage 2)</li> </ul>
Mathematics	
Research Project	
Personal Learning Plan (Completed in SACE Preparation program)	

*NOTE: 6 full-year subjects are typically undertaken by Stage 1 SACE students.*

### ***SACE STAGE 2 (Year 12) at Adelaide International School***

AIS offers a full-time Stage 2 SACE program over 12 months with a selection of subjects that extend from Stage 1 studies leading to higher education and university business courses.

The Stage 2 SACE program continues its business focus requiring students to further explore in more depth the world of business. Students will develop academic behaviours, gain skills for innovation, in a course that has the rigour appropriate for Stage 1 to create a pathway into university or other learning environments where an ATAR is required.

In Stage 2 the SACE Board of SA will schedule examinations in November/December in the year of study.



SACE Stage 2 Subject Choice:

<p>Option Subjects</p> <ul style="list-style-type: none"> <li>English as an Additional Language</li> <li>· Mathematics</li> <li>· Physics</li> <li>· Integrated Learning/Community Studies</li> <li>· Languages Other than English (LOTE)</li> <li>· Psychology</li> <li>· Legal Studies</li> <li>· Business Enterprise</li> <li>· Accounting</li> <li>· Economics</li> <li>· Certificate III in Business (continued from Stage 1)</li> </ul>
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**SACE Policy Framework**

The SACE is made up of two parts: Stage 1 (which most students do in Year 11) and Stage 2 (which most students do in Year 12). You need to get 200 credits to achieve the SACE, through a mixture of compulsory and free-choice subjects and courses.

Student work will be assessed using an A to E grading system in Stage 1 and an A+ to E– grading system in Stage 2. These systems are supported by rigorous quality assurance processes. To be awarded the certificate, you will need to achieve a C grade or better for the compulsory Stage 1 subjects — the Personal Learning Plan and English and Mathematics subjects. You will also need to achieve a C- grade or better in 60 credits of Stage 2 subjects and in 10 credits for the Research Project.

Each subject or course that you successfully complete earns 'credits' towards the SACE. Students receive a final grade from A to E for each Stage 1 subject and from A+ to E– for each Stage 2 subject.

To gain your SACE, you need to achieve **200 credits**.

The compulsory subjects make up **50 credits**:

- 10 credits for the Personal Learning Plan at Stage 1
- 20 credits chosen from a range of English subjects at Stage 1 or Stage 2 (literacy requirement)
- 10 credits chosen from a range of mathematics subjects at Stage 1 or Stage 2 (numeracy requirement)
- 10 credits for the Research Project at Stage 2.

You will also need to successfully complete at least **60 credits** from Stage 2 subjects. You can choose these subjects, but they must be worth at least 60 credits in total.

The remaining **90 credits** can be gained through additional Stage 1 or Stage 2 subjects or Board-recognised courses (such as VET or community learning). You can choose the subjects or courses that you study to gain the remaining 90 credits.

To gain your SACE, you need to achieve:

- a C grade or better in the compulsory Stage 1 subjects
- a C– grade or better in the compulsory 70 credits of Stage 2 subjects, including 10 credits for the Research Project.

Please keep in mind that 10 credits equate to one semester of study in a subject, and 20 credits equate to a full-year subject.

### **Assessment and Reporting**

Students and their parents/guardians are provided with regular reports that show the academic progress of the student. Adelaide International School liaises with parents/guardians more frequently where a student is identified at academic risk and requiring additional support. The Curriculum Coordinator, International Student Coordinator, Principal and Director of Education are available to discuss results with parents/guardians where there are any concerns about a student.

### **Homework**

Students are required to engage in meaningful homework exercises and self-manage academic workload. A reasonable amount of time for a senior secondary student to spend completing homework is between 90 minutes to 180 minutes from Monday to Friday. Completing homework and study on weekends is a reasonable expectation.

Homework can be any of the following:

- Set timed activity
- Lesson preparation – reading, viewing, listening, writing about unfamiliar work (flipped learning, flipped classroom)
- Lesson consolidation – reviewing, reflecting, revising, practising
- Research, source selection and collection
- Primary source data collection
- Purposeful interactions, observations
- Extension activities
- Summative assessment items – completing or responding to feedback
- Proof-reading and editing own work
- Programmed work as scheduled

Teachers will check if homework is being completed regularly. When homework is not completed the teacher can respond in the following ways:

- Re-state the rule and explain benefits of self-guided study
- Require the student to remain after class or return during a break to complete the task
- Require the student to complete the set work the next night

## **Students with Special Needs**

In line with our access and equity practices, students with special needs are offered the same opportunities as any other applicant. Our classes and assessment programs will take special needs into consideration from the planning stage onwards and adopt flexible learning and assessment methods as appropriate.

To assist Adelaide International School to provide the best possible learning and assessment strategies, we ask that potential students requiring special assistance identify their needs by completing *the Disclosure of Disability or Medical Condition form (Appendix 5)*. This form is optional; however, it will enhance the learning experience if Adelaide International School is aware and can prepare specific support services.

## ***Induction and orientation of students***

Orientation is conducted on the first day of course commencement, unless otherwise negotiated. Its purpose is to fully inform new students of life at Adelaide International School including an introduction to study expectations. For international students, the International Student Coordinator will provide an overview of living in Adelaide including costs of living and public transportation is provided.

