Contents

1.0 About the Anglican Schools Commission (ASC) ................................................................. 2
    Mission & Values.......................................................................................................................... 2
    ASC Schools............................................................................................................................... 3

2.0 The Anglican Schools Commission International (ASC International) .................................. 6

3.0 Information for Agents.......................................................................................................... 7
    ASCI Admissions Requirements .............................................................................................. 7
    ASC International Programs and Courses .............................................................................. 9
        Preparation for Secondary Studies (PSS) ........................................................................... 9
        Academic Programs (Years 7 – 10) .................................................................................. 10
        Academic Programs (Year 11 and 12) ............................................................................. 11
        Academic Programs (WA University Foundation Program) ............................................. 11
    Application and Enrolment Procedure ............................................................................... 14
    Responsibilities of the Agent ............................................................................................... 15
        Marketing Information........................................................................................................... 16

4.0 Information for Students ..................................................................................................... 16
    Welfare...................................................................................................................................... 16
    Orientation................................................................................................................................. 16
    School Camps and Tours .......................................................................................................... 17
    Reachout Program .................................................................................................................. 18
    Sports ....................................................................................................................................... 18
    Uniforms .................................................................................................................................... 19
    Accommodation - Homestay ................................................................................................... 19
    Medical Insurance ................................................................................................................... 19
    School Program ...................................................................................................................... 20
    Sample Timetable .................................................................................................................. 20
    Rights and responsibilities of the student ............................................................................ 20
    ASC International Policies and Procedures .......................................................................... 23
    International Scholarships ....................................................................................................... 23

5.0 Contacts ............................................................................................................................... 25
1.0 About the Anglican Schools Commission (ASC)

Founded in 1985, the Core Purpose of the Anglican Schools Commission (Inc.) (ASC) is to establish and support low fee Anglican systemic schools which provide a high quality, inclusive, caring Christian education.

Growing from modest beginnings with the opening of St Mark’s Anglican Community School in 1986 in Perth’s northern beaches suburb of Hillarys, there are now approximately 13,500 students attending 14 ASC schools in Western Australia, New South Wales and Victoria. We have schools in Perth, Mandurah, Busselton and Esperance in Western Australia; in Albury in New South Wales; and in Wangaratta, Wodonga and Cobram in Victoria. With a staff of 1500, we are one of the larger non-government schooling systems in Australia. We are justifiably very proud of what we have achieved in 30 years.

ASC schools are co-educational communities of excellence and educational centres of caring. Most offer a comprehensive Kindergarten to Year 12 education. They deliver excellence in education, stressing high achievement in traditional academic subjects, balanced by comprehensive co-curricular and vocational programs. These programs are underpinned by core Christian values and teaching in the time-honoured Anglican tradition. Pastoral care and social justice are central to each school’s outworking of the Christian faith within its community.

The ASC provides policy direction and support in the areas of finance and budgeting, industrial relations and capital development. We also provide the curriculum framework and professional development for Religious Studies, assisting teachers to develop meaningful and engaging programs for students.

We work closely with local communities, parish churches, government, property developers and the wider corporate sector to plan new schools in growth areas throughout Western Australia.

Our website will enable you to learn more of the work of the Anglican Schools Commission, access key policies and documents, link to each of our schools and other Anglican entities and contact us for further information.

http://www.asc.wa.edu.au

Mission & Values

Our Vision

To fulfil the Gospel imperative to teach the faith and nurture the young by strengthening and growing low fee Anglican schools as centres of excellence in teaching and learning, pastoral care, worship and service.

Our Core Purpose

To establish and support low-fee Anglican systemic schools which provide a high quality, inclusive, caring Christian education.

Our Core Values

<table>
<thead>
<tr>
<th>Faith</th>
<th>Living by Gospel values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellence</td>
<td>Pursuing high standards in all things</td>
</tr>
<tr>
<td>Justice</td>
<td>Demonstrating fairness, compassion and conviction, advocating for the educationally disadvantaged</td>
</tr>
<tr>
<td>Respect</td>
<td>Respecting self, others and our world</td>
</tr>
<tr>
<td>Integrity</td>
<td>Acting with honesty and openness</td>
</tr>
<tr>
<td>Diversity</td>
<td>Promoting social inclusion and celebrating difference</td>
</tr>
</tbody>
</table>
ASC Schools

The below list of schools all operate under the ASC umbrella and may form part of ASC International in the future (pending government approval). Enquiries for study at these schools can be directed via ASCI.

St Mark’s Anglican Community School
St Mark’s Drive, Hillarys WA 6025
Kindergarten - Year 12 (Co-ed)
T: 08 9403 1300 | F: 08 9307 7577
E: prinsec@stmarks.wa.edu.au
W: www.stmarks.wa.edu.au

John Wollaston Anglican Community School
Centre Road, Kelmscott WA 6111
Pre-Kindergarten - Year 12 (Co-ed)
T: 08 9495 8100 | F: 08 9495 1504
E: mail@jwacs.wa.edu.au
W: www.jwacs.wa.edu.au

John Septimus Roe Anglican Community School
T: 08 9247 2242
E: info@jsracs.wa.edu.au
W: www.jsracs.wa.edu.au
Beechboro Campus
Blackboy Way, Beechboro WA 6063
Kindergarten - Year 6 (Co-ed)
F: 08 9377 5225
Mirrabooka Campus
Cnr Mirrabooka & Boyare Avenue Mirrabooka WA 6941
Kindergarten – Year 12 (Co-ed)
F: 08 9247 2337
Frederick Irwin Anglican School
Gordon Road, Mandurah WA 6210
Kindergarten - Year 12 (Co-ed)
T: 08 9537 0000 | F: 08 9581 6323
E: principalpa@frederickirwin.wa.edu.au
W: www.frederickirwin.wa.edu.au

