



International Student Handbook

Trustees of Edmund Rice Education Australia trading as St Joseph's Nudgee College
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Introduction

About St Joseph's Nudgee College

St Joseph's Nudgee College is a Brisbane-based Catholic School in the Edmund Rice Tradition for boys in Years 5–12 with boarding from Year 6. We uphold the values of Edmund Rice Education Australia in providing quality Catholic education to students.

Located in Brisbane's north-eastern suburbs, 15 minutes from Brisbane city, and founded in 1891 Nudgee College was described by the late Archbishop Sir James Duhig as "the jewel in the crown of the Christian Brothers' Schools in Queensland". Our reputation as a specialist in boys' education is widespread.

College Mission Statement

Inspiring young men to live justly, igniting in them faith, compassion and a love of learning.

We are members of the St Joseph's Nudgee College community founded by the Christian Brothers to provide an education for the development of the whole person.

We celebrate our diversity and work together to create an environment where every person is respected.

We encourage our young men to strive in the spiritual, academic, social, personal, cultural, and sporting aspects of life.

Faithful to the vision of Edmund Rice, we hold a special concern to act justly and with compassion, especially towards those most in need.

For over a century, our College community has been based on Catholic faith, service to others, loyalty and friendship in day and boarding contexts.

In Jesus our brother, we are determined in our struggle to uphold, communicate and nurture the values of the Gospel.

Our goal is that each member of our community will become for the world a Sign of Faith - "Signum Fidei".

Edmund Rice Education

In 1891 Nudgee College was founded to "give Queensland Catholic boys a strong ground on which to stand, an unobstructed vision, and a faith to fill unbounded horizons" (T.P. Boland 1991). Nudgee College focuses on the development of each individual student's spirituality as part of a holistic approach to education.

Under the guidance of the Christian Brothers and their founder Edmund Rice, we seek inspiration from Rice's dream, honouring this challenge in a contemporary world. We follow his path of educating the whole person in the context of enhancing faith for the future.

We uphold the core values of Edmund Rice Education, which include:

- Respect for the dignity of the person
- The nurturing of right relationships
- A clear commitment to the poor and marginalised
- Aspiration towards excellence in teaching and learning
- A curriculum responding to the diverse needs of students
- Nurturing a partnership with families
- Honouring accountability

Spirituality program

The Spirituality Program is based on the College Mission Statement, Edmund Rice Education Core Values, and the Charter (2004) document. The Charter (2004) is a document which articulates the cultural characteristics of the Edmund Rice educational tradition for Australia in the 21st century. These characteristics stem from the Gospel message, the tradition of the church and the unique response made by Blessed Edmund Rice to the movement of God's spirit.

All students undertake a program of spiritual development at the College. Each year level has a theme which includes a variety of activities. Associated activities during retreats and social justice initiatives are carefully planned to suit the age of the student and his stage of cognitive development, interest and ways of learning.

The College celebrates major religious feast-days, liturgies and remembrance days as a whole school and with the wider community. It also hosts activities, both spiritual and social in nature, that seek to link the College with our families, Old Boys and friends.

Nudgee College's Spiritual Program aims to provide a foundation for community members to become Signs of Faith both at Nudgee College and after graduation. As current Archbishop of Brisbane John Alexius Bathersby, a Nudgee College Old Boy, wrote: "With the help and assistance of Mary the Mother of God and Blessed Edmund Ignatius Rice may the students of Nudgee College continue to mould and shape our society for the better."

Service and solidarity

"Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me."

- Matthew 25:40

Service and solidarity is integral to the College's identity as a Catholic school in the Edmund Rice tradition. Nudgee College has a responsibility to contribute to the local and global community. These programs aim to be more than charitable good works, they are directed towards building relationships where all people involved benefit and grow.

Big BBQ – Each week, Year 10 students cook an evening meal and socialise with residents of a local caravan park. The BBQ is conducted in partnership with Hope Community Care.

Big Brekky – Every Tuesday of the year, Year 11 students provide breakfast and a friendly meeting place for people in Fortitude Valley.

Community Assistance and Social Justice Immersions – All Year 10 students engage in a week of service and solidarity learning. Community assistance involves a placement with a local service such as a nursing home, learning support unit or disability service. The immersion programs focus on justice issues such as the experiences of refugees, indigenous reconciliation and ecological awareness.

Community Touch Football – Year 11 students can be involved in touch football games with people who have mild intellectual disabilities. These games are facilitated by the Community Living Program.

Nursing Home Visits – Year 8 and 9 students have the opportunity to spend time with nursing home residents and participate in recreational activities.

Pag-Inupdanay... with Spirit – As part of the Year 10 social justice week, 10 students travel to the Philippines to work with communities and learn about local issues. Nudgee College is building relationships of mutual support with the communities that are visited.

Smith Family - *Student2student Program* – Students from Years 8 – 11 can volunteer to be reading mentors for children who require assistance in literacy development.

South Africa/Australia Alive – Two Year 11 students are selected to travel to South Africa each year with students from other Edmund Rice Schools. These students learn about local issues and are involved with supporting children who experience marginalisation.

Street Retreat – In Year 11, students have the opportunity to learn about issues affecting people in the inner city who have inadequate housing. Participants eat a meal with residents of a homeless shelter.

Student Life

As an inclusive faith community, Nudgee College strives to assist students to develop as fully as possible within a safe and caring environment.

In line with the College's commitment to educating young men and promoting their formation in Christian virtue and conscience, each student's growth and development is carefully managed all the way through to graduation.

Nudgee College establishes a welcoming atmosphere for every student, and aims to be a community that engages in partnerships where each person is empowered and enriched. Through a formal and informal program of student formation Nudgee College strives to provide a school where students feel cared for, valued and happy.

Nudgee College war cry

*Hokitika Hokitika Whish Bang Whop
Ingo Buddy Buddy Give It To Them Hot
Paw The Boot Paw The Boot Tackle Hard And True
Nudgee, Nudgee Blue White Blue
Yah Yah Ingo Yah
Ingo Popego Tarrawerah Wopego
Yah Boska*

House system

The House system evolved as a means of providing personal care and extensive leadership opportunities for all boys at Nudgee College. It is integral to the Pastoral Care (PC) program at the College which enables students and House Tutors to establish a relationship of trust, support and friendship.

Students stay with this same House Group, House Tutor and House Dean for the duration of their time at Nudgee College, ensuring a sense of belonging. A student's House Tutor is the first and central link to many College activities, events and communications. Year 8 and new students are welcomed into the College by a Year 12 'Big Brother', who they meet every morning in their tutor group.

The College is divided into nine house groups of around 140 students. Each House is coordinated by a House Dean and has a crest, colour and motto.

Each of the houses has been named after significant people from within the Nudgee College community.

Student formation

What is it?

Student Formation classes teach students about being connected, and cover six areas in the curriculum which are considered essential to the developmental needs of boys.

A notion of masculinity, which is empowering

An understanding of the experience of womanhood and how gender is constructed

Educational experiences which are stimulating, challenging and value all learners and learning areas

Positive senior and peer role models

Balancing all areas of life

Respect for physical and mental well-being

In addition, House Tutor groups follow four main themes:

- Community Living
- Relationships and Gender
- Social Justice
- Physical and Emotional Health

The seven core values of Edmund Rice Education are critical in the development of the student and are included in the Nudgee College program to enhance discussion and reflection during House Tutor groups, whole school, year level and house assemblies.

Why do it?

