



**Kennedy**  
Baptist College



# International Student *Handbook*

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## Welcome to Kennedy Baptist College

Kennedy Baptist College is a co-educational school for students in Years 7 to 12, located in Perth's southern suburb of Murdoch. The College is situated next to natural bushland on a southern locality of the Murdoch University campus, about 15 kilometres from Perth's Central Business District.

Kennedy Baptist College is registered to enrol a maximum of 50 international students and is listed with the Commonwealth Government (CRICOS Provider Code 01688K) to deliver courses to international students who are enrolled on a full-fee paying basis in our registered courses.

CRICOS Registered Courses at Kennedy Baptist College:

- Secondary Education Years 7-10 (CRICOS Course Code 0100268)
- Senior Secondary Certificate of Education Years 11-12 (CRICOS Course Code 0100269)

Kennedy Baptist College offers quality education in modern facilities, where the Western Australian Certificate of Education (WACE) is provided to all Year 12 students at the completion of their Senior Secondary schooling. It is recognised nationally in the Australian Qualifications Framework (AQF), by universities and other tertiary institutions, industry and training providers.

The College has high expectations of all our students and provides them with outstanding education opportunities in a safe, supportive, positive, and welcoming school environment and encourage students to participate, develop and learn to ultimately reach their full potential.

Students can be confident that the College puts their best interest first and their safety and wellbeing is the centre of thought, values, and actions. The College is a child safe organisation where students' rights, needs and interests are being met and where all students are protected from all forms of harm.

This *International Student Handbook* provides you with information about our College, what you can expect from us and what we expect from you.

### COVID-19

Please refer to <https://covid19.homeaffairs.gov.au/> for the most up to date information regarding border restrictions and quarantine requirements.

# Enrolment Information

## 1. Entry Requirements

Kennedy Baptist College assess applications for international student enrolment on the following basis:

- **English Language Proficiency Requirements**  
English Language Proficiency will be determined by the College as per the *International Student English Language Proficiency Policy*.
- **Academic Requirements**  
A pass level of "C" grade or better for the majority of core subjects completed the preceding year level or for partial completion of entry year.
- **Age Requirements**  
They meet the following age requirements upon enrolment at the College:

AGE-APPROPRIATE GUIDE YEARS 7 - 12	
Entering	The student must be less than
Year 7	14 years of age
Year 8	15 years of age
Year 9	16 years of age
Year 10	17 years of age
Year 11	18 years of age
Year 12	19 years of age

- **Accommodation and Welfare Requirements**  
The College requires all international students to have accommodation and support. The students' general welfare must be maintained for the duration of their enrolment as per the *Accommodation and Welfare Arrangements Policy* and the *Students Under 18 Welfare and Support Policy*.
- **Successful Student Enrolment Interview**  
Interviews will be conducted with suitable applicants by College staff to determine the applicant's spoken English language proficiency and provide an opportunity to meet key staff and ask questions about the College.
- All relevant evidence must be provided.

- International students will be offered places at the discretion of the Principal, in accordance with College Policies and Procedures.

## 2. Enrolment Process

The College has a 'non-discriminatory, open enrolment' policy, welcoming applications for enrolment regardless of race, gender, religion or ability. Affiliation with a church is not a prerequisite for enrolment, however, students and parents must recognise that the College teaches the required curriculum while maintaining a Christian ethos and accept that teachers interpret knowledge from a Christian perspective. Please refer to the College's *Enrolment Policy* on the website: <https://kennedy.wa.edu.au/enrol/enrolment-policy/>

**Prior to submitting an application for enrolment, it is important that international students and parents/guardians familiarise themselves with this *International Student Handbook*, the *Conditions of Enrolment and the Refund Policy*.**

### 2.1 Vacancies and Waitlist

The first step in the process is to check whether the College has a vacancy in the school year for the entry period for which you are enquiring. As the College has a limited number of places to offer, it is often necessary for applications to be waitlisted. Once all of the available places have been offered, the College will refer to a waiting list of those applicants still seeking a position at the College to make further offers of enrolment if vacancies become available.

In addition, check that Kennedy Baptist College offers the Year 11 and 12 courses your child is planning to study for achieving the WACE (Western Australian Certificate of Education) and university entrance.

### 2.2 Application

All students must complete the *Application for Enrolment Form* available from the Registrar at [registrar@kennedy.wa.edu.au](mailto:registrar@kennedy.wa.edu.au).

The completed form with the required supporting documentation should be returned to the Registrar together with a \$50 non-refundable Application Fee (see the *Application for Enrolment Form* for payment details).

The following supporting documentation need to be submitted with the Application Form:

- Student's birth certificate;
- Passport documents;
- Visa application approval;
- Evidence of English language proficiency (refer to 2.3 below);
- Certified copies of the student's two latest school reports and/or a copy of any public examination results;
- A *Letter of Release* if transferring from another Australian provider prior to the completion of six months (refer to 2.5 below) and an
- *Immunisation History Statement*. (refer to 2.6 below).

### 2.3 Evidence of English Language Proficiency

The College assesses the evidence of English language proficiency submitted at the time of application. Requirements are set at a standard that will allow students to participate fully in their entry school year level and the College will enrol students who demonstrate English language proficiency.

International students may be required to undergo two tests to be able to demonstrate English language proficiency:

- The Phoenix Academy Internet-based English Proficiency Test (iPEPT)
- The Australian Education Assessment Services Test (AEAS)

International students who do not meet the required level of English language proficiency for their intended entry school year level are required to undertake additional ELICOS (English Language Intensive Course for Overseas Students) training at their own expense until their English proficiency has improved sufficiently to enrol at the College.

An AEAS test will be required within the final five weeks of ELICOS. Enrolment at the College will be dependent on a placement being available at the time.

Refer to the *English Language Proficiency Policy* in this Handbook for detailed requirements.

### 2.4 Evidence of Academic Achievement

Students must submit their two latest school reports (translated into English and certified) to confirm their agreed secondary school entry year. Entry into any year level is subject to the assessment of the College.

### 2.5 Transferring from Another Education Provider

If a student is transferring from another Australian education provider prior to completing six (6) months of their course, the College will not consider the student's application until that education provider issues a *Letter of Release* for the student. Refer to the *Student Transfer Request Policy* in this Handbook for detailed requirements.

### 2.6 Immunisation History Statement

Parents/guardians of children from overseas enrolling into Western Australian schools are required to provide their child's *Immunisation History Statement*. The College cannot accept overseas vaccination records.

Parents/guardians need to provide any information about their child's overseas vaccinations to a local immunisation provider; for parents/guardians located overseas, they are advised to contact the relevant Public Health Unit. [https://www.healthywa.wa.gov.au/Articles/A\\_E/Contact-details-for-population-public-health-units](https://www.healthywa.wa.gov.au/Articles/A_E/Contact-details-for-population-public-health-units)

The local immunisation provider can:

- Register the child on the Australian Immunisation Register (AIR).
- Upload any previous vaccinations to the AIR.
- Provide any overdue vaccinations to the child.
- Following updates to AIR, parents/guardians can call the [AIR General Enquiries Line](#)

If translating services are required, then it is recommended that:

- immunisation providers contact their local public health unit to organise these documents to be translated; or
- overseas immunisation records can be sent to the Department of Social Services who provide a free document translating service for permanent residents and select temporary or provisional visa holders.

For further information find attached the WA Immunisation Requirements (Department of Health WA). [https://www.healthywa.wa.gov.au/Articles/A\\_E/Australian-Immunisation-Register](https://www.healthywa.wa.gov.au/Articles/A_E/Australian-Immunisation-Register)

## 2.7 Guardians

At the time of application, nomination of a suitable guardian will be required if the international student will not be living with their parents in Australia. The College requires students to be under guardianship throughout their period of enrolment.

The guardian will be required to act on behalf of the student's parent and be contacted by the College to give written permission for excursions or in the case of an emergency/medical assistance, telephoned. The guardian should be known to the student and be willing to assist them with support and advice whilst attending the College. Guardians would be expected to attend parent/teacher meetings with staff, in person, as required from time to time. For more information, refer to *16. Accommodation and Welfare Arrangements* under *Additional Requirements and Information* in this Handbook.

Guardianship is a legal relationship not able to be created or entered into by the College. Parents and/or legal custodians of international students must nominate their own guardian, meeting the requirements of the Department of Home Affairs (DHA).

Refer to the DHA website for information on welfare arrangements for students and *Form 157N - Student Guardianship Arrangements* required for the student visa application: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/welfare-arrangements-students-under-18>



## 2.8 Course Selection

International students are required to select their courses during the enrolment process and email the Registrar: [registrar@kennedy.wa.edu.au](mailto:registrar@kennedy.wa.edu.au) with their courses and electives for Years 7 to 10 or course selection for Years 11 and 12.