Peter Moyes Anglican Community School
Elliston Parade, Mindarie WA 6030
Kindergarten - Year 12 (Co-ed)
T: 08 9304 5500 | F: 08 9304 5599
E: admin@petermoyes.wa.edu.au
W: www.petermoyes.wa.edu.au

Georgiana Molloy Anglican School
Hawker Approach, Yalyalup Busselton WA 6280
Pre-Kindergarten - Year 12 (Co-ed)
T: 08 9752 5252 | F: 08 9752 5299
E: enquiries@gmas.wa.edu.au
W: www.gmas.wa.edu.au

Swan Valley Anglican Community School
Swanleigh Parade, Aveley WA 6069
Kindergarten - Year 12 (Co-ed)
T: 08 9297 9506 | F: 08 9296 9470
E: school@svacs.wa.edu.au
W: www.svacs.wa.edu.au
Peter Carnley Anglican Community School
386 Wellard Road, Wellard WA 6170
Kindergarten - Year 12 (Co-ed)
T: 08 9439 3499 | F: 08 9439 3411
E: info@pcacs.wa.edu.au
W: www.pcacs.wa.edu.au

Esperance Anglican Community School
Griffin Street, West Beach, Esperance WA 6450
Year 8 - Year 12 (Co-ed)
T: 08 9083 2444 | F: 9071 4794
E: info@eacs.wa.edu.au
W: www.eacs.wa.edu.au

Cathedral College Wangaratta
W: www.cathedralcollege.vic.edu.au
344 Murdoch Road, Wangaratta VIC 3676
Preparatory – Year 7 (Co-ed)
T: 03 5722 2144
F: 03 5722 2344
E: office@cathedralcollege.vic.edu.au

St James' Anglican School
Cnr Graceful Boulevard & Marmion Avenue, Alkimos, WA 6038
Kindergarten - Year 7 (Co-ed) (Catering for Year 12 by 2021)
T: 08 6336 8330
E: enrolments@stjames.wa.edu.au
W: www.stjames.wa.edu.au
2.0 The Anglican Schools Commission International (ASC International)

In June 2016, The Anglican Schools Commission successfully acquired the following organisations:

1. **Alexander Language School (ALS)**
   An intensive English Language College housing approximately 6 International students

2. **Comprehensive Education Centre (CEC)**
   The provider of international students to St George’s via secondary school programs supporting students who have English as their second language.

From June 2016, these groups will trade as the Anglican Schools Commission International (ASC International).
The ASC International has a clear aim of establishing itself as a recruiter of quality students and assisting to provide quality programs that help students achieve their goals and enjoy a positive student experience.

### 3.0 Information for Agents

**ASCI Admissions Requirements**

The Australian Education Assessment Services (AEAS) is the ASC International’s preferred method of English Language assessment. It is recommended that students undertake this assessment to ensure the best possible chance of acceptance and appropriate entry to the school. ASC International will also accept the International English Language Testing System (IELTS) and the Test of English as a Foreign Language (TOEFL) Junior assessments.

<table>
<thead>
<tr>
<th>Year</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
<th>Years 11 &amp; 12 WACE</th>
<th>WAUFP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maximum Age</strong></td>
<td>Turns 14 between July and Dec</td>
<td>Turns 15 between July and Dec</td>
<td>Turns 16 between July and Dec</td>
<td>Turns 17 between July and Dec</td>
<td>Turns 18 for Year 11 between July and Dec</td>
<td>Turns 19 between July and Dec</td>
</tr>
<tr>
<td><strong>Academic Entry Requirements</strong></td>
<td>Completion of Australian Year 6 or equivalent</td>
<td>Satisfactory passes in 4 relevant subjects including English, Mathematics and Science</td>
<td>Completion of Australian Year 7 or equivalent</td>
<td>Satisfactory passes in 4 relevant subjects including English, Mathematics and Science</td>
<td>Completion of Australian Year 9 or equivalent</td>
<td>Satisfactory passes in 4 relevant subjects including English, Mathematics and Science</td>
</tr>
<tr>
<td><strong>English Proficiency for Direct Entry</strong></td>
<td>IELTS- Academic 4.5, or higher AEAS 71%+ (Pre-Advanced and Advanced) TOEFL Junior Comprehensive – 210-245</td>
<td>IELTS- Academic 5.0 or higher AEAS 80%+ (Advanced) TOEFL Junior Comprehensivo – 250</td>
<td>IELTS- Academic 5.5 or higher AEAS 80%+ (Advanced) TOEFL Junior Comprehensivo – 285 or higher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>English Proficiency for Preparation for Secondary Studies - PSS (Up to 4 Terms)</strong></td>
<td>The number of PSS terms depends on previous academic results as well as the test scores and recommendations of AEAS (or equivalent)</td>
<td><strong>Entry to PSS after completion of General English Program in Australia</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

1. For WAUFP, all PSS Courses must be completed before Semester 1 of WAUFP.

2. For Year 11 and 12, all PSS Courses must be completed before Semester 1 of Year 11.

3. Entry to Year 10 must be no later than start of Semester 2.

4. Students may be required to enter Preparation for Secondary Studies (PSS) if they wish to enter at nonstandard intake times.

5. Students who do not meet the entry criteria for PSS can take a General English Program (in Australia). Upon successful completion of General English, they may qualify for PSS.
6. The above criteria are a guide only. They may be subject to change due to time of year entry and other factors at the discretion of ASC International and the School.

7. Forecast or provisional results can be provided as part of an application.

8. These requirements are subject to change by ASC International. For latest updates and details please refer to www.ascinternational.wa.edu.au.