- Each student needs to feel as if they belong to the College community. A boy needs to belong to a significant small group where there is an adult mentor to confide in and make meaningful contact with.
- Student formation is an expression of the ethos of the College, especially endorsing gospel values and celebrating the beliefs and traditions of the Catholic Church.
- The seven Edmund Rice Core Values are the cornerstone on which the student formation program is developed and implemented.
- To promote well-balanced personal relationships, caring attitudes towards other people and a willingness to serve.
- To foster a sense of community among all students, families and staff that builds on the traditions and celebrations of the school.
- Parents are entitled to have a staff member who has continuing contact with their child and who can communicate with them.
- To provide a broad range of challenging programs and opportunities.
- To stimulate creativity, innovation and leadership in all students and staff.
- To strengthen self-esteem, responsibility and assurance.
- To create a happy environment that engenders curiosity, enthusiasm and a passion for lifelong learning.
- To celebrate achievement and individual growth based on freedom, openness and flexibility in the approach to student management that enables each student to be cared for in an individual manner.

International Students' Committee (ISC)

A number of Nudgee College's international students have joined the ISC. The ISC's aim is to help international students interact with and get to know students in the wider College community.

Activities include basketball and football competitions which are played at lunch times and a breakfast (or other meals) for the student and their homestay parents. Another initiative was to have special food at the tuckshop from time to time.

ISC boys also offer their advice to the organisers of proposed Old Boy functions overseas.

In addition, the committee provides a forum for the general international student population to make requests and to seek clarification on various school matters. The boys who have been active in this group have been generous with their time, are positive and display considerable dedication. Nudgee College is impressed with their initiatives.

Academic Life

Nudgee College is proud of its academic record over the past century and lists among its Old Boys many who have distinguished themselves in a variety of professions and pursuits. Eight Old Boys have been Rhodes Scholars and scores of them have won university scholarships.

The College believes that the range of subjects on offer caters for the interests, abilities and eligibility needs of students today. As in the past, high standards of academic involvement are expected. Nudgee College presents each student with a diverse and holistic curriculum that is responsive to the contemporary needs of young men through which they can develop and strengthen specific skills and abilities.

Nudgee College offers a Vocational Education program which provides pathways into training and includes a greater emphasis upon the world of work. Whilst at Nudgee College students are able to complete a selection of AQF Certificate I or II across given industry areas. This enables them to seek entry into further tertiary study or enter the workforce directly through apprenticeships and traineeships.

The College is divided academically into:

- Years 5–6
- Years 7-9 (International enrolment from Years 8 only)
- Years 10–12

While the Dean of Learning and Teaching manages the overall strategic academic direction, Years 5–6, 7-9 and Years 10–12 each have a Director who assists the Dean with the strategic direction and operationally manage the specific year levels.

Curriculum plan

The curriculum at Nudgee College is a dynamic entity which provides experiences from which students learn. The curriculum encompasses the learning environment, teaching methods, the resources provided for learning, the systems of assessment, the College ethos, and the ways in which students and staff behave towards one another. Nudgee College promotes a curriculum that reflects the spirit of the Gospel and the vision of Edmund Rice Education.

The curriculum aims to instil in students the attributes of a lifelong learner:

- A knowledgeable person with deep understanding
- A complex thinker
- A creative person
- An active investigator
- An effective communicator
- A participant in an interdependent world
- A reflective and self-directed learner

Dimensions of Learning

Dimensions of Learning is a program Nudgee College has adopted to promote successful learning amongst students. It is based on the theory that there are five types of thinking, the five Dimensions of Learning. These dimensions do not form a simple step-by-step procedure but rather they interact and overlap throughout the learning process.

- Attitudes and perceptions
- Acquire and integrate knowledge
- Extend and refine knowledge
- Use knowledge meaningfully
- Habits of mind

These dimensions do not form a simple step-by-step procedure but rather they interact and overlap throughout the learning process.

Years 7–9 Middle School (International Enrolment only from Year 8)

Traditionally, schooling for young Queenslanders has been divided into Primary and Secondary. Primary schools have offered a nurturing, pastoral environment where one key teacher works with students across connected subject areas. Secondary schools have operated quite differently, with students from Years 8 to 12 having many teachers and many subjects in a variety of locations around the school campus.

Years 8–9 at Nudgee College recognises the very specific needs of students in this age group and looks to guide them in finding their “place” as they become autonomous learners through challenge and variety of learning opportunities. The College aims to close the traditional divide in educational experience through the structures and curriculum offered, whilst maximising the diverse teaching and learning resources available.

Through a process of extensive research, structural change, curriculum renewal, professional development and recruitment of enthusiastic and dynamic staff, Nudgee College has drawn on Middle Schooling philosophies and practices to meet the needs of students in Years 7–9. This has been in practice since 2003 and has worked to improve student achievement and engagement.

Currently, the Years 8–9 curriculum structure is designed so that there is potential for:

- Higher order thinking
- Making connections between subjects
- Relevance for the “real world”
- Authentic tasks
- Student input and negotiation
- Active learning
- Clear links articulating from Year 7 to Year 9

Years 10–12

Nudgee College offers a range of subjects and courses that caters for the interests, abilities and eligibility needs of our students today. As in the past, high standards of academic involvement are expected. Each student is presented with an appropriate range of subjects and courses through which he will be able to develop and strengthen specific skills and abilities.

Nudgee College offers a Vocational Education program which provides pathways into training and includes a greater emphasis upon the world of work. While remaining at school, students can gain credit towards or complete a Vocational Education and Training qualification which allows them to take up further study at a TAFE College, provide an alternative pathway to a university or move smoothly into the workforce on completion of Year 12.

Year 10 – a Transition Year

Year 10 is an important juncture in the life of a Nudgee College student as he embarks on the Senior Phase of Learning and experiences a range of new learning, work and life experiences. Nudgee College is committed to providing a renewed focus on this critical time to help students make the best possible choices to improve their life chances.

All Year 10 students, with the support of the College, their families and their communities should experience a seamless transition between the Middle (Years 8–9) and Senior Phases of Learning. Year 10 is a critical transition point for all young people and Nudgee College enables this transition through:

- Relevant and engaging curriculum
- Facilitating Senior Education and Training (SET) Plans
- Career Education Programme within the Student Formation Programme
- A Focus on the needs of Young People and their networks.

Schools, TAFE institutes and other participating learning providers are also responsible for locally coordinating each young person’s learning opportunities within the Senior phase including reviewing, monitoring and implementing SET Plans.

The SET Plan is designed to map a student’s individual learning pathway through the Senior Phase of Learning.

All Year 10 students at Nudgee College are registered with the Queensland Studies Authority on the Registration of Young People System (RYPS). Once registered, their Intended Learning Option for the Senior Phase of Learning is entered on the RYPS database. This opens an online learning account with the QSA, which allows students to bank credits towards the Queensland Certificate of Education throughout the Senior Phase of Learning.

Career education programs

The program's four phases are:

Personal Awareness – This phase is designed to help make connections between where students are now and where they want to go by understanding about the skills needed so they can learn goal setting as well as personal and life skills.

Choosing a Career Pathway – This phase involves exploring the options available using a variety of resources.

Learning Pathways: What are they? – This phase aims to give students important information about Senior subjects, OPs, ranks, the QCS Test, University and TAFE requirements, apprenticeships and traineeships, and how these can assist them to achieve their career goals.

Developing the plan – This phase involves documenting the choices a student has made based on the knowledge they have gained in the previous phases. This is where they will write down their career goals and the pathways they may use to achieve them. Parents/carers are required to sign off on a student's completed plan.

Years 11 and 12 – Senior School

What is Senior School?

- More flexible choices of study options
- An OP pathway
- A Vocational Education pathway
- Opportunities to study university level subjects
- Work placement opportunities
- School Based Apprenticeships and Traineeships
- Possible Variable Progression (three-year Senior)

Senior Phase of Learning Subject Pathways

- OP Pathway
 - Core – Study of Religion and English
 - Electives – At least four Authority subjects
- Vocational Education Pathway (OP Ineligible)
 - Core – Religion and Ethics, English Communication, Workplace Practices
 - Electives – A combination of four Authority, Authority Registered or Certificate Courses
- School Based Apprenticeship/Traineeship
 - As for Vocational Education Pathway
 - Part time paid work, training on or off the job and Senior studies
- Variable Progression Senior
 - Senior studies organised over three years

From 1891, when the Christian Brothers enrolled their first students at St Joseph's Nudgee College, sport has been an integral part of College life. In the College's early days the Brothers recognised that an active boy is a happy boy, and that an organised sports program was invaluable in the formation of young men.

