



VILLANOVA COLLEGE

Developing boys into fine young men



INTERNATIONAL STUDENT HANDBOOK

CRICOS REGISTRATION 03693G

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WELCOME LETTER FROM THE PRINCIPAL

Welcome to Villanova College. I warmly invite you to become part of our vision for excellence in boys' education.

In 2018 the College community is celebrating 70 years of Catholic education and is committed to continuing the foundations laid by the worldwide Augustinian Order. Proud of our traditions and achievements accomplished in our first 70 years since the commencement of the College in 1948, we continue to build upon the work of those who have preceded us. With strong research and evidence, we carefully take the best of our history and traditions and shape them to meet our current needs in the delivery of a challenging, contemporary education. We are dedicated to the celebration of achievement, creativity, effort and improvement in each domain of our academic, spiritual, sporting, cultural and service learning. It is our belief that every young man can benefit from immersing himself in the culture of the College and achieve success. Our challenge today is to creatively respond to the new demands of future education while upholding the values of our tradition.

Students have access to a rich variety of cultural, sporting and service learning programs at Villanova College. In developing the 'whole person', the College staff recognises the need to provide opportunities for students to develop their gifts and talents, and to explore new horizons that challenge them to excel beyond expectation.

A distinct feature of our Augustinian charism is the strong sense of welcome and community that unites staff, parents and students. We treasure open, friendly and caring relationships between teachers and students. As an educator himself, St Augustine considered this an essential element for both good teaching and learning.

Our pastoral care for each student is vital to ensuring the wellbeing essential for good learning. We teach boys to be focused on being their best. They learn to collaborate with each other and compete with themselves. Personal challenge requires high expectations to be set on development, self-discipline, effort, respect paid to others, self-worth, behaviour, courtesy, maturity, role modelling, leadership by example and resilience to the setbacks that occur on life's journey.

We teach boys about life and quality relationships, modelled to us by Jesus. We teach about the interior journey, spiritual reflections and choosing the right actions. We welcome people of all faiths and denominations to share our story of hope.

In this way we continue to forge our reputation as a Catholic college "striving for excellence in boys' education as an Augustinian community, one in mind and heart on the way towards God."

Mr Mark Stower
Principal

VILLANOVA COLLEGE - OVERVIEW

History

Villanova College, a day school conducted by the Order of St Augustine, began classes in 1948. In 1952, the college transferred to its present site at Coorparoo. Today over 1200 students form the Junior, Middle and Senior Schools. Villanova has added to its facilities over time as the need to better educate students in both curricular and co-curricular areas arose. The most recent additions and developments include the Veritas Senior Building and the refurbished Junior School.

Mission Statement

Villanova College is a Catholic school for boys where education is the formation of the whole person within a faith community. Our staff, parents and students both past and present contribute their gifts and talents towards the development of young men of Gospel values who seek the common good. Our community promotes life-long learning through continually challenging itself in the restless search for Truth.

Our Vision

Striving for excellence in boys' education as an Augustinian community one in mind and heart on the way towards God.

LOCATION AND FACILITIES

The Villanova College campus is located in the suburb of Coorparoo on the southern side of the Brisbane River about four kilometres from the Brisbane CBD. Villanova College's sporting fields used for athletics, cricket, football and rugby are located at Manly Road, Tingalpa.

All of Villanova College's academic activities are conducted at the Coorparoo Campus where the College's library, general classrooms, specialist classrooms such as Science laboratories, theatre and study centres are located. In addition the campus has a 25 metre pool, indoor and outdoor ball courts, weights room and a playing field to accommodate Physical Education lessons.

Coorparoo train station is a short 10-minute walk away, while a network of buses provides reliable transport for students from the Bayside area and most suburbs south of the College.

CAMPUS MAP



College Campus Map
24 Sixth Ave, Coorparoo



- | | |
|-----------------------------|---------------------------------------|
| 1 Reception /Tolentine West | 16 Play House |
| 2 Staff Centre | 17 Uniform Shop |
| 3 Veritas | 18 Clare Lodge |
| 4 Langlands | 19 Pool |
| 5 Chapel | 20 Whinstanes Playing Field |
| 6 Lecceto | 21 Multi-Court 1 |
| 7 Goold Hall | 22 Multi-Court 2 |
| 8 Gym | 23 Little Langlands Sporting Facility |
| 9 Cascia | 24 Little Langlands Cricket Netts |
| 10 Tolentine East | 25 Junior Play Area |
| 11 Good Counsel | 26 Junior Play Area |
| 12 Tolle Lege | 27 Gym |
| 13 O'Donnell | ★ Front Entrance |
| 14 Priory | ★ Gate |
| 15 Augustine Centre | |

COLLEGE STRUCTURE

The College is divided academically into:

- * Junior School Years 5 and 6
- * Middle School Years 7 to 9
- * Senior School Years 10 to 12

While we prefer that international students enrol from Year 7 onwards, the College is equipped to accept international students in Years 5 and 6 (CRICOS Course Code 097305C). This allows the College to be able to accommodate enrolment to younger brothers of enrolled international students. All students engage in full time study on the campus from the hours of 8:30am – 3:00pm Monday to Friday.

COURSE CONTENT

Villanova College has a proud academic tradition and many of its past students have excelled in many walks of life.

All students in Years 5 to 9 study the following Core Subjects: English, Geography, Health and Physical Education, History, Mathematics, Religion and Science. In addition to the Core Subjects the students also study a range of enrichment subjects which become electives in Years 8 and 9. These include: Art, Audio Engineering Studies, Business Studies, Chinese, Design Technologies, Digital Technologies, Drama, English Extension, Food Studies, Italian, Mathematics Extension, Music, Science Extension, Sport Science and Workshop Technologies.

Villanova College delivers the curriculum, assesses the students and, for Senior School Students, reports the students' results to the Queensland Curriculum and Assessment Authority (QCAA). Following the completion of Year 12 the QCAA will issue students with a senior education profile incorporating:

- * Senior Education Profile
- * Queensland Certificate of Education (QCE)
- * Tertiary Entrance Statement / ATAR Score

These assessments and results are used by Australian Universities and Colleges to offer places to students. All assessment occurs on campus in the form of written assignments, oral presentations and examinations.

SUBJECT LIST

Villanova College offers a diverse range of subjects in the **Senior School** to suit the student's academic needs and aspirations. Information for each subject can be obtained on our website by accessing the [Senior Studies Guide](#) or by contacting the Dean of Teaching and Learning at jchristie@vnc.qld.edu.au. For further information regarding tertiary education requirements please visit the Queensland Curriculum and Assessment Authority website <https://www.qcaa.qld.edu.au/senior/tertiary-entrance/atar>

Faculty	Subjects
Business	Accounting Business Management Economics
English	Essential English English Literature English as an Additional Language (ESL)
Social Sciences	Ancient History Geography Legal Studies Modern History
Health and Physical Education	Physical Education
Languages	Chinese Italian
Mathematics	Essential Mathematics General Mathematics Mathematical Methods Specialist Mathematics
Performing Arts	Drama Music Music Extension
Religion	Religion and Ethics Study of Religion
Science	Biology Chemistry Earth and Environmental Science Physics
Technologies	Design Digital Solutions Engineering
Visual Arts	Visual Art

SPORTING AND CULTURAL ACTIVITIES

Villanova College has a rich tradition of sporting prowess having produced a number of sportsmen who have excelled in the Australian and international arenas. Villanova College provides access to a wide range of sporting activities.

Sports in which students are able to participate include:

- * Track and Field
- * Australian Rules Football
- * Basketball
- * Chess
- * Cricket
- * Cross Country
- * Football
- * Golf
- * Rugby League
- * Rugby Union
- * Swimming
- * Tennis
- * Volleyball
- * Water Polo

Students also have the opportunity to get involved in a number of co-curricular cultural activities:

- * Audio and Visual Technical Crew
- * Debating
- * Ministry

The Villanova College Music Program provides students with professional education and tuition in instruments such as:

- * Woodwind: Flute, Clarinet, Oboe, Bassoon and Saxophone
- * Brass: Trumpet, Trombone, French Horn, Euphonium and Tuba
- * Strings: Violin, Viola, Cello and Double Bass
- * Percussion: Orchestral Percussion, Piano and Drums
- * Guitar: Classical and Contemporary
- * Bass Guitar: Electric and Upright Acoustic String Bass
- * Vocal: Private and Small Group Voice Tuition

All music teachers are professionally qualified and provide weekly tuition on an instrument of the student's choice. Upon demand there is opportunity for students to take Music Theory classes to enable preparation for the study of Music at tertiary levels. Villanova College encourages all instrumental students to participate in one of the major bands or ensembles including:

- * Concert Bands
- * Jazz Big Bands
- * Guitar Ensembles
- * String Ensembles
- * Music Ministry
- * Choir

THE NATIONAL CODE OF PRACTICE FOR PROVIDERS OF EDUCATION AND TRAINING TO INTERNATIONAL STUDENTS 2018

Villanova College (provider registration number 03693G) is bound by the National Code of Practice for Providers of Education and Training to Overseas students 2018 under its registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

The Educational Services for Overseas Students ACT (ESOS 2000) is the primary Australian government legislation governing international student education in Australia.

The National Code of Practice for Providers of Education and Training to Overseas Students (2018 National Code) provides nationally consistent standards for the conduct of registered providers and the registration of their courses. These standards set out specifications and procedures to ensure that providers of education and training courses can clearly understand and comply with their obligations under the National Code.

Under the 2018 National Code Villanova College is required to provide students with a description of the ESOS framework prior to enrolment. These laws are there to protect international students and help ensure they meet all visa conditions for attending classes and making satisfactory progress in their studies while in Australia.

What you need to know about being an international student in Australia

The ESOS standards cover a range of information you have a right to know about and the services that must be offered to you by Australian education providers. These include:

- Orientation to help you understand the course and facilities, as well as access to support services that can assist with your study and adjust to life in Australia
- The education provider's contact officer(s) for overseas students
- What your provider's requirements are for satisfactory attendance
- What your provider's requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well

- If you can apply for course credit and the circumstances in which your enrolment can be deferred, suspended or cancelled
- A complaints and appeals process

Your responsibilities as an international student in Australia

As an international student on a student visa, you are responsible for:

- Complying with your student visa conditions
- Ensuring you have and continue to maintain your Overseas Student Health Cover (OSHC) for as long as you stay in Australia as a student
- Informing your provider if you change your address or other contact details
- Meeting the terms of the Written Agreement with your education provider
- Meeting the restriction on transfer between registered providers
- Maintaining satisfactory course progress
- Maintaining satisfactory attendance where applicable. Information about visa conditions for student visa holders is available on the Department of Homeland Affairs (Immigration) website at <http://www.homeaffairs.gov.au/students/visa-conditions.htm>

The ESOS Framework is also at

<https://www.aei.gov.au/regulatory-information/education-services-for-overseas-students-esos-legislative-framework/esosquickinformation/esoseasyguide/pages/esoseasyguide.aspx>

REGISTRATION AND ACCREDITATION

Registered Provider

Villanova College is registered in the State of Queensland as a provider under the name Villanova College in accordance with the conditions of Section 9 of the Education (International students) Act 2000.

Villanova College is a Commonwealth Registered Institute for International students and the Provider Number is **03693G**

CRICOS Responsibilities

In order to be registered on CRICOS, Villanova College is required to

- Have the principal purpose of providing education; and
- Clearly demonstrate capacity to provide education of a satisfactory standard.

Evidence of Villanova College's ability to meet these requirements is provided in

- The school's Annual Report to Commonwealth and State governments, available at <http://www.vnc.qld.edu.au>
- Non State School Accreditation Board documentation – the College's Cyclical Review Report and NSSAB confirmation letter.