## ***Medical issues***

### ***Medication***

The school must be notified of all prescription medications used by students and arrangements must be made with the school for their administration. All medication that students are required to take during the school day must be deposited with the office with clear written instructions regarding dosage and timing.

All such information will be kept confidential in the student's health records. Under no circumstances may students give their medication to other students.

Medication will never be given to students without prior permission from parents/guardians. If a student presents to the school with any illnesses requiring basic medication, parents/guardians will be contacted for verbal consent.

### ***Medical forms***

All new students must submit completed medical documentation (which includes immunisation dates.) These forms need to be updated by families regularly.

### ***Allergies***

Parents/guardians are requested to inform the school about the nature of allergy and the seriousness of any allergies that their children may have, to ensure that appropriate measures are taken.

### ***Communicable and contagious diseases***

If your child is diagnosed with a communicable/contagious disease, a doctor's note of clearance to return to school must be submitted to the school before returning to class. The Director of Education will decide when the student can come back to class. The school requires that parents/guardians notify the school within 24 hours if your child is absent due to an infectious disease, has been exposed to, is a carrier of, or has recently been a carrier of the following infectious diseases: chicken pox, conjunctivitis, diphtheria, food poisoning, hepatitis, influenza type B infection, impetigo, measles, meningitis, meningococcal disease, mumps, pertussis (whooping cough), poliomyelitis, rubella (German measles), salmonella, streptococcal disease (Strep throat, including scarlet fever), tetanus or tuberculosis. An advisory note will be sent to alert parents/guardians that their child may have been exposed to the one of the above.

### ***Medical emergencies***

If a student is injured or becomes ill at school, the school will contact the parent/guardian and ask that the child is picked up. In cases of serious or life-threatening injury or illness, students will be taken to the nearest hospital or clinic emergency room.



### ***Accident/injury protocol***

All accidents that occur at school are recorded on an incident form and action is taken to ensure that future accidents do not occur, whenever possible. If a student's activities are limited due to an injury or health problem, written advice from a medical practitioner is required.

For any accident or injury at school, the school will fill an accident form describing the injury and care provided, and a copy will be retained by the School and a copy sent to the parents/guardians.

### ***Emergency contact information***

It is the responsibility of the parents/guardians to ensure that the school always has up to date contact information. Home, work and mobile phone numbers and current email addresses are to be submitted so that parents/guardians can be reached for general communication as well as in emergency situations. Whenever your contact details change, please advise our school office immediately.

### ***Emergency evacuations***

The school provides evacuation information throughout the year to ensure that members of the school community are familiar with the evacuation procedures.

## ***Use of Technology***

The use of appropriate technology is an essential part of the programs offered at Adelaide International School. All classes are enhanced with digital material presented with television projection and whiteboards. Mobile phones or similar portable personal digital devices will not be used in classes, unless as a designated part of the class instruction.

Secondary students will be required to provide and use a laptop each day to support learning. Students will receive appropriate instruction on internet safety and computer use. This will include a commitment to the appropriate use policy items that will be reviewed with students.

Primary students will be supplied with access to a computer when this is needed in their course of study.

### **The Acceptable Use Policy for Computer Networks and the Internet:**

After entry to AIS, students will be asked to acknowledge the following protocols for use of technology at AIS:

- a) As a computer user, I agree to follow the rules in all my work with computers while attending Adelaide International School. Virus activity, profanity, nudity, pornography, racism, sexism and obscenity cannot and will not be tolerated in any form. Unauthorised chat is forbidden. Violations may result in suspension and various restrictions of computer privileges at Adelaide International School.
- b) I will not use material from the internet directly in my work without full documentation of sources. Failure to do so will be considered plagiarism.
- c) I will not download unauthorised files of any type.
- d) I will not play games or use the computer resources for non-academic activities unless it is part of a class authorised enrichment/review activity or authorised by a teacher.



e) I will not make unauthorised copies of software. I will not sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.

f) I will protect the privacy of others' areas by not trying to learn their passwords; I will not copy, change, read, or use files in another user's area; I will not attempt to gain unauthorised access to system programs or computer equipment; I will not create or introduce any virus which may destroy files or disrupt service to other users.

g) I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means; I will not waste class time visiting chat rooms, sending e-mail, or reading non-classroom e-mail. E-mail is a privilege afforded only to designated classes for classroom projects/assignments and only allowed by teacher(s) permission.

Students will use school computers for school-related work only.

Top Five Things to Remember About Your Laptop/Tablet:

1. Keep your battery charged.
2. Keep your password private.
3. Backup your data.
4. Name your files correctly.
5. Keep your laptop secure.

## ***Code of Conduct***

Adelaide International School encourages and expects students to aspire to the highest standards of behaviour. Students are expected and have a responsibility to encourage their peers to do the same. Students have a responsibility to advise the staff when there is a dangerous situation. Students are expected, to be honest in all matters. **See Appendix 1** at the end of this document for the student code of conduct that must be signed when commencing study at AIS.

## ***Student Welfare***

### **Child Protection**

Adelaide International School complies with the requirements of Child Protection Legislation which means that convicted sex offenders are prohibited from working with children and young people who are less than 18 years of age. Before our staff members start work, Adelaide International School checks their background to make sure they are not prohibited from working with children and young people. This is a requirement of all registered teachers and other staff who are employed by Adelaide International School.