Year 11 and 12 students transferring from interstate or overseas must contact the Registrar before commencing the enrolment process. This is to establish if the student's current course selection can be continued as Department of Education restrictions may apply.

Refer to <https://kennedy.wa.edu.au/parents/electives-and-courses/> for more information on electives and courses on offer.

## 2.9 Interview with the Principal or his Delegate

Enrolment for both international and domestic students is dependent on a satisfactory interview.

The Registrar will book an interview with the Principal or his Delegate. If you are not in Perth or attending ELICOS, the interview can be organised with the Registrar for a future date.



## 2.10 Offer of a Placement

Applicants will receive a *Letter of Offer* attached to the *Written Agreement* and invoice for first Semester fees, the bond and, if arranged by the College, the Overseas Student Health Cover (OSHC) amount. This may be a conditional offer, dependent on achievement of English proficiency with a pre-start AEAS test and other conditions.

To accept the offer, students and parents/guardians and/or legal custodians, must complete and sign the *Written Agreement* and return this with the payment amount stipulated on the invoice that was provided with the *Written Agreement*.

The Registrar must receive the completed and signed *Written Agreement* **prior** to the issue of the *Confirmation of Enrolment* (CoE) and (for students under the age of 18) the *Confirmation of Appropriate Accommodation and Welfare* (CAAW).

The CoE and CAAW (where applicable), will be registered electronically at the Department of Home Affairs (DHA) where student visa applications are processed.

For this reason, the applicant must notify the Registrar as to whether the student will be in Australia at the time of visa application.

## 2.11 Refunds

Refunds are paid in accordance with the *International Student Refund Policy* and provides for situations such as where a student's visa has been refused; a student doesn't commence after enrolment; when a student withdraws from their studies; or when a student fails to maintain visa conditions.

No refunds are made where a student and/or their parents/guardians provided false or misleading information and no refund or discount is provided due to late arrivals.

## 2.12 Overseas Student Health Cover (OSHC)

Students applying to study in Australia must meet health requirements outlined in the migration regulations. As a condition of the student visa all international students must have medical and hospital Overseas Student Health Cover (OSHC) insurance for the entire duration of their visa. The Registrar can arrange OSHC on request for new international students through Medibank Private and a printed Policy Certificate will be provided to the student.

Alternatively you can organise the insurance independently by referring to <https://www.studyinaustralia.gov.au/english/live-in-australia/insurance> for more information.

Evidence of OSHC insurance must be provided to the College, showing the insuring company, membership number and the expiry date, which will extend to the end of your visa.

## 2.13 Student Visa Application

To commence application for a student visa, you will be required to present copies of the *Confirmation of Enrolment* (CoE) and if applicable, *Confirmation of Appropriate Accommodation and Welfare* (CAAW) documents and complete the relevant application forms. Refer to the Department of Home Affairs (DHA) website for more information about the student visa application process:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

Student visa applications are lodged at the Australian Embassy, High Commission or Consulate in a student's home country or the DHA office.



The visa application must be accompanied by:

- Copy of the *Letter of Offer*
- Copy of *Confirmation of Enrolment (CoE)*
- *Confirmation of Appropriate Accommodation and Welfare (CAAW)* for students under the age of 18 not living with their parents or approved relative in Perth
- Evidence of OSHC cover
- Valid passport
- Passport photographs
- Medical examination results/clearance
- Visa application fee
- Proof of financial capacity to pay course and living expenses
- Anything else required per the student visa application

### 2.14 Education Agents

The College is not affiliated with any education agents and undertakes its own marketing, promotion and recruitment of overseas students. As such, the College does not have agent agreements or commission policies with any education agent.

## 3. Fees and Charges

Kennedy Baptist College student fees cover tuition associated with the College's academic, co-curricular and pastoral care programs including student accident insurance and basic excursion fees. Tuition fees exclude costs for textbooks and other course materials, uniforms, laptop and Overseas Student Health Cover (OSHC) which is purchased separately. Other fees charged separately include the yearbook, camps and course specific charges.

Refer to the College's *Fees and Charges Brochure for International Students* available on the College website: [https://kennedy.wa.edu.au/international-students\\_fees/](https://kennedy.wa.edu.au/international-students_fees/)

### 3.1 Tuition and Non-Tuition Fees

International student tuition fees are the same for Year 7 through to Year 12 in any calendar year. Fees (tuition and non-tuition) for subsequent years are approved by the College Board around November each year. All families will be advised of the new rates via the College newsletter and website.

**Tuition fees** are fees directly related to the provision of the student's course and include student accident insurance and basic excursion fees.

**Non-tuition fees** are fees not directly related to provision of the student's course including but not limited to Overseas Student Health Cover (OSHC), course materials and textbooks, uniforms, resource fees, camps and yearbook.



Estimated fees are:

TUITION FEES		
Fee – 2024	\$22,546	The annual fee for Years 7 to 12 which include student accident insurance and basic excursion fees.
<b>NON-TUITION FEES</b> refer to any fees and costs other than the annual tuition fee and include:		
Enrolment Bond	\$5,000	A one-time payment, payable at enrolment, that is refunded when requested on student graduation or withdrawal, after all costs and fees have been recovered.
OSHC (Overseas Student Health Cover)	As per quote on application. Approx. over \$4,840 if starting in Year 7	Students must have OSHC insurance for the entire duration of their visa. Evidence of OSHC insurance is required prior to starting at the College. Refer to section 2.12 for more information.
iPEPT English Test	\$0 - \$60	Through Phoenix English Academy online
AEAS English Test	\$520+	At an AEAS Testing Centre in Perth or your home country
School Curriculum and Standards Authority of WA	\$254.10	Year 11
Course Enrolment Fee	\$573.10	Year 12
Guardianship Fees	\$1,500 - \$3,000	If required. 12 months, approximate only (private arrangement)
Homestay Fees	\$320+ per week or as negotiated with provider	Whilst attending the College, students must be accommodated at a reputable homestay. Homestay fees are negotiated by the family with the homestay provider. Please note: The College policy does not allow house-share and independent arrangements for students of any age.
Personal Spending	\$130 - \$250 per week	Public transport, personal toiletries, stationery, mobile phone, entertainment, clothing, etc. <i>(Also depending on allowance and whether lunches are included in Homestay)</i>
Uniform & Books	\$2,000 - \$2,800	Depending on how many sets purchased / Year of study / Courses studied
Compulsory School Camps/ Incursions: Years 7, 8 and 11	\$100 - \$450 each Camp	Depending on where the camp is held and for how many days
Laptop or mobile device	Approx. \$1,500	Depending on model purchased (within College requirements)
Calculator	\$45 - \$288	\$45 for Years 7 to 9; \$288 Years 10 to 12
Additional Charges	\$90 - \$330	Resource fees; annual College diary; annual yearbook
Senior school electives	\$600 - \$1,100	E.g. Year 11 and 12 Outdoor Education and Vocational Education and Training (VET) courses
<b>Please note:</b> Students are advised NOT to bring large sums of spending money with them when travelling to Perth, but are to arrange suitable banking and credit card facilities for the duration of their stay.		

### 3.2 Payment of Fees

The Department of Home Affairs (DHA) requires families to provide proof of their ability to pay their child's full fees and costs whilst studying in Perth.

All fees must be paid in Australian dollars and any refunds will be reimbursed in Australian dollars. The College accepts payment by credit card (Visa or MasterCard accepted, credit card payment can be accepted over the phone), bank transfer or by cash or EFTPOS (if paying in person at the College Reception). The College bank details are available in the *Written Agreement (issued with the Letter of Offer)*.

Fees are payable by Semester, three (3) months in advance. Fees for Semester 1 are due in November of the preceding year and fees for Semester 2 are due in April of Semester 1. \*Please note that fees charged will be according to the budget figures for the student's year of enrolment.



## College Policies and Procedures

International students and parents/guardians are required to familiarise themselves and comply with the College Policies and Procedures and requirements, available at the end of this International Student Handbook and on our College website.

International students and parents/guardians must also be familiar with the other College Policies, available on the College website. <https://kennedy.wa.edu.au/parents/college-policies-and-procedures/>.

Key Policies include:

- *Student Code of Conduct*
- *Digital Citizenship College Agreement*
- *Discipline Policy*
- *Bullying Prevention Policy*
- *Student Safety and Wellbeing Policy*
- *Attendance Policy* (in addition to the *International Student Course Attendance Policy*)

- *Assessment Policy*
- *Mobile Devices Policy*
- *Uniform Policy*
- *Complaints Handling Policy and Procedures* (in addition to the *International Students Complaints and Appeals Policy*)
- *Privacy Policy*
- *Emergency Evacuation and Lockdown Procedures*

The [Kennedy Handbook](#) provides an overview of our values, staff, facilities, education programs, daily administration, emergency evacuation and lockdown procedures, student policies and much more.