**EXTRA NOTES**

1. Marks required at completion of PSS for entry into Secondary Studies:

<table>
<thead>
<tr>
<th>Year of Entry</th>
<th>Minimum Mark Required (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years 7, 8 and 9</td>
<td>60</td>
</tr>
<tr>
<td>Year 10</td>
<td>70</td>
</tr>
<tr>
<td>Year 11</td>
<td>80</td>
</tr>
<tr>
<td>Year 12 and WAUFP</td>
<td>80</td>
</tr>
</tbody>
</table>

2. Students applying for direct entry to WAUFP, however, should provide evidence of English language competency in line with the requirements of the Tertiary Institutions Service Centre (TISC):
   - IELTS 5.5 (International English Language Testing System)
   - TOEFL iBT 46 (Test of English as a Foreign Language)
   - PTE 42 (Pearson Test of English)
   - CAE 47 (Certificate in Advanced English)
   - A grade in Year 11 English as an Additional Language/Dialect (EALD) General or Year 11 English General
   - C grade in Year 11 English as an Additional Language/Dialect (EALD) ATAR or Year 11 English ATAR.

These requirements are subject to change by TISC. For latest updates and details please refer to www.tisc.edu.au.
ASC International Programs and Courses

Preparation for Secondary Studies (PSS)

The Preparation for Secondary Studies (PSS) Course is an intensive English program for students who need to improve their English proficiency before commencing secondary school studies.

Students study:
- Reading comprehension;
- Speaking – for everyday use and also for class use;
- Note taking;
- Assignment writing, including Academic writing styles;
- Intensive listening.

<table>
<thead>
<tr>
<th>Level</th>
<th>Pre-Intermediate</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Students consolidate basic grammar, comprehension and vocabulary through practice</td>
<td>Students consolidate basic grammar, comprehension and vocabulary through practice in writing, speaking, reading and listening activities; with the introduction of some academic vocabulary and writing style.</td>
</tr>
<tr>
<td></td>
<td>in writing, speaking, reading and listening activities; with the introduction of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>some academic vocabulary and writing style.</td>
<td></td>
</tr>
<tr>
<td>Level 2</td>
<td>Lower Intermediate</td>
<td>Level 1 skills are further developed with the introduction of additional subject-specific academic vocabulary. Different styles of writing to suit varying circumstances and audiences are demonstrated and used. Reading, comprehension and listening skills continue to be developed and practiced.</td>
</tr>
<tr>
<td>Level 3</td>
<td>Intermediate</td>
<td>Students build on the previous two levels (or their past learning and experience) to develop their academic writing, reading, speaking, listening and comprehension skills with a stronger focus on academic content.</td>
</tr>
<tr>
<td>Level 4</td>
<td>Upper Intermediate/Advanced</td>
<td>A comprehensive booklet “Subject Course Notes” is used at this level to reinforce, or introduce, academic concepts, language, vocabulary, and terminology that may be required for upper secondary studies.</td>
</tr>
</tbody>
</table>

Duration of each Level:
Each level is delivered in a school term, between 9 to 11 weeks. Students must complete and pass the Intermediate level to be considered for entry into secondary school.

Report on Completion:
Students receive a comprehensive report on their English level along with a Certificate of Completion stating the level reached at completion.

PSS Requirement for Entry into Secondary School
There are a number of different language assessments and they all have different systems. It is very difficult to give exact comparisons due to the different design, purpose and format of the examinations.

ASC International uses AEAS scores to determine the length of study a student requires. If students do not have an AEAS score then ASCI will also accept an IELTS score to assess language proficiency.

PSS Levels and Assessment Criteria

Duration: 1 term
ELEMENTARY COURSE (PSS1)
This course introduces students to parts of speech, grammar and vocabulary combined with introductory academic skills.

PRE-INTERMEDIATE COURSE (PSS2)
This course extends students’ understanding of parts of speech, grammar and vocabulary combined with more comprehensive academic skills, functions and genres. Students are also given the opportunity to practice macro-skills using topics and texts appropriate to an academic context.

INTERMEDIATE COURSE (PSS3)
In addition to intensive language focus through the teaching of academic writing and literature analysis, the course provides introductions to the terminology of Secondary Science, Literature, SOSE and Mathematics.

ASSESSMENT CRITERIA
Teachers are responsible for assessing students’ progress throughout the course. Assessment methods include:

- listening, reading, writing and speaking;
- in-class activities;
- homework tasks;
- formal and informal class tests;
- pair and group work;
- research assignments and tasks;
- level of participation in class work and class activities;
- Mid term and End of course tests.

Students are assessed during the course and are given progress reports at week 3, 5, 7 and 10.

- In class activities – 30%
- Homework & Participation – 10%
- Mid Term Test (speaking, listening, reading and writing) – 25%
- End Term Test (speaking, listening, reading and writing) – 35%

Academic Programs (Years 7 – 10)

YEARS 7 – 9 (Middle School)
In the Middle School the curriculum provides opportunities to assess and consolidate previous learning and ensure a solid foundation for future success in Years 10 to 12. The keystone of these programs is a system that provides for individual differences. The focus is on the acquisition of a broad-based general education with emphasis on the development of sound literacy and numeracy skills through the following learning areas:

Compulsory Subjects:

- English
- LOTE – Language other than English
- Mathematics
- Science
- Humanities
- Health and Physical Education
- Arts and Technology

Year 10
This is a transitional year during which students continue with a broad-based curriculum, but where they start to develop personal preferences, interests and abilities in specific subject area; preparing them to make their individual subject selections for Year 11 and Year 12.
Compulsory Subjects:

- English or English as a Second Language (eligible international students only)
- Mathematics
- Science
- Humanities
- Physical and Health Education

Plus 2 Elective Subjects (examples):

- LOTE – Language other than English
- The Arts
  - Visual Art
  - Music
  - Drama
- Technology
  - Computing
  - Photography

Academic Programs (Year 11 and 12)

WESTERN AUSTRALIAN CERTIFICATE OF EDUCATION – WACE

YEAR 11
Year 11 students undertake six subjects. All students must take at least one of English, English Literature, or English as an Additional Language/Dialect (EALD), with remaining courses chosen from List A and B (choosing at least one subject from each List). Subjects should be chosen to meet the requirements of a preferred degree.