Adelaide International School is committed to the safety and wellbeing of all students enrolled endeavouring to ensure it offers an environment where children feel safe, respected and valued. Adelaide

International School promotes a zero tolerance towards any form of child abuse including the protection of children against physical, sexual, emotional, and psychological abuse and neglect. Adelaide International

School supports the rights and wellbeing of our staff by encouraging their active involvement in building and maintaining a safe environment for all students.

Adelaide International School’s Child Protection Policy ensures students that they have a right to be protected from harm, including child abuse. The policy identifies how staff and students report any concerns or suspicions about child abuse and the process of reporting to the relevant authorities with the purpose of responding in a timely and sensitive manner. Additional AIS policies have been developed to support the Child Protection Policy.

These policies are designed to reduce the risk of harm to Adelaide International School students and are readily available to all staff to promote, educate and encourage:

- Children protection
- Child safe and friendly environment
- Intervention on behalf of a child
- The empowerment of children’s rights

## ***Staff employment***

Adelaide International School takes seriously, the appropriate selection and recruitment of all staff members, regardless of their role to prevent actions and behaviour that would be harmful to children. AIS engages the following screening processes:

- Face-to-face interviews including confirmation of educational status where relevant
- Referee reports and obtaining reference checks
- Requesting mandatory Department for Communities and Social Inclusion clearance
- Other background checks where required

All Adelaide International School staff are required to maintain the current recognised training in recognising and reporting child abuse currently titled at the time of printing this document *Responding to Abuse and Neglect – Education and Care*.

In situations of suspected abuse, or where an allegation has been made, Adelaide International School will treat the situation in line with its Complaints Policy and privacy requirements.

## ***Other services offered through AIS***

Prices listed are GST inclusive. ***(Relates to international students only)***

<b>Transportation</b>	
<ul style="list-style-type: none"> <li>• Airport welcome and transport to accommodation fee</li> </ul>	\$121 (One way)
<b>Guardianship:</b>	
<ul style="list-style-type: none"> <li>• ISA Guardian &amp; Welfare Services</li> </ul>	\$2,220
<ul style="list-style-type: none"> <li>• Student Guardian Services (SGS)</li> </ul>	From \$1,800
<b>Mandatory Charges:</b> (subject to change by Government)	



Overseas Student Health Insurance – (payable to Bupa – cover must be for the length of the course, plus one month – eg course is 12 months, insurance cover must be for 13 months)	
• Single cover per month	\$45
• 13 months Single cover total	\$585
• Family cover per month	\$175
• 13 months Family cover total	\$2,287
<b>Course fees include</b> (Tuition and Materials fees):	
• Tuition and Material Fees are payable 1 Semester (2 terms) in advance	
• Induction Program	
• Additional support – coaching and tutorials in English	
• Adelaide International School Library and internet access	
<b>Course fees do not include:</b>	
• Text and reference books and stationery (additional to student workbooks)	
• Accommodation	
• Meals and transport – including airport pickup on arrival	
• International or domestic airfares	
• External professional services	

Receipts are issued for all payments and pre-payments are held in an Australian bank account specifically established for prepaid tuition fees.

## ***Fee Refund Policy***

The request for refund of fees for any valid reason must be made in writing to the Principal using the *Refund Request Form* available on request from the AIS office on [info@ais.edu.au](mailto:info@ais.edu.au).

Tuition Fees will be refunded only for those subjects that have not been commenced, less 10% administration fee (capped at \$500.00).

Regardless of whether a student elects to pay all fees upfront or negotiates a payment plan:

- if a visa application is rejected for a student applying for enrolment from offshore, the tuition fees will be refunded in full and the student must provide certified evidence of rejection. The enrolment fee and materials fees will not be refunded.
- if a student withdraws from a course and a request for refund is made to Adelaide International School twenty-eight (28) days or more prior to the course start date, tuition fees will be refunded in full less administration fee. The enrolment fee and materials fees will not be refunded.
- if a student withdraws from a course and request for refund is made to Adelaide International School less than twenty-eight (28) days prior to the course start date, 80% of net tuition fees will be refunded less administration fee. The enrolment fee and materials fees will not be refunded
- if a student withdraws from a course after course commencement in any semester, the tuition fees for units that have not been commenced will be refunded less administration fee. The enrolment fee and materials fees will not be refunded.



No refunds will be paid to a third party. All refunds will be made by direct bank transfer to the account of the person who made the original payment(s) within twenty-eight (28) days of receipt of application for refund.

## ***Change of Circumstances***

It is *your* responsibility and legal obligation to always keep Adelaide International School informed of your current contact details, medical information, family situations etc. A copy of our *Change of Details Form* is included as **Appendix 2** and our Administration Support Staff will provide you with additional copies if required.

You must advise the Adelaide International School administration office as soon as you become aware of any change in:

- residential or email address,
- landline or mobile phone number,
- your personal situation,
- any problems or issues you are experiencing which may affect either your ability to complete your classes successfully or your continuing stay in Australia.

If you are unsure if you must report something to Adelaide International School, please ask.

## ***Privacy***

### ***Privacy Policy***

The AIS Privacy policy is available on the Adelaide International School website ([www.ais.edu.au](http://www.ais.edu.au))

### ***Accessing Your Personal File***

You may access your personal file and request that updates be made to information that you feel is incorrect or out of date.