# Additional Requirements and Information

## 1. Term Dates

Please refer to the College website for the most up to date Term Dates: <https://kennedy.wa.edu.au/parents/term-dates-and-day-structure/>

## 2. School Year

The school year generally commences in late January and concludes in early December and is divided into four (4) equal school terms (approximately 10 weeks each term) with a two-week vacation break between terms and a longer break in December/January during the summer months.

## 3. The College Day Structure

8:10	Warning Bell
8:15	Form
8:30	Period 1
9:20	Period 2
10:10	Period 3
11:00	Recess
11:25	Warning Bell
11:30	Period 4
12:15	Period 5
1:05	Lunch
1:35	Warning Bell
1:40	Period 6
2:25	Period 7
3:15	End of Day

Students are required to attend their registered course on Campus and on a full-time basis from Monday to Friday. The College day is divided into seven periods, with the addition of a form/administration period at the commencement of the day.

## 4. Student Orientation

### 4.1 Pre-Start

All new students are invited to attend a pre-start

orientation afternoon which will be scheduled on the weekday before school starts. New students first meet for half an hour with the Deputy Principal - Pastoral Care and receive College and Education Services for Overseas Students (ESOS) information specifically for international students, including this *International Student Handbook* and information in regard to the Overseas Student Ombudsman.

Following this, students will meet with new domestic students, teachers, their Head of Year and student mentors, tour the facilities and receive information in regard to starting at the College.

Subsequent to the above, regardless of the student's commencement date, students will be given the same information and inducted by their respective Head of Year before they start at the College.

### 4.2 First Day

On their first day at the College, students will be allocated a locker and issued with a combination lock for the safe storage of personal items during the school day. They will also receive Research and Study Centre (Library) information, and have their photograph taken (in College uniform) for their SmartRider card order (refer to 7 & 8 below). The SmartRider can be credited (via the Transperth website) to use as a swipe payment card for all Transperth public transport, as an identification card to gain student concessions at movie theatres, etc., to borrow books from the College Research and Study Centre and in the Cafeteria where credit can be added over the counter towards food purchases. Refer to <https://kennedy.wa.edu.au/parents/transport-options/> for more information relating to transport options to and from the College.

Early in their first term, new students will be invited to a lunch provided by their Heads of Year so they can meet up with their Head of Year and enjoy each other's company in a relaxed atmosphere.

## 5. Uniform

The uniform is to be worn with pride at all times, reflecting the values of the College.

Please refer to the *Uniform Policy* on the College website <https://kennedy.wa.edu.au/parents/college-policies-and-procedures/> which contains the specific College uniform



requirements. You can also find more information on the website regarding the [Uniform Shop pricelists](#) and opening hours.

Please note, the Uniform Shop does not accept second-hand uniforms. These may be sold via Gumtree, Facebook Marketplace, etc.

## 6. Books

Booklists and elective/course confirmations are posted/ emailed in early December each year. Students are to purchase items for their confirmed electives/courses from the independent provider specified on the front of the Booklist. Books may be ordered online and delivered to a Perth metropolitan address free of charge (at the time of writing) within a certain timeframe as specified on the booklist.

## 7. Transport

### Public Transport Services

**Transperth** is the public transport organisation operating Perth's buses, trains and ferries. A free transit zone is provided daily within the central city area.

**Transperth** buses and trains services the City and suburbs, including Kennedy Baptist College (to suit school hours). Students are eligible for travel concessions on public transport. Student concession cards (SmartRider cards) are available to students through Kennedy Baptist College on enrolment.

For information on timetables, routes and pricing, see: [www.transperth.wa.gov.au](http://www.transperth.wa.gov.au)

### College Bus Services

The College operates two bus services (independent to Transperth) providing an option for families in the suburbs of East Fremantle, Bicton, Attadale, Melville, Victoria Park, Como, Applecross, Mount Pleasant and Booragoon.

Private use of this service is by arrangement with College Administration. Visit <https://kennedy.wa.edu.au/parents/transport-options/> for more information.

## 8. SmartRider

SmartRider is the contactless electronic ticketing system of the Public Transport Authority of Western Australia. The system uses RFID smart card technology to process public transport across public bus, train and ferry services.

New students starting at the beginning of the school year, will receive their SmartRider card by approximately the 3<sup>rd</sup> week of Term 1. The first SmartRider card is free through the College on enrolment. Replacement SmartRider cards may be reordered through the College Student Services at a cost of \$5. College SmartRider cards contain an additional chip linked to our Cafeteria for purchase of food and drink items. (Refer to page 26 for more information regarding Beedawong Cafeteria.

Visit [www.transperth.wa.gov.au/smartrider/types-of-smartrider/student-smartrider](http://www.transperth.wa.gov.au/smartrider/types-of-smartrider/student-smartrider) for more information

Visit [www.transperth.wa.gov.au](http://www.transperth.wa.gov.au) for helpful hints and direction for planning a journey.

## 9. Discipline

At Kennedy Baptist College our aim is that all students receive positive guidance and encouragement towards acceptable behaviour and given opportunities to interact and develop respectful and positive relationships with each other and with staff.

The *Student Code of Conduct* sets out the College's expectations of students with respect to their academic and personal conduct and is the central focus of discipline and self-discipline for every student. Behaviour contrary to the *Student Code of Conduct* may result in disciplinary action including (but not limited to) suspension or exclusion.

A student sent out of any class five (5) times in a year is withdrawn by their parents/guardian or the Principal will permanently exclude them from attending the College.

The system for dealing with inappropriate behaviour outside the classroom may result in students receiving demerits or outside send-outs.

Students are permitted to record a total of 24 demerits during one year. At the 25<sup>th</sup> demerit, the student will be withdrawn and permanently excluded from the College. The demerit system serves to address behaviours and actions that do not necessarily affect the classroom or other students, but with the smooth running and/or appearance of the College.

Each time a student receives a major outside send-out, they are suspended from school for one day. If a student receives three (3) major outside send-outs for any reason in one year, they are withdrawn or permanently excluded from the College.

Refer to the *Student Code of Conduct and the Discipline Policy* on the College website.

## 10. Course Attendance

The College expects 100% attendance from all students.

However, as a visa condition, international students are required to achieve satisfactory course attendance which, at a minimum, must be 80% of the scheduled contact hours in each school term.

Attendance from the first day to the last day of each school term is compulsory. Any absences must be advised in writing and a medical certificate from a registered medical practitioner is required after two or more days absence from school.

The College monitors and records the course attendance of each student. If an international student is not achieving satisfactory course attendance or has been absent for more than five (5) consecutive days without approval, the Deputy Principal - Pastoral Care will meet with the student to develop an intervention strategy for improving course attendance.

Should the student not achieve satisfactory course attendance in the next school term, even though all steps have been taken to assist the student, including advising parents/guardians, the College has the right to inform the Department of Home Affairs (DHA) which may result in the cancellation of their student visa.

Please refer to the *International Students Course Attendance Policy* in this Handbook.

## 11. Course of Study

At Kennedy Baptist College all students are expected to strive for personal excellence in all that they do. The College provides a broad-based and relevant curriculum, which represents a holistic approach to the education of the students under our care.

Our goal is to offer students a wide range of opportunities to develop their understanding and knowledge of the world around them and to foster their God-given talents and abilities. The curriculum is designed to encourage creativity, flexibility, problem solving and collaboration.

The Deputy Principal - Curriculum, Director of Studies and Heads of Learning Areas coordinate the curriculum content and assessment processes across the College, in accordance with the requirements of the Western Australian School Curriculum and Standards Authority <https://www.scsa.wa.edu.au/>

Students in Years 7 to 10 follow the Western Australian Curriculum and Assessment Outline, an adaptation of the Australian Curriculum, as prescribed by the Western Australian Schools Curriculum and Standards Authority. Students in these year groups also have the opportunity to choose from a diverse range of elective subjects. Students in Years 11 and 12 work towards the Western Australian Certificate of Education in either an ATAR (University Entry) pathway or a more vocationally-oriented General pathway, including a number of VET (Vocational Education and Training) options.

## 12. Course Progress

Students must maintain satisfactory course progress by achieving a C grade or higher in each course.

The College monitors and records the course progress of each student. If an international student is not achieving satisfactory course progress, the Deputy Principal - Pastoral Care will meet with the student to develop an intervention strategy for academic improvement. Should the student not achieve satisfactory course progress in the next school term, even though all steps have been taken to assist the student, including advising parents/guardians, the College has the right to inform the Department of Home Affairs (DHA) which may result in the cancellation of their student visa. Refer to the *International Students Course Progress Policy* in this Handbook.

### 13. Student Assessment and Reporting

All students are expected to attend all classes and complete and submit all homework tasks and assessments on time and as required.