Over 120 years later, research into boys' education has confirmed what Nudgee College has long acknowledged: Through participation in sport, boys learn how to set goals and work towards achieving them. Sport allows boys to work together as a team, to experience the joy of winning and how to be a gracious loser. Often sport is a crucial forum for young men to express their god-given gifts, and is an important ingredient in the formation of their identity and self-esteem. Most significantly, participation in organised College sport allows boys to feel a sense of belonging.

This belonging is wonderfully evidenced by the crowd of over one thousand Nudgee College men who gather in the Ross Oval Grandstand on home rugby and football days to cheer and support their College and peers. Each weekend throughout the year, a minimum of 600 boys feel the joy of wearing the famous blue and white while representing Nudgee College. During the winter season this number increases to over 800 boys each weekend.

With this high rate of student participation and a strong emphasis on sportsmanship and fair play, that incredible phenomenon, the Nudgee College Spirit, has no choice but to flourish.

GPS Activities

The College is a member of the Queensland Greater Public Schools (GPS) Association and more than holds its own in competition with the other eight GPS schools.

The GPS Association of Queensland Incorporated aims to provide a healthy and social opportunity for large numbers of boys to take part in a wide range of sporting and cultural activities.

Through an extensive activities program, the Association seeks to promote skill development, teamwork and leadership through coaching by teachers and others who are equipped with the necessary skills and experience to work effectively with young people. The Association encourages students of member schools to pursue excellence in sport and other activities where they possess particular talent.

The encouragement of skill development and the pursuit of excellence should never be at the expense of fair play, good sportsmanship and friendly rivalry and the Association has developed these Codes of

Behaviour to provide guidance for all people who have an involvement in GPS activities. The Association hopes that these codes will encourage teachers, coaches, parents, officials, and players to contribute to the development of a healthy, enjoyable and safe environment for all GPS sport and other activities.

Non-GPS Activities

Nudgee College also facilitates several non-GPS sports and activities that participate in many competitions.

Sporting facilities

Nudgee College enjoys not only a proud sporting tradition, but arguably the finest sporting facilities of any College in the country. The College program supports seventeen sports, catering for all interests, with:

- 13 playing fields for cricket, football and rugby
- 12 cricket nets
- An Olympic 50m swimming pool
- A heated 25 metre pool
- 2 basketball courts
- 2 indoor volleyball courts
- 12 tennis courts
- An Olympic standard tartan athletic track
- A nine hole golf course
- A rifle range
- A first class gymnasium
- A state of the art rowing 'shed' overlooking the Brisbane River

Cultural Life

Nudgee College strives to cater for the cultural education of its students. College productions are staged regularly and allow interested students to develop their talents in the areas of drama, music and art. Students also have the opportunity to join one of the many College concert or stage bands while debaters can compete both in the GPS and the Queensland Debating Union (QDU) competitions. Each year a College Public Speaking contest is held and students have the opportunity to enter "Youth Speaks for Australia" and "Rostrum" competition.

Art

Nudgee College prides itself on the diverse range of talent exhibited by its Art students in the various mediums. These mediums include:

- Painting
- Sculpture
- Airbrush
- Photography
- Graphic Manipulation
- Digital Video

The Art curriculum also helps students explore how their thoughts, feelings and ideas are developed and shaped while focusing on key areas such as communication, society, identity, technology, and reflection.

Boys participate regularly in art competitions. Past festivals and competitions include:

- DimensionsNC
- Queensland Youth Art Awards
- Griffith University Design Competition
- Independent Schools Expo

Drama

Nudgee College provides students with performing arts opportunities including annual drama productions.

Past Nudgee College theatre productions include:

- *Animal Farm* by George Orwell
- *Way Out West: A Traveling Tent Show*
- *Grease*
- *Jesus Christ Superstar*
- *The Importance of Being Earnest* by Oscar Wilde
- *Juice* by Stephen Davis
- *Lockie Leonard: Human Torpedo* by Paige Gibbs adapted from the novel by Tim Winton
- *Ubu Rex* by Alfred Jarry

Drama students can also test their improvisational theatre muscles in the Brisbane Theatresports Competition run by the Sit Down Comedy Club and develop performances for campus events such as the Easter Liturgy.

Nudgee College also works with local theatre groups to provide more drama opportunities for students. Groups the College has worked with in the past include:

- The Australian Acting Academy
- The Queensland Theatre Company
- Zen Zen Zo
- DeBase Theatre

Drama students also receive the cultural experience of attending major drama productions performed at the Queensland Performing Arts Centre and La Boite Theatre Company.

Music

Nudgee College's Music program provides students with professional education for instruments such as:

- Piano
- Guitar
- Bass Guitar
- String Bass
- Trumpet
- Trombone
- Saxophone
- Flute
- Clarinet
- Voice
- Drums

All Music teachers are professionally qualified, highly experienced and able to provide weekly tuition on an instrument of a student's choice.

Nudgee College provides music theory classes so students can read, write, compose and analyse music, which is useful for students wishing to study music at a university level.

The College also encourages all instrumental students to participate in one of the major bands or ensembles, including:

- The Big Band
- Rock Bands
- The Brass Ensemble
- The Liturgy Choir

Facilities

Computers and internet

At Nudgee College, students will be allocated their own user ID and password to use the computers. Computers are available for use in the Library.

The College has a strict IT policy, where individual users of campus computer networks are responsible for their behaviour and communications across these networks. Students will be asked to sign and abide by the Technology Usage Agreement Form upon commencing study at the College.

The Technology Usage Agreement Form will be given to the student at Orientation.

Library

Nudgee College's Library is instrumental in providing technology to promote and enhance learning and teaching experiences. It is equipped with multi-purpose research areas, theatrettes with multimedia facilities, reading and research areas and a collection of over 80,000 digital and print resources. The Library catalogue is web-based and therefore can be readily accessed via the internet within and outside the College.

Library Staff provide information skills programs to assist students to manage information and to transform it into knowledge. By developing lifelong learning skills, students are able to discriminate in their use of data from multiple sources, for specific purposes.

Opening Hours:

Monday to Friday 7.30am – 4.00pm

Monday, Wednesday and Thursday night 6.30pm – 9.00pm

Microwaves

Microwaves are provided outside the Boarders Dining Room.

Tuckshop

Located next to Ross Oval the Tuckshop provides a healthy range of hot and cold foods. Open for breakfast, morning tea and lunch daily.

ATM

Located in the Boarders dining room and will therefore be available whenever the dining room is open. The transaction fee is currently \$1.50 per transaction. This will reduce to \$1.00 once the machine has been paid off. The \$1.00 does not come back to the College as revenue; this is the fee that is charged for servicing and back office functions provided by the company.

Services

Career counselling

Counselling and career advice is readily available from College staff and Student Services Team. The College has a team of professionally qualified counsellors who can assist with personal and family counselling issues and also provide career guidance and information. Parents are encouraged to be a part of career guidance interviews whenever possible or desired.

Career counselling is a significant part of the service. Students (and parents) can approach counsellors for up-to-date information on career paths and possibilities, and the education and training required.

Helping students choose appropriate subjects is an important element in this process and in the development of SET Plans for students from Year 10 on. Counsellors assist students interested in school-based apprenticeships and traineeships to understand the processes involved and what they can achieve, and can assist the students with how to move into such arrangements.

Counsellors can also assist in the provision of information to potential employers of students in school-based training arrangements.