To request to see your records you need to apply in writing and normally, access can be provided within forty-eight (48) hours of request. Copies of records are available a minimum of five (5) working days and a fee will apply for administration costs. Administration staff can provide you with cost details which will depend upon your specific need but will not exceed \$AU15.00. Note that identification will be required to access personal file information. All records are owned by AIS.

If you find any errors in the records, please advise us immediately so that we can make corrections.

## ***Complaints Policy and Appeals Process***

At AIS we aim to provide a service to our families that is open, transparent, and ethical.

It is the policy of Adelaide International School that all stakeholders will be treated in a fair and equitable manner and always receive quality service .



A complaint arises when:

- a stakeholder is not satisfied with an aspect of Adelaide International School's services and requests action be taken to resolve the matter.
- a stakeholder believes they have been treated unfairly or have been discriminated against.

If a student chooses to access our complaints and appeals processes, Adelaide International School will maintain the student's enrolment while the complaints and appeals process is ongoing.

Adelaide International School commits to a complaints process is open, transparent, and accessible to everyone.

For more information, please refer to our Complaints Policy and/or Appeals Process at <http://www.ais.edu.au>

## ***Information for International students about Education in Australia***

### ***ESOS Education Act***

The Australian Government, as does Adelaide International School, wants international students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for international students. These laws are known as the ESOS framework and they include the *Education Services for Overseas (ESOS) Act 2000* and the National Code 2018. Please see <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx> for more information.

### ***Protection for international students***

As an international student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.education.gov.au/>.

CRICOS registration guarantees that the course and the education provider with whom you study meet the high standards necessary for international students. Please check carefully that the details of your course – including its location – match the information on CRICOS.

### ***Your Rights***

The ESOS framework protects your rights, including your right to:

- receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your provider's agent.
- sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of tuition fees. You should keep a copy of your written agreement.



- get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to complete your course.

Adelaide International School adheres to the current Tuition Protection Scheme (TPS), which ensures that your tuition fees are insured and safe. The TPS is a placement and refund service for international students, which is activated if your provider is unable to teach your course. Visit the TPS website for more information, at [www.tps.gov.au](http://www.tps.gov.au).

The ESOS framework sets out the standards Australian education providers offering education services to international students must obey. These standards cover a range of information you have a right to know and services that must be offered, including:

- orientation and access to support services to help you study and adjust to life in Australia
- the details of the contact officer for international students
- if you can apply for course credit
- when your enrolment can be deferred, suspended, or cancelled
- what your provider's requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well
- if attendance will be monitored for your course, and
- a complaints and appeals process.

One of the standards does not allow another provider to enrol a student who wants to transfer to another course until they have completed six months of the principal course of study in Australia. If you want to transfer before you have completed six (6) months of your principal course, you need your provider's permission unless there are special circumstances such as:

- you are a government sponsored student, and your sponsor supports a transfer, or
- your current education provider or course has ceased to be registered or a sanction has been imposed that prevents your provider from continuing to deliver your principal course.

Another standard is that if you are under 18 years of age, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.

### ***Your Responsibilities***

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

- satisfy your student visa conditions
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- meet the terms of the written agreement with your education provider
- inform Adelaide International School of any changes to your contact details immediately and provide us with confirmation of your contact details at least every six (6) months (please refer Appendix 2 Change of Details Form)
- maintain satisfactory course progress
- follow Adelaide International School's attendance policy, and



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

More information on studying in Australia, go to <https://www.studyinaustralia.gov.au/> or ESOS Helpline 1300 615 262.

For visa matters go to <https://www.homeaffairs.gov.au/> or 131881 in Australia or the Department of Home Affairs office in your country.

## **Accreditation**

AIBT holds all registrations with the relevant accreditation and regulatory bodies. Therefore, any reference in this document identifying Adelaide International School's registration or accreditation is through AIBT. AIBT is a Commonwealth Registered Institute for Overseas Students to enrol full fee paying 500 visa subclass students (CRICOS Provider No. 03133G).

## **Registered course**

Course Code	Course Name	Course Level and Duration
004818C	Secondary Senior Years 11-12	Senior Secondary Certificate of Education 104 weeks

### **Education agents**

Adelaide International School is responsible for the actions of their agents in marketing their courses. All education agents working on behalf of Adelaide International School have completed an Agent's Agreement with us. We review the activities of education agents from time to time and your feedback in regard to your education agent's performance is welcome at all times.

Education agents should not be seeking additional fees/payments from you once you have been accepted by Adelaide International School. Should you be asked for additional fees, do not pay and please contact Adelaide International School immediately.

Education agents must provide you with the following information before you make an application to study.

- details about Adelaide International School and its facilities, equipment and learning resources.
- information on course content, the qualification gained on completion, and its duration.
- teaching and assessment methods.
- details of any arrangements with other providers for recognition or completion of the course.
- course fees, refund conditions and other tuition expenses.
- living in Australia and the local environment of the relevant campus, including information about campus location, accommodation availability, and costs of living.
- course entry criteria including the minimum level of English language proficiency, educational qualifications and work experience required.
- visa requirements which must be satisfied by the prospective student including English language proficiency levels.



- conditions imposed on student visas including satisfactory academic performance, attendance requirements and working rights and that Adelaide International School will be required to keep a record of your academic progress and attendance at classes.
- the requirement of AIS to report to relevant Australian government authorities a student's failure to meet their visa conditions relating to attendance or academic performance.
- withdrawal arrangements.
- admission procedures, credit transfers and the recognition of existing skills and knowledge policies and procedures at Adelaide International School.
- internal and external complaint and appeals procedures.
- student support and welfare services of special relevance to international students.