YEAR 12
Year 12 students continue to study five or six Subjects of study (from Year 11) for university entrance. All students must take at least one of English, English Literature or English as an Additional Language/Dialect (EALD).

<table>
<thead>
<tr>
<th>LIST A</th>
<th>List B</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (ATAR)</td>
<td>Accounting and Finance (ATAR)</td>
</tr>
<tr>
<td>English (General)</td>
<td>Biology (ATAR)</td>
</tr>
<tr>
<td>English EALD (ATAR)</td>
<td>Chemistry (ATAR)</td>
</tr>
<tr>
<td>English EALD (General)</td>
<td>Human Biology (ATAR)</td>
</tr>
<tr>
<td>Literature (ATAR)</td>
<td>Mathematics methods (ATAR)</td>
</tr>
<tr>
<td>Economics (ATAR)</td>
<td>Mathematics Applications (ATAR)</td>
</tr>
<tr>
<td>Modern History (ATAR)</td>
<td>Mathematics Specialist (ATAR)</td>
</tr>
<tr>
<td>Visual Art (ATAR)</td>
<td>Mathematics Essential (General)</td>
</tr>
<tr>
<td>Visual Art (General)</td>
<td>Mathematics Foundation (General)</td>
</tr>
<tr>
<td>Japanese second language (ATAR)</td>
<td>Physics (ATAR)</td>
</tr>
<tr>
<td>Business management and Enterprise (ATAR)</td>
<td>Design (ATAR)</td>
</tr>
<tr>
<td>Drama (ATAR)</td>
<td>Phycology (ATAR)</td>
</tr>
</tbody>
</table>

The above List A and B WACE Subjects are offered at St Georges Anglican grammar school.

Entry into university courses in Australia is dependent on a student’s Australian Tertiary Admissions Ranking (ATAR), which is determined through a combination of College and public examination marks.

Academic Programs (WA University Foundation Program)

WAUFP enables overseas students to qualify for direct admission to every university in Australia.
University package letters of offer are available with:
  o The University of Western Australia
  o Murdoch University; and
  o Curtin University

**WAUFP February entry** (Standard)
In this program students receive 8 hours per week of tuition in English Language and Australian Cultural Studies (ELACS) and 4 hours per week in other subjects. This program is recommended for all students who meet minimum entry requirements.

**WAUFP April Entry** (Accelerated)
This program is only recommended for high achieving students with a good level of English.

**WAUFP Structure**
All students must take English Language and Cultural Studies (ELACS). This is a double subject that develops skills in listening, speaking, reading and writing in English, while providing knowledge of Australian society and cultures. In addition, any three or four of the following subjects should be selected.

<table>
<thead>
<tr>
<th>Mathematics Methods (ATAR)</th>
<th>Mathematics Applications (ATAR)</th>
<th>Mathematics Specialist (ATAR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physics (ATAR)</td>
<td>Human Biology (ATAR)</td>
<td>Chemistry (ATAR)</td>
</tr>
<tr>
<td>Psychology (ATAR)</td>
<td>Accounting and Finance (ATAR)</td>
<td>Economics (ATAR)</td>
</tr>
<tr>
<td>Drama (ATAR)</td>
<td>Design (ATAR)</td>
<td>Visual Art (ATAR)</td>
</tr>
<tr>
<td>Modern History (ATAR)</td>
<td>Business Management and Enterprise (ATAR)</td>
<td>Biology (ATAR)</td>
</tr>
</tbody>
</table>

The above WAUFP Subjects are offered at St Georges Anglican grammar school.

**English**
Students must achieve a final scaled score of at least 50% in ELACS to meet the language requirement for university entry. Some university courses require a score of at least 60% in ELACS for entry.

A Combined Percentage Score (CPS), is calculated from the combined college and examination scores of the three best subjects, other than ELACS, and is used to determine an ATAR equivalent score.

**University Entry**
Entry into a university course depends on the student meeting the following requirements:
1. A pass in ELACS (50% or higher)
2. A minimum specified Combined Percentage Score (CPS), based on the average of the best 3 elective subjects, and
3. Most degree courses offered by Murdoch University, Curtin University and Edith Cowan University (ECU) require a minimum CPS of 55; while those at the University of Western Australia (UWA) need a minimum of 60.

Specialist degrees such as Architecture, Computer Science, Engineering, Marine Biology, Pharmacy, Psychology and Veterinary Science require good passes in Mathematics and Science (Chemistry, Physics and Human Biology).

Final results and university offers of places are issued in mid-December each year.

More information on the CPS and prerequisites required can be found on the following websites:

Murdoch University:

The University of Western Australia
Curtin University

Edith Cowan University
Application and Enrolment Procedure
The chart below outlines the procedure for application and enrolment with ASCI.

<table>
<thead>
<tr>
<th>Application Process</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. OVERSEAS REPRESENTATIVES</strong></td>
</tr>
<tr>
<td>Anglican Schools Commission International (ASCI) has a worldwide network of registered overseas representatives to help students apply to ASCI. They provide detailed information about their program as well as assistance with the application process, accommodation arrangements and student visas.</td>
</tr>
</tbody>
</table>

| **B. DIRECT APPLICATION TO SGIS** |
| Documents required: |
| • Complete an ASCI application form, submitted online or via hardcopy |
| • http://sgis.wa.edu.au/enrolments/applynow |
| • Certified copies of original academic qualifications |
| • Evidence of English language. |
| Send all supporting documents to: |
| International Admissions Office |
| Postal Address |
| Suite 3, 50 St Georges Terrace, |
| Perth WA 6000 |

