



TRINITY
GRAMMAR SCHOOL

OVERSEAS STUDENT HANDBOOK

Trinity Grammar School

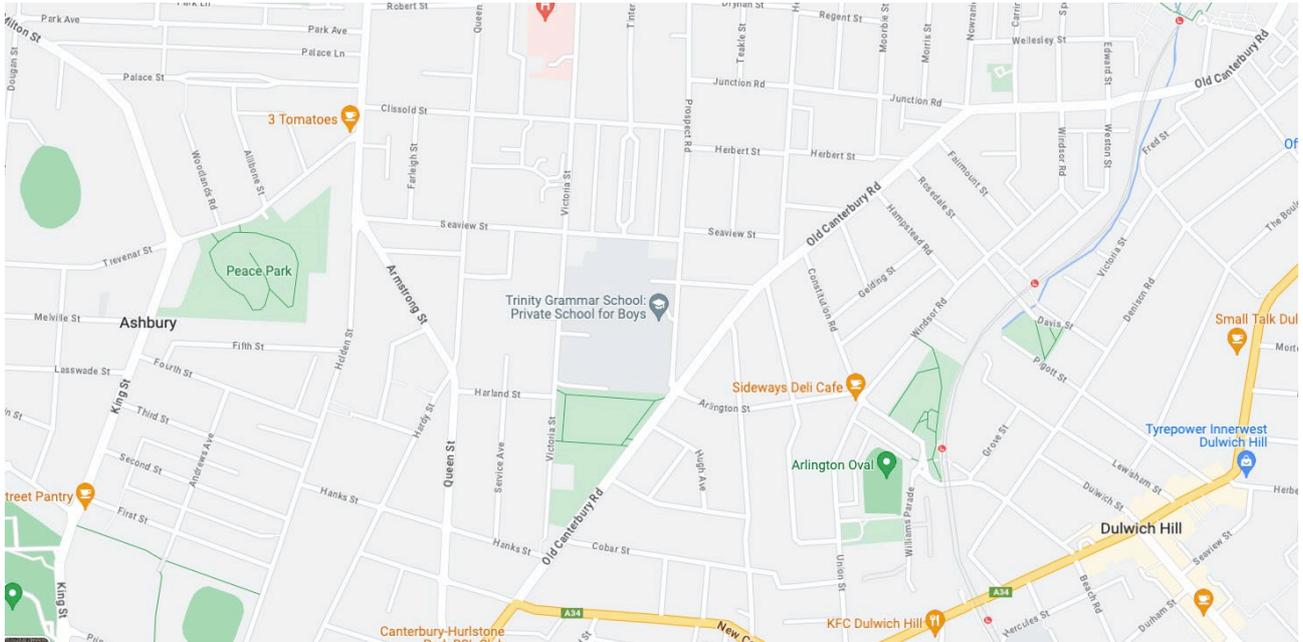
Contents

Contents	2
1. General	3
2. Course information	5
3. Application Process	6
4. English Language Assessment	7
5. Fees	7
6. Refund Policy.....	7
7. Student Support and Welfare	8
8. Monitoring Student Progress and Attendance.....	9
9. Deferment, Suspension and Cancellation	10
10. Transfer requests.....	13
11. Complaints and appeals	14
12. Privacy	14