From 1 January 2018, all registered providers enrolling students under the age of 18 years are subject to the requirements of Standard 5 of Part B of the 2018 National Code, including students for whom the provider has not taken on responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements by issuing a CAAW in PRISMS. These include meeting any commonwealth and state legislation or other regulatory requirements relating to child welfare and protection appropriate to the jurisdiction in which it operates. Villanova College's responsibilities for overseas students under 18 years of age are articulated in Villanova College's Welfare and Accommodation Policy.

Villanova College is registered to enrol a maximum 20 Full Fee Paying 500 visa subclass students.

The Principal Executive Officer appearing on the CRICOS website <http://cricos.deewr.gov.au> in School Contact Details is: **Mr Mark Stower, Principal.**

The following staff member is the designated official point of contact for international students:

Ms Sally Byron, Dean of International Students.

Academic Courses

The courses provided include:

CRICOS Code **097305C** – Junior School (Year 5 and 6)

CRICOS Code **097306B** – Junior Secondary (Years 7 to 10)

CRICOS Code **097307A** – Senior School (Year 11 and 12)

Educational Outcomes

All subjects and courses offered to international students have stated educational outcomes as specified in curriculum documents and individual work programs. A summary of subjects and courses is available to international students to assist them in making a suitable selection. Curriculum handbooks for Years 8 to 12 provide an overview of the subjects offered at Villanova College. The appropriate Curriculum Handbook is made available to international students to assist them in making suitable selections prior to their taking up the enrolment place. Students may attend an interview with a member of the College Leadership Team to discuss subject choices prior to student commencement.

SCHOOL CONTACT DETAILS AND KEY PERSONNEL

The official address details for Villanova College are:

Street: 24 Sixth Avenue, Coorparoo, Queensland 4151 Australia

Postal: PO Box 1166, Coorparoo DC, Queensland 4151 Australia

Telephone: +61 7 3394 5690 Fax: +61 7 3397 0103

Email: villa@vnc.qld.edu.au Website: www.vnc.qld.edu.au

Key personnel in relation to international students include:

Principal	Mr Mark Stower mstower@vnc.qld.edu.au
Deputy Principal	Mr Steven Bremner sbremner@vnc.qld.edu.au
Dean of Teaching and Learning	Mr John Christie jchristie@vnc.qld.edu.au
Head of Junior School	Mr Stephen Rouhliadoff srouhliadoff@vnc.qld.edu.au
Head of Middle School	Mr Greg O'Neill goneill@vnc.qld.edu.au
Head of Senior School	Mr Matthew Levander mlevander@vnc.qld.edu.au
Dean of International Students	Ms Sally Byron sbyron@vnc.qld.edu.au
Executive Officer: International Program Augustinian Schools Australia	Ms Vivian Cao vcao@saintaug.nsw.edu.au
College Business Manager	Ms Agi Waloszek awaloszek@vnc.qld.edu.au
College Psychologist	Mr Tass Sakellariou tsakellariou@vnc.qld.edu.au
College Counsellor	Mr Adrian Hellwig ahellwig@vnc.qld.edu.au

Emergency Assistance

Villanova College provides suitably qualified staff as the nominated contact personnel for all international students. The following people are nominated to provide 24 hour emergency assistance for all International students:

- Dean of International Students Ms Sally Byron
sbyron@vnc.qld.edu.au
- Head of Senior School Mr Matthew Levander
mlevander@vnc.qld.edu.au
- Head of Middle School Mr Greg O'Neill
goneill@vnc.qld.edu.au
- Head of Junior School Mr Stephen Rouhliadoff
srouhliadoff@vnc.qld.edu.au

The school maintains a 24 hour emergency contact mobile phone which is carried by one of the nominated school staff. This number is provided to all international students and parents.

INTERNATIONAL STUDENT ENROLMENT PROCESS

Villanova College is CRICOS registered to provide education to international students who have obtained a student visa to study in Australia. Recruitment of students will be conducted at all times in an ethical and responsible manner and consistent with the requirements of the National Code.

Villanova College will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by Villanova College, and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes. Enrolment at Villanova College is conditional upon full participation in the school curriculum as well as adherence to Villanova College policies as detailed in this document.

International students, who do not speak and write English as their first language, come to Villanova College having obtained satisfactory IELTS scores (or equivalent) through an accredited college offering the English Language for International students Courses (ELICOS). Usually this ELICOS course is undertaken in Australia. Currently, this is organised by our agents through whom an application to attend Villanova College is made.

Applications for enrolment can be made either through the Australian International Education Consortium (AIECG) www.aiecg.com through whom an application form to enrol at the College should be completed or through one of our other agents as listed on the Villanova College Website. The Application for Enrolment Form must be correctly completed and must be accompanied by the following documents to support the application:

- Certified copy of the student's passport data page (name, photo identification, passport number and expiry date) as proof of identity and age
- Certified copies of student report cards from the previous two years of study, including a copy of the latest student report
- A completed Reference Form from the student's current or most recent School Principal is also required if the student's Report Cards do not record student behaviour or commitment to studies
- A completed Subject Choices Form if appropriate

- Written evidence of proficiency in English as a second language
- Completed Homestay Application Form (if applicable, from ISCA)
- Application to the Queensland Assessment and Curriculum Authority (QCAA) for relaxation of completed Core requirements if applicable
- Letter of Offer from another registered provider if applicable
- Enrolment Application Fee (non-refundable)

Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.

An application for enrolment can only be processed when all of the above are in the hands of the Villanova College School Officer Communications, Marketing and Enrolments.

Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.

Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, Villanova College may require relevant testing of the applicant to assess the application.

Onshore applications for Years 11 and 12 (Senior School), where the student is transferring from another CRICOS registered provider, will only be considered where the transfer, if accepted, allows the student to achieve a successful study outcome at the end of the enrolment.

Offshore applications for enrolment in the Senior School course will not be considered after the Year 11 course has commenced, unless the student can complete course assessment before the end of the first semester of Year 11.

Villanova College requires evidence that the applicant's academic ability and English proficiency is sufficient to successfully meet the entry and curriculum demands of the intended course. This is a requirement under the 2018 National Code of Practice, Part B Standard 2.

Minimum academic and English language requirements are as follows:

ACADEMIC REQUIREMENTS FOR ACCEPTANCE

Students must provide evidence of satisfactory academic performance appropriate for entry to the year level requested on the Application for Enrolment Form or offered as an alternative point of entry by the College in a Letter of Offer.

For entry into Years 5 or 6 the applicant needs to present evidence of application to school work and age-appropriate achievement in literacy and numeracy areas of the curriculum.

For Year 7 to 12 students, the entry requirement is a pass level of 'C' grade or better for the majority of core subjects.

Students intending to enter Year 11 are required to have achieved a pass mark of 75% or better in the study of English as a second language.

English Language Proficiency Requirements

Applicants are assessed individually based on the contents of their report cards and personal references and may also be required to undertake a language proficiency test set by the College.

If supplied, Villanova College will assess evidence of English language proficiency presented by a student at the time of application but reserves the right to confirm the student's English language proficiency through additional tests and or interviews.

If not presenting appropriate evidence of English language proficiency at the time of application, Villanova College will assess the student's application for entry by means of additional testing and will require the student to attend an interview (in person or via video link) with the Dean of Teaching and Learning and / or Curriculum Area Leader at Villanova College to assess the extent to which the student is likely to achieve the outcomes of the course based on the applicant's level of English and academic results.

Villanova College accepts results from the following test instruments (or equivalent):

Test	Minimum Test Result	For Entry to Year
IELTS	4	Years 5 to 8
IELTS	4.5	Year 9
TOEFL (IBT)	32	
IELTS	5.5	Year 10
TOEFL (IBT)	46	
IELTS	6	Year 11
TOEFL (IBT)	60	
IELTS	6.5	Year 12
TOEFL (IBT)	79	

Students should note that if their language proficiency is below that outlined above, or if Villanova College has concerns about the student's language proficiency and their ability to function at the requested year level of entry, the student may be required to undertake an intensive English language course before beginning mainstream studies or be enrolled in a lower year level.

If undertaking an intensive English language course before commencing mainstream studies, English language proficiency will be reassessed at the conclusion of the language course to ensure the student's level of proficiency is sufficient to allow them to commence their mainstream course.

The Enrolment Process

Should Villanova College decide to offer the student a place, a 'Letter of Offer and Written Agreement', which is conditional upon obtaining a satisfactory standard of English Language proficiency, will then be sent to the student, upon receipt of which he and his parent(s) / legal guardian(s) if the student is under 18 years, is to:

- Complete and sign the Written Agreement
- Return the Written Agreement to the College and Agent
- Pay the invoiced amount to the College (Enrolment Confirmation Fee [non-refundable], Tuition and Non-tuition fees for his first semester at Villanova College).

Please note that in most cases the student will be younger than 18 years of age and the agreement will need to be signed by a parent.

A Confirmation of Enrolment (CoE) and if unaccompanied, Confirmation of Appropriate Accommodation and Welfare (CAAW) will then be created in PRISMS.

The student will then proceed with his ELICOS tuition, usually conducted in Australia and organised through AIECG or one of our other agents and will be granted an interview with Villanova College towards the end of his ELICOS course in Australia. At that stage, the student will be advised of commencement arrangements at Villanova College and will be assisted with the purchase of his Villanova College uniform. This is at the student's own expense.

Do not travel to Australia before commencement dates of CAAW if you are under 18 years of age.

It is a requirement under Australian Law that Australian education providers take responsibility for the accommodation and welfare arrangements of unaccompanied foreign students under the age of 18 from the time they arrive in the country, for the purpose of undertaking the course that they enrolled in, until the time they leave. The dates between which a particular provider will take on this responsibility are noted on the CAAW which is lodged with the Department of Home Affairs (Immigration) by the provider.

As the student may well undertake ELICOS tuition at another Australian education institution prior to commencing his course at Villanova College, we encourage you to ensure that you do not come to Australia before the commencement date of the CAAW period for which that institution has taken on responsibility for your accommodation and welfare arrangements.

Should you have any queries in this regard please contact the relevant agent or the Dean of International Students at Villanova College at villa@vnc.qld.edu.au

Subject Suitability

To assist International students with the selection of suitable subjects and courses, the Dean of Teaching and Learning, the College Pathways Coordinator, Heads of School, the teacher of ESL and the Dean of International Students are available for consultation. They are able to help the student by assessing their individual needs and English proficiency level and matching those needs with the education outcomes of the available subjects and courses.

Course Credits

Students may apply for Course Credit. Course credit may be offered as outlined below:

- For students transferring from interstate up to Year 10, Villanova College **does not** offer course credit and entry into any course is subject to the assessment of Villanova College.

- For students transferring from interstate in Year 11 and the beginning of Year 12, the student may receive course credit for units completed based on evidence provided of studies undertaken under the relevant state or territory curriculum assessment authority or nationally accredited framework. This assessment is open to the rules of the Queensland Curriculum and Assessment Authority (QCAA) and an application to this body needs to be made. Credit cannot be guaranteed by Villanova College.
- For students transferring from overseas, Villanova College **does not** offer course credit.

STUDENT PROGRESS, ATTENDANCE AND COURSE DURATION POLICY

Overseas students are required to meet and maintain satisfactory course progress and attendance requirements under visa condition 8202 and under Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

1. Monitoring Course Progress

- a) Villanova College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) The course progress of all students will be assessed at the end of each semester of enrolment according to Villanova College's course assessment requirements.
- c) Students who have begun part way through a semester will be assessed according to Villanova College's course assessment requirements after completing one full semester.
- d) To demonstrate satisfactory course progress for Year 10 and below, students will need to achieve a C minus (or higher) over five to seven subjects of the registered courses or have demonstrated significant effort towards meeting the academic requirements.