Assessments include classroom tests, assignments and formal examinations conducted on a continual basis throughout the academic year.

Student achievement and course progress is assessed and reported on as outlined in the College's *Assessment Policy*: <https://kennedy.wa.edu.au/parents/college-policies-and-procedures/>

Ongoing course progress is provided via SEQTA Engage, the parent online portal, accessible from the College website: <https://kennedy.wa.edu.au/parents/parent-portals/>

The College reports student achievement and course progress at the end of Semester 1 and at the end of Semester 2. It is the parent/guardian's responsibility to regularly check student progress through SEQTA and emails. Term 1 also offers Parent Teacher interviews to discuss student progress. (Semester 1 being Terms 1 & 2; Semester 2 being Terms 3 & 4).

### 14. Student Safety

Kennedy Baptist College is committed to being a child safe organisation. The College provides a safe environment where students' rights, needs and interests are being met and where all students are protected from all forms of harm.

Please refer to the *Student Safety and Wellbeing Policy* on our College website. <https://kennedy.wa.edu.au/parents/college-policies-and-procedures/>

If you are worried or concerned about your safety or wellbeing, please approach any staff member you feel comfortable with, your Head of Year or the Deputy Principal - Pastoral Care. The Deputy Principal - Pastoral Care, Mr Andrew Dunn can be contacted on (+61) 8 9314 7722 during school hours or via email: [adunn@kennedy.wa.edu.au](mailto:adunn@kennedy.wa.edu.au)

When outside of school hours and you fear for your safety or being assaulted or abused, call 000 immediately. Please also inform Mr Andrew Dunn. Refer to Appendix B: Emergency Contacts in this Handbook.

While Australia is generally a safe place to live and study, it is still important that you take care and keep yourself safe.

Please refer to the following website for information on personal security and safety when going out, using public transport, taxi or the internet:

<https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/personal>

<https://www.crimestopperswa.com.au/keeping-safe/personal-safety/>



### 15. Medication

The College is very conscious of its responsibilities when a student requires medication. In accordance with legal and safety requirements, students are not permitted to keep medication on their person or to administer any medication to other students. Parent/guardians must undertake the following in relation to the administration of medication and/or management of health conditions:

- Notify the College in writing of a health condition requiring medication during the day.
- Request in writing for the College to administer prescribed medication or to assist in the management of a health condition.
- Provide the medication in the original labelled container clearly stating the name of the student, name of medication, dose and time to be administered.
- Advise the College in writing and collect the medication when it is no longer required during the day.

Refer to the *Kennedy Handbook* for more detailed information regarding *Administration of Medication*.

## 16. Accommodation and Welfare Arrangements

Kennedy Baptist College requires international students to live in safe and friendly environments conducive to good study habits, regular school attendance, academic progress and optimum achievement.

The College requires all international students to have accommodation and support, and their general welfare must be maintained for the duration of their enrolment. To maintain their welfare, they must stay in Australia with:

- Their parents or legal custodians, or
- A relative who has been nominated by their parents or legal custodians, who is over the age of 21, of good character and approved by the Department of Home Affairs (DHA), or
- A DHA approved homestay provider nominated by their parents or legal custodians either independently, or through a reputable agency.
- This accommodation, support and general welfare arrangement must be approved by Kennedy Baptist College.

Please refer to the *Accommodation and Welfare Arrangements Policy* and the *Students Under 18 Welfare and Support Policy* in this Handbook.

### 16.1 Relatives

Relatives are required to be nominated by the student's parents or legal custodians; be over the age of 21; be of good character; and, be eligible to remain in Australia until the student's visa expires or they turn 18.

- A relative can be a parent, spouse, de facto partner, brother or sister, step-parent, step-brother or step-sister, grandparent, aunt or uncle, niece or nephew, step-grandparent, step-aunt or step-uncle, step-niece or step-nephew.
- The relative (over the age of 21) may be an Australian citizen, a permanent resident or be eligible to remain in Australia until the student's visa expires or they turn 18.

- They must be of good character to visit or live in Australia. This means they must pass the character test and remain of good character. One way of showing this is by providing a police clearance from the countries in which they have lived for more than 12 months in the past 10 years after the age of 16.

More information on character requirements is available from the Department of Home Affairs (DHA) website: <https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/character>

For more information about the requirements for relatives, refer to *Form 157N – Student Guardianship Arrangements* available from the DHA website: <https://immi.homeaffairs.gov.au/form-listing/forms/157N.pdf>

### 61.2 Homestay

All international students are to live in a reputable homestay during their enrolment at the College. It is in the student's best interests that a homestay offers an environment conducive to study, provides sustaining meals, a family environment and is not too far from the College and/or suitable transport facilities.

- Students living independently in a student house-sharing or flatting arrangement will not be allowed to attend the College.
- A student under the age of 18 living with a Homestay Carer requires a *Confirmation of Appropriate Accommodation and Welfare* (CAAW), created at the same time as the student's *Confirmation of Enrolment* (CoE). This provides evidence that the College accepts responsibility for the approval of accommodation, support and general welfare arrangements for a student who is under the age of 18, and that the arrangements are suitable, ongoing and appropriately managed until the student turns 18.
- Where the College has approved the student's welfare and accommodation arrangements, the student requires the College's approval for any changes to welfare and accommodation arrangements **prior** to that change.



### 16.3 Recommended Homestay Providers

Kennedy Baptist College does not offer student boarding facilities. It is recommended that parents or legal custodians who do not have an approved nominated relative or an approved nominated homestay provider, contact the following homestay providers:

1. Tann Advisory & Management Services (TAMS): [www.tannadvisory.com.au](http://www.tannadvisory.com.au)
2. Australian Homestay Network (AHN): [www.homestaynetwork.org](http://www.homestaynetwork.org)
3. International Student Accommodation Australia (ISAA): [www.isaa.net.au](http://www.isaa.net.au)

Check the individual homestay provider websites for current fees. Both TAMS and ISAA provide homestay and/or guardianship services. These providers are responsible for the vetting and homestay selection process, provision of appropriate documentation and training for providers housing international students.

### 16.4 Homestay Carer

The homestay carer must be over the age of 21 years; live permanently in Perth; and, be of good character, with a **Federal Police Clearance** (for hosting students of all ages) covering the last 10 years. All occupants of the household who are over 18 years of age must have a current **Working With Children Card (WWCC)** when hosting students under the age of 18.

They are responsible for providing suitable student accommodation: full board with their own room and meals supplied. They must be available in the case of emergencies and be available to pick up the student from after-school tutoring, sport or extra-curricular activities.

Recognising the importance of ensuring the safety and welfare of international students, Kennedy Baptist College requires homestay carers to meet the requirements and the standards outlined per the *Accommodation and Welfare Arrangements Policy* in this Handbook. They have to provide:

- A safe and welcoming homestay family environment that will encourage students to experience life as a member of the family;
- A safe, secure, private bedroom for the student's sole use with a bed, desk, wardrobe, chair, adequate lighting for study purposes and heating and cooling facilities;

- Access to a shared or private bathroom;
- Access to kitchen, living areas, laundry facilities and shared areas of the home;
- Meals as specified (usually breakfast and dinner during the week and breakfast, lunch and dinner on weekends and holidays) and
- Internet access, etc.

The homestay carer is also required to:

- Attend interviews with College staff, at enrolment and as required by the school (when the parent/guardian is not available);
- Contact the College regarding any student welfare, academic progress and attendance issues;
- Ensure the student resides in their approved address at all times and notify the Registrar immediately if the student fails to do so or intends to move;
- Assist and support the student's attendance at the school and support the completion of homework assignments where required and
- Assist the student to access any necessary medical, dental, hospital or other health-related services, including making appointments and, where necessary, accompany the student to those appointments and if required advise the College of any medical issues.

### 16.5 Guardianship

Where international students will not be living with their parents, parents will be required to nominate a guardian (e.g. a legal custodian or a relative). The guardian should be known to the student and be willing to assist them with support and advice whilst attending the College.

They provide appropriate welfare arrangements, responsible for organising appropriate accommodation and travel to and from Australia.

The guardian will be required to sign College documents on behalf of the parents as their nominated representative.

This does not include the *Written Agreement* and any legal documents that must be signed by the parents and/or legal custodian.