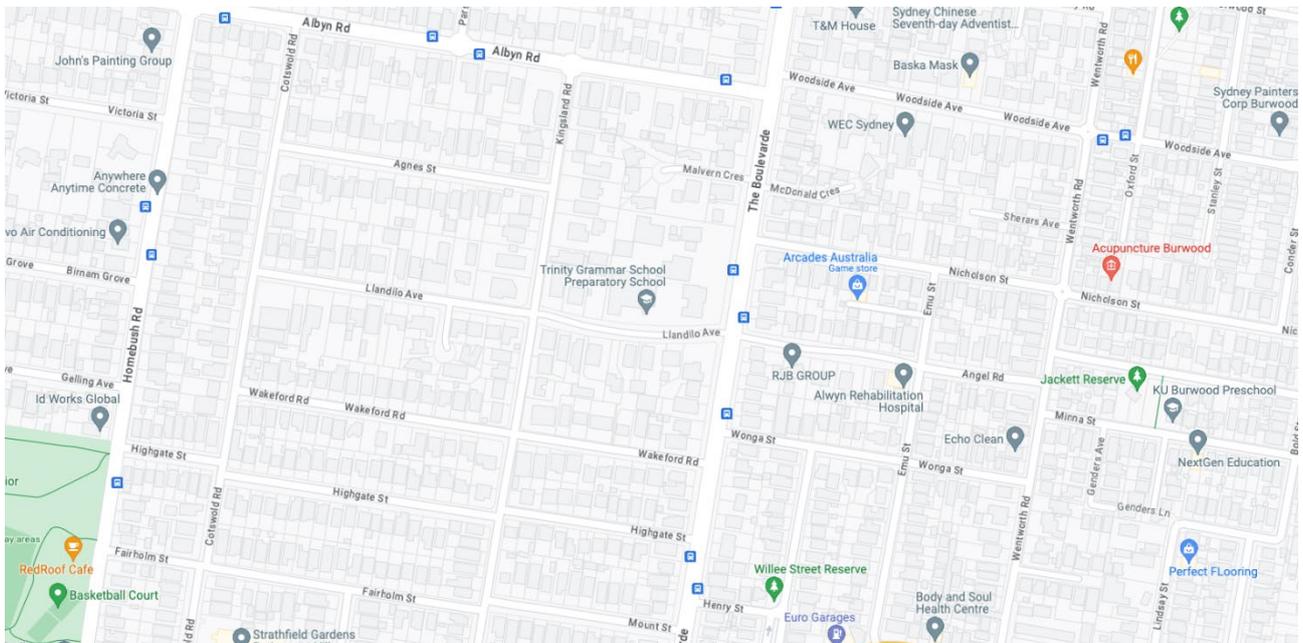
1. General

Centrally located in Sydney's thriving inner-west, Trinity Grammar School (Trinity) draws boys from a wide variety of ethnic and religious backgrounds and many suburbs across Sydney, regional NSW, Australia and overseas countries. Trinity knows what is needed to enable boys to flourish; inspiring each boy to achieve his true potential - international students have always been a big part of the School.

Summer Hill Campus Map



Preparatory School Campus Map



Trinity offers enrolment for overseas students and Full Fee-Paying Overseas Students (FFPOS) studying on a student visa, subject to places being available. Depending on the classification of the student visa, some international students are classified as FFPOS.

FFPOS students are only enrolled at Trinity if they are able to reside with their Parent(s) in Sydney.

Trinity operates under the [National Code of Practice for Providers of Education and Training for Overseas Students 2018](#) (National Code). The National Code is a set of consistent Standards that govern the protection of overseas students and delivery of courses to those students by providers registered on The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The School's CRICOS Provider Code is 02308G.

Trinity complies with all legal requirements related to overseas students, including (without limitation) the: • Education Services for Overseas Students (ESOS) Act 2000

- ▲ ESOS Regulations 2001
- ▲ National Code
- ▲ Australian Consumer Law.

Please visit the [Department of Education and Training](#) website for further information about ESOS Regulations and overseas student rights and responsibilities.

2. Course information

Trinity provides the following courses to FFPOS:

Course Name	Academic Years	Award Received	CRICOS Course Code
Primary Level	Kindergarten to Year 6		041451M
Junior Secondary Level	Year 7 to Year 10	Record of Student Achievement (ROSA)	041452K
Senior Secondary Level	Year 11 to Year 12	Higher School Certificate (HSC)	041453J
International Baccalaureate	Year 11 to Year 12	International Baccalaureate Diploma Non AQF Award	083665E

The School will advise the New South Wales Education Standards Authority (NESAS) of any proposed course changes within 30 days prior to the date the changes will commence. All courses are delivered onsite at the various campus the student is enrolled to attend.

[Trinity Learning Pathways](#)

3. Application Process

Trinity only accepts enrolment of overseas students if they are able to reside with their parents in Sydney, who have the appropriate visa. The student must hold a valid passport and visa for the entire duration of enrolment at the School.

Trinity deals directly with parents and does not deal with agencies or pay referral fees for the recruitment of students.

Intending overseas students and FFPOS must complete the School's online [Enrolment Application](#), and provide certified copies of the following, to be considered for enrolment:

- ▲ student's valid passport and visa;
- ▲ results from an Australian Education Assessment Services (AEAS) Assessment [Refer: 4. English Language Assessment];
- ▲ student's most recent three school reports (translated); and
- ▲ any other documentation requested by the School during the Enrolment process.