To demonstrate satisfactory course progress for Years 11 and 12, students will need to achieve a passing grade C minus (or higher) in at least five subjects for the registered course or have demonstrated significant effort towards meeting the academic requirements. They will also need to meet QCE eligibility requirements including obtaining a pass (C minus) or higher in an English and a Mathematics subject.

Demonstrated effort could include:

- Making measurable improvement gains over the semester
 - Attending additional English language classes
 - Attending additional voluntary tutoring sessions
 - Seeking help from teachers
 - Thorough attempts and timely submission of all homework and assessment tasks
 - Evidence from parents / guardians / homestay parents that the student is spending significant time studying at home
- e) If at the end of a study period a student does not achieve satisfactory course progress as described above, the Dean of Teaching and Learning will formally contact the parent(s) / legal guardian(s) to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include:
 - i) Subject tutorial support during class time
 - ii) After hours' tutorial support
 - iii) Mentoring
 - iv) Additional ESL support

- v) Change of subject selection, or reducing course load (without affecting course duration)
 - vi) Counselling - academic (time management / academic skills) and personal
 - vii) Other intervention strategies as deemed necessary
- f) A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents / legal guardians.
 - g) The student's individual strategy for academic improvement will be monitored over the following study period by the Dean of Teaching and Learning and records of student response to the strategy will be kept. Parents / legal guardians will be kept informed of the student's academic progress while the student is receiving formal intervention.
 - h) If the student does not achieve satisfactory course progress by the end of the next study period, Villanova College will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access Villanova College's internal complaints and appeals process. The notification of intention to report will be issued to the student prior to the commencement of the next semester. Following the outcome of the internal process, if the student wishes to complain or lodge an external appeal about a decision made or action taken by Villanova College, he may contact the Overseas Student Ombudsman at no cost. This must be done within 10 working days. Please see Villanova College's Complaints and Appeals Policy for further details.
 - i) Villanova College will notify the ESOS agency via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
 - i) The student does not access the complaints and appeals process within 20 days, or the student withdraws from the complaints and appeals process by notifying the Principal of Villanova College in writing, or
 - ii) The complaints and appeals process results in a decision in favour of Villanova College.

2. Completion within expected duration of study

- a) As noted in 1.a., Villanova College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their studies within the expected duration of the course.
- c) Villanova College will only extend the duration of the student's study where the student will not be able to complete their course by the expected date because:
 - i) the student can provide evidence of compassionate or compelling circumstances (see Definitions below)
 - ii) the student has or is participating in an intervention strategy as outlined in 1.e.
 - iii) an approved deferment or suspension of study has been granted in accordance with Villanova College's Deferment, Suspension and Cancellation Policy.
- d) Where Villanova College decides to extend the duration of the student's study, the College will report this change via PRISMS within 14 days and / or issue a new CoE if required. In this case, the student will need to contact the Department of Home Affairs

(Immigration) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

3. Monitoring Course Attendance

- a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours. (NB the National Code Standard 8 specifies a minimum attendance requirement of 80%, or under certain conditions, of 70% as outlined in Standard 8.15).
- b) Student attendance is:
 - i) Checked and recorded each timetabled lesson
 - ii) Assessed regularly
 - iii) Recorded and calculated over each study period.
- c) Late arrival or early departure from Villanova College will be recorded and will be included in attendance calculations.
- d) All absences from Villanova College will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal or Head of School.
- e) Any absences longer than three consecutive days without approval will be investigated.
- f) Student attendance will be monitored by the Head of School, Pastoral Area Leader and Dean of International Students every week over a study period to assess student attendance using the following method:
 - i) Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester e.g. number of study days x contact hours x 20%. For example, a 20 week semester with five contact hours a day would equal 500 contact hours. 20% of this is 100 hours.
 - ii) Attendance for any period of exclusion from class will be assessed under Villanova College's Deferment, Suspension and Cancellation Policy.
- g) Parents of students at risk of breaching Villanova College's attendance requirements will be contacted by email or phone and students will be counselled and offered any necessary support when they have absences totalling 10% in any study period to minimise the risk of the student breaching the 80% attendance threshold.
- h) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, Villanova College will assess the student against the provisions of Item 3.i. (below). Where the student has failed to meet the minimum attendance requirement, and Item 3.i. does not apply, Villanova College will promptly advise the student of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access Villanova College's internal complaints and appeals process.
- i) Villanova College will notify the ESOS Agency via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:

- i) The student does not access the complaints and appeals process within 20 days
 - ii) The student withdraws from the complaints and appeals process by notifying the Principal of Villanova College in writing,
 - iii) The complaints and appeals process results in a decision in favour of Villanova College.
- j) Students will not be reported for failing to meet the 80% attendance threshold for a study period where:
- i) the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per definition below, and
 - ii) the student's attendance has not fallen below 70% for the study period.
- k) The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study days x contact hours x 30%.
- l) If a student is assessed as having nearly reached the threshold of 70% attendance for a study period, the Dean of Teaching and Learning and the relevant Head of School will assess whether a suspension of studies is in the interests of the student as per Villanova College's Deferment, Suspension and Cancellation Policy.
- m) If the student does not obtain a suspension of studies under Villanova College's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance for the study period, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.h. – 3.i.

4. Definitions

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

New Year celebrations, birthdays and any other cultural calendar events or family celebrations are not compassionate or compelling reasons for absence and will be included in the absentee calculations.

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

- b) **Expected duration** – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.

- c) **School day** – any day for which Villanova College has scheduled course contact hours.
- d) **Study period** - Villanova College defines a “study period” for the purposes of monitoring course attendance and progress as a semester.

COLLEGE COMMUNITY CODE OF CONDUCT

Ethical Statement

An Augustinian approach to education seeks to create a community context in which learning can occur. This close community encompasses students, staff and parents.

The work of Villanova College relies upon rich partnerships between students and teachers, and teachers and parents. These beliefs and practices also extend to other members of the community including past students and parents.

The pastoral care of students, parents and staff is a very important part of Villanova College’s character, placing emphasis on community ideals. At all times, but in times of crisis or difficulty especially, all members of the community are encouraged to reach out to those in need.

Villanova College seeks to instil a sense of self-discipline among its students. Students are called to account for their actions, yet the ultimate ideal is one of self-directed righteous behaviour.

Objectives

The Villanova College Community Code of Conduct sets clear standards of behaviour which are expected of members of the College community on campus or when attending any College related function or activity at any other location.

The Code specifies the consequences for any member of the Villanova College community who does not comply with these standards of behaviour.

Principles

- 1) Villanova College will provide an environment where staff share with parents a particular responsibility for the spiritual, intellectual, physical, social and emotional well-being of each individual student.
- 2) Villanova College will provide a safe, supportive and inclusive environment.
- 3) Villanova College will provide structures and processes which promote mutual trust, honesty, respect and opportunities for mentoring in relationships amongst all members of the College community.

Parental Role

Parents / guardians and carers play an important role in the education of their children and have a responsibility to support the efforts of Villanova College in maintaining a safe and respectful learning environment for all students. This responsibility is fulfilled when

- They show an active but non-invasive interest in the child’s work and progress;
- Communicate regularly with Villanova College;
- Ensure their son attends regularly and punctually;

- Promptly reports to Villanova College an absence or late arrival;
- Become familiar with the Villanova College Community Code of Conduct and Community Expectations;
- Encourage and assist their son in following the standards of behaviour; and
- Work with Villanova College in dealing with disciplinary issues involving their son.

Community Expectations

Our community is bound by a shared set of expectations to promote good behaviour, positive relationships, self-responsibility and being “of one mind and heart on our way towards God” (St Augustine). When these expectations are upheld our community is strengthened and affirmed. When we do not meet these expectations, we disconnect ourselves from the Villanovan community and need to consider how we should repair the harm caused to others.

For students to meet these expectations, personal discipline is required for learning and growth of character. This helps strengthen our Villanovan community. Our shared expectations are:

Good Order – Each student’s conduct in the classroom, in the grounds, at College functions and travelling to and from school, is to contribute to the good order within Villanova and our wider community.

Concern and Respect for others – Each student’s conduct is expected to encourage learning and participation, show concern and respect for all people, and enable and encourage each of us to feel pride in the Villanovan community and its traditions. There is no place in Villanova College for teasing, put-downs and hurtful, racist or negative comments.

Respectful Language - Students are to use language that is respectful and non-offensive. Use of racist, sexist, derogatory and explicit language offends others and harms positive relationships between members of our community. Appropriate language use is to be observed in all forms of communication, from everyday conversations in the classroom and yard, to written language and non-verbal cues and gestures.

Respect for Leadership - Students are to show respect and cooperation by responding promptly to instructions given by those in positions of authority or leadership. Where cooperation and respect are observed, classes, teams and groups accomplish their goals in the spirit of community.

Safety and Consideration of others - Students are to consider the safety and wellbeing of others around the school. In particular, students are to walk, rather than run, around the grounds and give way to staff, adults and visitors when travelling between classes and participating in activities and games. This should prevent accidents caused by thoughtless actions so that everyone can feel safe in our College environs.

Promoting a Healthy Lifestyle - To be active and healthy throughout their lives, students are to comply with the College Drug Policy. Regardless of age, students may not smoke or drink alcohol at school, at sporting or College functions, or in public in school uniform. The use of alcohol or prohibited drugs before, during or after College functions is not acceptable and can seriously affect the good order and relationships within our Villanovan community.

Respect for College Uniform Standards - Students are to support and affirm our Villanovan community by wearing the appropriate school uniform correctly at all times. Where items of the school uniform are missing a note of explanation from a parent, guardian or carer is required. The College's Sun Safe Policy is for all students' long-term health and safety and is to be observed vigilantly. The Villanova College Hair Policy is also to be observed at all times.

Care for our Physical Environment - Students are to care for the physical environment of Villanova by placing rubbish in the bins provided and promptly assisting in cleaning areas when directed. Students are to leave prohibited items that damage our physical environment at home. These prohibited items include permanent marking pens, correction pens (correction tape is acceptable), chewing gum, hobby knives, spray paint, metal rulers and carving implements. This will enable students, staff and visitors to enjoy a clean and tidy environment.

Respect for the College - Students are to remain outside classrooms and off corridors and stairwells during recess times, and before and after school. Sections of the College campus are designated for particular purposes and, as such, students are to respect the out-of-bounds areas for their respective year levels, unless prior consent for entry or use is given.

Respect for Property - Students are to respectfully use equipment that is lent in good faith by others, and are not to use equipment where permission is not freely given. Students are to use educational equipment (e.g. books, desks, chairs, AV equipment) in a manner that will ensure such equipment will continue to be useful to others over time. Sporting equipment should only be used in appropriate areas. No student is to enter the yards of private houses.

Breaches of this Code of Conduct

The consequences to a member of the College Community for breaching this Code of Conduct or any of the policies on our website www.vnc.qld.edu.au will be determined by the Principal in accordance with Villanova College's Complaints and Appeals Policy and may include one or more of the following:

- Villanova College may ban any member of the College Community from attending any co-curricular activity;
- Villanova College may exclude a student from classes;
- In the instance of serious wrong doing the College may suspend or cancel a student's enrolment.

Please refer to Villanova College's website www.vnc.qld.edu.au for information about our many policies including the Drug and Alcohol Education Policy, Anti-Bullying Operational Policy and Social Networking and Social Media Guidelines.