They oversee all aspects of the student's support and welfare while at the College, including:

- Meeting the student on arrival at Perth Airport;
- Regular ongoing contact with the student – weekly telephone contact and fortnightly face to face contact at the least;
- Acting on behalf of the student's parent;
- Ensuring that all financial obligations for the student's education are met;
- Ensuring that significant medical needs of the student are met and that the College and parents are kept informed;
- Liaising with the College on behalf of the student and their parents concerning any concerns, complaints or grievances;
- Giving written permissions for excursions;
- Being the emergency contact in case of student illness, injuries or medical assistance;
- Attending parent/teacher meetings (and other meetings which may be required from time to time) to discuss the academic progress of the student and reporting back to the parents;
- Being familiar with homestay and College rules and supportive in the application thereof, and
- Liaising with the homestay carer about the student's accommodation and welfare.
- For more information about guardianship, refer to *Form 157N – Student Guardianship Arrangements* available from the DHA website: <https://immi.homeaffairs.gov.au/form-listing/forms/157N.pdf>

## 17. Students Under 18 Welfare and Support

Kennedy Baptist College is committed to ensuring the safety, welfare and support of international students under the age of 18.

Where the College has taken on responsibility for the approval of welfare arrangements for students under the age of 18, the College will ensure the arrangements are suitable, ongoing and appropriately managed until the student turns 18.

Please refer to the *Students Under 18 Welfare and Support Policy* in this Handbook.

## 18. Change of Address or Contact Details

The student is obliged to notify the College of any change of address or contact details within seven (7) days while enrolled at the College. This includes but is not limited to homestay address, parent and guardian contact details, OSHC and/or visa changes.

Where the College has approved the student's accommodation, support and welfare arrangements, the student requires the College's approval for any changes to accommodation, support and welfare arrangements **prior** to that change.

## 19. Withdrawal from the College

The College will not act on any decision affecting the student's enrolment that is not made by the parents/legal custodians. The parents/legal custodians with whom the College has a formal *Written Agreement* are the primary contact for the College in such matters.

A student intending to withdraw from the College must contact the Registrar to obtain the instructions and necessary forms. Parents/legal custodians of students intending to withdraw from the College must give at least ten (10) school weeks' notice (not including scheduled school holidays) of a student's withdrawal in writing to avoid being charged a fee in lieu and to receive their bond payment. Refer to the *Refund Policy* in this Handbook.

The process of withdrawal from the College includes:

- The cancellation of the *Confirmation of Enrolment* (CoE) on PRISMS on the eve of the student's agreed last day of attendance and where applicable, the student's *Confirmation of Appropriate Accommodation and Welfare* (CAAW) in liaison with the new education provider.

- The *Letter of Release* if required for the new education provider.

## 20. Deferment, Suspension or Cancellation of Study

The College recognises that there may be times when a student wishes to defer, suspend or cancel their studies. If this is the case, students must contact the Registrar. The College will not act on any decision affecting the student's enrolment that is not made by the parents/legal custodians. The parents/legal custodians with whom the College has a formal *Written Agreement* are the primary contact for the College in such matters.

Students may be granted deferment or temporary suspension from their studies for compassionate or compelling circumstances. The College will follow strict guidelines in this assessment. If this deferment or temporary suspension is granted, the College will let students and their parents/guardians know in writing that their enrolment has been deferred or suspended. The letter will also remind them that a change in enrolment status may affect the student visa.

The College will notify the Department of Home Affairs (DHA) of the change in enrolment. Parents may be eligible for a refund in this instance – please refer to the *International Students Refund Policy* and apply if appropriate.

The College may choose to defer, suspend or cancel a student's enrolment for the following circumstances:

- Students present compassionate or compelling circumstances (such as personal illness or illness/death of a family member at home or political upheaval);
- Misbehaviour by the student; (please refer to the *Discipline Policy* on the College website)
- Non-payment of fees;
- Committed a crime; or
- Other reasons provided for in the *Deferment, Cancellation or Suspension of Study Policy*.

If the College decides to defer, suspend or cancel a student's enrolment, then the College will let the student and their parents/guardians know about their decision in writing.

The College will remind the student that the change in enrolment status may affect their visa, and that they have 20 working days to use the College's internal complaints and appeals process.

If the student and their parents/guardians decide not to access the complaints and appeals process, then the College will notify the Department of Education and the Department of Home Affairs that the student's enrolment has been deferred, suspended or cancelled. If the student and their parents/guardians use the complaints and appeals process, the suspension or cancellation will not take effect until the process is completed.

Please refer to the *Deferment, Cancellation or Suspension of Study Policy* in this Handbook.

## 21. Complaints and Appeals

Kennedy Baptist College is committed to developing and maintaining positive relationships with all members of the College community and to the timely resolution of any complaint and appeal that may arise. Complaints and appeals will be treated seriously and addressed professionally, competently and impartially, applying principles of confidentiality and procedural fairness.

The availability of complaints and appeals processes does not remove the right of the student and their parents/guardians to take action under Australia's consumer protection laws. Please refer to the *International Students Complaints and Appeals Policy* (in this Handbook), the College's Complaints Handling Policy and the online complaints forms which are available on the College website. <https://kennedy.wa.edu.au/wp-content/uploads/2022/11/Complaints-Handling-Policy.pdf>

## 22. Student Transfer Requests

Kennedy Baptist College will not knowingly enrol an international student wishing to transfer from another education provider, prior to that student completing their first six (6) months, except in certain circumstances.

International students are restricted from transferring to another education provider during their first six (6) months of enrolment at the College.

Please refer to the *Student Transfer Request Policy* in this Handbook.

## 23. Student Visa Requirements

### 23.1 Current Visa

It is important that a student ensures that they have a visa that is current and that their visa does not expire while they are in Australia. If they remain in Australia for more than 28 days after their student visa expires without obtaining a new one, they may be prevented from returning for three (3) years.

If students need to renew their visa for any reason, they should allow plenty of time for the renewal process before the current visa expires.

### 23.2 Complying with Student Visa Conditions

Student visa conditions are set out in the letter of approval they will receive with their visa. Students must comply with all their visa conditions to be allowed to study in Australia. The main conditions are that they must:

- Maintain satisfactory attendance;
- Maintain satisfactory course program;
- Continue to be enrolled in a registered course;
- Not change education provider within the first six (6) months of their course;
- If under the age of 18, must have accommodation and support, and their general welfare must be maintained;
- Not change their welfare arrangements without the written approval of the College;
- Notify the College of their address and contact details within seven (7) days of arriving in Australia, and within seven (7) days of any change in their address and contact details.
- Notify their original education provider if they change to a new education provider within seven (7) days of obtaining their new *Confirmation of Enrolment* (CoE); and
- Maintain Overseas Student Health Cover (OSHC).

If a student does not follow these conditions, their visa may be cancelled, and they may be required to leave Australia.

They may also be prevented from returning to Australia for three (3) years after their visa is cancelled.

For further information about student visa regulations, please refer to:

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500#>

### 23.3 Visa Cancellation

If the College cancels or suspends the enrolment of the international student, the College must continue to approve the welfare arrangements for students under the age of 18 until any of the following applies:

- The student has alternative welfare arrangements approved by another registered education provider.
- Care of the student by a parent or nominated relative is approved by the Department of Home Affairs (DHA).
- The student leaves Australia.
- The College has notified the DHA that it is no longer able to approve the student's welfare arrangements or that it has taken the required action after no being able to contact the student.

## 24. Privacy

Your personal information is protected by law, including the *Privacy Act 1988*. Refer to the *Privacy Policy* on the College website: <https://kennedy.wa.edu.au/parents/college-policies-and-procedures/>

Information is collected on the application form and during enrolment in order to meet our obligations as their education provider and to ensure students comply with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the *Education Services for Overseas Students Act 2000*, the *Education Services for Overseas Students Regulations 2019* and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

Information collected on the enrolment form and during the course of enrolment can be provided, in certain circumstances, to the Australian government and designated authorities and, if relevant, the Tuition Protection Service. In other instances, information collected during enrolment can be disclosed without consent where authorised or required by law.

## **25. Personal Student Insurance**

Student accident insurance is provided for all students at the College; however, this cover is applicable during school hours only and whilst attending school related activities (such as sporting activities or camps).

Parents/guardians are advised to check personal student insurance policies to ensure adequate medical, personal property and liability insurance cover. It is your responsibility to take out private insurance against accidental loss or damage to personal items such as mobile phones, cameras, laptops etc. The College cannot accept responsibility for medical expenses associated with accident or illness (beyond the student's Overseas Student Health Cover benefits) or loss of, or damage to, personal effects. In an emergency, the student will be sent to a local hospital where procedures may be covered in part, according to their Overseas Student Health Cover (OSHC) schedule.

## **26. International Air Travel**

Parents are requested to note the commencement and final dates for each school term and make travel arrangements to adhere to those dates. Please note that the College will not fund the cost of air travel for students, nor arrange pick-up/drop-off at the airport (this must be organised with the student's guardian).