<table>
<thead>
<tr>
<th>Successful Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 LETTER OF OFFER</strong></td>
</tr>
<tr>
<td>Accepted students receive a Letter of Offer that details the intake, fees payable, course commencement date, and relevant policies including the refund policy.</td>
</tr>
</tbody>
</table>

| **2 ACCEPTING AN OFFER** |
| To confirm a place at ASCI, students need to: |
| • meet any conditions stated in the Letter of Offer |
| • sign and date the Acceptance page |
| • pay the first instalment shown on the Letter of Offer. |

| **3 FEE PAYMENT** |
| Payment of fees can be made via a bank draft, credit card, or telegraphic transfer/direct deposit. |

| **4 ACCOMMODATION FOR STUDENTS** |
| Students under the age of 18 must have their accommodation choice approved by ASCI before they can apply for a student visa. Once approved, ASCI will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW). |

| **5 CONFIRMATION OF ENROLMENT** |
| On receipt of payment and meeting Department of Immigration and Border Protection guidelines, ASCI confirms all student enrolments by issuing an electronic Confirmation of Enrolment (eCOE). |

| **6 VISA APPLICATION** |
| Present the eCOE, CAAW letter and other required documents to an Australian Diplomatic Mission, or online to apply for a student visa. If you apply to ASCI via an overseas representative, they may assist you with your student visa application. |

| **7 PRE DEPARTURE TO AUSTRALIA** |
| After the student visa has been granted, students must notify ASCI of the grant. You may request for airport pickup if you have not already done so. |

| **8 AIRPORT PICKUP** |
| Students who have pre-arranged airport pick up will be met by an ASCI representative and taken to your accommodation. |

| **9 STUDENT ORIENTATION** |
| On Orientation day you will be accompanied to the schools and Perth Orientation |
Responsibilities of the Agent

The Agent will at all times during the term at its expense:

(a) work diligently to protect and promote the interests of ASC International;

(b) procure as many Enrolments in the Territory on behalf of ASC International on such terms and conditions that are to be notified by ASC International to the Agent from time to time;

(c) diligently promote and procure Enrolments in the Territory by appropriate means including students from time to time nominated by ASC International;

(d) comply with all of ASC International’s orders and instructions in relation to the subject matter of this Agreement and, in the absence of any such orders or instructions in relation to any particular matter, to act in such manner as the Agent ought reasonably to have considered to be most beneficial to ASC International;

(e) refer all inquiries received from prospective students located outside the Territory immediately to ASC International;

(f) take all necessary steps to observe and comply with all statutory and other legal requirements in force in the Territory and in Australia relating in any way to discharging its obligations hereunder;

(g) refer all after-sale customer complaints and inquiries immediately to ASC International;

(h) keep a list of actual and potential students and to supply a copy of it to ASC International on request;

(i) promptly bring to the notice of ASC International any information received by it which is likely to be of interest, use or benefit to ASC International in relation to the promotion of enrolments within or outside the territory;

(j) ensure that prospective students understand the ASC International Refund policy.

(k) provide students and prospective students with information regarding, and assistance in obtaining Student Visas;

(l) assist students to comply with the requirements of DIBP in respect of Student Visas including without limitation the requirements set out on DIBP’s website, namely www.immi.gov.au;

(m) ensure that students/clients are aware of their obligations under the Relevant Law and of DIBP’s requirements in respect of Student Visas;

(n) market and communicate ASC International’s education services honestly;

(o) provide accurate course and relevant ASC International information to students and prospective students.

During the Term the Agent must not:

(a) intentionally do any act or thing which might adversely affect the reputation of ASC International or its directors either within or outside the Territory;

(b) purport to do anything on behalf of ASC International other than promoting or procuring Enrolments on behalf of ASC International or as otherwise authorized in writing by ASC International;
and administrative support to students and parents. At Orientation Day the student will meet the Principal and other key members of staff, who offer academic, personal assistance. The Student Support and Welfare Manager will also monitor the student’s homestay arrangements to ensure they are comfortable and feeling happy in their school and homestay environment.

ASCI recognises that a student’s journey to Australia commences as soon as they make the decision to study on our shores. It is therefore ASCI’s responsibility to ensure that our journey with each student commences at the time they make the decision to study at an ASCI school. Our unique online orientation platform is designed to enable students to commence their learning journey from the comfort of their own home. This platform is provided to each student with the Confirmation of Enrolment package, free of charge, and is also multi-lingual for those students who have a lower level of English language skill.

Post Arrival On-campus Orientation
Orientation Day is held on the week day before the commencement of each School Term.

At Orientation Day the student will meet the Principal and other key members of staff, who offer academic, personal and administrative support to students and parents. You will become familiar with the layout of the school and

Marketing Information
Refer to the ASC international website www.ascinternational.wa.edu.au

4.0 Information for Students

Welfare
Maintaining high standards of welfare arrangements at ASC International involves a close, communicative partnership between staff and students.

ASCI’s International Student Support and Welfare Manager is on hand to assist each student to fulfil their goals and ensure they are comfortable and feeling happy in their school and homestay environment.

The Student Support and Welfare Manager will schedule regular meetings with each child and provide advice and necessary feedback to members of the student’s teaching community on areas that the student may require further assistance. The Student Support and Welfare Manager will also monitor the student’s homestay arrangements to ensure each child is receiving the care and attention that ASCI expects.

Orientation
Pre-Departure Online Orientation
ASCI recognises that a student’s journey to Australia commences as soon as they make the decision to study on our shores. It is therefore ASCI’s responsibility to ensure that our journey with each student commences at the time they make the decision to study at an ASCI school. Our unique online orientation platform is designed to enable students to commence their learning journey from the comfort of their own home. This platform is provided to each student with the Confirmation of Enrolment package, free of charge, and is also multi-lingual for those students who have a lower level of English language skill.

Post Arrival On-campus Orientation
Orientation Day is held on the week day before the commencement of each School Term.