Definitions

Serious Wrongdoing: A serious wrongdoing may be a very serious single incident in isolation. For example, there may be a serious wrongdoing where a student has in his possession an illegal drug or drugs on property controlled by Villanova College or on activities involving Villanova College whether co-curricular or otherwise. A serious wrongdoing may also be cumulative behaviour, comprising repeated wrongdoings, that has been the subject of at least one prior warning and communication between Villanova College, the student and his parent(s) / carer(s). For example, there may be a serious wrongdoing where there is repeated and substantial non-compliance with "Community

Expectations” as set out above and in the Student Diary or where there is poor academic performance due to a repeated failure to submit assessment items without any reasonable explanation.

SUPPORTIVE COLLEGE ENVIRONMENT

Villanova College seeks to affirm each student’s worth and dignity. Bullying strikes at the basis of these values and prevents students reaching for excellence in every dimension of life. Students are entitled to receive their education free from humiliation, oppression and abuse. At Villanova, our community values require us to hold those who might bully others to be accountable for their actions so that they might learn more appropriate ways of relating to others, and to provide real support for those who have been affected.

For further information please refer to page 14 of the Villanova College Student Diary and the Anti-Bullying Operational Policy at www.vnc.qld.edu.au

CHILD PROTECTION

Please refer to our website www.vnc.qld.edu.au for the following documents relating to Child Protection

- Student Protection Processes
- Child Protection Information Guide
- Current Legislative Mandatory Reporting Requirements
- Child Protection Overview
- Appropriate and Inappropriate Behaviour

Student Protection Officers

Under the Education (Accreditation of Non-State Schools) Regulation 2001, Villanova College is committed to providing a safe, supportive and ethical environment for the wellbeing and holistic development of students.

As part of this commitment Villanova College has nominated key members of staff to act as Student Protection Officers. These officers are designated as liaison people to whom students may refer if they are not feeling safe; or to whom they can make complaints of harm, inappropriate behaviour or physical/sexual abuse. The Villanova College Student Protection Officers are:

Mr Mark Stower – College Principal

Mr Steven Bremner – Deputy Principal

Mr Matthew Levander – Head of Senior School

Mr Greg O’Neill – Head of Middle School

Mr Stephen Rouhliadef – Head of Junior School

Mr Tass Sakellariou – College Psychologist

Mr Adrian Hellwig – College Counsellor

Mrs Hannah Elder – Teacher

OVERSEAS STUDENT TRANSFER REQUEST POLICY

Villanova College's Overseas Student Transfer Policy and processes apply to:

- Overseas student requesting to transfer prior to completing the first six months of their first registered school sector course or
- Where the student has completed the first six months of their enrolment in their first registered school sector course and wishes to transfer but the provider holds welfare responsibility via a CAAW.

Overseas students requesting to transfer prior to completing the first six months of their first registered school sector course:

1. Overseas students are restricted from transferring from their first registered school sector course of study for a period of six months. This restriction also applies to any course(s) packaged with their first registered school sector course of study. Exceptions to this restriction are:
 - a) If the student's course or Villanova College becomes unregistered for CRICOS
 - b) Villanova College has a government sanction imposed on its registration
 - c) A government sponsor (if applicable) considers a transfer to be in the student's best interests
 - d) If the student is granted a release in PRISMS.
2. Students can apply to be released by submitting a Student Transfer Request Application at no charge to enable them to transfer to another education provider. If a student has not completed the first six months of the first registered school sector course of study or is under 18 years of age, conditions apply.
3. Villanova College will only release a student before completing the first six months of their first registered school sector course in the following circumstances:
 - a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time to Villanova College.
 - b) The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with Villanova College's intervention strategy to assist them in accordance with Standard 8 (Overseas student visa requirements).
 - c) The student provides evidence of compassionate or compelling circumstances.
 - d) Villanova College fails to deliver the course as outlined in the Written Agreement.
 - e) The student provides evidence that their reasonable expectations about their current course are not being met.
 - f) The student provides evidence that he was misled by Villanova College or an education or migration agent regarding Villanova College or its course and the course is therefore unsuitable to his needs and / or study objectives.
 - g) An appeal (internal or external) on another matter results in a decision or recommendation to release the student.
 - h) Any other reason stated in the policies of Villanova College.
4. Students under 18 years of age **must** also provide the following:

- a) Written evidence that the student's parent(s)/legal guardian(s) supports the transfer application
 - b) Written confirmation that the receiving provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of release where the student is not living with a parent / legal guardian or a suitable nominated relative.
5. Villanova College will NOT agree to the transfer before the student completes the first six months of their first registered school sector course in the following circumstances:
- a) The student's progress is likely to be academically disadvantaged.
 - b) Villanova College is concerned that the student's application to transfer is a consequence of the adverse influence of another party.
 - c) The student has not had sufficient time to settle into his new environment in order to make an informed decision about the transfer.
 - d) The student has not accessed College support services which may assist with making adjustments to a new environment, including academic and personal counselling services.
 - e) School fees are in arrears for the current study period.
6. To apply for a transfer to another provider, students need to:
- a) Complete an Application for Student Transfer Form available from the International Student Handbook (page 59) and the College Website.
 - b) Submit the completed application form and a valid offer of enrolment from another provider to the Principal for assessment.
 - c) If under 18 years of age attach written confirmation of the parent(s) or legal guardian(s) support for the transfer to the nominated provider. In this case the valid offer of enrolment must also confirm the new provider's acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from Villanova College, in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.
7. Villanova College will assess the student's transfer request application and notify the student of a decision within 10 working days.
8. If Villanova College grants the student's transfer request, the student will be notified, and the decision will be reported to the Department of Home Affairs (Immigration) via PRISMS.
9. If Villanova College intends to refuse the student's transfer application request, Villanova College will provide the student with reasons for refusal in writing and include a copy of Villanova College's complaints and appeals policy (available in the International Student Handbook). The student has the right to access Villanova College's complaints and appeals process and has 20 working days to do so. The student's transfer request application will only be finalised in PRISMS after one of the following occurs:
- a) the student confirms in writing they choose not to access Villanova College's complaints and appeals process, or
 - b) the student confirms in writing they withdraw from any appeals process they have commenced, or
 - c) the appeals process is completed, and a decision has been made in favour of the student or Villanova College.

10. Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs (Immigration) Office as soon as possible to discuss any implications. For the address of the nearest office refer to <https://www.homeaffairs.gov.au/about/contact/offices-locations/australia> for street addresses of Department of Home Affairs (Immigration) Offices in Brisbane and regional centres. Alternatively, students can contact the Department of Home Affairs (Immigration) through their web enquiry form: <https://www.homeaffairs.gov.au/about/contact/make-enquiry>.

Students who are no longer subject to the transfer restriction but for whom Villanova College holds welfare responsibility via a CAAW:

11. Students under 18 years of age **must** have:
- a) Written evidence that the student's parent(s)/legal guardian(s) support the transfer application.
 - b) Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support and general welfare arrangements from the proposed date of release where the student is not living with a parent/legal guardian or a suitable nominated relative.
12. To apply for transfer to another provider, students need to:
- a) Complete an Application for Student Transfer Form available from the International Student Handbook and the College Website.
 - b) Submit the completed application form and a valid offer of enrolment from another provider to the Principal for assessment and response within 10 working days.
 - c) If under 18 years of age, attach written confirmation of support for the transfer to the nominated provider by a parent(s) or legal guardian(s). In this case, the valid offer of enrolment must confirm acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from Villanova College in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.
13. Villanova College will negotiate the welfare transfer date with the receiving provider and will advise the student of the welfare transfer date within 10 working days.
14. Transfers to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs (Immigration) Office as soon as possible to discuss any implications. See <https://www.homeaffairs.gov.au/about/contact/offices-locations/australia>. Alternatively, students can contact the Department of Home Affairs (Immigration) through their web enquiry form: <https://www.homeaffairs.gov.au/about/contact/make-enquiry>.

DEFERMENT, SUSPENSION AND CANCELLATION POLICY

Villanova College is committed to ensuring that all students are treated fairly and informed of their formal relationship with Villanova College.

This policy outlines the circumstances in which the enrolment of an international student may be deferred, suspended or cancelled.

1. Communicating with families about changes in enrolment status

- a) All communications regarding changes to enrolment status will be made directly with students and parents in accordance with the latest contact details provided to Villanova College.
- b) Parents must therefore keep Villanova College informed of their current contact details, as per the conditions of the student visa.
- c) Where relevant and where approved by the parents, Villanova College may also share copies of correspondence with the child's education agent to help facilitate communication about any changes in enrolment status. However, the parents with whom Villanova College has a formal Written Agreement are the primary contact for Villanova College in such matters. Villanova College will not act on any decision affecting the student's enrolment that is not made by the parents.

STUDENT-INITIATED CHANGES IN ENROLMENT

2. Deferment of commencement of study requested by student

- a) Villanova College 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 that has impacted on expected commencement of studies
 - A traumatic experience which has impacted on the student (where possible these cases should be supported by police or psychologists' reports).
 - After undertaking ELICOS studies, the student has not/will not meet the English language benchmark required for entry into the desired course, and Villanova College is willing to defer the student's commencement in the course until a later date when the required benchmark is achieved.
- b) All applications for deferment will be considered within 10 working days.
- c) The final decision for assessing and granting a deferment of commencement of studies lies with the Principal. Where a student's request to defer his commencement of studies is refused, the student has a right of appeal (refer to Villanova College's Complaints and Appeals Policy).
- d) Deferment will be recorded on PRISMS within 14 days of being granted.

3. Suspension of study requested by student

- a) Once the student has commenced the course, Villanova College 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 / will impact on studies
 - A traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologists' reports).
 - Student returns to his home country to sit a university exam (or similar assessment) which impacts upon his education
- b) Where there is a significant issue impacting upon a student's attendance or course progress, it is essential that the student or parents contact Villanova College as soon as possible to discuss the concern so that appropriate support can be put in place. Where deemed necessary, this may involve temporarily suspending the student's enrolment so that matters can be resolved without having a negative impact on the student's ability to satisfy their visa conditions.
- c) Temporary suspensions of study cannot exceed six months duration.
- d) Suspensions will be recorded on PRISMS within 14 days of being granted if the student is under 18 years of age, and within 31 days if the student is over 18 years of age.
- e) The period of suspension will not be included in attendance calculations.
- f) Applications will be assessed on merit by the Dean of Teaching and Learning and/or Head of School. An interview with the student or further information may be requested before a decision is taken to the Principal for final approval.
- g) Some examples of circumstances that are not considered compassionate and compelling at Villanova College include:
- Requests for early departure or late return from vacation, including the inability to secure cheap flights
 - Leaving early or returning late from vacation in order to attend festivals in the student's home country
 - Returning home to attend family gatherings that occur during term time
- h) As part of any assessment of a request to defer or temporarily suspend studies, the impact of the request on the student's ability to complete their intended course of study in accordance with their CoE(s) and student visa will be considered. Any implications will be communicated to students.
- i) All applications for suspension will be considered within 10 working days.
- j) The final decision for assessing and granting a suspension of studies lies with the Principal. Where a student's request to suspend studies is refused, the student has a right of appeal (refer to Villanova College's Complaints and Appeals Policy).

4. Student initiated cancellation of enrolment

- a) All notification of withdrawal from a course or applications for refunds, must be made in writing and submitted to the Principal. Please see Villanova College's Refund Policy for information regarding refunds and cancellation fees.
- b) A student will be deemed to have inactively notified Villanova College of cancellation of enrolment where:
 - ii) the student has not yet finished his course(s) of study with Villanova College, and
 - iii) does not resume studies at Villanova College within 14 days after a holiday break, and
 - iiii) the student has not previously provided Villanova College with written notification of withdrawal.
- c) Student-initiated cancellation of enrolment, including 'inactive' cancellation of enrolment in 4.b) above is **not** subject to Villanova College's Complaints and Appeals Policy.