### ***Student visa requirements***

The Department of Home Affairs requires you to provide evidence that satisfies the entry requirements applicable to you and your country of origin prior to being granted a student visa and may include whether you have enough money, English proficiency, likely compliance with the conditions of your visa and any other matters considered relevant to assessing your application. You will need to submit your information through the local Australian Immigration Office.

You will be required to show that you meet the selection requirements for the courses that you enrol in at Adelaide International School. These responsibilities must be maintained after your arrival in Australia and it is a requirement that you are aware of these before you sign your enrolment form.

Additional information on visa issues is available from your education agent and independent advice is available on the Department of Home Affairs internet site on <https://www.homeaffairs.gov.au/>.

### ***Academic Entry Requirements***

- Minimum Year 10 or international equivalent for Stage 1 entry
- Minimum Year 11 or international equivalent for Stage 2 entry
- Where a student is unable to provide evidence of minimum entry requirements, or their evidence is not at the minimum level, in appropriate circumstances, Adelaide International School may assess the student towards confirming the minimal level.
- Computer literacy to the level required to successfully complete the course of study.

### ***Credit and recognition***

Credit / Recognition provides students wishing to study at Adelaide International School an opportunity to have their current education level recognised. Any student applying for Credit / Recognition against SACE Stage 1 and/or Stage 2 will be required to complete a SACE Board of SA application form and submit this form, along with requested evidence, to the SACE Board for processing and approval. Adelaide International School is not able to assess and award Credit / Recognition of prior learning for SACE subjects.

***NOTE:*** *Approval of Credit Transfer / Recognition, may affect an overseas student's visa conditions by shortening of the student's course duration. Students wishing to apply for credit transfer are advised to contact DIBP to discuss this.*



### ***International student health cover***

Australia has a very modern and efficient health care system subsidised by the Australian Government. Overseas Student Health Cover (OSHC) allows you to use the Australian healthcare system. It covers the costs for medical or hospital care, emergency ambulance transport and some prescribed medication that you may need while studying in Australia.

All international students must purchase and maintain for the duration of their stay an approved OSHC policy from a registered health benefits organisation **before** applying for a visa and giving you coverage from the day you arrive.

For information about Overseas Student Health Cover please visit:

<https://www.studyinaustralia.gov.au/english/live-in-australia/insurance> .

## ***Attendance***

Each study year is at least forty (40) weeks and attendance must be a minimum of 90% for that period. Please refer to your course timetable.

You are required to attend scheduled classes unless:

- you are sick and have a medical certificate signed by a recognised medical practitioner in Australia; or
- you have a family crisis that requires you to return to your home. Some form of evidence is required.

If you are absent from classes due to illness or family crisis you must inform Adelaide International School before commencement of classes on the first day that you will be absent and provide us with evidence to support your reason for absence. Depending upon the study missed, and by arrangement with Curriculum Coordinator, you may be able to make up the study.

If you are absent without notifying Adelaide International School, the International Student Coordinator will contact you and disciplinary action may follow if the reason for not reporting is insufficient.

Each day when you arrive in class your teacher will mark your attendance to note that you were on site. This provides both:

- a record of your attendance; and
- in the case of emergency evacuation, a checklist of all people who were in the building.

If you are late, and depending on how late you arrive, you may be marked as absent.

All students should maintain at least an 90% attendance rate over any given study period (this is generally one semester or term). If the attendance rate drops below 90%, at any point in time, and it is calculated that the student cannot reach an average of 90% by the end of the study period, then the student will be warned in writing of a possible breach of visa conditions. If the student's attendance rate falls below 80% and they are not making satisfactory academic progress, they are considered to be in breach of their visa conditions, Adelaide International School is required to advise the Department of Home Affairs who will initiate an investigation which may lead to the cancellation of your visa. Adelaide International School will activate an



intervention strategy as soon as a drop-in attendance or academic performance is noted to assist students avoid non-compliance with their visa conditions.

Students have twenty (20) days to appeal a decision to report to the Department of Home Affairs via the Adelaide International School Appeal Process. Please refer *Appeals Policy* at <http://www.ais.edu.au>

Students are contacted by telephone by the International Student Coordinator to determine the cause of their absence. A file note of the telephone contact is placed into the student's file. If the student cannot be contacted after five (5) days, then the Department of Home Affairs is advised.

Where an international student chooses not to access the Complaint or Appeal process, withdraws from the process, or the process is completed and results in a decision supporting Adelaide International School then Adelaide International School is required to notify the secretary of the Department of Home Affairs via the PRISMS system as soon as is practicable.

### ***Academic Performance***

Under the conditions of a student visa, international students are required to study 100% of a fulltime study load.

The only reason(s) a student may undertake a reduced study load is where:

- additional subjects are needed to complete the course and these subjects total less than a fulltime study load; or
- in the final semester where the remaining subjects do not total a fulltime load.

International students are not entitled to undertake a reduced study load because of credit transfer, exemptions or to repeat failed subjects. Credit transfer must be processed and confirmed by the SACE Board of SA. Adelaide International School will assist students to complete the SACE Board Credit Application Form.