(e) make any representations to students or give any warranties other than those contained in ASC International’s Materials;

(f) make false or misleading comparisons with any other provider or their courses (other than ASC International);

(g) make any inaccurate claims of association with any other provider or organization (other than ASC International);

(h) give inaccurate/dishonest advice as to acceptance into another course;

(i) hold out the promise of permanent residence in Australia following study, or suggest fraudulent means of achieving residence in Australia such as sham marriages;

(j) suggest to students or prospective students that they come to Australia on a Student Visa with a primary purpose other than full-time study;

(k) help applicants who intend to come to Australia on a Student Visa intending to breach the conditions of their visa;

(l) engage in false or misleading advertising or recruitment practices;

Marketing Information
Refer to the ASC international website www.ascinternational.wa.edu.au

4.0 Information for Students

Welfare
Maintaining high standards of welfare arrangements at ASC International involves a close, communicative partnership between staff and students.

ASCI’s International Student Support and Welfare Manager is on hand to assist each student to fulfil their goals and ensure they are comfortable and feeling happy in their school and homestay environment.

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Pre-Departure Online Orientation
ASCI recognises that a student’s journey to Australia commences as soon as they make the decision to study on our shores. It is therefore ASCI’s responsibility to ensure that our journey with each student commences at the time they make the decision to study at an ASCI school. Our unique online orientation platform is designed to enable students to commence their learning journey from the comfort of their own home. This platform is provided to each student with the Confirmation of Enrolment package, free of charge, and is also multi-lingual for those students who have a lower level of English language skill.

Post Arrival On-campus Orientation
Orientation Day is held on the week day before the commencement of each School Term.

At Orientation Day the student will meet the Principal and other key members of staff, who offer academic, personal and administrative support to students and parents. You will become familiar with the layout of the school and
meet existing students who participate in Orientation Day, to help the student feel comfortable within their new educational environment as quickly as possible. During this time, students will be taken on a tour of the surrounding school environment.

Students are required to purchase their school uniforms prior to attending orientation. Students may also purchase their text books from the school book shop.

School Camps and Tours

Camps

Anglican School Commission Students have the opportunity to participate in a range of outdoor activities on camps, excursions and tours within Perth and the greater Western Australian surrounds.

Each year group has the opportunity to attend an annual camp. The focus is on team building and providing students with the opportunity to develop physically, emotionally and spiritually. Environmental awareness, orienteering, bushwalking, canoeing and obstacle courses are just some of the activities students get to experience with their friends and peers.

The student leaders head for the hills to attend the annual Guild Camp at the beginning of each year. Our leaders are given every opportunity to build on their leadership skills ranging from team building, public speaking and time management to effective communication, honesty, integrity, humility and of course a sense of humour.

Tours

ASC International offers a range of tour opportunities, both locally and international.

Japanese Exchange

The study of Japanese is an integral part of the culture at St George’s Anglican Grammar School. As part of our language programme, students are given the opportunity to take part in a two-week Japanese study tour. This tour takes place every two years during the Term Three holidays.

Students spend one week with a Japanese host family and experience Japanese schooling. They participate in a variety of language learning activities and take part in traditional activities such as calligraphy, kendo, Japanese archery and tea ceremonies. This is an invaluable language immersion experience.

The second week of the study tour sees students visiting the cities of Hiroshima, Kyoto and Osaka where they can see how the traditional and modern aspects of Japan co-exist.

America, Europe and UK School Tours

The School offers a range of overseas tour opportunities, which run biennially. These may include an Arts tour to New York and a History and Literature tour to Europe.

History, Literature and Art students always return from these memorable trips enthused and enlightened by the insights and understandings of their subjects gleaned during these biennial tours. In the words of one of our Year 11 students, “Participating in the Europe Trip has broadened my understanding of not just the literary and artistic works, but also the events, people and cultures that inspired them. The authors and artists have, in my understanding, gone from two dimensional, abstract historical figures to living, breathing people who lived, loved and laughed before my time. I have seen images of Saint Peter’s Square many times on television but it was not until I stood in the centre that I was able to appreciate what it is and the importance that it holds, a theme that recurred from landmark to landmark.”
The places we visited in Europe were much like our School in a way; until you have spent some time absorbing the atmosphere and experiencing the people, you cannot truly appreciate and value what an amazing place it is.”

**Annual Ski Trip**
Confidence, daring, self-esteem, discipline, cooperation, responsibility, and leadership are the qualities and characteristics that are enhanced and developed by these adventurous outdoor journeys supervised by experienced School leaders.

An appreciation of the need to care for and support each other in potentially hazardous circumstances heightens all students' awareness of safety issues and the importance of properly assessing risks in life. These valuable lessons all learned while enjoying the exhilaration of fun and skiing.

**Reachout Program**

As part of the Anglican Schools Commission, our students are fortunate enough to have the opportunity to be a part of Reachout.

**Reachout Manila**
Students in Years 10 - 12 from ASC schools have the opportunity to travel to Manila in the Philippines to work alongside materially poor people, families who live in squatter camps alongside the rubbish dump and other marginalised areas of the city. The families who live in these areas have moved from regional parts of the Philippines to try and find a better life. The parents spend their day picking through the rubbish finding plastic, metal and other items that can be sold for recycling. These camps are isolated from schools and other amenities, meaning that the children have very limited opportunities for education. The students spend two weeks immersing themselves in the communities, teaching, befriending and feeding the children; learning how to be present in the moment with another human being, to sit and be. We will be taken out of our familiar and comfortable lifestyles and placed into a whole new space of meaning, into cultures and environments that are in many ways alien to what we are used to. In these places we will have opportunities to serve and work.

**Sports**
ASC schools have access to first class sporting facilities including tennis courts, netball courts, a gymnasium and fitness centre, large sports ovals and swimming facilities. Basketball, netball, badminton, table tennis and soccer are among the sports played at the school.

The School provides a rich and varied Physical Education programme as well as a comprehensive co-curricular programme. Participation and team spirit abound in our many Inter-House competitions, which are fiercely contested. Students also compete in a range of Inter-School activities such as Swimming, Cross Country and Athletics.
Athletics and Aquatic days are some of the highlights of the School calendar. With a focus on sporting participation and fun competition, these events promote teamwork, collaboration and House spirit.