COLLEGE INITIATED CHANGES IN ENROLMENT

5. College initiated exclusion from class

- a) Villanova College may initiate an exclusion from class studies for a student on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in suspension in Villanova College's Community Code of Conduct.
- b) Students may also be excluded from class for failure to pay fees that he was required to pay in order to undertake or continue the course, as stated in the Written Agreement.
- c) Where Villanova College intends to exclude a student from class it will first issue a letter which notifies the student and parents of this intention. The letter will provide details of the reason(s) for the intended exclusion, as well as information about how to access Villanova College's internal appeals process. Further information about the appeals process in the event of a College-initiated exclusion from class is outlined below.
- d) Excluded students must abide by the conditions of their exclusion from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the Principal.
- e) 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.
- f) Exclusions from class will not be included in attendance calculations for the study period and will not be recorded on PRISMS.

6. College initiated suspension of studies

- a) Villanova College may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in exclusion in Villanova College's Community Code of Conduct.
- b) Students may also be suspended for failure to pay fees that he was required to pay in order to undertake or continue the course, as stated in the student's Written Agreement.
- c) Where Villanova College intends to suspend the enrolment of a student, it will first issue a letter that notifies the student and parents of this intention. The letter will provide details of the reason(s) for the intended suspension, as well as information about how to access Villanova College's internal appeals process. Further information about the appeals process in the event of a College initiated suspension is outlined below.
- d) Suspended students must abide by the conditions of their suspension from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the Principal.
- e) Students who have been suspended for more than 28 days may need to contact the Department of Home Affairs (Immigration). (Please see contact details at: <http://www.homeaffairs.gov.au/about/contact/offices-locations>).
- f) Suspensions will be recorded on PRISMS.
- g) The period of suspension will not be included in attendance calculations.

7. College initiated cancellation of enrolment

- a) Villanova College will cancel the enrolment of a student under the following conditions:
 - i) Any breach of an agreed condition of enrolment as outlined in the student's Written Agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care
 - ii) Failure to pay course fees
 - iii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
 - iv) Any behaviour identified as resulting in cancellation in Villanova College's Code of Conduct
 - v) Student fails to attain the required English Language Proficiency Level
- b) Where Villanova College intends to cancel the enrolment of a student it will first issue a letter which notifies the student and parents of this intention. The letter will also provide details of the reason(s) for the intended cancellation, as well as information about how to access Villanova College's internal appeals process. Further information about the appeals process in the event of a College initiated cancellation is outlined below.
- c) Villanova College is required to report any confirmed breach of course progress and attendance requirements to the Department of Home Affairs (Immigration). Where a student is reported for breach of a visa condition, his enrolment at Villanova College will be cancelled and this may impact on the student's visa. Further information can be found in Villanova College's Course Progress and Attendance Policy.
- d) For the duration of the internal appeals process, Villanova College will maintain the student's enrolment and the student will attend classes as normal. The relevant Head of School will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

- e) If a student decides to access Villanova College's complaints and appeals process because they have been notified of a College-initiated suspension or cancellation of enrolment under Standard 9, the change in enrolment status will not be reported in PRISMS until the internal complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply (see Definitions below).
- f) Where extenuating circumstances are deemed to exist, a student may still access the complaints and appeals process, but Villanova College need not await the outcome of this process before changing the student's enrolment status in PRISMS. If Villanova College has issued a CAAW for such a student, welfare provisions under Standard 5.6 are applicable.
- g) The use of extenuating circumstances by Villanova College to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- h) The final decision for evaluating extenuating circumstances lies with the Principal.

8. Student to seek information from the Department of Home Affairs (Immigration)

Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students can visit the Department of Home Affairs (Immigration Website <https://homeaffairs.gov.au/Trav/Stud> for further information about their visa conditions and obligations.

9. Definitions

- a) Day – any day including weekends and public holidays in or out of term time.
- b) Extenuating circumstances – if the student's health and wellbeing, or the wellbeing of others, is likely to be at risk.

Examples include:

- 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 to Villanova College fearing 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
- Is at risk of committing a criminal offence, or
- The student is the subject of investigation relating to criminal matters.

ACCOMMODATION AND WELFARE POLICY

Villanova College is a CRICOS-registered provider (Registration 03693G) which enrolls younger students under 18 years of age.

As part of its registration obligations, Villanova College must satisfy Commonwealth and State legislation, as well as any other regulatory requirements, relating to child welfare and protection for any overseas student enrolled who is under 18 years of age.

These obligations include ensuring that all overseas students under 18 years of age are given age and culturally appropriate information on:

- Who to contact in emergency situations, including contact number(s) of a nominated staff member, and
- How to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.

Villanova College has documented procedures relating to child welfare and safety and will implement these procedures in the event that there are any concerns for the welfare of a student under 18 years of age.

Prior to the issuing of Confirmation of Enrolment documentation by Villanova College to obtain a student visa, Villanova College is obliged to ensure that adequate accommodation, support and general welfare arrangements have been made for the student while enrolled in a course at Villanova College. Students under 18 years of age are not to travel to Australia before the start date of the CAAW arrangements.

Accommodation and care options for overseas students under 18 years of age

Villanova College approves the following accommodation and care options for overseas students:

- 1. The student will live with a parent or relative approved by the Department of Home Affairs (Immigration).**

In this case:

- i) Villanova College does **not** provide a welfare letter (CAAW) via PRISMS. The student's family completes Form 157N and provides proof of relationship to the Department of Home Affairs (Immigration) at the time of visa application for approval of these arrangements. The Department of Home Affairs (Immigration) must also approve any further change of welfare arrangements.
- ii) If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a [Student guardian Visa \(subclass 590\)](#) all obligations and conditions of this visa must be met, including:
 - a) not leaving Australia without the nominating student unless there are compassionate and compelling circumstances and the College has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence, and

- b) advising the Department of Home Affairs (Immigration) of any change of address, passport or other changes of circumstances.

Villanova College requires holders of Student Guardian Visas to:

- i) maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia
- ii) immediately advise Villanova College of any change to address or contact details
- iii) immediately advise Villanova College if there are any compassionate or compelling reasons to travel overseas or not be at home for an extended period of time to care for the student.

If there is a valid reason for travelling overseas, and Villanova College is able to approve alternative accommodation and care arrangements for the student for the period of the student guardian visa holder's absence, Villanova College will provide documentation approving temporary care arrangements for the student to the student's guardian and for the Department of Home Affairs (Immigration) via PRISMS.

If there is not a valid reason for travelling overseas, or if Villanova College is not able to approve alternative accommodation and care arrangements for the student for the period of the student guardian visa holder's absence, the student will need to travel overseas with the holder of the student guardian visa. In this case, Villanova College will advise if compulsory attendance requirements will or will not be affected by the student's absence.

2. The student will live in Villanova College approved accommodation and welfare arrangements and Villanova College will generate the welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE).

Accommodation options that may be approved by Villanova College for full fee paying 500 (formerly 571) visa subclass students under 18 years of age include:

Homestay Program operated by International Student Care Australia (ISCA)

www.isca.net.au

Villanova College will maintain approval of accommodation and care arrangements until:

- i) The student completes the course and departs Australia
- ii) any appeals processes in relation to Villanova College's intentions to cancel the student's enrolment has been finalised (including suspensions, cancellation, course progress and attendance)
- iii) the student has alternative welfare arrangements approved by another registered provider
- iv) a parent or nominated relative approved by the Department of Home Affairs (Immigration) assumes care of the student
- v) Villanova College has notified the Department of Home Affairs (Immigration) that it is no longer able to approve the student's welfare arrangements and has taken the required action after not being able to contact the student.

Villanova College Policy is that all students, regardless of their age, live with a parent, guardian, relative or in Villanova College approved care arrangements.

Any accommodation, welfare and other support arrangements for the student must be approved by Villanova College, including arrangements provided by third parties.

Any accommodation, welfare and other support arrangements are checked prior to approval and at least every six months thereafter to ensure they are appropriate to the student's age and needs.

Students staying in Homestay are given an induction and have the rules of the Homestay explained to them. Students who fail to comply with these rules will have their enrolment at Villanova College reviewed and possibly cancelled.

Any adults involved in or providing accommodation and welfare arrangements to the student hold a Positive Notice Blue Card as appropriate (<https://www.bluecard.qld.gov.au>).

Any changes to approved arrangements must also be approved by Villanova College. This includes any requests by students under 18 years of age to attend 'Schoolies Week' on completion of Year 12.

If a student cannot be located and Villanova College has concerns for his welfare, Villanova College will contact the student's parent(s)/ legal guardian(s) and notify the police and any other relevant authorities.

If a student for whom Villanova College has issued a CAAW refuses to maintain approved arrangements, Villanova College will report this to the Department of Home Affairs (Immigration) and advise the student to contact the Department of Home Affairs (Immigration) to ensure visa implications are understood. See <https://www.homeaffairs.gov.au/about/contact/offices-locations/australia>

In the event of a significant or critical welfare issue involving the student, and if determined necessary by Villanova College, a parent, legal guardian or approved relative agrees to travel to a designated location as soon as possible to assume care of the student until the situation has been resolved to Villanova College's satisfaction.

If a parent/nominated guardian wishes to assume welfare responsibility, the parent/nominated guardian must notify Villanova College as soon as practicable of their intentions and must provide Villanova College with written evidence of a guardian visa grant.

3. For school vacation periods, students under 18 years of age for whom Villanova College has issued a CAAW will:

- i) return home to parents, or
- ii) continue to live in / is placed in Homestay arranged and approved by Villanova College and ISCA, or
- iii) apply for approval to spend the vacation with relatives or a friend's family, or
- iv) apply to attend a supervised excursion, camp, etc. if all requirements are met in order to obtain Villanova College's approval, or
- v) student's parents travel to Australia for the vacation period and assume all welfare responsibilities for the student.

Parental knowledge and consent need to be documented, communicating any agreed arrangements, including travel home. All international students for whom Villanova College hold a signed Welfare Letter (CAAW) must complete and return the International Student Holiday Intention Form at least four weeks prior to the end of each school term.

Villanova College reserves the right to refuse any holiday arrangement request if it is determined not to be in the best interest of the student. This will be communicated in writing to the student and their parents, and an alternative arrangement will be proposed.

Villanova College must receive written consent from the student's parents (not Homestay parent) for all holiday arrangements. This may be via email. If Villanova College does not receive written consent (including for travel home), the only option for the student to remain is a Villanova College arranged and approve Homestay placement.

If Villanova College has taken responsibility for approving arrangements for student care and welfare, should Villanova College not approve requests for changes to agreed arrangements and the student refuses to maintain the approved and agreed arrangements, Villanova College will advise the student that this will be reported to the Department Home Affairs (Immigration) and the student will need to contact the Department to ensure that his visa implications are understood. (See Department of Immigration office addresses at: <http://www.homeaffairs.gov.au/about/contact/offices-locations/australia.>)

Students intending to leave Brisbane at any time must inform Villanova College by completing an International Student Holiday Intention Form. Please note that in order to ensure that the student meets both Villanova College and ESOS' minimum school attendance requirements students should not contemplate being absent from class during term time.

4. Accommodation options for students 18 years and older:

It is a condition of enrolment that students over 18 years of age also maintain College approved accommodation arrangements.