Students who do not have satisfactory academic progress will be reported to the Department of Home Affairs. As a general rule, more than one (1) failure in a subject or failure in two (2) subjects or more in any one (1) term will trigger a review of academic progress by us. If you do not meet the passing grades at the level required Adelaide International School must advise the Department of Home Affairs through PRISMS.

Students have twenty (20) days to appeal a decision to report to the Department of Home Affairs via the Adelaide International School appeal process. Please refer to our Appeal Policy at <http://www.ais.edu.au>

Where an international student chooses not to access the Complaint or Appeal process, withdraws from the process, or the process is completed and results in a decision supporting Adelaide International School then Adelaide International School is required to notify the Department of Home Affairs via the PRISMS system as soon as is practicable.

### ***Working whilst studying***

Once your course has commenced, you are permitted to work a maximum of 40 hours per fortnight when your course is in session, and unlimited hours when your course is not in session.

Voluntary, unpaid work, is not included in the limit of 40 hours per fortnight if it:



- is of benefit to the community
- is for a non-profit organisation
- is genuinely voluntary (that is, you are not paid either in cash or other—board and lodging is acceptable).

If the voluntary work could have been undertaken by an Australian resident who would have received a wage, then this is included in the 40 hours.

If you are unsure, you should check with the Department of Home Affairs as random checks are conducted and if a person under a student visa is found to have worked more than forty (40) hours per fortnight, their visa will be cancelled, and the employer may be liable to prosecution.

### ***Change of Circumstances***

Adelaide International School is required by law to advise the Department of Home Affairs of all changes to your situation. If you do not advise Adelaide International School and we become aware of the change by other means, there may be consequences for you.

It is **our** responsibility to let the Department of Home Affairs know through our PRISMS computer system should:

- you default in any aspect of your visa provisions
- your attendance level drop below 80%
- your academic progress level fall below 50% (however, Adelaide International School intervention strategies will apply as soon as we identify that you are struggling with your course)
- you not make your fee payments

Speak with us if you have any problems or issues and together, we may be able to find a solution.

### ***Non-compliance with rules***

Non-compliance of rules will result in consequences including:

- implementation of Adelaide International School Intervention Strategy available from the Adelaide International School administration.
- If the issue or behaviour continues, education services will be withdrawn, and you will be notified in writing that enrolment has been terminated and that the Department of Home Affairs have been advised as required by the legislation.

While we hope that these situations do not occur, we are committed to a very transparent process to ensure that all parties are satisfied with the final resolution and have access to our Complaint Process and Appeals Process. Refer <http://www.ais.edu.au>

### ***Transfer of international students between registered providers***

When a request for transfer is received for an incoming student to study at Adelaide International School, the International Student Coordinator will assess the student's request and if all student visa criteria are met and Adelaide International School has the capacity to accept the student the International Student Coordinator will determine whether to accept the student or not.

If the student's request for transfer is rejected, the International Student Coordinator will inform the student in writing of the decision and the reason/s for this decision.

### ***Release of students to move to another provider***

If a student wishes to be released from their studies at Adelaide International School, and transfer to another registered provider will assess the student's request and if all student visa criteria are met and Adelaide International School has had the opportunity to address any issues that the student may have and are affecting their decision to move the relevant International Student Coordinator will determine whether to release the student or not. Please note that approval for release is only required if a student has not completed six (6) months of their course. Adelaide International School will not unreasonably withhold the release and at all times the best interests of the Student are considered.

## ***Visa breach and changing enrolment details***

Where a student is in danger of being in breach of visa conditions a meeting to discuss the reasons for failing to meet their requirements will be arranged with the student (they may invite a support person or advocate). The aim of the mentoring meeting will be to assist the student to succeed in future and a program that will assist the student will be agreed with and approved by the Curriculum Coordinator. The mentoring sessions are recorded as a written record, copied to all parties and placed on file.

Students who fail to meet their defined visa obligations will be breached by the relevant Curriculum Coordinator and mandatory notification to the Department of Home Affairs will be made through PRISMS. The student will be advised in writing of the decision, prior to reporting, and will have twenty (20) days from the date of the letter to access Adelaide International School's Appeal process. Please refer Appeal Policy at <http://www.ais.edu.au>.

Where an International Student chooses not to access the Complaint or Appeal process, withdraws from the process, or the process is completed and results in a decision supporting Adelaide International School then An Adelaide International School is required to notify the Secretary of the Department of Home Affairs. via the PRISMS system as soon as is practicable.

### ***Deferring, suspending, or cancelling enrolment***

A student may be granted deferment or temporary suspension from their studies on compassionate grounds or due to compelling circumstances (e.g. where a medical certificate states that a student is unable to attend classes or fly).

A student may cancel their enrolment for any reason.

Adelaide International School may choose to defer, temporarily suspend a student's enrolment on two (2) grounds:

- compassionate or compelling circumstances; or
- grievous misbehaviour by the student.



Deferment, suspending or cancellation enrolment may affect an international students visa. If a student defers, suspends, or cancels enrolment Adelaide International School must notify the Department of Home Affairs via PRISMS.

The International Student Coordinator along with the Director of Education and Principal may make the decision to cancel a student's enrolment, based on grievous misbehaviour.