Health Centre

Nudgee College's 24-Hour Health Centre is staffed by trained nurses who hold the boys' medical needs close to heart and act as a "mum's ear" when they need someone to talk too. Doctors run a clinic three afternoons a week and a dentist, orthodontist, physiotherapist and podiatrist visit the campus on a regular basis. Please feel free to contact the Health Centre on 07 3865 0501 to discuss any special medical needs or concerns with staff.

Student Services Department

The Student Services Department assists with the counselling needs of the students of the College and, where appropriate, with the needs of parents and staff. This ranges across areas of personal counselling, career counselling, mediation and advocacy.

Issues such as motivation for study and study habits, relationships with peers, parents and teachers, self-esteem, and bullying are typical matters students might approach a counsellor about for assistance.

The counsellors perform the role of School Contact Officers in accordance with the Province Child Protection Policy and are points of contact for students and staff when addressing issues of discrimination and harassment.

The Student Services Team is a resource team to enable students to make good decisions for their lives and futures, a team which works collaboratively with student formation and the teaching, learning and training arms of the College.

St Joseph's Nudgee College identifies and supports students at the College in the following ways:

- Pastoral Care System – House Dean and PC Tutor
- Academic / Careers Counselling Program for Years 11 and 12 – available at Student Services Department
- Buddy system – Big Brother assigned by House Dean
- Personal Counselling – available at Student Services Department
- Boarding – Boarding supervisors and House mothers
- Homestay – Homestay parents and ISCA personnel

Accommodation

All students **under 18 years of age must reside** in either boarding or homestay while studying as a student at Nudgee College.

Boarding – See Boarders Handbook

As one of Queensland's largest boarding schools, Nudgee College gives students a wealth of opportunity to further all aspects of their development. The overwhelming spirit and tone in the boarding houses is one of harmony and happiness. The opportunity to live, work and play with boarders from all over Australia, the South Pacific and beyond makes boarding a special experience. Genuine friendships are forged between boarders that last well beyond graduation.

With approximately 300 boys and 50 staff living on campus, Nudgee College is an exciting and enthusiastic community with a distinct tone and spirit emanating from the boarding community. Nudgee College's main focus is the level of care and commitment to each individual. Communication between the College and the family is paramount. Parents are ensured 24-hour access to the "Parent Lounge" through the College website which gives them accurate and up-to-date information on all aspects of their son's progress in the day school as well as a wealth of information regarding boarding life.

To enquire about boarding at Nudgee College, please contact the Enrolments Office on 07 3865 0422 or enrolments@nudgee.com.

Homestay – See ISCA's Homestay Booklet

Students can immerse themselves in the local culture and way of life by becoming a member of an Australian family. Homestay accommodation provides a safe and secure environment in which students can experience the Australian lifestyle, sample Australian food, practise and improve their English and share an insight into interests and culture.

All caring and friendly homestay families live in areas that are easily accessible to the College and have been carefully selected to ensure the students' welfare and well-being. Students can walk to school, catch public transport or be driven upon agreement with their homestay family.

The homestay program is available through International Student Care Australia, contact the Enrolments Office for more information on 07 3865 0422.

Accommodation and Welfare Policy

St Joseph's Nudgee College approves the following accommodation options for overseas students:

- The student will live with a parent or relative as permitted by DIAC. In this case the School does not provide a welfare letter (CAAW) via PRISMS. The student's family provides proof of relationship to DIAC for the purposes of visa application.
- The student will live in school approved accommodation and the School will generate the welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE).
- School approved accommodation options for full fee paying 571 visa subclass students under 18 years of age include:
 - *Homestay Program operated by International Student Care Australia
 - School Boarding House
- For School vacation periods, the following accommodation options are available to full fee paying 571 visa subclass students under 18 years of age:
 - Student returns home to parents
 - Student continues to live in / is placed in Homestay arranged and approved by the school
 - Student may spend vacation with friend's family or relatives if all requirements are met in order to attain school approval.
 - Student may attend a supervised excursion, camp, etc., if all requirements are met in order to attain school approval.
- If the School has taken responsibility for approving arrangements for student care and welfare, should the School not approve requests for changes to agreed arrangements, and the student refuses to maintain the approved and agreed arrangements, the School will advise the student this will be reported to DIAC and the student will need to contact DIAC to ensure visa implications are understood. (See DIAC office addresses at: <http://www.immi.gov.au/contacts/australia/index.htm>.) This includes any requests by students under 18 years of age to attend "Schoolies Week" on completion of Year 12.
- Accommodation options for full fee paying 571 visa subclass students 18 years and older include:
 - Homestay Program
 - School Boarding House
- For School vacation periods, the following accommodation options are available to full fee paying 571 visa subclass students 18 years or older:
 - Student returns home to parents
 - Student continues to live in / is placed in Homestay, details of which are recorded by the School
 - Student may spend vacation with friend's family or relatives, provided details are given
 - Student may attend a supervised excursion, camp, etc., provided details are given

- Student may travel unaccompanied during vacation periods, provided details are given.
- All students are required to notify the School of a change of address while enrolled in the course, and students who live in school approved accommodation must not change agreed arrangements without prior approval of the School.

*NB Homestay Programs operated by *St Joseph's Nudgee College* or approved by *St Joseph's Nudgee College* meet Queensland legislative requirements under Education (Overseas Students) Regulation 1998 s9 and the Commission for Children and Young People and Child Guardian as well as under Standard 5 of the National Code. These include:

- Continuous dates for approved welfare arrangements
- Documented procedures for checking suitability of accommodation, support and general welfare arrangements
- Guidelines for selecting family and ensuring the family can provide a stable environment for the duration of the student's enrolment at the school
- Criteria about accommodation services to be provided, and contract for arrangements about providing accommodation services
- Orientation program from families new to provision of homestay services
- Bluecard for adults living in the homestay other than overseas students
- Compliant Homestay risk management strategy, reviewed annually, undertaken by operator of the homestay program.

Entry Requirements Policy

1. *St Joseph's Nudgee College* will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the School, and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.
2. Applications for enrolment must be made on *Enrolment Application Form*. This must be correctly completed, and must be accompanied by the following documents to support the application:
 - a) Copies of Student Report Cards from the previous 2 years of study, including a copy of the latest Student Report;
 - b) A completed Reference Form from the student's current or most recent school Principal is also required if student Report Cards do not record student behaviour or commitment to studies;
 - c) Appropriate proof of identity and age;
 - d) Written evidence of proficiency in English as a second language
 - e) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
 - f) *Enrolment Application fee of \$100*
3. Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
4. An application for enrolment can only be processed when all of the above are in the hands of the Enrolments Officer.
5. Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.
6. Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application. Minimum academic and English language requirements are as follows:

Academic Requirements

1. Students must provide evidence of satisfactory academic performance appropriate to entry to the Year level requested on the Application for Enrolment or offered as an alternative point of entry by the school in a Letter of Offer.
 - a) For Year 8 – 12 students:
 - A pass level or "C" grade or better for the majority of core subjects

English Language Proficiency Requirements

1. *St Joseph's Nudgee College* requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the 2007 National Code of Practice, Section D Standard 2.
2. *St Joseph's Nudgee College* may note evidence presented by a student as part of the student visa application process as evidence of English language proficiency.

