

TERMS AND CONDITIONS

Terms & Conditions of Enrolment at Steps Sunshine Coast International College Pty. Ltd.
t/a Sunshine Coast International College (hereafter "SCIC")

CRICOS Provider Code: 03349B CRICOS Course Codes – General English: 078701D High School Preparation: 078703B
IELTS Target 6.0 & 7.0: 078702C English for Academic Purposes with IELTS Exam Skills: 078704A

HOW TO ENROL

Enrolment procedures

Student sends SCIC:

18 years of age and older

- A completed and signed Application and Agreement Form **AAF**
- A Letter of Offer **LOO** based on information in the **AAF**

SCIC sends Student:

- Advice that they have paid the amount designated in the **LOO**

Student sends SCIC:

- A Confirmation of Enrolment **COE** for each enrolled course

SCIC sends Student:

Enrolment procedures

Student sends SCIC:

Under 18 years of age

- A completed and signed Application and Agreement Form **AAF**
- If a parent or relative 21 years of age or older will not be living with the student in Australia, then either: SCIC will provide a legal guardian for the student; or the parents and nominated legal guardian complete and sign the Parental/Onshore-Guardian Declaration Form **POGDF***
- A Letter of Offer **LOO** based on information in the **AAF**

SCIC sends Student:

Student sends SCIC:

- Advice that they have paid the amount designated in the **LOO**

SCIC sends Student:

- A Confirmation of Enrolment (**COE**) form for each enrolled course; and a Confirmation of Appropriate Accommodation & Welfare **CAAW** corresponding to each COE.

* The nominated guardian in Australia must obtain a Working with Children Check clearance with the *NSW Office of the Children's Guardian*. SCIC reserves the right to reject a nominated guardian for reasons other than character such as ease of communication (English language, email address and mobile telephone) and proximity to SCIC.

BANK ACCOUNT FOR PAYMENTS

Bank name: **Commonwealth Bank**

Account name: **Steps Sunshine Coast International College Ltd**

SWIFT Code: **03349B**

BSB no: **062 028**

Account no: **1148 6089**

Please note: The student is responsible for keeping a copy of the written agreement supplied by SCIC, and receipts of any payments of tuition fees or non-tuition fees.

ACCOMMODATION

SCIC can arrange placement in homestay accommodation (through a homestay agency) and offer advice on finding non-homestay accommodation.

Students under 18: All students under 18 years of age or enrolled in the HSP course who do not live with a parent, relative or legal guardian approved by SCIC must live in an SCIC-approved homestay.

Adult students (18 years or older) not enrolled in HSP and travelling from overseas who do not ask SCIC to arrange homestay or temporary accommodation need to advise SCIC where they will reside upon arriving in Australia. Adult students not enrolled in HSP and already in Australia need to advise SCIC where they will be residing prior to commencing their course.

Booking Accommodation

Student sends SCIC

- Accommodation Placement Form **APF**
- A signed Homestay Information and Contract for Students **HICS**
- Payment for either: Homestay Placement + 4 weeks' homestay deposit or: Temporary Accommodation Placement + 2 weeks' deposit

SCIC sends Student

- Details of their accommodation

ADDRESS: All students on student visas must keep SCIC informed of their current address throughout their period of enrolment. This is a condition of their student visa. The student must notify SCIC of any change of address within seven days of this change occurring.

COST OF LIVING IN AUSTRALIA

International students seeking a student visa are required to demonstrate and/or declare that they have access to sufficient funds to live for the duration of their student visa. Indicative amounts change according to the economic conditions prevalent in Australia. From 1 February 2018, yearly amounts are: student/guardian AUD20,290, partner/spouse AUD7,100, child AUD3,040. For the most current information see:

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

SCHOOL-AGED DEPENDANTS

Accompanying students to Australia will be required to enrol at school and pay full fees if they are enrolled in either a Government or non-Government school.

BOOKING AIRPORT TRANSFER

Student sends SCIC advice on either the AAF or APF that they require airport pickup and make payment during the general enrolment process, when booking accommodation, or separately.

Once monies have been received it is the student's responsibility to advise SCIC of their flight details and arrival times at least 48 hours before arrival. If advice is given after this, or the student misses their flight or connecting flight and does not advise SCIC via email immediately, SCIC will charge a \$100 premium on top of the Amount already paid for the pickup.

OVERSEAS STUDENT HEALTH COVER (OSHC)

OSHC is compulsory health insurance for students on a student visa. The insurance is valid (and must be paid to include) the period from the first day you arrive in Australia until the end of your student visa. It covers GP and hospital care, some prescription medicines & emergency ambulance.