The student may appeal an AIS decision within twenty (20) days of the decision via the AIS Appeals Process. Please refer Appeals Process at <http://www.ais.edu.au>

Where an international student chooses not to access the Complaint or Appeal process, withdraws from the process, or the process is completed and results in a decision supporting Adelaide International School then Adelaide International School is required to notify the Department of Home Affairs via the PRISMS system as soon as is practicable.

### ***Ensuring completion***

Where a student will not complete the course within the expected duration as a result of:

- compassionate reasons such illness
- where Adelaide International School are unable to provide a prerequisite unit
- where Adelaide International School have implemented the intervention policy
- an approved deferment or suspension has been issued by Adelaide International School

the International Student Coordinator and Curriculum Coordinator will support the International student's application for extension of their visa by putting into place a valid plan for successful completion.

### ***Working with 'at risk' students***

Where a student is identified as being at risk of breaching attendance or academic performance, up to three (3) mentoring sessions will be initiated to determine any underlying causes and where supports are negotiated and agreed upon. Where necessary the student will be referred to external services for assistance. No charge is made by Adelaide International School to the student for referral to appropriate external support services and every effort will be made to access free or low-cost services. The student should be aware that costs directly associated with the support service will be payable by the student.

Adelaide International School will assist the student to access appropriate funding or medical benefit rebates as may be available from time to time. Refer Adelaide International School Intervention Strategy available from Administration.

## ***Graduation***

Your results and course file will be forwarded to the Curriculum Coordinator and International Student Coordinator to check everything is in order. Students will be contacted should there be any outstanding work or other issues. After successful completion of Year 12, a SACE Certificate is issued by the SACE Board of SA and is outside of Adelaide International School control. A graduation ceremony at the completion of Stage 2 will be arranged to allow students to celebrate their achievement.



***Incomplete certificates***

If you leave the course without completing and passing all the assessments in full, you will only be entitled to an incomplete SACE certificate.

***Re-issuing certificates***

Adelaide International School keeps records of courses completed by students for thirty (30) years. If in the future students need another copy of their SACE Certificate, they will need to contact the SACE Board of SA. Adelaide International School can assist if required.

## **APPENDIX 1: STUDENT CODE OF CONDUCT**

### **Student Responsibilities**

As an AIS student I will:

1. be respectful and courteous to all persons regardless of status or position.
2. show awareness that different people have different views and come from different backgrounds. I will respect these differences and the boundaries directly or indirectly set by others.
3. maintain a positive attitude and strive to be supportive and inclusive of other students or AIS staff.
4. respect the privacy of others.
5. take personal ownership of, and responsibility for, my behaviour and my learning, always striving to do my best.
6. attend school as often as possible and fully participate in all education exercises.
7. advise AIS (via telephone) of absenteeism prior to the commencement of classes.
8. not engage in cheating or plagiarism.
9. complete all homework as requested by my teachers.
10. maintain high levels of personal presentation and hygiene.
11. openly communicate with AIS staff in regard to any issues that may reduce my capacity to successfully complete my studies.
12. advise AIS of any changes in personal details via the Change of Student Details Form as soon as practicable.
13. not distribute or share confidential information about other AIS students or staff.
14. always ensure that all documentation and learning resources provided by AIS are maintained in safe and good condition.
15. always assist in maintaining neat and tidy AIS workspaces.
16. not engage in illegal activities which will lead to AIS being required to report me to the relevant authorities such as the South Australian Police.
17. respect the AIS requirement of zero tolerance of the consumption of, or being under the influence of, alcohol or illicit substances during teaching hours. This includes smoking during school hours or on the way to and from school. I understand that this will result in strong consequences which may include being asked to leave the building. I understand that in some circumstances, a formal investigation will be implemented which may result in my expulsion from AIS. Confirmed evidence of possession of illicit drugs will be reported to South Australian Police.
18. support AIS to maintain a workplace which is free of physical violence, possession of weapons, coarse and aggressive language and intimidatory behaviours. This includes showing personal behaviour that is not aggressive or intimidatory.



I am aware that extreme bullying, threatening, abusive, violent (verbal or physical) or discriminatory behaviour may result in my expulsion from AIS.

I understand that bullying and severe discriminatory behaviours are illegal in Australia and may result in a report being made to the SA Police.

**Student Rights**

As an AIS student I have the right to:

- be treated respectfully, equitably, and fairly by teachers and fellow students
- feel emotionally and physically safe in my learning environment
- have my reports of harassment treated respectfully, seriously, impartially, sensitively and with appropriate confidentiality and to have these issues addressed promptly and appropriately.
- the AIS appeal and complaint processes:
  - where resolution may be reached by a process of discussion, cooperation and conciliation
  - that provides information, support and assistance in resolving the issue for all parties involved
  - where no person lodging a complaint, or assisting in the investigation will be victimised or treated unfairly
- appropriate privacy and confidentiality.
- timely and appropriate access to my student or personal records/files.

I, .....

(STUDENT NAME)

confirm that I have read, understood, and accept the AIS Student Code of Conduct.

Signed: ..... Dated: .....

(STUDENT SIGNATURE)

Signed: ..... Dated: .....

(PARENT / GUARDIAN SIGNATURE)



## APPENDIX 2: CHANGE OF DETAILS FORM

Information is within the guidelines of the Privacy Principles contained in the Privacy Act 1988 and will be used solely for Adelaide International School class activities.