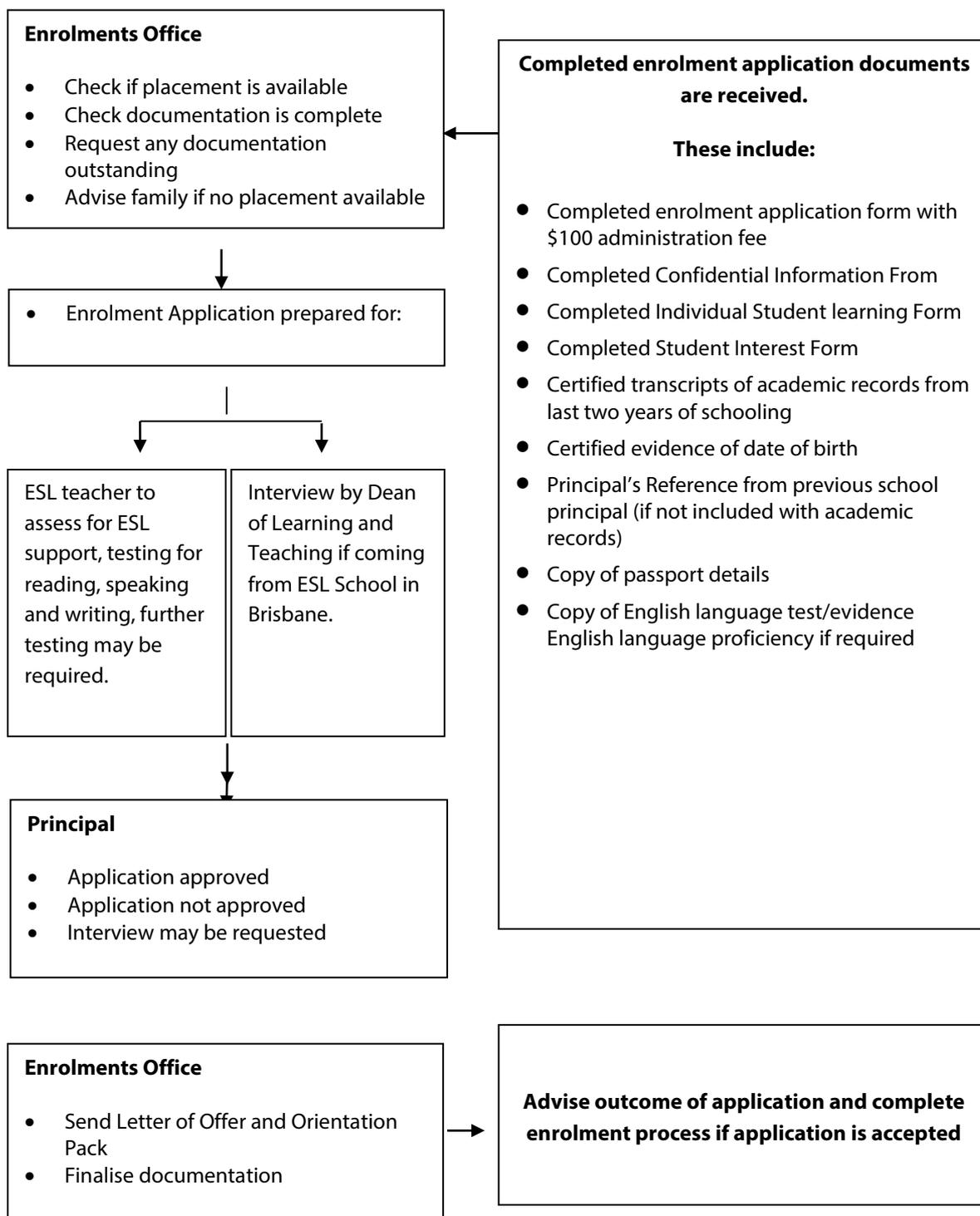
Alternatively, *St Joseph's Nudgee College* accepts results from the following test instruments:

Acceptable Test	Minimum Test Result	For Entry to Year
IELTS	4/5	10
IELTS	4/5	11

3. Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies.

Students wishing to enter the school below year 10 level are assessed individually based on the contents of their report cards and personal references, and may also be required to undertake a language proficiency test set by the school.

Procedure for assessing student's qualifications, and language proficiency



School Deferment, Suspension and Cancellation Policy

The Policy below for deferring, suspending or cancelling a student's enrolments is based on the ISCA 2007 National Code Transition handbook at www.isca.edu.au

1. Deferment of commencement of study requested by student

- a) *St Joseph's Nudgee College* will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - i. illness, where a medical certificate states that the student was unable to attend classes
 - ii. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - iii. major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
 - iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
- b) The final decision for assessing and granting a deferment of commencement of studies lies with the Principal.
- c) Deferment will be recorded on PRISMS within 14 days of being granted.

2. Suspension of study requested by student

- a) Once the student has commenced the course, *St Joseph's Nudgee College* will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
 - i. illness, where a medical certificate states that the student was unable to attend classes
 - ii. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - iii. major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
 - iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
- b) Suspensions will be recorded on PRISMS within 14 days of being granted.
- c) The period of suspension will not be included in attendance calculations.
- d) The final decision for assessing and granting a suspension of studies lies with the Principal.

3. Student initiated cancellation of enrolment

- e) All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to *the Enrolments Registrar*. Please see *St Joseph's Nudgee College's Refund Policy* for information regarding refunds.

4. Assessing requests for deferment or suspension of studies

- a) Applications will be assessed on merit by the Principal
- b) All applications for deferment or suspension will be considered within 14 working days.

5. School initiated exclusion from class (1 – 28 days)

- a) *St Joseph's Nudgee College* may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in *St Joseph's Nudgee College's* Behaviour Policy/Code of Conduct.[refer to Student Record Book].
- b) Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.
- c) Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.
- d) Exclusions from class will not be recorded on PRISMS.
- e) Periods of 'exclusion from class' will not be included in attendance calculations as per *St Joseph's Nudgee College's* Course Progress and Attendance Policy.

6. School initiated suspension of studies (28 days +)

- a) *St Joseph's Nudgee College* may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in *St Joseph's Nudgee College's* Behaviour Policy/Code of Conduct.
- b) Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.
- c) Students who have been suspended for more than 28 days may need to contact DIAC. (Please see contact details at: <http://www.immi.gov.au/contacts/australia/index.htm>.)
- d) If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.
- e) Suspensions will be recorded on PRISMS.
- f) The period of suspension will not be included in attendance calculations.

7. School initiated cancellation of enrolment

- a) *St Joseph's Nudgee College* will cancel the enrolment of a student under the following conditions:
 - i. Failure to pay course fees

- ii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
 - iii. Any behaviour identified as resulting in cancellation in *St Joseph's Nudgee College's Behaviour Policy/Code of Conduct*. [see Student Record Book]
- b) *St Joseph's Nudgee College* is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC, which may impact on a student's visa.

School initiated cancellation of enrolment is subject to *St Joseph's Nudgee College's Complaints and Appeals Policy*. Please see below.

8. Complaints and Appeals

- a) Student requests for deferment, and suspension and cancellation of enrolment are not subject to *St Joseph's Nudgee College's Complaints and Appeals Policy*.
- b) Exclusion from class is subject to *St Joseph's Nudgee College's Complaints and Appeals Policy*.
- c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to *St Joseph's Nudgee College's Complaints and Appeals Policy*.
- d) For the duration of the appeals process, the student will remain enrolled and must attend is required to maintain enrolment and attendance at all classes as normal. The *Principal* will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If students access *St Joseph's Nudgee College's* complaints and appeals process regarding a school initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.
- f) Extenuating circumstances include:
 - i. the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
 - ii. the student is missing
 - iii. the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing
 - iv. the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
 - v. is at risk of committing a criminal offence, or
 - vi. the student is the subject of investigation relating to criminal matters.
- g) The use of extenuating circumstances by *St Joseph's Nudgee College* to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- h) The final decision for evaluating extenuating circumstances lies with the *Principal*.

9. Student to seek advice from DIAC

- a) Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students will be informed to contact the Department of Immigration for advice. (Please see <http://www.immi.gov.au/contacts/australia/index.htm>.)

10. Definitions

- a) Day – *any day including weekends and public holidays in or out of term time*

*** Contact the Enrolments Office for an Application for Deferment of Commencement or Suspension of Studies on 047 3865 0422 or enrolments@nudgee.com**

School Student Transfer Request Policy

The following is based on the policy provided in the ISCA Transition handbook (checked by DEEWR and DIAC) (www.isca.edu.au) but is modified to include additional Queensland requirements.]

1. Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study. Exceptions to this restriction are:
 - a) If the student's course or school becomes unregistered
 - b) The school has a government sanction imposed on its registration
 - c) A government sponsor (if applicable) considers a transfer to be in the student's best interests
 - d) If the student is granted a Letter of Release.
2. Students can apply at the Enrolments Office for a Letter of Release at no charge to enable them to transfer to another education provider. However, if a student has not completed the first six months of the principal course of study or is under 18 years of age, conditions apply.
3. *St Joseph's Nudgee College* will only provide a letter of release to students before completing the first six months of their principal course in the following circumstances:
 - a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school
 - b) It has been agreed by the school the student would be better placed in a course that is not available at *St Joseph's Nudgee College*.
 - c) Any other reason stated in the policies of *St Joseph's Nudgee College*.
4. Students under 18 years of age MUST also have:
 - a) Written evidence that the student's parent(s)/legal guardian supports the transfer
 - b) Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not living with a parent / legal guardian or a suitable nominated relative
 - c) Evidence that the student is always in DIAC approved welfare and accommodation arrangements.
5. *St Joseph's Nudgee College* will NOT provide a letter of release to students before completing the first six months of their principal course in the following circumstances:
 - a) The student's progress is likely to be academically disadvantaged
 - b) *St Joseph's Nudgee College* is concerned that the student's application to transfer is a consequence of the adverse influence of another party
 - c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer
 - d) The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services
 - e) School fees have not been paid for the current study period.
6. In order to apply for a letter of release, all students must first have a letter of offer from the receiving provider.

7. An Application for student transfer/letter of release can be obtained at the Enrolments Office and handed back to the Enrolments Office when completed together with the Letter of Offer from the new provider.

Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Immigration and Citizenship office as soon as possible to discuss any implications. The address of the nearest Office is:

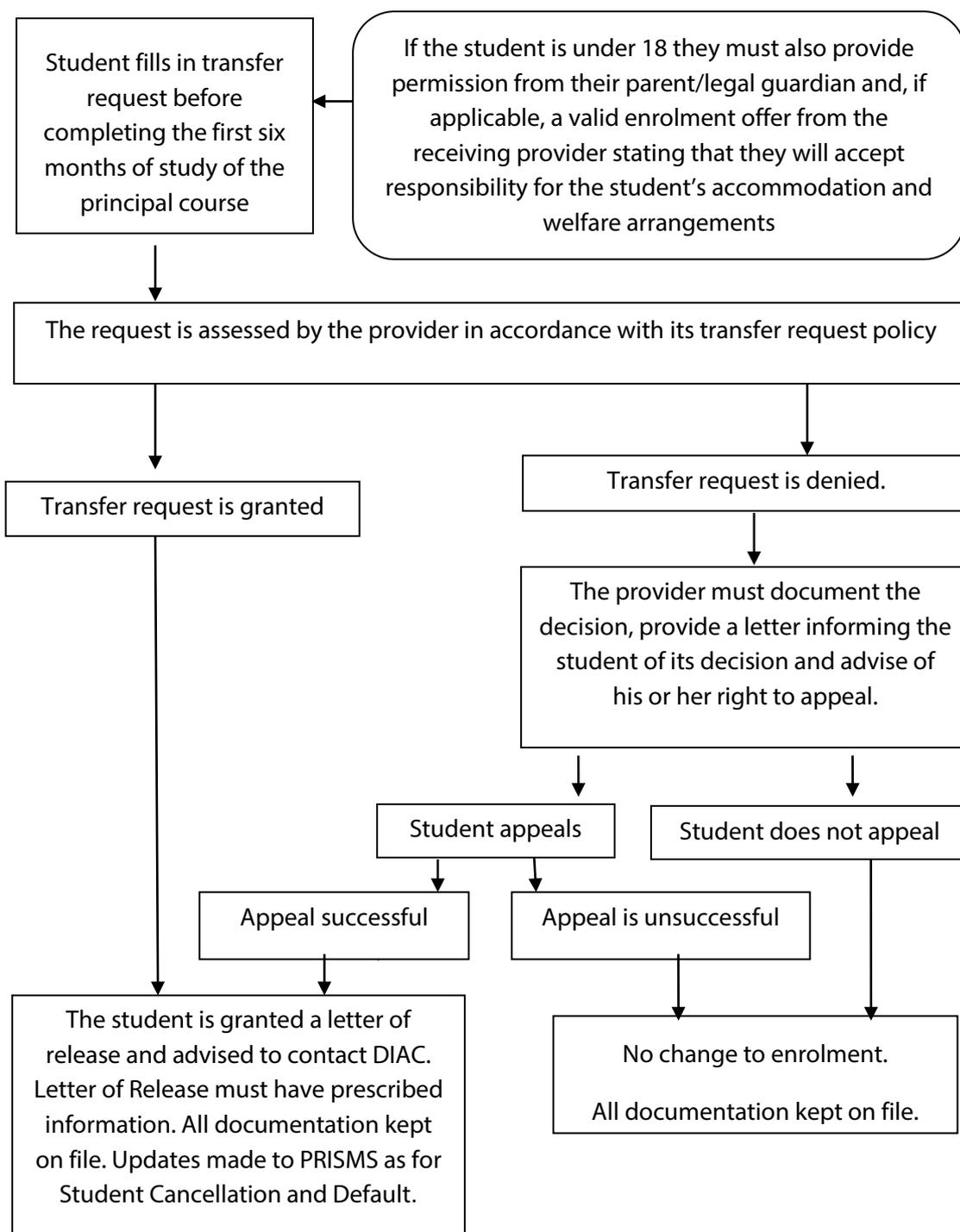
Street address:	Postal address:
Ground Floor 299 Adelaide Street Brisbane QLD 4000	GPO Box 9984 Brisbane QLD 4001
Tel: 131 881 and http://www.immi.gov.au/students/	

8. It is a requirement under Queensland legislation that letters of release, whether provided by this School or by another registered provider, give information about whether the student has demonstrated a commitment to studies during the course, had a good attendance record for the course, and paid all fees for the course.
9. All applications for transfer will be considered within 14 working days and the applicant notified of the decision.

Students whose request for transfer has been refused will be notified in writing of the reasons for refusal and may appeal the decision in accordance with *St Joseph's Nudgee College's* complaints and appeals policy. The complaints and appeals policy is available on the International enrolments page on the website - www.nudgee.com

The sample documents below relating to Standard 7, including the flowchart for assessment of transfer requests, are from the Independent Schools Council of Australia (ISCA) National Code 2007 Transition handbook for non-government schools enrolling full-fee paying overseas students, at: www.isca.edu.au.

Student Transfer Request Assessment Flowchart



*** Contact the Enrolments Office for an Application for student transfer/letter of release on 07 3865 0422 or enrolments@nudgee.com**

Course Progress and Attendance Policy

[The School Course Progress and Attendance Policy below is from the Independent Schools Council of Australia (ISCA) National Code 2007 Transition handbook for non-government schools enrolling full-fee paying overseas students, at www.isca.edu.au.]

This policy is available to staff and to students.