## Support Services

### 1. Internal Support Services

Kennedy Baptist College has a comprehensive pastoral care program to support students to thrive academically, socially, emotionally, physically and spiritually. Our Pastoral Care Team includes the Deputy Principal Pastoral Care, Director of Students, Heads of Year, Form Teachers, Classroom Teachers, a College Psychologist, College Counsellors and a College Chaplain. Our Pastoral Care Programs include weekly pastoral care periods, positive behaviour, protective behaviours, peer support, resilience building, cyber safety, transition, student leadership, year group camps, community service and mentoring. Refer to the College website for more information about pastoral care: <https://kennedy.wa.edu.au/discover/pastoral-care/>

#### 1.1 Staff

International students have access to the following staff during school hours:

- The **Registrar** manages the application and enrolment process, arranges the *Confirmation of Enrolment (CoE)* for students applying for

student visas and is responsible for the administration and reporting requirements for international students. The Registrar can be contacted on (+61) 8 9314 7722 or at [registrar@kennedy.wa.edu.au](mailto:registrar@kennedy.wa.edu.au)

- The **Deputy Principal - Pastoral Care** is responsible for the attendance and course progress of international students, difficulties with study, getting to school on time and pastoral care (welfare, safety and support).
- **Heads of Year** are the first point of call for all pastoral care issues and we encourage students to feel free to contact them about any matter. They are responsible for the pastoral care of their allocated year group,
- **Form Teachers** are responsible for daily College practices.
- **Student Administration** are responsible for timetables, rooms, absentees and general student enquiries.

- **Classroom Teachers** are responsible for the academic progress of students in classes.
- **Heads of Learning Areas** are responsible for student academic progress in each course.
- The **College Psychologist and Counsellors** provide a confidential free of charge service that supports and promotes the growth and wellbeing of students.
- **First Aid Officers** providing in the healthcare needs of students and making necessary arrangements should further medical attention be required.
- Assistance with complaints, critical incidents or allegations should be directed to the Principal in the first instance during school hours on (+61) 8 9314 7722 or at [mashby@kennedy.wa.edu.au](mailto:mashby@kennedy.wa.edu.au)

Refer to the *Kennedy Handbook* on the College website for the names and contact details of the above staff members: <https://kennedy.wa.edu.au/parents/college-policies-and-procedures/>

## 1.2 Counselling

Leaving the family home and studying in a foreign country can be overwhelming and is stressful. If a student is suffering culture shock, feels homesick or is finding difficulty in adjusting to their new environment, students are most welcome to approach the Counsellor and College Psychologist to provide support and guidance.

## 1.3 Tutoring

Students are encouraged to take advantage of tutoring offered after school. Tutoring is provided by the College teaching staff free of charge as additional academic support. Refer to the College website for the tutoring timetable:

<https://kennedy.wa.edu.au/parents/key-parent-information/>

Teacher Librarians are also available to assist with research; study skills and learning strategies. Students can make an individual appointment with a Teacher Librarian to help them with study and organisation techniques or may be referred by teachers and Heads of Year.

Once a week after school there is study skills tutoring in the Research and Study Centre.

## 1.3 Accidents or Injuries

If a student is injured when in attendance during the school day, College staff will contact the appropriate support services to ensure the student is looked after.

In an emergency during school hours, students will be transported to either Fiona Stanley public hospital or St John of God private hospital close by. Parents/guardians have to cover any costs for emergency entry to the hospital, as some procedures may be covered in part, according to their Overseas Student Health Cover (OSHC) schedule.

If not an emergency, the local Emergency Contacts (as provided in the *Written Agreement*) are contacted via telephone to request that the student be picked up from the Health Centre and taken for medical treatment or to recover at their home/homestay.

Parents/guardians of international students are required to seek medical advice and obtain medical certificates for days missed at school as required.

## 2. External Support Services

### 2.1 Accidents or Injuries

If a student is injured at home or outside of school, the parent/guardian (with whom the student is residing) should seek emergency assistance by attending a hospital emergency room, visiting their doctor or dialing 000 for an ambulance, depending on the severity and urgency of the medical emergency. Refer to Appendix C: Emergency Contacts in this Handbook.

### 2.2 Health and Emergency Services

- For a non-life-threatening emergency requiring police assistance call 131 444
- **For (life-threatening) emergencies only call 000.** This includes medical, fire and other emergencies.

## 2.3 Community Services

College Local City Council:  
<https://www.melvillecity.com.au/>

Adjacent Council:  
<https://www.cockburn.wa.gov.au/>

Perth Public Transport:  
<https://www.transperth.wa.gov.au/>

The international dialling code for Australia is +61. Add this number to the front of the phone numbers provided below then drop the zero from the area code as well as from any mobile numbers.

## 2.4 Legal Services

Youth Legal Service	<p>Ph: 08 9202 1688   Free call 1800 199 006 Monday-Friday 9:00am – 4:00pm</p> <p>Suite 3, 12 St Georges Terrace PERTH 6000</p> <p>Website: <a href="http://www.youthlegalserviceinc.com.au/">www.youthlegalserviceinc.com.au/</a></p> <p>Email: <a href="mailto:yls@youthlegalserviceinc.com.au">yls@youthlegalserviceinc.com.au</a></p> <p>Provides free professional legal services to children and young people (under 25 years) residing in Western Australia.</p>
Citizens Advice Bureau	<p>Ph: 08 9221 5711 Monday-Friday 9:30am – 4:00pm (Excluding public holidays)</p> <p>Level 1, 25 Barrack Street PERTH 6000</p> <p>Website: <a href="http://cab@cabwa.com.au">cab@cabwa.com.au</a></p> <p>Email: <a href="http://www.cabwa.com.au">www.cabwa.com.au</a></p> <p>Offers low-cost legal advice on a wide range of issues, provide help with preparing legal documents and mediation.</p>
Fremantle Community Legal Centre	<p>Ph: 08 9432 9790   Fax: 08 9432 9794 Monday-Friday 9:00am – 4:00 pm</p> <p>Level 1, Suite 31 Fremantle Malls, 35 William Street FREMANTLE 64160</p> <p>Website: <a href="mailto:fclc@fremantle.wa.gov.au">fclc@fremantle.wa.gov.au</a></p> <p>Email: <a href="http://www.fremantle.wa.gov.au/fclc">www.fremantle.wa.gov.au/fclc</a></p> <p>Provides legal advice on personal injury, family, civil, criminal, discrimination, restraining orders, domestic violence, tenancy, welfare rights, equal opportunity cases and community education. The service is free to low income earners.</p>
Law Access Law Society of WA	<p>PO Box Z5345 PERTH WA 6831</p> <p>Website: <a href="http://www.lawsocietywa.asn.au/law-access">www.lawsocietywa.asn.au/law-access</a></p> <p>Email: <a href="mailto:lawaccess@lawaccess.org.au">lawaccess@lawaccess.org.au</a></p> <p>Law Access is a not-for-profit organisation that coordinates the giving of pro bono (free or reduced cost) legal assistance by the Western Australian legal profession. The service is targeted at not-for-profits and individuals in genuine need of legal assistance who satisfy a means and merits test. Law Access does not provide any face to face advice or does not accept applications in person. Applications should be emailed or posted as above.</p>





## College Facilities and Resources

Kennedy Baptist College provides facilities for a maximum of 1,250 students. For a map showing the Campus layout, please see Appendix A.

### 1. The Research and Study Centre (Library)

A welcoming place where students can read, work on research, study, play games, do their homework and attend tutoring or Book Club. The Centre has many resources including extensive non-fiction and fiction collections and friendly Teacher Librarians on hand to assist students with enquiries, resource requirements and to support students in the areas of study skills, critical and creative thinking, finding and applying appropriate information and recreational reading. Individual Study Skills Sessions for students are also available. Opening Hours 7:45am to 4:15pm Monday to Friday (Closed on Friday at recess 11.00am - 11.30am).



### 2. Classrooms and Class Sizes

College classrooms are fitted with ceiling projectors so lessons can be projected from teachers' devices to white boards when required. Classroom numbers are predominantly a maximum of 30 students in Year 7 to 10 classes and 25 students in Year 11 and 12 classes depending on the courses selected.

### 3. Beedawong Café

Students can purchase food and drink items from Beedawong before school, during recess and lunch times. Cash and SmartRider cards which display the student photo can be used at the cafeteria to purchase food and drink items. Students can top up their cafeteria credit on their SmartRider at Beedawong before school or during the latter part of the lunch break (1:20pm to 1:40pm). Credit added to the SmartRider at the cafeteria will only be made available towards food purchases. Opening hours: 7:15am to 1:40pm.

For the Beedawong menu, access the link at: <https://kennedy.wa.edu.au/parents/key-parent-information/>

The menu changes from summer to winter. Orders can be submitted online via: <https://quickcliq.com.au/>

### 4. College Auditorium and Year 12 Common Area

Seating 1,200 people the Auditorium offers a large stage suitable for a wide range of performances and events. One end of the lower foyer of the Auditorium features a Year 12 common area, a privilege enjoyed by Year 12 students to gather, eat, socialize or study.