- i) Homestay Program
- ii) The student will live with a parent or relative approved by the Department of Home Affairs (Immigration)

5. For school vacation periods, the following accommodation options are available to students 18 years and older:

- i) Student returns home to parents
- ii) Student continues to live in / is placed in Homestay, details of which are recorded by Villanova College
- iii) Student may spend vacation with friend's family or relatives, provided details are given
- iv) Student may attend a supervised excursion, camp, etc. provided details are given.

6. Homestay arrangements at Villanova College

The Homestay arrangements operated by ISCA and approved by Villanova College meet Queensland legislative requirements for child protection as well as Standard 5 of the 2018 National Code of Practice for Providers of Education and Training to Overseas Students.

These include:

- i) Continuous dates for approved welfare arrangements
- ii) Documented procedures for checking suitability of accommodation, support and general welfare arrangements before a student is placed in an approved arrangement, and at least every six months thereafter covering
 - Guidelines for selecting, screening and monitoring each family and ensuring the family can provide age appropriate care and facilities for the duration of the student's enrolment at Villanova College
 - Criteria about accommodation services to be provided, and contract for arrangements about providing accommodation services
 - Orientation program for families new to provision of Homestay services
 - Compliant Homestay risk management strategy, reviewed annually, undertaken by Villanova College and operator of the Homestay program.
- iii) Positive Notice Blue Cards as required for adults living in the Homestay other than overseas students, or who otherwise have regular contact with the student.

Indicative living costs in Australia can be found at:

www.studyinaustralia.gov.au/globas/live-in-australia/living-costs

and at:

www.choosebrisbane.com.au/study/living-in-brisbane/mony-and-budgeting?sc_lang=en-au

School Holiday Periods for 2019

Holiday Period Commences	Holiday Period Ends	School Holiday Intention Form due by
Monday 1 January 2019	Tuesday 29 January 2019	N/A
Saturday 6 April 2019	Tuesday 23 April 2019	Friday 8 March 2019
Thursday 27 June 2019	Tuesday 16 July 2019	Friday 31 May 2019
Saturday 21 September 2019	Monday 7 October 2019	Friday 23 August 2019
Saturday 30 November 2019	Tuesday 31 December 2019	Friday 1 November 2019

School Holiday Periods for 2020

Holiday Period Commences	Holiday Period Ends	School Holiday Intention Form due by
Monday 1 January 2020	Tuesday 28 January 2020	N/A
Saturday 4 April 2020	Monday 20 April 2020	Friday 6 March 2020
Thursday 25 June 2020	Tuesday 14 July 2020	Friday 29 May 2020
Saturday 19 September 2020	Monday 5 October 2020	Friday 21 August 2020
Saturday 28 November 2020	Thursday 31 December 2020	Friday 30 October 2020

OVERSEAS STUDENT HEALTH COVER

International students must obtain Overseas Student Health Cover (OSHC) for the duration of their study course in Australia. Students must also maintain awareness of the renewal date of their Overseas Student Health Cover and understand that in accordance with the Department of Immigration regulations failure to do so will result in cancellation of their visa.

Villanova College can obtain an appropriate policy through BUPA www.oshc.bupa.com.au and will invoice the student accordingly. Villanova College will record this in PRISMS for the student's visa application.

Alternatively, the student may wish to arrange their own Health Cover and supply Villanova College and the Department of Immigration with a copy of the policy. A copy of the Certificate of Insurance must be provided to the Villanova College Enrolments Officer before commencing at the College.

COMPLAINTS AND APPEALS POLICY

Principles

Villanova College recognises a student's right to make a complaint and is committed to addressing complaints and grievances effectively and fairly.

The College aims to address complaints and grievances through a resolution process that:

- is impartial and fair to all parties involved;
- is carried out with transparency and consistency;
- is accessible and available to all students;
- is handled within established timelines;
- respects the privacy of all parties involved;
- is appropriate for dealing with complex and sensitive issues.

A student making a complaint or grievance has the right to a fair and thorough investigation, based on the principles of this policy. A student may make a complaint or grievance without fear of reprisals.

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

1. Purpose

- a) The purpose of Villanova College's Complaints and Appeals Policy is to provide a student or their parent(s) / legal guardian(s) with the opportunity to access procedures to facilitate the resolution of a dispute or complaint involving Villanova College, or an education agent or third party engaged by Villanova College to deliver a service on behalf of Villanova College.

- b) The internal complaints and appeals processes are conciliatory and non-legal.

2. Complaints against other students

Grievances brought by a student against another student will be dealt with under Villanova College's Community Code of Conduct and the process of Restorative Practices.

3. Informal Complaints Resolution

- a) In the first instance, Villanova College requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.
- b) Students should contact the Dean of International Students and the relevant Head of School in the first instance to attempt mediation/informal resolution of the complaint.
- c) If the matter cannot be resolved through mediation, the matter will be referred to the Principal and Villanova College's internal formal complaints and appeals handling procedure will be followed.

4. Formal Internal Complaints Handling and Appeals Process

- a) The process of this grievance procedure is confidential, and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.
- b) The student must notify Villanova College in writing of the nature and details of the complaint or appeal.
- c) Written complaints or appeals are to be lodged with the Principal.
- d) Where the internal complaints and appeals process is being accessed because the student has received notice by Villanova College that Villanova College intends to report him for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of receipt of notification in which to lodge a written appeal.
- e) Complaints and appeals processes are available to students at no cost.
- f) Each complainant has the opportunity to present his case to the Principal.
- g) Students and/or Villanova College may be accompanied and assisted by a support person to all relevant meetings.
- h) The formal complaints process will commence within 10 working days of the lodgement of the complaint or appeal with the Principal and will be finalised as soon as practicable.
- i) For the duration of the internal complaints and appeals process the student's enrolment will be maintained, as required under the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and the student must continue to attend classes.

However, if the Principal deems that the student's health or well-being, or the well-being of others is at risk he may decide to suspend or cancel the student's enrolment before the complaints and appeals process has been assessed or fully completed. In such cases, the student may still lodge a complaint or appeal, even if the student is offshore.

- j) Once the Principal has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome and a copy will be retained on the student's file.
- k) If the complaints and appeals procedure find in favour of the student, Villanova College will immediately implement the decision and any corrective and preventative action required and advise the student of the outcome and action taken.
- l) Where the outcome of a complaint or appeal is not in the student's favour, Villanova College will advise the student within 10 working days of concluding the internal review of the student's right to access the external appeals process.

However, Villanova College is only obliged to await the outcome of an external appeal if the matter relates to a breach of course progress or attendance requirements. For all other issues, Villanova College may take action (including making changes to the student's enrolment status in PRISMS) in accordance with the outcome of the internal appeal.

5. External Appeals Processes

- a) If the student is dissatisfied with the conduct or result of the internal complaints and appeals procedure, he may contact and / or seek redress through the Overseas Student Ombudsman at no cost. Please see: <http://ombudsman.gov.au/about/overseas-students> or phone 1300 362 072 for more information.
- b) If the student wishes to appeal against a decision made by Villanova College that relates to being reported for a breach of course progress or attendance requirements (under Standard 8), the student must lodge this appeal with the Overseas Student Ombudsman's Office within 10 working days of being notified of the outcome of his internal appeal.
- c) If a student wishes to appeal a decision made by Villanova College that relates to:
 - i) refusal to approve a transfer application (under Standard 7), or
 - ii) suspension or cancellation of the student's enrolment (under Standard 9)
 - iii) any choice to lodge an external appeal with the Overseas Student Ombudsman is at the student's discretion. Villanova College need not await the outcome of any external appeal lodged before implementing the outcome of the internal appeal.

6. Other legal redress

Nothing in Villanova College's Complaints and Appeals Policy negates the right of an overseas student to pursue other legal remedies.

7. Definitions

Working Day: any day other than a Saturday, Sunday or a Public Holiday during term time.

Student: a student enrolled at Villanova College or the parent(s)/legal guardian(s) of a student where that student is under 18 years of age

Support Person: for example, a friend/teacher/relative not involved in the grievance.

STUDENT ORIENTATION

During the first week of an international student's attendance at Villanova College, the Dean of International Students ensures that the student receives orientation with respect to (but not limited to):

- Student support services
- Legal services
- Emergency and Health services
- Counselling services (personal and academic)
- Uniform Shop
- Facilities and Resources – Tour of the College
- IT set-up, support and access to the 'Student Cafe' database
- Subject Selection and timetable
- ID Photo
- Complaints and Appeals
- Student Visa conditions

During their enrolment at Villanova College, international students may meet with the Dean of International Students each school day. This person is the international students' designated point of contact at Villanova College.

COLLEGE FEES

International College tuition fees and homestay fees for international students are charged twice per annum:

- At the beginning of Term One (Semester One) and
- At the beginning of Term Three (Semester Two)

The only variance to this is with respect to tuition for the first semester of attendance. These fees will be payable upon acceptance of enrolment by Villanova College.

Villanova College tuition fees cover all costs of tuition including:

- Tuition Fees
- Activity Levy
- Resource Levy
- Textbooks
- QCAA Levy (Years 11 and 12 Only)
- Building Maintenance Levy

The fees do not include music tuition fees (charged for optional instrumental tuition), homestay fees or the optional school tours. These fees are charged as follows:

- Homestay Fees Each semester
- Music Tuition Activity Levy Term Two
- Instrument Hire Term Two
- Optional Music Tuition Fees Beginning of each term
- Optional School Tours As required – instalments prior to the tour taking place

The cost of uniforms and stationery as well as any living expenses other than the cost of Homestay will need to be met by the student as/when incurred.

Fees and estimated costs referred to here are displayed on the Villanova College website and on the following page.

INTERNATIONAL STUDENT TUITION AND NON-TUITION FEES

Villanova College

ABN 47 103 181 362

Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

Provider NO 03693G

Fees listed in this Schedule are effective from January 1, 2018. Villanova College reserves the right to vary this Schedule upon notice to the Fee Payer.

Application Fee

An amount of A\$150 is payable to Villanova College on submission of a formal Application for Enrolment to the College. This fee is non-refundable and covers the administration costs associated with the initial prospective application. If the date or year level of entry changes and new documents (including new CoEs) are required, a subsequent fee (A\$100) will apply per each new set of documents issued.

Confirmation of Enrolment

To confirm the offer of a place at Villanova College, payment of the Enrolment Confirmation fee of A\$750 along with the signed Written Agreement by the parents of the student(s) for that place must be received **before** the student commences their study. Failure to provide this may result in a delayed start to the student's academic study program.

International Student Tuition Fees

Includes an Activity Levy, Resource Levy, Building Maintenance Levy, Textbooks and for **Year 11 and 12 students only**, the Queensland Curriculum and Assessment Authority fees:

Course	Per Semester Per Student	Per Annum Per Student
Years 5 and 6	A\$13 250	A\$26 500
Years 7 – 10	A\$13 750	A\$27 500
Years 11 and 12	A\$14 250	A\$28 500

International Student Compulsory Non-Tuition Fees

a) HOMESTAY (ISCA – International Student Care Australia),

Homestay inclusions: Separate bedroom containing a comfortable bed with bed linen, wardrobe, study desk, good lighting and ventilation and laundry facilities. The Homestay family will provide three meals per day as well as some snacks and drinks.

Homestay exclusions: Bus, train fares, parking and tolls. Visa renewal or personal entertainment.

b) OVERSEAS STUDENT HEALTH COVER (OSHC)

c) UNIFORM COSTS

d) STATIONERY

Fee	Amount	Details
a) Homestay fees*	\$7 455	Per semester charge includes accommodation and meals during school terms
Homestay Placement Fee	\$236	Charge payable on initial placement and if a student requests a change of Homestay provider
Initial airport pick-up and Homestay transfers	\$118	Airport pick-up or transfer to new Homestay
b) OSHC*	\$543.84 per annum	Cover must be organised by student/parents before travelling to Australia www.oshc.bupa.com.au
c) Uniform Costs	\$1 000 (approx.)	Uniform price list available at www.vnc.qld.edu.au
d) Stationery	\$200 (approx.) per annum)	As required for specific subjects

* **Optional Homestay charges include:** Storage for possessions over the Christmas holiday period A\$260 per annum and Homestay accommodation during school holidays A\$50 per night.