Following the School's receipt of the above information and payment of the Application Fee, the enrolment process will take place as set out in the School's [Enrolment Policy](#). The key staff in this process are identified on the School's website under '[Meet the Enrolment Team](#)'.

To School requires the following to complete the enrolment process:

- ▲ signed Enrolment Acceptance Form;
- ▲ signed Parent Requirements and Expectations Form;
- ▲ written arrangements for the payment of fees as outlined in the School's Schedule of Fees, including the FFPOS supplement.

Before accepting a student's course enrolment, the School will provide information regarding the following:

- ▲ entry requirements for the Higher School Certificate (HSC) and International Baccalaureate (IB) courses, including the minimum level of English language proficiency, educational qualifications required and whether course credit may be applicable for students.
- ▲ course content and duration, qualification offered if applicable, modes of study and assessment methods as found in the relevant course guides produced by the School
- ▲ campus locations and a general description of facilities, equipment, and learning and library resources available
- ▲ details of any arrangements with another provider to provide the course or part of the course
- ▲ indicative course-related fees including advice on the potential for fees to change during the student's course
- ▲ the grounds on which the student's enrolment may be suspended or cancelled.

The School collects personal information, including sensitive information about students, parents and/or approved nominated guardians. The School's [Privacy Policy](#) recognises the related issues surrounding the personal information it collects whilst respecting and maintaining the confidentiality of such personal information and the privacy of individuals.

The School's Privacy Policy sets out how the School manages personal information provided to or collected by it. The School may, without notice, review and update this Policy to comply with legislation, and accommodate any changes to the School's operations and practices, making sure it remains appropriate to the changing school environment. Please refer to the School's website for further information.

The School may be required to provide personal Information about a student to, Australian Government agencies. In this instance(s), information will only be shared in accordance with relevant legislation.

4. English Language Assessment

Trinity ensures that overseas students and FFPOS are properly supported and prepared for an English-speaking environment in Australia. Intending overseas students and FFPOS need to:

- complete an English test at a suitable standard. Although the following would be regarded as sufficient competence, the School requires assessment of all intending students and reserves the right to refuse an application if the student's competence in English is not appropriate for the School's courses: Australian Education Assessment Services (AEAS) 70%; International English Language Testing System (IELTS)

band 5 (Years 7 – 10) band 5.5 (Years 11-12);

- provide certified (translated) copies of reports from their previous school for at least the last three years and intensive English courses they may have undertaken. If applicable, copies of the Australian National Assessment Program – Literacy and Numeracy NAPLAN results need to be provided.

5. Fees

Trinity offers families multiple ways of paying the School's tuition fees. The School will provide an Annual Fee Statement, issued each January. At that time families can make payment arrangements with the School.

FFPOS are not able to access Australian Government concessions for many services provided to Australian citizens including, without limitation, medical and education concessions. As such, all FFPOS require their own private health cover and will be liable for payment of the School's FFPOS Supplement as indicated in the [Schedule of School Fees](#).

6. Refund Policy

If the School does not commence, or ceases to provide, a particular course of study before its completion, any monies paid in advance will be refunded.

If the student does not wish to commence a course of study or withdraws before completion (defaults), and provides a full term's notice in writing, addressed to the Headmaster, any monies paid in advance of the student's last day of school, after deducting any monies owing to the School, will be refunded.

The refund will be made within four weeks (28 days) of the student's last day of school. These conditions, and the availability of complaints and appeals processes, does not remove the right of the student to take further action under Australia's Consumer Protection laws.

7. Student Support and Welfare

a. Key Staff who support overseas students

Years 7-12	
Headmaster	Mr Tim Bowden
Deputy Headmaster - Summer Hill	Mr Bradley Barr
Master of Senior School (Years 10-12)	Dr Heath Delany
Master of Middle School (Years 7-9)	Mr John Allen
Housemasters	
Counselling and Psychological Services	
Trinity Educational Support Services (TESS) Staff	
Curriculum Office	
Years K-6	
Headmaster	Mr Tim Bowden
Master of Preparatory School (Strathfield Campus)	Mr Chris Wyatt
Master of Junior School (Summer Hill Campus)	Mr Mark Dunn
Class Teachers	
School Counsellors	
Trinity Educational Support Services (TESS) Staff	

b. Orientation

On confirmation of enrolment the student will be advised of the orientation process. Orientation will involve meeting with relevant key staff, making sure the student has appropriate access to relevant support services and that the student and his family are clear on the various requirements of the School and the services available.

c. Trinity Educational Support Services (TESS)

[Trinity Education Support Services \(TESS\) Academic](#) provides integrated support to students across Preparatory, Junior, Middle and Senior Schools by providing a range of short and long-term individual, group and classroom support interventions to students with special academic, physical, intellectual, and social/emotional needs. Interventions are provided in consultation with parents and teaching staff. Referrals to external and visiting specialists are made where necessary. The TESS Department consists of specialist teachers in learning difficulties, gifted and talented education, English as an Additional Language/ Dialect (EAL/D) and careers education.