### 5. Arts Centre

The Arts Centre is located in the Auditorium and includes open plan art, music and media studios. Other facilities include dance and drama studios; visual, ceramic and fashion art rooms, a photography lab and a green room.

### 6. Sports Centre

The College has a well-equipped Sports Centre with two basketball courts, also catering for netball, volleyball and badminton. The Centre has a main show court and retractable seating, a gymnasium and change room facilities.

Bordering the Sport Centre is a large grassed playing field used for sporting activities during school and for free time at lunchtime. Students are transported to various venues for specialised sporting activities, such as swimming and beach activities.

### 7. Fitness Centre

Students may use the Fitness Centre only after the completion of an induction session. The Fitness Centre may only be used under staff supervision during the following times:

Monday	3:15pm to 4:00pm
Tuesday	3:15pm to 4:00pm
Wednesday	Closed
Thursday	3:15pm to 4:00pm
Friday	3:15pm to 3:45pm

### 8. Health Centre

The Health Centre provides unwell or distressed students with a quiet place, where they can rest and recuperate before returning to the classroom setting. Students requiring basic first aid or assistance in the event of injury or illness will be cared for by our First Aid Officer. When students are assessed to be too unwell for school, the Student Support staff will contact parents/guardians to arrange collection as soon as practicable. The College Psychologist, Chaplain and Counselling team are located in the Health Centre to provide the relevant support to our College community.





## About Perth

Western Australia is most famous for its many days of sunshine, clear blue skies, spectacular landscapes and beautiful white beaches. Perth is the capital city of Western Australia, home to over 1.5 million people. Situated on the banks of the Swan River, overlooked by Kings Park, one of the largest inner-city parks in the world and visited by over 6 million people each year. Western Australia's five universities are at the forefront of science, research and technology.

With a multi-cultural and a cosmopolitan atmosphere, Perth would normally attract more than 26,000 new and returning international secondary and tertiary students. These students are attracted to the high-quality education, friendly, and relaxed lifestyle and the clean and healthy environment Perth offers.

For more information on living and studying in Perth, please see:

- [https://www.internationalstudent.com/study\\_australia/city\\_guide/perth/](https://www.internationalstudent.com/study_australia/city_guide/perth/)
- <https://insiderguides.com.au/>

Australia in general:

- <https://www.studyinaustralia.gov.au/>

### 1. Cost of Living

As Kennedy Baptist College accepts overseas students on a homestay basis (organised by the student's parents through a recommended agency) the cost of living will depend largely on the agreed homestay weekly rate. The Department of Home Affairs (DHA) includes a list of the cost of living in Australia at <https://www.numbeo.com/cost-of-living/in/Perth> and <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>.

As an example, homestay costs—which cover accommodation, food and bills—start around AUD\$250 per week with the amount determined in advance of arrival between the student's parents and the homestay provider. Students will also need enough money for other personal expenses. This depends on a student's spending habits, but as a guide, many spend around AUD\$150 per week.

Other than the tuition fees and the non-tuition fees listed earlier in this Handbook, other costs and expenses include:

- The visa fees paid to the Australian Consulate;
- Lunches (if purchased at the College Cafeteria (Beedawong);
- School excursion and activity charges;
- Optional costs for certain sports or activities (e.g. sports equipment, musical instruction); and/or
- Public transport, entertainment, hobbies, eating out, clothing, personal hygiene, etc

## 2. Transport

### Public Transport Services

**Transperth** is the public transport organisation operating Perth's buses, trains and ferries. A free transit zone is provided daily within the central city area.

**Transperth** buses and trains services the City and suburbs, including Kennedy Baptist College (to suit school hours). Students are eligible for travel concessions on public transport. Student concession cards (SmartRider cards) are available to students through the College upon enrolment.

For information on timetables, routes and pricing, see: <https://www.transperth.wa.gov.au/>.

Students using public transport are required to behave in a dignified and courteous manner. Failure to comply, may result in Transperth banning the student from bus or train travel.

### College Bus Services

The College operates two bus services (independent to Transperth) providing an option for families in the suburbs of East Fremantle, Bicton, Attadale, Melville, Victoria Park, Como, Applecross, Mount Pleasant and Booragoon. Private use of this service is by arrangement with College Administration. Visit <https://kennedy.wa.edu.au/parents/transport-options/> for more information.

Private use of this service is by arrangement with College Administration.

## 3. Customs and Quarantine

Australia has strict customs and quarantine rules. Luggage may be inspected on arrival in Australia. It is important that you declare items on the Incoming passenger card upon arrival in Australia to avoid being fined or prosecuted for bringing forbidden items into the country.

Refer to <https://www.australia.com/en/facts-and-planning/visa-and-customs/australia-customs-and-biosecurity-faqs.html> for more information.

## 4. Water

Water quality in Perth and Australia is greater than the standards for safe drinking set by the World Health Organisation. You can drink water straight from the tap in Perth.

## 5. Electricity

In Australia the power plugs and sockets are of type I. The standard voltage is 230 V and the standard frequency is 50 Hz. The Australian three-point pin power outlet is different from other countries. You may need an adaptor which you can purchase from electrical shops and at airports. You may also need a voltage converter for 110-volt appliances.

## 6. Working while Studying

International students are not permitted to start work until they have commenced their course of study. Students can work a maximum of 40 hours per fortnight during school terms and unlimited hours during school holidays/vacation breaks. A fortnight means the period of 14 days starting on a Monday.

Please refer to the Department of Home Affairs (DHA) website for information on student visa conditions 8104 and 8105: <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500#>

The Fair Work Ombudsman website has more information on workplace rights and entitlements for visa holders: <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/visa-holders-and-migrant-workers-workplace-rights-and-entitlements>



## Overseas Student Compliance

### 1. ESOS Framework (Education Services for Overseas Students)

Students intending to enrol or seeking further information about students' rights and obligations under the ESOS Framework can access the information at:

<https://www.dese.gov.au/esos-framework>

Kennedy Baptist College complies with all legal requirements related to the enrolment of overseas students, including the:

- *Education Services for Overseas Students (ESOS) Act 2000*
- *ESOS Regulations 2019*
- *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code 2018)*
- *Australian Consumer Law*

The ESOS Act 2000 and other related legislation is designed to protect the interests of students coming to Australia on student visas. The legislation aims to protect and enhance Australia's reputation for quality education, to provide tuition protection and support the integrity of the student visa program. The Australian government is committed to ensuring overseas students have a great educational experience in Australia.

### 2. PRISMS (Provider Registration and International Student Management System)

The College uses the Department of Education website interface PRISMS to enter an enrolling student's details. The details are accessed by the Department of Home Affairs (DHA) to determine whether or not a visa is issued for the student to enter Australia. Details regarding the student's living arrangements whilst in Australia are updated through this website along with any breach of conditions whilst they are studying in Australia. The DHA may also cancel a student's visa due to the information entered through PRISMS.

### 3. Your Rights

The *ESOS Framework* protects your rights, including:

- Your right to receive, before enrolling, information about the course, fees, modes of study and other information from the College.
- If you are under the age of 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation and welfare.
- Your right to get the education you pay for. The *ESOS Framework* includes consumer protection that will allow you to receive a refund or to be placed in another course if the College is unable to teach your course.
- Your right to know:
  - How to use the College's support services;
  - Who the contact officer or officers are for overseas students;
  - When your enrolment can be deferred, suspended or cancelled;
  - What the College's requirements are for satisfactory course progress;
  - What the College's requirements are for satisfactory course attendance;
  - What will happen if you want to change education providers; and
  - How to use the College's complaints and appeals process.

### 4. Your Responsibilities

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

- Satisfy your student visa conditions;
- Maintain your Overseas Student Health Cover (OSHC) for the full duration of your visa;
- Meet the terms and conditions of the *Written Agreement* with the College;

- Inform the College if you change your address; and contact details;
- If you are under the age of 18, maintain your approved accommodation support and welfare arrangements.

### 5. Tuition Protection Service

Kennedy Baptist College pays an annual Tuition Protection Service (TPS) Levy for overseas students to meet all obligations as a CRICOS provider. Protection of tuition fees paid in advance by student visa holders is undertaken in accordance with the ESOS requirements and the *Tuition Protection Service Framework*.

In the unlikely event that the College is unable to deliver your course in full, you will be offered a refund of full pre-paid tuition fees. If the College is unable to provide a refund, the TPS will assist you to find an alternative course or to get a refund of your unspent tuition fees, if a suitable alternative is not found.

### 6. Overseas Student Ombudsman

The Overseas Student Ombudsman provides a free, independent and impartial service for overseas students who have a complaint or want to lodge an external appeal about a decision made by the College.