PERIOD OF COVER

Start date

You might think that the start and end dates are the dates on which you commence and end your studies but this is not the case. For applicants who are in Australia, the start date should begin at least a week before the date of course commencement. For applicants outside of Australia, the student should have OSHC that begins on or before the date of their visa grant. If you are granted your Student 500 visa and you enter into Australia on a date that is before the date your health insurance kicks in, you will be in breach of Condition 8501 which will make you liable for visa cancellation and hurt your visa history.

End date

The end date for OSHC should be until the end of the visa holders intended full period of study. In the situation where the student is taking on a packaged course, the end date for their OSHC should be at the end of their entire packaged or combined course.

Holiday	2018	2019
New Year's Day	Monday 1 January	Tuesday 1 January
Australia Day	Friday 26 January	Monday 28 January
Good Friday	30 March	Friday 19 April
Easter Monday	2 April	Monday 22 April
Anzac Day	Wednesday 25 April	Thursday 25 April
Queen's Birthday	Monday 11 June	Monday, 10 June
Labour Day	Monday 1 October	Monday 7 October
Christmas	Tuesday 25 December	Wednesday 25 December
Boxing Day	Wednesday 26 December	Thursday 26 December

AN EXPLANATION OF COURSES, SATISFACTORY ATTENDANCE and COURSE PROGRESS

Students can begin any course except EAP on any Monday throughout the academic year. Students are tested upon commencement at SCIC and placed in the appropriate level, where they remain until assessed as ready to progress to the next level. In case of unsatisfactory course progress, a student may be moved to a lower level if this is possible within the structure of the course.

All courses are delivered entirely through face-to-face, classroom-based instruction at SCIC's Sydney campus on Level 3, 233 Castlereagh Street Sydney NSW. Students can enrol in one of four courses. Students are also able to enrol in two courses, one following on from the other. The courses include:

GENERAL ENGLISH (GE)

20 class hrs/wk	Day Shift: 9:00am-2:45pm Monday-Thursdays
Two shifts	Evening Shift 4:45pm-9:00pm Monday-Friday
Duration	2 weeks to 80 weeks - with Six Levels:
1. Beginner	10 weeks
2. Elementary	14 weeks
3. Pre-Intermediate	14 weeks
4. Intermediate	14 weeks
5. Upper-Int.	14 weeks
6. Advanced	14 weeks

There are no English language level or academic requirements for this course.

HIGH SCHOOL PREPARATION (HSP)

25 class hrs/wk	5 days/week Monday to Friday
One shift	9:00am-2:45pm
Duration	2 weeks to 50 weeks - with Four Levels:
1. Elementary	12 weeks
2. Pre-Intermediate	13 weeks
3. Intermediate	12 weeks
4. Upper Intermediate	13 weeks

Students must have at least a Beginner level of English for entry to this course. Academic requirements are: successful completion of Year 10 or equivalent in home country.

IELTS TARGET 6.0 & 7.0 (IELTS 6/7)

20 class hrs/wk	Day Shift: 9:00am-2:45pm Monday to Thursdays
Two shifts	Evening Shift 4:45pm-9:00pm* Monday to Friday
Duration	2 weeks to 20 weeks - with Two Levels:
1. Target 6	10 weeks
2. Target 7	10 weeks

You must be at an **Upper-Intermediate level to commence in the IELTS Target 6.0** 10-week cycle. Having achieved an overall IELTS mark of 5.5 with no parts under 5.0 in the last 2 years will be accepted as proof of this, but is not essential for commencing at this level in the course. Being assessed as at an SCIC Upper-Intermediate level will also suffice.

You must be at an **Advanced level to commence the IELTS Target 7.0** 10-week cycle. Having achieved an overall IELTS mark of 6.5 with no parts under 6.0 in the last 2 years will be accepted as proof of this, but is not essential for commencing at this level in the course. Being assessed as at an SCIC Advanced level will also suffice.

Students who are assessed as below an Upper-Intermediate level will be placed in the General English program until assessed as ready for the IELTS Target 6.0 & 7.0 course.

Academic requirements are: completion of Secondary School (attach evidence). Non-completion will be considered on a case-by-case basis depending on reasons for preparing for the IELTS exam.