1. Course Progress

- a) The school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) The course progress of all students will be assessed at the end of each study period (semester) of enrolment.
- c) Students who have begun part way through a semester will be assessed after one full study period.
- d) To demonstrate satisfactory course progress. Students will need to maintain a passing grade (C) in all subjects.
- e) If a student does not achieve competency, the Dean of Learning and Teaching will formally contact the parent(s) to advise there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include;
 - i. *After hours tutorial support*
 - ii. *Subject tutorial support in class time*
 - iii. *other intervention strategies as deemed necessary*
- f) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
- g) The student's individual strategy for academic improvement will be monitored over the following study period by Dean of Learning and Teaching and records of student response to the strategy will be kept.
- h) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, *St Joseph's Nudgee College* will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process.
- i) The school will notify DIISRTE via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
 - i. the student does not access the complaints and appeals process within 20 days, or
 - ii. withdraws from the complaints and appeals process, or
 - iii. the complaints and appeals process results in favour of the school

2. Completion within expected duration of study

- a) As noted in 1.a., the school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their course within the expected duration of the course.
- c) The school will only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration as specified on the student's CoE, as the result of:
 - i. compassionate or compelling circumstances (see Definitions below)
 - ii. student participation in an intervention strategy as outlined in 1.e.
 - iii. an approved deferment or suspension of study has been granted in accordance with *St Joseph's Nudgee College's* Deferment, Suspension and Cancellation Policy.
- d) Where the school decides to extend the duration of the student's study, the school will report this change via PRISMS within 14 days and/or issue a new COE if required.

3. Monitoring Course attendance

- a) Satisfactory course attendance is attendance of 90% of scheduled course contact hours. *[NB the National Code St 11 specifies a minimum attendance requirement of 80%, or under certain conditions, of 70% as outlined in St 11.9.]*
- b) Student attendance is:
 - i. checked and recorded daily
 - ii. assessed regularly
 - iii. recorded and calculated over each study period
- c) Late arrival at school will be recorded and will be included in attendance calculations.
- d) All absences from school will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's Homestay or evidence that leave has been approved by the Principal/Dean of Students.
- e) Any absences longer than *[5]consecutive* days without approval will be investigated. *(5 days is the maximum allowed under NC St 11.4)*
- f) Student attendance will be monitored by House Dean every 2 weeks over a study period to assess student attendance using the following method:
 - i. Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester e.g. number of study days x contact hours x 20%.*[For example, an eight week semester with 5 contact hours a day would equal 200 contact hours. 20% of this is 40 hours.]*
 - ii. Any period of exclusion from class *will not be* included in student attendance calculations. *[See [Sample School Deferment, Suspension and Cancellation Policy](#) points 5 and 6.]*
- g) Parents of students at risk of breaching *St Joseph's Nudgee College's* attendance requirements will be contacted by *[email / letter* and students will be counselled and

offered any necessary support when they have absences totalling 90 % any study period.

- h) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, *St Joseph's Nudgee College* will advise the student of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access the school's internal complaints and appeals process except in the circumstances outlined in 3.i.
- i) The school will notify DIISRTE via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
 - i. the student does not access the complaints and appeals process within 20 days
 - ii. withdraws from the complaints and appeals process
 - iii. the complaints and appeals process results in a decision for the school.
- j) Students will not be reported for failing to meet the 80% [if applicable: see NC St 11.9] threshold where:
 - i. the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per Definition, below , and
 - ii. has not fallen below 70% attendance.
- k) The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study days x contact hours x 30%.
- l) If a student is assessed as having nearly reached the threshold for 70% attendance, The Dean of Students will assess whether a suspension of studies is in the interests of the student as per St Joseph's Nudgee College's Deferment, Suspension and Cancellation Policy.
- m) If the student does not obtain a suspension of studies under the St Joseph's Nudgee College's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.k – 3.l.

4. Definitions

- a) Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:
 - i. serious illness, where a medical certificate states that the student was unable to attend classes
 - ii. bereavement of close family members such as parents or grandparents
 - iii. major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 - iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
 - v. where the school was unable to offer a pre-requisite unit
 - vi. inability to begin studying on the course commencement date due to delay in receiving a student visa.

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

- b) *Expected duration* – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
- c) *School day* – any day for which the school has scheduled course contact hours.

Study period – a discrete period of study within a course which cannot exceed 24 weeks. *St Joseph's Nudgee College* defines a "study period" for the purposes of monitoring course attendance and progress as a *semester*.

Fees – see Schedule of Fees (given at time of enrolment offer and located on website)

Refund Policy

A copy of this policy is provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed.

1. This policy outlines refunds applicable to course fees paid to the school.
2. Any service fees a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.
3. The enrolment application fee and Enrolment fee are only refundable in the case of Visa refusal.
4. Payment of Course Fees and Refunds
 - a) Fees are payable according to *the School's Fees Policy and the School Payment Authority Form*.
 - b) An itemised list of school fees is provided in the school's written agreement and schedule of fees [*as per NC Standard 3.1.b*]
 - c) All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
 - d) Refunds will be paid to the person who enters into the written agreement unless the school receives written advice from the person who enters the written agreement to pay the refund to someone else.
5. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to Enrolments Registrar.
6. Student default because of visa refusal
If a student's visa application is refused by the Department of Immigration and Citizenship and the student cannot undertake the course, the school will refund within four weeks any unspent pre-paid fees where the student produces evidence that the application made by the student for a student visa has been refused by the Australian immigration authorities, minus the lesser of 5% of the amount of pre-paid fees received or AUD 500.
7. Student default
 - a) If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, the school will refund the amount of prepaid fees **less** 1 terms fees in lieu of notice and less the \$100 administration fee and enrolment fee of \$1000.
 - b) Written notice to be given by no later than the first day of the Term at the end of which it is intended he should leave. Example: wanting to leave at the end of Term 2, then notice should have been given no later, then first day of Term 2.

- c) Ancillary fees and charges (Non-tuition fees) will be refunded according to the relevant usage pattern of the fee or charge, except where a non-refundable payment on behalf of the student has been made.
- d) Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18).
- e) If up to two semester's tuition fees have been prepaid, and the student has commenced then the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18), the school will refund the amount of prepaid fees **less** the following amounts:
 - i. An administration fee of \$100.00 and enrolment fee of \$1000.
 - ii. 1 Term of the tuition fee if written notice is received less than four weeks prior to commencement of the course.
 - iii. % of any unspent pre-paid tuition fees, up to a maximum of one term's fees, if written notice is received within six months following the commencement date of the student's course.
- f) No amount will be refunded if written notice is received more than six months after the commencement date of the student's course.
- g) If more than two semester's tuition fees have been prepaid in one amount, refund provisions under (e) will apply for tuition fees paid for the first two semesters, and any remaining unspent tuition fees after this will be refunded.
- h) No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:
 - i. Failure to maintain satisfactory course progress (visa condition 8202). Please see [Please see School Policy Ref]
 - ii. Failure to maintain satisfactory attendance (visa condition 8202). Please see [Please see School Policy Ref]
 - iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532). [Please see School Policy Ref]
 - iv. Failure to pay course fees.
 - v. Any behaviour identified as resulting in enrolment cancellation in *St Joseph's Nudgee College's School's Behaviour Policy/Code of Conduct. See Student Record Book.*

8. Provider Default

[Any default by the school must be compliant with the current provisions of the ESOS Act 2000 and the ESOS regulations 2001 (as amended).]

- a) If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unspent pre-

paid tuition fees* paid to the school will be made within 14 days of the agreed course starting day.

- b) If for any reason the school is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unspent pre-paid tuition fees* paid to the school will be made within 14 days of the course school's default day.
 - c) In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian government's Tuition Protection Service. For information on the TPS, please see: <https://tps.gov.au/Information/Students/How>.
9. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Definitions

- a) Non-tuition fees – fees not directly related to provision of the student's course, including Ancillary fees and charges (Non-tuition fees) – fees not directly related to provision of the student's course, including Master Building Plan, Private Tuition, Student Id ect...
- b) Pre-paid fees - tuition fees received by the school for a study period of the student's course before the student begins the study period.
- c) Tuition fees – fees directly related to the provision of the student's course, including enrolment fee
- d) Boarding fees – accommodation

* *Unspent pre-paid fees* – in the case of the school not being able to provide the course in which the student is enrolled, unspent prepaid tuition fees will be calculated according to a Legislative Instrument: <http://www.comlaw.gov.au/Details/F2012L01351>.

If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student's fees until the commencement of the following term.