For more information refer to:

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



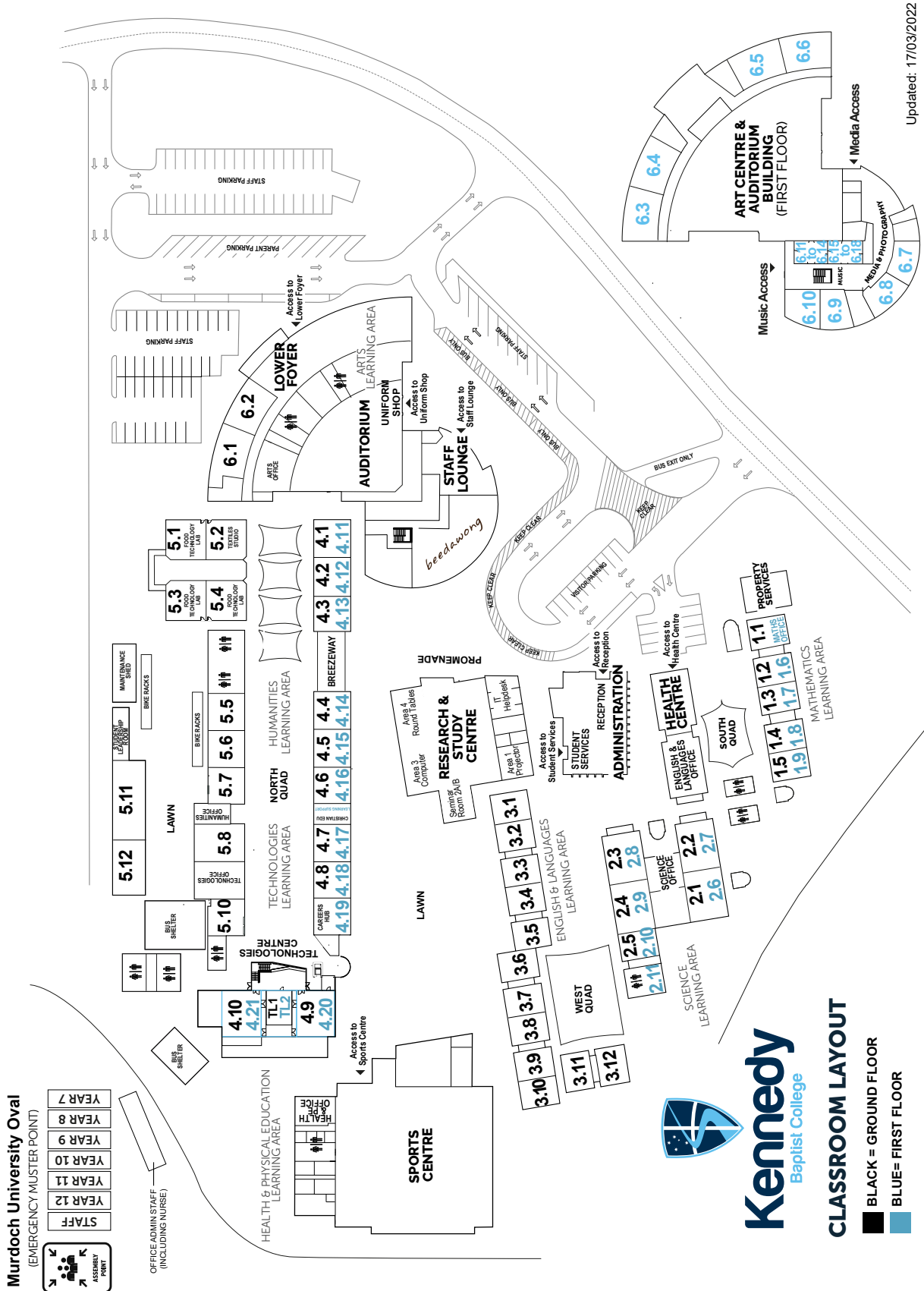
## Conditions of Enrolment

In accordance with ESOS legislation and regulations the following information is provided to students and parents/guardians seeking enrolment at Kennedy Baptist College:

Information for students and parents/guardians. Some of the key conditions that will apply should the student be accepted for enrolment at the College are that:

1. The student will participate fully in the life and programs of the College.
2. The parents/guardians will support fully both the student and the College in all activities.
3. Students are required to follow College policies as per this [International Student Handbook](#) and the [Kennedy Handbook](#).
4. Students are required to attend all compulsory College functions and events such as Easter Services, Awards Assemblies, Interhouse sport carnivals, Work Experience and camps. In the event that a student miss two of these functions or events during a year without a medical certificate, they will be asked to withdraw from the College.
5. The students are required to take an active role in developing their English language proficiency throughout their period of enrolment.
6. Students are required to attend their registered course on Campus and on a full-time basis.
7. Students are required to maintain satisfactory course attendance (at least 80%) in each school term.
8. Students must maintain satisfactory course progress by achieving a C grade or higher in each course.
9. Students must comply with the conditions of their student visas.
10. A student wishing to enrol must have a current passport.
11. It is a requirement that all applicable tuition fees and non-tuition fees are paid on enrolment and prior to the commencement of the course.
12. All fees are to be paid in Australian dollars.
13. Subsequent tuition fees and non-tuition fees must be paid in full upon receipt of an account and prior to the date shown.
14. The College reserves the right to change its fees for the following and consecutive academic years.
15. Students are obliged to notify the College of any change of address and contact details within seven (7) days whilst enrolled at the College. This includes but is not limited to homestay address, parent and guardian contact details, Overseas Student Health Cover (OSHC) and/or visa changes.
16. Where the College has approved the student's accommodation, support and welfare arrangements, the student requires College approval for any changes to arrangements **prior** to that change.
17. Holiday travel must be taken in the official school holidays. This is an important visa requirement and the Principal must approve any variation.
18. The College shall not be liable for any loss, damage or injury to persons or property. Students are advised to take out personal insurance to cover private property in addition to the compulsory OSHC.
19. Students seeking transfer from the College to another education provider before they have completed the first six (6) months of their study must seek permission from the College as outlined in the [Student Transfer Request Policy](#) in this Handbook.
20. Parents/legal custodians of students intending to withdraw from the College must give at least ten (10) school weeks' notice (not including scheduled school holidays) of a student's withdrawal in writing to avoid being charged a fee in lieu and to receive their bond payment.
21. Refunds are paid in accordance with the College's [Refund Policy](#). <https://kennedy.wa.edu.au/is-refund-policy/>
22. Information provided to the College may be made available to Commonwealth and State agencies as required by law.
23. The College may suspend or terminate enrolment at its discretion for failure to comply with these conditions or any other serious breach of College rules. This is subject to the [Complaints and Appeals Policy](#) in this Handbook. [https://kennedy.wa.edu.au/complaints\\_appeals/](https://kennedy.wa.edu.au/complaints_appeals/)
24. The College is obliged to inform the Department of Home Affairs (DHA) of any change of status where a student who holds a student visa completes their program early, transfers to another educational provider, fails to meet their visa conditions, or otherwise have the expected duration of their course extended.

# Appendix A: Kennedy Baptist College Map





## Appendix B: Emergency Contacts

For life-threatening emergencies only, anywhere in Australia call **000**:

This applies for:

- An Ambulance
- The Police
- The Fire Brigade



Where non-life-threatening, but urgent, for POLICE ASSISTANCE call:

# 131 444

This may be for reporting:

- A disturbance or antisocial behaviour;
- A property-related incident for insurance purposes; or
- **Something which has happened in the past.**



If you are worried or concern about your safety or well being or been assaulted or abused, you can contact the Deputy Principal - Pastoral Care, Mr Andrew Dunn on

**(+61) 8 9314 7722** during school hours

or [adunn@kennedy.wa.edu.au](mailto:adunn@kennedy.wa.edu.au)

Mr Dunn will provide his mobile number at your pre-start orientation. Please keep this number with you at all times for after school hours



## International Student Policies

- [\*English Language Proficiency Policy\*](#)
- [\*Accommodation and Welfare Arrangements Policy\*](#)
- [\*Students Under 18 Welfare and Support Policy\*](#)
- [\*Course Attendance Policy\*](#)
- [\*Course Progress Policy\*](#)
- [\*Course Duration Policy\*](#)
- [\*Deferment, Suspension or Cancellation of Study Policy\*](#)
- [\*International Student Refund Policy\*](#)
- [\*Student Transfer Request Policy\*](#)
- [\*Complaints and Appeals Policy\*](#)



**Kennedy**  
Baptist College

Farrington Road, Murdoch,  
Western Australia 6150  
t: +61 8 9314 7722  
e: [admin@kennedy.wa.edu.au](mailto:admin@kennedy.wa.edu.au)  
[kennedy.wa.edu.au](http://kennedy.wa.edu.au)

CRICOS Code: 01688K