ENGLISH FOR ACADEMIC PURPOSES WITH IELTS EXAM SKILLS (EAP with IELTS)

20 class hrs/wk	4 days/week Monday-Thursdays
One shift	9:00am-2:15pm
Duration	5 weeks to 20 weeks - with Two Levels of Difficulty:
1. EAP I	10 weeks
2. EAP II	10 weeks

You must be at an **Upper-Intermediate level to commence in the EAP I course**. Having achieved an overall IELTS mark of 5.5 with no parts under 5.0 in the last 2 years will be accepted as proof of this, but is not essential for commencing at this level in the course. Being assessed as at an SCIC Upper-Intermediate level will also suffice.

You must be at an **Advanced level to commence in the EAP II course**. Having achieved an overall IELTS mark of 6.0 with no parts under 5.5 in the last 2 years will be accepted as proof of this, but is not essential for commencing at this level in the course. Being assessed as at an SCIC Advanced level will also suffice.

Students who are assessed as below an Upper-Intermediate level will be placed in the General English program until assessed as ready for the EAP course.

Academic requirements are: completion of Secondary School (attach evidence). Students can join the EAP course in weeks 1 and 6 of the 10-week cycle. Please check intake dates with SCIC Marketing staff.

SATISFACTORY COURSE PROGRESS

A condition of a student visa is maintaining satisfactory course progress. Students demonstrate they are making satisfactory course progress by their performance in regular tests. All tests, in all courses, are based on material taught in class in that particular week. The *EAP with IELTS* and *HSP* courses also include assignments as a part of the student's assessment.

SATISFACTORY ATTENDANCE

A condition of a student visa is having satisfactory course attendance. SCIC will record a student's attendance for all contact hours of each course in which they are enrolled. Each Confirmation of Enrolment a student is issued represents one course. SCIC deems a student's attendance to be unsatisfactory if they do not attend 80% of their total course class hours.

However, an attendance level of at least 70% will be deemed satisfactory if the student is able to maintain satisfactory course progress and there are compassionate and compelling reasons (see also below* for deferral & suspension of enrolment) for the lack of attendance which include one or more of:

- i) a serious medical condition (medical certificate required);
- ii) the death of a close family member (a death certificate may be requested);
- iii) a major event (e.g. political or natural disaster) in their home country requiring a return home;
- iv) any other event occasioning trauma, such as (but not limited to) being involved in a motor-vehicle accident, being involved in or witnessing a crime.

STUDENT TRANSFER

Transfer to another provider

A student is permitted to transfer to another provider if they meet certain conditions:

- a. The student has completed six months of their course OR
- b. Provides SCIC with a valid Letter of Offer from your new provider AND
- c. Completes a Request to Transfer Form & gives it to Reception
- d. If you are under 18 years of age - a) you must provide written confirmation that this transfer is supported by your parent or legal guardian; b) if you are being cared for in Australia by SCIC, the enrolment offer from the other provider must contain information that they will accept responsibility for approving your accommodation, support & general welfare arrangements.

Transfer from another provider

If you are enrolled at another provider & would like to transfer to SCIC, you must meet certain conditions:

- a. You have completed six months of your course; OR
- b. Your original provider has agreed to your release.
- c. If you are under 18 years of age, you must provide written confirmation that this transfer is supported by your parent or legal guardian.

COURSE CREDIT

No course credit, recognition of prior learning or credit transfers will be provided to International Students undertaking non-award English courses.

COMPLAINTS AND APPEALS

SCIC has a process in place for students to register complaints and to appeal decisions made that can affect their student visa.

If a student is advised that SCIC intends to report them to the Australian Government for misconduct or non-payment of fees, they can access SCIC's internal appeals process to review this decision. If the decision is upheld SCIC will notify the Australian government and a *Section 20 breach notice* will be sent to the student and/or their legal guardian (mail & email).

If a student is advised that SCIC intends to report them to the Australian Government for unsatisfactory attendance or course progress, they can access SCIC's internal appeals process to review this decision. If the decision is upheld, the student is then able to access an external appeals process by contacting the Overseas Student Ombudsman (OSO). Only after the OSO upholds the decision will SCIC notify the Australian government and a *Section 20 breach notice* will be sent to the student and/or their legal guardian (mail & email).

NOTE: If a student is under 18 years of age, that student's legal guardian and/or parents will be invited to participate in all discussions with students about course progress/attendance; the deferral, suspension or cancellation of that student's course; or a complaint/appeal by that student.

Declaration:

I declare that

the information I have provided on this Application Agreement form is true and correct and that I will abide by the terms and conditions as outlined in this form. I understand that this form and the corresponding Letter of Offer will constitute a contract between SCIC and the student and/or the student's Parent/Guardian.

Signature of student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

(if student is under 18 years)