**** Overseas Student Health Cover:** It is a visa requirement that all international students have private health insurance, covering the duration of their visa. There are numerous providers, however Villanova College suggests BUPA www.oshc.bupa.com.au to provide this cover. It is ultimately the students' responsibility to maintain the cover and know their provider details. A copy of the Certificate of Insurance must be provided to Villanova College's Enrolments Officer before commencing at Villanova College.

International Student Optional Non-Tuition Fees

Fee	Per Annum Per Student	Details
Optional School Tours	As required	Covers the cost of Optional School Tours e.g. Philippines Ministry Tour or Sporting Tour
Music Tuition – Individual lessons	A\$340 per term	Covers the cost of individual instrumental music lessons (optional)
Music Tuition – Group lessons	A\$200 per term	Covers the cost of group instrumental music lessons (optional)
Music Tuition Activity Levy	A\$40 per annum	Annual levy covers the costs of music workshops by visiting artists
Instrument Hire	\$200 (per instrument) per annum	Annual levy covers the cost of instrument(s) hire
Semi-Formal	\$60 (approx.) each - for the student and his partner	Year 11 students only
Senior Formal	\$150 (approx.) each - for the student and his partner	Year 12 students only
Homestay accommodation during school holidays	\$50 per night	Additional charge incurred if student remains in Homestay during the school holidays
Storage for possessions over Christmas holiday period	\$260	Fee charged for storage over the December / January period (billed in Semester Two)

Method of Payment

International Bank Transfer/BPay/Credit Card payments

All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.

Information on how to pay your tuition fees is listed on your account statement and further queries can be directed to finance@vnc.qld.edu.au

REFUND POLICY

Villanova College refunds course fees in accordance with requirements under ESOS legislation. Information on tuition and non-tuition fees payable and Villanova College's School Fees and Refund Policy is provided to the student (or parent(s)/legal guardian(s) if the student is under 18) prior to entering an enrolment agreement and is part of the Written Agreement between the student and Villanova College.

1. This policy outlines refunds applicable to course fees paid to Villanova College.
2. Any service fees a student (or parent(s)/legal guardian(s) if the student is under 18) pays directly to a third party are not within the scope of this Refund Policy.
3. The Enrolment Application Fee and the Confirmation of Enrolment Fee are non-refundable.
4. Payment of Course Fees and Refunds:
 - a) Fees are payable according to Villanova College's Fees Policy available at www.vnc.qld.edu.au
 - b) An itemised list of fees is provided in the Written Agreement (as per NC Standard 3.3.4)
 - c) All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received
 - d) Refunds will be paid to the person who enters into the Written Agreement unless Villanova College receives written advice from the person who enters the Written Agreement to pay the refund to another party.
5. All notifications of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Principal via the Dean of International Students. Applications for refunds should be made on the Refund Request Form (found in the International Student Handbook Page 58).

6. Student default because of visa refusal

If a student produces evidence of visa refusal (or provides permission for Villanova College to verify visa refusal with the Department of Home Affairs (Immigration)) and fails to start a course on, or withdraws from the course on or before the agreed day of commencement, Villanova College will refund within four weeks of receiving a written claim from the student the total amount of course fees (tuition and non-tuition fees) received by Villanova College before the student's day of default.

If a student whose visa has been refused withdraws from the course after it has commenced, Villanova College will retain the amount of tuition fees proportionate to the amount of the course the student has undertaken and will refund of any unused tuition fees* received by Villanova College with respect to the student within the period of four weeks after the day of student default.

**Calculation of the refund due in this case is prescribed by a legislative instrument (s.10 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).*

7. Student Default

Any amount owing under this section will be paid within four weeks of receiving a written claim from the student (or parent(s) / legal guardian(s) if the student is under 18).

a) Non-tuition fees:

Non-tuition fees will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.

b) Non-commencement with no notification of withdrawal:

If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, up to 100% tuition fees will be retained from tuition fees received by Villanova College.

c) Non-Commencement with notification of withdrawal:

If Villanova College receives written notification of withdrawal by the student (or parent(s)/legal guardian(s) if the student is under 18) four or more weeks prior to commencement, Villanova College will refund all tuition fees and non-tuition fees paid in advance less the non-refundable application and confirmation of enrolment fees.

If Villanova College receives written notification of withdrawal by the student (or parent(s)/legal guardian(s) if the student is under 18) less than four weeks prior to commencement of the course, Villanova College will refund 50% of the tuition fees paid in advance. Villanova College will consider refunding these fees in full where the giving of timely notice is not possible due to the existence of extenuating circumstances.

d) Refunds after commencement of a course:

If tuition fees for up to one term/semester have been received in advance: Where the student (or parent(s)/legal guardian(s) if the student is under 18) notifies Villanova College in writing of withdrawal before completing the term/semester, no tuition fees will be refunded.

If tuition fees for more than one term/semester have been received in advance: If fees for more than one term/semester have been received in advance, and Villanova College receives written notification of withdrawal by the student or parent(s)/legal guardian(s) if the student is under 18), Villanova College will refund the amount of unused tuition fees, provided that at least one complete term's written notice of withdrawal has been received.

NB: Where less than one complete term's notice of withdrawal is received, Villanova College will refund the amount of unused tuition fees less the equivalent of one term's fees in lieu of notice.

e) Refunds in the event of a provider-initiated cancellation of enrolment

Villanova College will not refund any tuition or non-tuition fees should Villanova College cancel the student's enrolment for any of the following reasons:

- Failure to maintain satisfactory course progress (visa condition 8202). Please refer to Villanova College's Monitoring Course Progress and Attendance Policy.

- Failure to maintain satisfactory attendance (visa condition 8202). Please refer to Villanova College's Monitoring Course Progress and Attendance Policy.
- Failure to maintain approved welfare and accommodation arrangements (visa condition 8532). Please refer to Villanova College's Accommodation and Welfare Arrangements Policy.
- Failure to pay course fees.
- Failure to return from holiday without agreement from Villanova College that compassionate and compelling circumstances exist.
- Any behaviour identified as resulting in enrolment cancellation in Villanova College's Community Code of Conduct. Please refer to the International Student Handbook pages 22 – 24.

Any refund in the case of cancellation of a student's enrolment for failure to maintain Villanova's agreed conditions of enrolment as outlined in the student's Written Agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care, will be at the discretion of Villanova College.

Villanova College will not refund any tuition fees or non-tuition fees relating to the semester during which cancellation occurs. Villanova College will, however, refund any tuition fees paid in advance which relate to ensuing semesters.

8. Provider Default

Any default by Villanova College must be compliant with the current provisions of the ESOS Act 2000 and the ESOS regulations 2001.

If for any reason Villanova College is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by Villanova College, a full refund of any unused tuition fees* received by Villanova College with respect to the student will be paid within 14 days of the agreed course commencement day.

If for any reason Villanova College is unable to continue to offer a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by Villanova College, a full refund of any unused tuition fees* received by the College with respect to the student will be paid within 14 days of Villanova College's default day.

In the event that Villanova College is unable to fulfil its obligations with respect to providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian Government's Tuition Protection Service (TPS). For information on the TPS, please see: www.tps.gov.au/StaticContent/Get/StudentInformation

*The calculation of the refund due in this case is prescribed by a legislative instrument (s. 7 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).

<http://www.comlaw.gov.au/Details/F2014L00907>

In cases of student default, refunds will be paid within 28 days of receipt of the Refund Request Form (International Student Handbook page 58). In cases of provider default, refunds will be paid within 14 days of receipt of the Refund Request Form.

If the student changes visa status (e.g. becomes a temporary or permanent resident) he will continue to pay full overseas student's fees for the duration of that year.

9. Refunds and refusal thereof are subject to Villanova College's dispute resolution processes. This policy, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

Definitions

- a) **Optional Non-tuition fees** – fees not directly related to provision of the student's course, including Music Tuition, Instrument hire, Optional school / sporting tours.
- b) **Compulsory Non-tuition fees** – fees not directly related to provision of the student's course, including Overseas student Health Care, Homestay with ISCA, Uniform costs and Stationery.
- c) **Tuition fees** – fees directly related to the provision of the student's course, including Textbook hire, Compulsory levies, Excursions and Incursions.
- d) **Course fees** – the sum of tuition fees and non-tuition fees received by Villanova College in respect of the student in order for the student to undertake the course.
- e) **Term** – Four terms per year each of approximately 10 weeks duration.
- f) **Semester** – Two semesters per year each of approximately 20 weeks duration (two terms per semester).
- g) **Compassionate and compelling circumstances include:**
 - Illness, where a medical certificate states that the student was unable to attend classes
 - Bereavement of close family members
 - Major political upheaval or natural disaster in the student's home country
 - A traumatic experience which has impacted on the student

PRIVACY POLICY

Information is collected during your enrolment in order to meet our obligations under the ESOS Act 2000, the National Code 2018 and the Privacy Act 1988 (Cth); to ensure student compliance with visa conditions 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 2001 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. Information collected about you during your enrolment may 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 your enrolment can be disclosed without your consent where authorised or required by law. Further information about the Australian Government Department of Education and Training's privacy policy can be obtained at <http://education.gov.au/privacy>.

Please also see Villanova College's Privacy Policy and Collection Notice at www.vnc.qld.edu.au

QUEENSLAND CERTIFICATE OF EDUCATION AND SENIOR CERTIFICATION

The Queensland Certificate of Education (QCE) is a qualification awarded to eligible students at the completion of Year 12. Queensland students must be registered with the QCAA (Queensland Curriculum and Assessment Authority) in the year before their senior studies begin. This generally occurs in Year 10.

Learning Outcomes and Requirements

The QCE offers flexibility in what is learnt, where it is learnt and when it is learnt. There is a wide range of learning options amongst the academic choices.

To be awarded a QCE, students must have at least 20 credits in a set pattern and at the set standard and fulfil literacy and numeracy requirements.

Planning for a QCE

A Senior Education and Training (SET) Plan is used to assist students as they plan their senior studies and ambitions beyond school. Incorporating interests and abilities, the SET Plan is finalised while the student completes Year 10. It is a document that is supported by the student, his parents and the College.

Monitoring Progress

When a student is registered the QCAA opens a Learning Account for them. This account details the student's learning and results of any completed courses of study. Students are able to access their account through the student portal on the QCAA website.

Awarding a QCE

Most students are awarded a QCE at the end of Year 12. Students who do not meet the QCE requirements at the end of Year 12 can continue to work towards their certificate in the years following graduation.

All students who complete Year 12 receive a Senior Statement, which is issued in December.

After completing Year 12, students who become eligible for the award of a QCE will receive a Statement of Results. A Statement of Results is a cumulative transcript of their Learning Account. These will be issued every July and December.

Tertiary entrance and the QCE

The requirements for a QCE are different to those for tertiary entrance. Students should check the Queensland Tertiary Admissions Centre (QTAC) Website for accurate tertiary entrance information.

REQUIRED MATERIALS

Stationery - Pre-packaged stationery requirements for each year level may be purchased through Villanova College (see order form attached to stationery list provided at orientation). Stationery requirements may also be purchased outside the College.