The School also has a dedicated Counselling and Psychological Service team.

d. Campus Information

Information Booklets outlining facilities, processes and key contacts are available each Campus.

[Senior and Middle School](#)

[Preparatory School](#)

[Junior School](#)

e. Pastoral Care

The care of students including the key contacts and details on reporting any concerns are outline in the [School's Handbook](#).

f. Further Information

A guide to studying and living in Australia can be downloaded from the following websites:

[Study in Australia](#)

[Living in Australia](#)

8. Monitoring Student Progress and Attendance

Overseas students must meet a minimum of 80 per cent attendance.

Attendance is checked and recorded daily for the duration of a student's study.

Late arrival at School will be recorded and included in attendance calculations. All absences from School require appropriate documentation.

If an overseas student is non-compliant with respect to attendance they are reported to The Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) via PRISMS for a breach of visa. In this instance, students will be sent a letter advising them of the reported breach.

Overseas students must achieve satisfactory course progress, which is monitored and recorded each year of attendance. Should a student's progress be deemed to be unsatisfactory, the student will be sent a letter to advise that they have been reported for unsatisfactory course progress. Overseas students must complete their course within the specified duration of the student's confirmation of enrolment.

9. Deferment, Suspension and Cancellation

a. Deferment of commencement of study requested by student

Trinity will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include, but are not limited to:

- ▲ illness, where a medical certificate states that the student was unable to attend classes
- ▲ bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- ▲ major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
- ▲ a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)

The final decision for assessing and granting a deferment of commencement of studies lies with the Deputy Headmaster – Summer Hill or Headmaster in consultation with the Registrar and Enrolment Officer.

Deferment will be recorded on PRISMS depending on the students Confirmation of Enrolment status.

b. Suspension of study requested by Student, Parent or Nominated Guardian

Once the student has commenced a course of study, Trinity will only grant a suspension of study for compassionate and compelling circumstances. These include, but are not limited to:

- ▲ illness, where a medical certificate states that the student was unable to attend classes
- ▲ bereavement of close family members such as Parents or Grandparents (where possible a death certificate should be provided)
- ▲ major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
- ▲ a traumatic experience which has impacted on the student (these cases should be supported by police or psychologists' reports, where possible)

Suspensions will be recorded on PRISMS. The period of suspension will not be included in attendance calculations.

The final decision for assessing and granting a suspension of studies lies with the Deputy Headmaster – Summer Hill or Headmaster.

c. Assessing requests for deferment or suspension of studies

Applications will be assessed on merit by the Deputy Headmaster – Summer Hill or Headmaster.

All applications for deferment or suspension will be considered within 28 working days.

d. Exclusion from class (or suspension) 1 – 28 days.

The School 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 in the School's Discipline Policy/System.

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 be determined by the Deputy Headmaster – Summer Hill.

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.

Exclusions from class will not be recorded on PRISMS. Periods of 'exclusion from class' may not be included in attendance calculations in relation to the School's Course Progress and Attendance Guidelines for Overseas Students.

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

Trinity 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 the School's Discipline System/Policy.

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 Deputy Headmaster – Summer Hill or Headmaster.

Students who have been suspended for more than 28 days are required to return to their home country by DHA unless special circumstances exist (e.g. the student is medically unfit to travel).

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 Deputy Headmaster – Summer Hill or Headmaster.

Suspensions will be recorded on PRISMS. The period of suspension will not be included in attendance calculations.

f. Cancellation of enrolment

Trinity may cancel the enrolment of a student under the following conditions;

- ▲ failure to pay course fees;
- ▲ failure to maintain approved welfare and accommodation arrangements (visa condition 8532); or
- ▲ any behaviour identified as resulting in cancellation as outlined in the School's Discipline System/Policy.
- ▲ In all circumstance, parents will be notified of any identified risk of the cancellation of student enrolment.