Complaints and Appeals Policy and Procedure

A copy of this policy will be provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed and again within 7 days of the commencement of student attendance of the enrolled course.

1. Purpose
 - a) The purpose of *St Joseph's Nudgee College's* Complaints and Appeals Policy is to provide a student or parent(s)/legal guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint.
 - b) The internal complaints and appeals processes are conciliatory and non-legal.
2. Complaints against other students
 - a) Grievances brought by a student against another student will be dealt with under the school's Behaviour Policy/Code of Conduct (Behaviour management policies and procedures in the Student SRB).
3. Informal Complaints Resolution
 - a) In the first instance, *St Joseph's Nudgee College* requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.
 - b) Students should contact the *teacher, House Dean* in the first instance to attempt mediation/informal resolution of the complaint.
 - c) If the matter cannot be resolved through mediation, the matter will be referred to the Principal and *St Joseph's Nudgee College's* internal formal complaints and appeals handling procedure will be followed. The Principal may include the following: Boarding issues will be dealt with by the Director of Boarding, academic issues by the Dean of Learning and Teaching and all complaints at this point could be directed to Dean of Students.
4. Formal Complaints Handling Procedure
 - a) The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.
 - b) The student must notify the school in writing of the nature and details of the complaint or appeal.
 - c) Written complaints or appeals are to be lodged with the Dean of Students in the Student Office.
 - d) Where the internal complaints and appeals process is being accessed because the student has received notice by the school that the school intends to report him/her for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of receipt of notification in which to lodge a written appeal.

- e) Complaints and appeals processes are available to students at no cost.
- f) Each complainant has the opportunity to present his case to the Dean of Students and Principal Principal.
- g) Students and / or the School may be accompanied and assisted by support person at all relevant meetings.
- h) The formal grievance process will commence within *10 working days* of the lodgement of the complaint or appeal with the Principal/other.
- i) Once the Principal/and Dean of Students has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome, and a copy will be retained on the student's file.
- j) If the grievance procedure finds in favour of the student, *St Joseph's Nudgee College* will immediately implement the decision and any corrective and preventative action required, and advise the student of the outcome.
- k) *St Joseph's Nudgee College* undertakes to finalise all grievance procedures within 14 working days.
- l) For the duration of the appeals process, the student's enrolment and attendance must be maintained.

5. External Appeals Processes

If the student is dissatisfied with the conduct or result of the complaints procedure, he may seek redress through an external body at minimal or no cost.

If the student wishes to complain or to lodge an external appeal about a decision made or action taken by *St Joseph's Nudgee College*, he may contact the Overseas Students Ombudsman at no cost. The Overseas Students Ombudsman offers a free and independent service for overseas students. Please see: www.oso.gov.au or phone 1300 362 072 for more information.

- a) If a student is concerned about the actions of the school they may approach the chief executive of the Department of Education, Training and Employment, who, under part 2, division 2 of the Education (Overseas Students) Act 1996, may suspend or cancel the registration of a provider or a course if a breach of the requirements of registration provision is proved. Concerns or complaints about the conduct of a registered provider should be addressed in writing to:

The Manager
 International Quality (Schools) Unit
 DETE
 LMB 527
 BRISBANE QLD 4001

6. Other legal redress

- a) Nothing in the School's Complaints and Appeals Policy negates the right of an overseas student to pursue other legal remedies.

7. Definitions

- a) Working Day – *any day other than a Saturday, Sunday or public holiday during term time*
- b) Student – *a student enrolled at St Joseph's Nudgee College or the parent(s)/legal guardian of a student where that student is under 18 years of age*
- c) Support person – *for example, a friend/teacher/relative not involved in the grievance.*

Contacts

St Joseph's Nudgee College

a: 2199 Sandgate Road Boondall 4034

m: PO Box 130 Virginia 4014

p: 07 3865 0555

f: 07 3865 0500

e: contact@nudgee.com

Activities Office

p: 07 3865 0430

f: 07 3865 0437

e: activities@nudgee.com

Enrolments Office

p: 07 3865 0422

f: 07 3865 0500

e: enrolments@nudgee.com

Finance Office

p: 07 3865 0406

f: 07 3865 0104

e: finance@nudgee.com

Learning and Teaching Office

p: 07 3865 0409

f: 07 3865 0592

e: studies@nudgee.com

Student Office

Absences

p: 07 3865 0536

The Locker Room

Clothing and Stationery

p: 07 3865 0498

f: 07 3865 0186

e: lockerroom@nudgee.com

House Deans

Barrett	Dave Kelly	07 3865 0566 dkelly@nudgee.com
Duggan	Kath White	07 3865 0578 kwhite@nudgee.com
Fogarty	Chris Lake	07 3865 0577 clake@nudgee.com
Magee	Julianne Daunt	07 3865 0562 jdaunt@nudgee.com
McKenna	Michelle Kinnane	07 3865 0524 mkinnane@nudgee.com
Riley	Aaron Knott	07 3865 0438 aknott@nudgee.com
Ross	Sean Toovey	07 3865 0454 stoovey@nudgee.com
Shaw	Phil O'Connor	07 3865 0303 Po'connor@nudgee.com
Tierney	Sean Riley	07 3865 0445 sriley@nudgee.com

Help

Enrolment	Enrolments Office 07 3865 0422 enrolments@nudgee.com
Paying College fees	Fees 07 3865 0384 fees@nudgee.com
Your homestay	International Student Care Australia 0438 138 953
Not happy with something in class	Teacher/House Dean
Grievance in the College	House Dean
Your academic results	Teacher/Head of Subject
Feeling sad or lonely	PC Tutor/House Dean/ Student Counsellor
Just want to talk to somebody	PC Tutor/House Dean/ Student Counsellor
Finding a tutor	Academic Tutoring Coordinator (College Office)
Setting up an internet connection on your laptop computer	ICT Support Office
Accessing College computers	ICT Support Office
You are sick and can not come to school (ask your homestay to contact the College)	Attendance Line 07 3865 0536
International Students Committee	Ms Margie Wills 07 3865 0340 mwills@nudgee.com
Changing your subjects	Learning and Teaching Office 07 3865 0409 studies@nudgee.com

If you are still unsure where to go, please contact enrolments in the Enrolments Office.

Orientation Day checklist

School Overseas student orientation checklist

[The Student Orientation Checklist below is from the Independent Schools Council of Australia (ISCA) National Code 2007 Transition handbook for non-government schools enrolling full-fee paying overseas students, at www.isca.edu.au.]

Student Name:

Year Group:

Year:

Commencement Date:

Week 1 checklist

Orientation and School Tour Week 1, Day 1

Student has been introduced to:

- Enrolments Registrar
- House Dean - Pastoral Care
- Learning and Teaching Office - Academic Studies
- Enrolments - Accommodation
- Student Services - Student Counsellor
- Student Buddy for Week 1 _____

Staff member:	
Date:	

Student has / understands:

- Mobile phone or how to use pay phone
- Emergency contact number of staff member
- Accommodation contact number
- Emergency number for fire, police etc is 000 in Australia or 112 from a mobile 'phone
- How to travel to and from school
- All school uniform requirements
- How to seek assistance on and off campus
- Bank account (if appropriate)

Staff member:	
Date:	

Student has received information about:

- OSHC
- Complaints and Appeals Processes
- Available student support services
- Legal services available to students
- Student visa conditions relating to course progress and attendance
- Grounds for suspension or cancellation of enrolment
- School Calendar
- School Rules and Code of Conduct

- Subject selection, textbooks, stationery etc
- Assessment policies and requirements
- Extra-curricular activities, clubs, etc

Staff member:	
Date:	

Other Information/Activities:

- Information about Cultural Awareness/Culture Shock/Adjusting to life in a new environment
- Orientation to local area – shops, recreational areas, etc

Staff member:	
Date:	

Student interviews to check adjustment:

- End of Week 2

Staff member:	
Date:	