**Uniforms**

When wearing their school uniform, students represent the standards of the school through their overall appearance. Their efforts in this respect enhance the reputation of the school and develop in students a sense of pride in themselves in their school. Both Male and female students are required to purchase summer, winter and sports uniforms.

**Accommodation - Homestay**

Homestay accommodation is required for all students who do not have a government approved guardian. Homestay accommodation is provided through the government commended, Australian Homestay Network (AHN).

AHN ensures that all homestay accommodations are visited to check for quality assurance and that every host family meets the high standards required to undertake this important role. ASC International requires that all students living with a host family enjoy a safe, clean living environment, supplemented by a high level of personal support. All homestay accommodation is located within easy reach of the Schools. Homestay families are invited to attend school functions as part of their parent partnership.

The Homestay Fee includes:

- A separate bedroom fully furnished, including a desk, chair and lamp for private study;
- All meals, 7 days per week;
- Cost of Electricity, Gas, and Water used in normal circumstances;
- Reasonable use of the Internet; and
- Use of all laundry facilities.

If a student intends to reside with a family friend or member of the family, the parents and the family friend or family member are required to complete and sign the Application to Provide Accommodation.

AHN will also provide airport reception services to ensure all students arrive at the accommodation safely. It is a requirement for all students not arriving with a guardian to undertake the AHN airport reception services.

Bookings for both homestay and airport reception can be made at 


**Medical Insurance**

Every international student is required by the Department of Immigration and Border Protection (DIBP) to have medical insurance for the period of their course plus three months at the school (and University in the case of a package offer).

Overseas Student Health Cover for ASC international students is provided by Allianz Global Assistance.

For more information on Allianz Global Assistance please refer to: [https://www.oshcallianzassistance.com.au/](https://www.oshcallianzassistance.com.au/)
School Program

Sample Timetable

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<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
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<th>THURSDAY</th>
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<td>2.30 – 3.30</td>
<td>Period 6</td>
<td>Period 6</td>
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Rights and responsibilities of the student

Grievance Policy

- All students enrolled or seeking to enrol in a course of study in ASC International have access to the procedures set out in this policy to ensure that every grievance raised is given fair consideration, free of charge to the complainant. This is irrespective of the place at which the grievance has occurred, be it on campus, at the student's place of residence or related to their mode of study.

- Neither the complainant nor the respondent in any matter of grievance or appeal are to be the subject of victimisation or discrimination during any stage within this process.

- Under this policy, a complainant and/or respondent is entitled to request full explanations and reasons, in writing, for decisions and actions taken as part of the procedures at any stage of the procedure.

- The content of this document does not replace or modify procedures or any other responsibilities which may arise under other higher education provider policies or under any statute or any other law.
Procedure

The summary step-by-step procedure for grievances and appeals is shown by the diagram below. Details of these stages are given later in this policy document. Grievances may, for example, be about:

- **Academic Matters** (relating to academic progress, assessments, refusing admission and cancellation or suspension of enrolment and course work requirements including meeting assignment deadlines, attending scheduled tests and examinations).
- **Non-academic Matters** (including complaints brought against another student, accommodation arrangements and incorrect advice).
- **Student Visa Compliance Matters**, breaches against the conditions of a Student Visa (including failure to comply with the attendance (80% required), behaviour, and or failure to maintain enrolment in a registered course as stated on the Confirmation of Enrolment.

A student or parent requests any staff member to arrange a meeting with senior management to discuss a concern.

A meeting is scheduled to lay out the details of the concern for discussion.

Having evaluated the matters of concern, the School will provide written responses to each party.

If the concern is resolved, agreement is recorded on the student’s file and the matter flagged for end of term review that the parties remain satisfied.

In the event that mutual satisfaction was not reached, a full and formal grievance procedure will be implemented at no cost to the parent. This process is carried out in a simple, friendly and supportive manner.

**NOTE:**

In addition to a grievance procedure, the Commonwealth Overseas Students Ombudsman service is available to all private registered education providers as the independent complaints body for external complaints and appeals. The Overseas Students Ombudsman (OSO) will investigate any complaints of a student against a private registered provider, thereby ensuring that all students have access to a statutorily independent external body. The OSO will investigate complaints at no cost to the provider or the student. The OSO can investigate complaints about actions taken by private providers in connection with overseas students. Visit the Overseas Student Ombudsman website [www.oso.gov.au](http://www.oso.gov.au) or phone 1300 362 072 for more information.

The OSO cannot investigate:

- complaints about public providers (these are already covered by the State and Territory Ombudsman);
- complaints made by Australian students;
- students from overseas who are not on a Student Visa (e.g. students studying on a visitor, working holidays or temporary business visa).
The student and the School are required to make every reasonable effort to resolve a grievance before seeking the assistance of the OSO or an independent reviewer. The complainant and/or respondent has the right to be represented and/or supported by a nominated representative (such as a family member, friend, counsellor or other professional support person) if they so desire, at any stage of the complaints/dispute resolution process.

The dispute resolution process does not void a student’s right to pursue other legal remedies.

Throughout the Complaints and Appeals process students can access Western Australia’s International Student Conciliator Service. This is a free mediation/conciliation service offered by the Western Australian Department of Education Services.

The Conciliator attempts to resolve disputes between international students and institutions, and is complementary to the institution’s internal grievance and appeals procedure; for example, a student may be dissatisfied with some aspect of the education that is being offered by the institution.

If either a student or a member of staff at an institution would like to discuss a particular case with an independent person, they can contact the Conciliator, either by telephone (08) 9441 1953, or email conciliation@des.wa.gov.au.

The Conciliator is able to discuss issues of concern at any stage of the internal complaints and appeals procedure, however, will not become actively involved in the case until the parties have attempted to resolve the dispute themselves and that attempt has failed. This service is provided free of charge by the Government of Western Australia.