Trinity is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DHA, which may result in automatic cancellation.

g. Complaints and Appeals

Any student-requested deferment and suspension is not subject to Trinity's Grievance (Complaints and Appeals) Procedures.

Situations which are subject to the School's Grievance (Complaints and Appeals) Procedures include, without limitation:

- i. exclusion from class; and
- ii. any suspension and/or cancellation initiated by the School, where the suspension and/or cancellation is to be recorded in PRISMS.

For the duration of the appeals process, the student is required to maintain their enrolment and attendance at all classes as normal. The Deputy Headmaster – Summer Hill, in consultation with the Academic Dean, will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

If students access Trinity's complaints and appeals process regarding a School-initiated suspension, where the suspension or cancellation is recorded in PRISMS, 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.

Extenuating circumstances include, but are not limited to;

- ▲ the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)

- ▲ the student is missing
- ▲ the student has medical concerns or severe depression or psychological issues which lead the School to fear for the student's wellbeing
- ▲ 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
- ▲ the student is the subject of investigation relating to criminal matters

The use of extenuating circumstances by Trinity to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.

The final decision for evaluating extenuating circumstances lies with the Deputy Headmaster - Summer Hill or Headmaster.

h. Student Advice

Deferment, suspension and cancellation of enrolment can influence a student's visa as a result of changes to enrolment status.

Students will be informed to contact the DHA for advice.

10. Transfer requests

Overseas Students are restricted from transferring from their principal course of study at Trinity for a period of six months. This restriction also applies to any course(s) packaged with their principle course of study.

Students can apply for a letter of release to enable them to transfer to another education provider through the Deputy Headmaster- Summer Hill, with final approval resting with the Headmaster.

Trinity will only provide a letter of release to students in the first six months of their principle course in the following circumstances:

- ▲ the student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the School.
- ▲ it has been agreed by the School that the student would be better placed in a course that is not available at Trinity.
- ▲ any other reason stated in the School's policies

Trinity will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:

- ▲ The student's progress is likely to be academically disadvantaged.
- ▲ The School is concerned that the student's application to transfer is a consequence of the adverse influence of another party.

Students under 18 years of age MUST have;

- ▲ Written evidence that the student's parent(s)/legal guardian supports the transfer.
- ▲ 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(s)/legal guardian or a suitable nominated relative.
- ▲ Evidence that the student is always in DHA approved welfare and accommodation arrangements.

All applications for transfer will be considered within 10 working days and the applicant notified of the decision.

11. Complaints and appeals

The School has an appropriate internal complaints handling and appeals process as outlined in the [School's Complaints Procedure](#).

- ▲ If the student chooses to access the School's complaints and appeals process, the School will maintain the student's enrolment while the process is ongoing. The student may be prevented from attending classes while the appeals process is in train, depending on the circumstances.
- ▲ If the decision of any appeals process is a decision in favour of the student, then the School will immediately implement the decision and any corrective and preventative action required. The student must also be immediately advised of the outcome of the appeals process.

The [Overseas Students Ombudsman](#) provides Overseas Students with a free and independent external complaints process.

12. Privacy

The School collects personal information, including sensitive information about students, parents and/or approved nominated guardians. The School's [Privacy Policy](#) recognises the related issues surrounding the personal information it collects whilst respecting and maintaining the confidentiality of such personal information and the privacy of individuals.

The School's Privacy Policy sets out how the School manages personal information provided to or collected by it. The School may, without notice, review and update this Policy to comply with legislation, and accommodate any changes to the School's operations and practices, making sure it remains appropriate to the changing school environment. Please refer to the School's website for further information.

The School may be required to provide personal Information about a student to, Australian Government.

SENIOR SCHOOL | MIDDLE SCHOOL | JUNIOR SCHOOL

119 Prospect Road, Summer Hill NSW 2130

Telephone 02 9581 6000

International 61 2 9581 6000

Facsimile 02 9799 9449

PREPARATORY SCHOOL

115-125 The Boulevard, Strathfield NSW 2135

Telephone 02 8732 4600

International 61 2 8732 4600

Facsimile 02 9742 5419

WOOLLAMIA, FIELD STUDIES CENTRE

335 Woollamia Road, Woollamia NSW 2540

Telephone 02 9581 6000

International 61 2 9581 6000

Facsimile 02 9799 9449

Council of Trinity Grammar School, CRICOS Code 02308G