Laptops – Students at Villanova College are required to bring their own device to school. Please refer to the BYOD Information included in the Enrolment Package for information on specifications, installation of software and requirements for specialist subject areas in the Senior School.

Text books - Villanova College's tuition fees include a text book hire fee. This enables the College to supply each student with the required textbooks for use during the year.

School Diary - The Villanova College Diary is issued to each student during the first week of school. Homework should be recorded daily in the diary. School policies, rules and regulations and daily procedures are included in the front section of this document. This diary is NOT to be defaced in ANY manner, e.g. pictures/graffiti, otherwise parents will have to purchase a replacement diary.

ID Cards - Photos for ID cards are taken as early as possible in Term One for all students. Replacement cost of ID cards is \$5.00.

UNIFORM REQUIREMENTS AND UNIFORM SHOP

Academic Uniform

The Academic Uniform is to be worn to and from Villanova College each day. Where items of the uniform are missing a note of explanation from a parent, guardian or carer is required (for presentation to the Pastoral teacher). It is each student's responsibility to ensure his uniform is kept neat and tidy and maintained in good condition. The Villanova regulation school bag is a compulsory part of the uniform.

Academic Uniform (Junior and Middle School)

The Academic Uniform consists of:

- Grey Villanova shirt, grey school shorts or trousers
- Villanova walk socks (with shorts) or dark grey/black socks (with trousers)
- Plain black leather lace-up shoes, polished and maintained (leather 'Vans' or similar shoes are not permitted)
- Green Villanova wide brimmed hat
- Villanova tie (Years 5 – 9, Terms Two and Three and formal occasions)
- Green Villanova jumper (optional)

Academic Uniform (Senior School)

The Senior Academic Uniform consists of:

- Year 12s only; white collared button-through shirt and grey school shorts or trousers. Long sleeve white shirt for formal occasions
- Year 10 and 11; grey Villanova shirt, grey school shorts or trousers
- Villanova walk socks (with shorts) or dark grey/black socks (with trousers)
- Plain black leather lace-up shoes, polished and maintained (leather 'Vans' or similar shoes are not permitted)
- Trousers compulsory in Terms Two and Three
- Grey Villanova Akubra hat (compulsory for all)
- Villanova tie (Seniors – all terms, Years 10 and 11, Terms Two and Three and for formal occasions)
- Green Villanova blazer
- Green Villanova jumper (optional)

Formal white shirt

All students from Years 5 – 12 will require a long sleeve white collared button-through shirt for formal occasions

Sports Uniform (Years 5 – 12)

The Sports Uniform is to be worn by all students when they are involved in AIC or Villa-Fit activities and all HPE lessons. Where items of the Sports Uniform are missing a note of explanation from a parent, guardian or carer is required (for presentation to the supervising teacher or coach / manager).

The Sports Uniform may be worn to school when students are participating in AIC or Villa-Fit training before school. Students must change into full Academic Uniform before attending morning Pastoral class. Students may wear their Sports Uniform home on days when they have AIC training after school.

In all other situations, students are to change into and out of the Sports Uniform at set times. Junior School students are to wear the Sports Uniform on Fridays.

The Sports Uniform consists of:

- House polo shirt
- Villanova sports socks
- Non-marking sports shoes

- Green Villanova wide brimmed hat

The Villanova tracksuit may be worn at school when students are doing HPE and the weather is cold. The tracksuit may also be worn at AIC sporting activities; however, the tracksuit top cannot be worn instead of a jumper or blazer when wearing the Academic Uniform.

Acceptable jewellery

Students are permitted to wear the following with their Academic and Sports Uniform:

- Plain silver or gold neck chain with a Christian religious symbol
- Official College badges (e.g. Senior badge, Student Council badge)
- Wrist watch
- Villanova wrist band

All other forms of jewellery, including non-Villanova wristbands and all forms of piercings and rings (including clear studs) are prohibited.

Students are to maintain standards of dress and grooming that present an appropriate image of the College to each other and the wider community.

Uniform Shop and Second-Hand Uniform Shop

The College Uniform Shop is located on the College campus at the top of Seventh Avenue. It is open Monday, Thursday and Friday from 7:45 – 10:00am. On-line orders (placed on the previous day) can be collected on these days between 11:30am and 12:00pm.

The Second-hand Uniform Shop is open during term time only on Thursdays from 7:45 – 9:15am.



VILLANOVA COLLEGE

Developing boys into fine young men

DEFERMENT, SUSPENSION AND CANCELLATION OF ENROLMENT REQUEST FORM

Please read the Deferment, Suspension and Cancellation Policy before completing this form to see if you meet the requirements to be granted a deferment of commencement of suspension of studies. Students intending to leave Villanova College before the end of their course i.e. before completion of the Queensland Certificate of Education or equivalent are required to give a full semester's notice in writing. Unqualified letter of release will only be given if this is followed and fees for the notice period (or fees in lieu of notice) have been paid in full.

FAMILY NAME		GIVEN NAME	
DATE OF BIRTH		YEAR LEVEL	
CURRENT ADDRESS IN AUSTRALIA			
TELEPHONE		MOBILE	
ADDRESS IN HOME COUNTRY			
TELEPHONE			
EMAIL ADDRESS			
I AM APPLYING FOR (please circle)	Cancellation of Studies Deferment of Commencement of Studies Suspension of Studies		
DATE OF LEAVING BRISBANE		DATE OF LEAVING SCHOOL	
DATE OF RETURNING TO BRISBANE		DATE OF RETURNING TO SCHOOL	

Please explain why you wish to defer / suspend / cancel your studies:

- Attach any relevant supporting documentation
- This form will be assessed once all documentation has been received. Villanova College may ask for more documentation if required. Applications are usually processed in 10 working days
- Students are required to maintain the condition of their visa, including maintaining enrolment in a registered course of study. Deferment, suspension and non-commencement

of enrolment can have an effect on a student's visa as a result of changes to enrolment status. The Department of Home Affairs (Immigration) Website <https://www.homeaffairs.gov.au/Trav/Stud/More> provides further details regarding the conditions of the visa and obligations of students

- Students who have not yet commenced their studies at Villanova College will also need to contact the Department of Home Affairs (Immigration) in case there is any effect on their student visa as a result in changes to enrolment or CoE status. Please see contact details at <https://www.homeaffairs.gov.au/about/contact/offices-locations>

Staff members mentioned below, please sign as confirmation that you have been notified:

POSITION	COMMENTS / SIGNATURE	DATE
PRINCIPAL		
BUSINESS MANAGER		
HEAD OF SCHOOL		
DEAN OF TEACHING AND LEARNING		
PASTORAL TEACHER		

STUDENT SIGNATURE		DATE
PARENT SIGNATURE		DATE



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INTERNATIONAL STUDENT HOLIDAY FORM

GIVEN NAME		DATE OF BIRTH	
FAMILY NAME		YEAR LEVEL	
HOMESTAY FAMILY NAME			
HOMESTAY FAMILY ADDRESS			
FIRST DATE OF HOLIDAY (date you will leave Homestay)		LAST DAY OF HOLIDAY (date you will return to Homestay)	
DATE WHEN YOU WILL RETURN TO SCHOOL		CONTACT ADDRESS OF YOUR HOLIDAY DESTINATION	
CONTACT PHONE NUMBER OF YOUR HOLIDAY DESTINATION		CONTACT EMAIL OF YOUR HOLIDAY DESTINATION	
HOMESTAY PARENT SIGNATURE			
STUDENT SIGNATURE			

- It is a requirement of your visa that the College has your accommodation details at all times
- Only designated holidays can be taken. Other holiday days (within term time) that are taken will affect your visa requirements
- Once you have completed this form, please submit it together with a copy of your accommodation/flight details, to the Dean of International Students for approval at least four weeks prior to your departure.

OFFICE USE ONLY

APPROVAL (please circle) GRANTED DENIED

**DEAN OF TEACHING AND LEARNING /
DEAN OF INTERNATIONAL STUDENTS**

SIGNATURE _____

DATE _____

FAX TO ISCA

+61 7 6838 2830



Villanova College

A Catholic College for Boys in the Augustinian Tradition

REFUND REQUEST FORM

STUDENT DETAILS

FAMILY NAME		GIVEN NAME	
PREFERRED NAME		YEAR LEVEL	

(Please take care to complete clearly and correctly in English to allow for faster processing)

REFUND DETAILS

AMOUNT OF REFUND REQUESTED (in AUD) (Refer to Villanova College's Refund Policy)			
DATE FEES PAID		FOR PERIOD (i.e. Semester / Term / Year)	
REASON FOR REFUND (Either supply detail here or attach documentation explaining reason why refund is being requested)			
REFUND TO BE PAID BY (Please circle)	Bank Transfer		Cheque
CHEQUE TO BE ADDRESSED TO	NAME		
	ADDRESS		
BANK DETAILS	Name of Bank		
	Account Name		
	BSB / Swift Code		
	CNAPS (China)		
	Account Number		
	Address of Bank		

PARENTAL PERMISSION

I hereby give permission for the monies to be refunded to the person indicated above

PARENT SIGNATURE		DATE	
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VILLANOVA COLLEGE

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Legal Entity t/a Villanova College	
CRICOS Provider Code:	03693G

APPLICATION FOR STUDENT TRANSFER LETTER OF RELEASE

Please read the Villanova College Overseas Student Transfer Request Policy before completing this application form to request a transfer to another education provider. If you have not yet completed the first six months of your first school sector course OR if you are under 18 years of age.

Date:

Student Name:

Year Level:

Date of Birth:

Current Address:

Address in home country:

Mobile Ph:

Email address:

Please indicate if any of the following apply:

- I have not yet completed the first six months of my first school sector course
- I am under 18 years of age
- I have completed the first six months of my first school sector course
- I am over 18 years of age

Please note, if you have completed the first six months of your first school sector course AND you are over 18 years of age, you do not need to use this form.

Please state why you wish to transfer to another school and the date that you wish to leave (**If you have not yet completed the first six months of your first school sector course**, please provide details of the reason(s) why you wish to transfer to another education provider):

Please indicate if any of the following apply and attach evidence where requested:

- You are providing evidence (attached) that you / your family have changed welfare and accommodation arrangements and these are no longer within a reasonable travelling time to and from Villanova College.
- You have received notice you will be reported because you are unable to achieve
 - satisfactory course progress, even after receiving support from Villanova College to assist you, in accordance with Standard 8 (Overseas student visa requirements) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.
- You are providing evidence (attached) of compassionate or compelling circumstances.
 - Villanova College is unable to deliver the course in which you are enrolled as outlined in the _____ Written Agreement.
- You are providing evidence (attached) that your reasonable expectations about your current course are not being met.
- You are providing evidence (attached) that you were misled by Villanova College or an education or migration agent regarding Villanova College or its course and the course is therefore unsuitable to your needs and / or study objectives.
- An appeal decision (internal or external) on another matter has been made or recommended in favour of your release from enrolment at Villanova College.

Please provide details of any other reason, with evidence if applicable, for why you wish to transfer to another education provider.

Enrolment Offer from another registered provider

- Attach a valid enrolment offer / letter of offer from the education provider to which you wish to transfer.

If you are under 18 years of age

- If you are under 18 years of age and not in the care of a parent or suitable nominated relative, the valid enrolment offer / letter of offer you are providing must also show that the receiving education provider will accept responsibility for approving your accommodation, support and general welfare arrangements from the date of your proposed release.
- If you are under 18 years of age, attach written confirmation from you parents of legal guardian showing that you have their support to transfer.
- Attach any other relevant documentation as evidence to support your application.

Your application will be assessed once all documentation has been received within 10 working days. Villanova College may ask for more documentation if it requires it.

Name: _____

Signed: _____ Date: _____