**Explanation of stages of procedure:**

**Stage 1:** Initial, and informal, grievance or appeal

This stage involves a direct communication between the complainant and the person to whom the grievance or appeal is directed (the respondent); with the purpose of discussing the matter openly to resolve the problem without further formality.

The grievance/appeal should be made and discussed within 10 working days of the problem arising. The person bringing the matter is entitled to put their grievance/appeal in writing at this stage, and/or request and receive from the respondent a written response to the complaint. This response should clearly state the outcome of the grievance/appeal in terms of decisions or actions taken, together with a full explanation of these. Students can request assistance from the International Help Office or another member of staff, when choosing to submit the matter in writing.

**Stage 2:** Formal grievance or appeal

If the complainant is not satisfied with the outcome of Stage 1, or with the length of time taken to respond to the issue, then he/she may submit the matter in writing, addressed to the International Student Director of SGIS. The International Student Director will deal with the issue within a reasonable time, normally within 10 working days of receipt of it, and will respond to the complainant in writing, clearly stating the outcome(s) resulting from investigation into the matter, and fully explaining any decisions/actions taken.

**Stage 3:** Grievance and Appeals Committee
If the complainant is not satisfied with the outcome(s) of Stage 2 in terms of:

- Not having had the opportunity to present their case properly to the International Student Director;
- The process not being carried out in accordance with this Policy and Procedure; or
- The decision being made contrary to evidence provided.

He/she can, within 10 working days of notification of the outcome of Stage 2, write to the Chairman of the Board of SGIS, (irrespective of whether the student is a direct enrolment or enrolled into a joint enrolment) requesting that the matter be brought to a Grievance and Appeals Committee.

A Grievance and Appeals Committee, comprising the Chairman, the International Student Director, and/or the Principal of SGAGS (in the case of joint enrolment), or their nominees, will convene to consider the issue within 5 working days of the request being received. The complainant and/or the respondent may be required to attend the Committee hearing. The Chairman will advise the complainant and the respondent of the Committee’s findings within 10 days of the hearing.

Stage 4: External Review Body

If the complainant is not satisfied with the outcome of Stage 3 in terms of:

- Not having had the opportunity to present their case properly to The Appeals Committee;
- The process not being carried out in accordance with this Policy and Procedure; or
- The decision being made contrary to evidence provided.

He/she can, within 10 working days of notification from the Grievance and Appeals Committee Chairman, request for the matter to be referred to Group’s nominated independent appeals reviewer and conciliator. The external reviewer will review the issue in terms of the complainant's dissatisfaction and advise the complainant, in writing, of the outcome of this review, stating all reasons supporting this outcome decision. The external review process will be completed within 20 working days of receipt of request to review.

In addition students can access Commonwealth Overseas Students Ombudsman as noted herein before.

A student may enquire at the International Help Office for assistance.

ASC International Policies and Procedures

All Policies and procedures may be found on our website www.ascinternational.wa.edu.au.

International Scholarships

International students are invited through their local Education Agent for an Application for Scholarship form. Applications for scholarships may be received at any time.

Students are required to submit the Application for Scholarship form with the following:

1. At least your last two school reports
2. A personal statement outlining
   (i) The relevant selection criteria as detailed on the application form
Further details on our scholarships can be found below
1. The ASC International Student of the Year Award

Awarded to the individual who shows genuine and significant contributions to the school and extended community through activities which actively aim to integrate international students into Australia and facilitate a positive international student experience.

Award: 20% of 1 year

Year level applied to: Year 12

Application Deadline: Submitted by 1 November each year

Selection Criteria: In 500 words or less provide a summary which outlines:

- the student’s contributions and achievements
- benefits to other students and/or the community of the student’s activities
- any community work undertaken

Significant Contribution *

In 500 words or less, describe how the student made a significant contribution towards the school and community while in Australia

2. The ASC International Student Leader of the Year Award

Awarded to an individual who shows both outstanding academic achievement and outstanding leadership.

Award: 20% of 1 year

Year level applied to: Year 12

Application Deadline: Submitted by 1 November each year

Selection Criteria: In 500 words or less, explain how the student has demonstrated leadership, innovation or creativity in their work and demonstrated being a positive role model and mentor for younger students.

3. The ASC Award for outstanding academics

Awarded to the individual student with the highest % average across 5 academic subjects

Award: 20% for 1 year

Year level applied to: All

Application Deadline: Submitted by:

- 1 November for February intake
- 1 May for July intake

Selection Criteria:

- The last two academic 2 reports
- A 250-word summary of how the student has demonstrated a positive approach to school life and their learning journey to date

4. New Student Scholarship (2 scholarships available)

Awarded to the student new to ASC International who can demonstrate outstanding performance in a chosen field (academics, sport, performing arts, music etc).
**Award:** 20% for 1 year

**Year level applied to:** All new students only

**Application Deadline:** Submitted by

- 1 November for February intake
- By 1 May for July intake

**Selection Criteria:**

- The last two academic 2 reports
- A 250-word summary of how the student has demonstrated outstanding success in their chosen field and a positive approach to school life and their learning journey to date

On receipt of a Scholarship application it will be processed and the student and/or the Education Agent will be advised accordingly.

Please note the ASC International Scholarships are awarded for a period of one year with the applicable discounts being applied to tuition fees only. Applicants may re-apply for a further annual Scholarship each subsequent year, where applicable.

The applicant is responsible for all Homestay, living costs, uniforms, text books and excursion fees.

Please note: International scholarships are not applicable for those students studying Preparation for Secondary Studies (PSS).

**5.0 Contacts**

**Location:**
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Facebook: ASC International

ABN: 85 336 233 269

Comprehensive Education Centre Pty Ltd
Alexander Language School
CRICOS Provider Code: 00429D
CRICOS Provider Code: 00057E

Trading as ASC International