<b>1. PARTICIPANT</b>	
Name	
Address	
Suburb	Postcode:
Phone Number	Email:
Mobile Phone No	Date of Birth:
<b>2. PARENT/GUARDIAN (If Participant is under 18 years of age)</b>	
Name	
Address	
Suburb	Postcode:
Phone Number	Email:
Mobile Phone No.	Fax No:
<b>3. EMERGENCY CONTACT</b>	
Name	
Phone Number	Mobile Phone No:
<b>4. QUALIFICATION/COURSE DETAILS</b>	
Course Title	
Course Code	
Commencement Date	Termination/Completion Date:
Payment Method	Cash <input type="checkbox"/> Credit Card <input type="checkbox"/>
<b>5. Authorisations</b> Completion of this section is mandatory	
I _____ authorise Adelaide International School to collect, store and use my personal information within the limitations of the Privacy Principles contained in the Privacy Act 1988.	
Participant/Guardian	Date / /
Signature	

<b>Office Use Only</b>	
Participant Ref Number	: _____
Commencement Date	: ____/____/____ Termination/Completion Date: ____/____/____
Competency Completion Details Entered By:	_____ Date : ____/____/____



### **APPENDIX 3: AUTHORITY TO EXCHANGE INFORMATION**

For purposes directly related to my course of study

I .....

authorise Adelaide International School to:

1. share information directly related to my course of study;
2. gather information from my previous education providers;
3. share academic or previous classes information with other learning institutions I have attended;

I authorise Adelaide International School to discuss my course of study, progress and information with my mother, father or legal guardian up to my eighteenth birthday at which time authority to communicate with them will cease:

MOTHER .....

FATHER .....

LEGAL GUARDIAN .....

- › I give permission for Adelaide International School to allow access of my records to State and Federal Government Departments and Authorities as may be required from time to time.
- › I acknowledge that Adelaide International School is required to retain my enrolment records for a period of thirty (30) years. I acknowledge and agree that in the event that Adelaide International School ceases to operate or is under new ownership that those records will be transferred to EECSRSB or its equivalent at the time or to the new owners who will maintain equivalent levels of security and privacy in regard to those records.
- › I agree to my photograph being taken and securely stored by Adelaide International School with the understanding that the photograph will be used solely for Adelaide International School internal reference purposes. Additional permission must be sought prior to any photograph of myself being used for any other purpose.
- › I understand that Adelaide International School will comply with the Privacy Act 1988 and subsequent amendments.

**STUDENT**

NAME ..... SIGNATURE .....

IF UNDER 18 YEARS OF AGE PARENT/GUARDIAN MUST SIGN

NAME ..... SIGNATURE .....

ADDRESS ..... RELATIONSHIP .....

.....  
.....

**ADELAIDE INTERNATIONAL SCHOOL REPRESENTATIVE**

NAME ..... SIGNATURE .....

POSITION .....

DATED THIS..... DAY OF ..... 20.....

## **APPENDIX 4: DISCLOSURE OF DISABILITY OR MEDICAL CONDITION**

### **CONFIDENTIAL**

Students who consider that they have an illness, disability or other condition that might require special arrangements or assistance should complete this form.

Completion of this form is not compulsory, but it will permit Adelaide International School to make appropriate arrangements. Failure to notify Adelaide International of an illness, disability or other condition will make it difficult for AIS to exercise appropriate duty of care and may well endanger safety.

No liability is accepted by Adelaide International School or its employees, volunteers or representatives in regard to assistance provided to a student for illness, accident or emergency.

No liability is accepted by Adelaide International School or its employees, volunteers or representatives in regard to a student’s undisclosed physical or mental illness or disability being exacerbated in the course of the normal progress of classes, excursion or placement.

The completed form should be forwarded in a sealed envelope marked to the attention of the Director of Secondary Education who will determine the appropriate Adelaide International School teacher to assist you. The teacher will be pleased to discuss appropriate arrangements with you in confidence. The form will then be placed on your secure client file.

NAME: .....

TYPE OF CONDITION: .....

.....

.....

.....

ASSISTANCE REQUIRED (if any):.....

.....

EMERGENCY CONTACT/PERSON WHO MAYBE CONTACTED IN AN EMERGENCY:

NAME: .....RELATIONSHIP TO SIGNATORY.....

ADDRESS: .....

Phone (Work): ..... (After hours) .....

NAME:..... SIGNATURE: ..... DATE: .....

**Thank you for helping us to keep you safe.**

**Should your circumstances change please complete a new form to provide us with details**



## **APPENDIX 5: ACKNOWLEDGEMENT DECLARATION**

- › I have read and understand the policies, procedures and guidelines contained and referred to in the Student Handbook, and I agree to abide by these and any other policies which are provided to me for the duration of my enrolment for courses including any applicable work experience through Adelaide International School.
- › I acknowledge and accept the conditions of the fees and refunds policies.
- › I understand that, where applicable, as a student my work experience or work placement employer will also provide policies and procedures pertaining to their business and workplace. If a policy duplicates a Adelaide International School policy I understand that I must abide by the policy and procedure which is of the highest level/quality. I accept that if I am in doubt I will consult either my work experience/placement employer or Adelaide International School representative.
- › An Adelaide International School representative has been available for discussion and clarification of the contents.

.....  
Student Name

.....  
Signature

.....  
Adelaide International School Representative Name

.....  
Signature

.....  
Witness Name

.....  
Signature

.....  
Date