

Canberra
Grammar
School



READY FOR
THE WORLD

FULL FEE PAYING OVERSEAS STUDENTS (FFPOS)

ADMISSION HANDBOOK





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WELCOME TO CANBERRA GRAMMAR SCHOOL

Established in 1929, Canberra Grammar School is a co-educational Independent Anglican School, the only co-educational boarding school in Australia's capital city, offering outstanding academic education, rich co-curricular opportunities and targeted pastoral care to day and boarding students of all backgrounds and faiths within a community guided by Christian values. As we approach our centenary, we are proud of our rich heritage and full of desire to push forward into the future.

The School respects and nurtures all students as individuals; recognising the different needs, interests and strengths of every student to realise their intellectual, spiritual, cultural, social and physical aspirations, and instill virtues of respect, resilience and responsibility. Our community is a diverse one, encompassing students from many different cultures and religions, allowing them to learn and grow in an environment represented by the global world.

We know that generations to come will face particular challenges in an ever-changing world; changes that will alter the nature of education itself. Our students will live and study and work in Australia and abroad in ways that we can scarcely imagine. They will collaborate with colleagues across cultures and disciplines to solve problems using tools that we have yet to invent. To flourish, they must have the critical capacity to analyse complex information, the ability to communicate in multiple languages, the adaptive creativity to find solutions, and the integrity to serve others always before self. Our strategic plan, priorities, and offerings for academic, pastoral and co-curricular education must support that.

IT IS OUR MISSION TO EDUCATE CREATIVE, CURIOUS, CONFIDENT AND COMPASSIONATE CITIZENS OF THE WORLD.

CGS is an International Baccalaureate (IB) World School and is the only school in the ACT to offer the NSW Higher School Certificate alongside the IB Diploma Programme (DP) in Years 11 and 12.

The IBDP is a culmination of global-minded learning, following the Primary Years Programme (PYP) and the Middle Years Programme (MYP). No matter their programme, we prioritise our students' opportunities beyond Year 12, push them to nourish their strengths, and explore a world of global tertiary opportunities.

The School is blessed with a magnificent 20 hectare campus in the inner south of Canberra, along with a small early childhood campus in north Canberra and a Rowing Centre on the shore of Lake Burley Griffin. The campus is advantaged with outstanding heritage and state-of-the-art facilities for learning, sport, creative and performing arts, and boarding.

We enrol overseas students from Year 3 through to Year 11, and offer on-campus boarding to those in Year 7 through to Year 12. **Students who hold a subclass 500 student visa are known as Full Fee Paying Overseas Students (FFPOS) and are referred to as overseas students in this document. This handbook has been created to assist these overseas students and their families.**

The School website [CGS.ACT.EDU.AU](https://www.cgs.act.edu.au) also provides comprehensive information about the School including the location of the campus, facilities provided to students and the courses on offer. You are encouraged to take the time to explore and learn about life at Canberra Grammar School.



LIVING IN CANBERRA

In Canberra, we enjoy all the opportunities that a capital city can offer at the pace and ease of a small town. The School takes advantage of the breadth of those opportunities, encouraging students to explore and succeed beyond the classroom. Students attending Canberra Grammar School enjoy the distinctive large and beautiful campus in the heart of the nation's capital.

Canberra is:

- Australia's national capital city
- Safe, friendly and a welcoming multicultural environment
- A showcase of Australian national art and cultural institutions
- Home to embassies and High Commissions; and
- A centre of national recreational, sporting and leisure facilities.

Further information on the cost of living, accommodation and Canberra can be found on these websites

[ACT.GOV.AU/MIGRATION](https://www.act.gov.au/migration)

[LONELYPLANET.COM/AUSTRALIA/AUSTRALIAN-CAPITAL-TERRITORY/CANBERRA](https://www.lonelyplanet.com/australia/australian-capital-territory/canberra)

[TRANSPORT.ACT.GOV.AU](https://www.transport.act.gov.au)

[STUDYAUSTRALIA.GOV.AU/ENGLISH/LIVE/LIVING-COSTS](https://www.studyaustralia.gov.au/english/live/living-costs)

[CANBERRA.COM.AU/STUDY](https://www.canberra.com.au/study)

Whilst the Boarding fee covers all meals, accommodation, gas, electricity and laundry services, etc during term time, parents may wish to allocate some funds to cover the miscellaneous costs for personal items such as toiletries, mobile phones and pocket money.

However, overseas students and their families are encouraged to undertake their own research into the cost of living in Australia, taking into consideration their own circumstances.

EDUCATIONAL COURSES

The School offers a number of courses as outlined in Table 1:

COURSE NAME	COURSE LEVEL	CRICOS COURSE CODE	DURATION
Primary Years 3 - 6	Primary School Studies	053980J	200 weeks
Secondary Junior Years 7 – 10	Junior Secondary Studies ACT Year 10 Certificate	005489G	190 weeks
Secondary Senior Years 11 – 12	Senior Secondary Certificate of Education NSW Higher School Certificate	005490C	96 weeks
International Baccalaureate Diploma Programme	Senior Secondary Certificate of Education International Baccalaureate Diploma	079920G	96 weeks

The School website provides information about School term dates and scheduled holiday periods.
[CGS.ACT.EDU.AU/ABOUT-CGS/TERM-DATES](https://cgs.act.edu.au/about-cgs/term-dates)

ADMISSION PROCESS & INFORMATION

Prospective students and their parents/legal guardians will need to apply for admission to the School and will also need to apply for a student visa from the Australian Government.

The Study in Australia website provides detailed information, especially about how to apply for study in Australia. [STUDYINAUSTRALIA.GOV.AU](https://studyinaustralia.gov.au)

The Department of Home Affairs website provides detailed information about visa applications and travelling to Australia. [HOMEAFFAIRS.GOV.AU](https://homeaffairs.gov.au)

Prospective students and their parents/legal guardians are encouraged to review this website to assist with their Australian study enquiries.

Important information about overseas student rights and responsibilities can also be found through the **Australian Government's Education Services for Overseas Students (ESOS) Framework**.
[EDUCATION.GOV.AU/ESOS-FRAMEWORK](https://education.gov.au/esos-framework)

For information about studying at the School, prospective families should contact the School's Admissions Team, admissions@cgs.act.edu.au or +61 (2) 6260 9700.

Step 1: Applications

Applications for enrolment must be made on the approved Applications for Enrolment online form [CGS.ACT.EDU.AU/ENQUIRIES/ENROLMENT-PROCESS](https://cgs.act.edu.au/enquiries/enrolment-process)

This must be correctly completed, and must be accompanied by the following documents to support the application:

- Copies of Student Report Cards from the two most recent years of study, including a copy of the latest Student Report
- A copy of the student's birth certificate or passport; and
- Written evidence of proficiency in English as a second language (eg AEAS test score which satisfies the School as outlined in Table 2 – English Proficiency Requirements).

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

Additional application requirements:

- A non-refundable Application for Enrolment fee (AUD\$200) must be paid.

Applications can be made by the student, their parent/legal guardian or by a prescribed Agent acting on the families behalf.

Step 2: Interview

Upon receipt of the students' Application for Enrolment form, the School will provide students with the following information:

- Payment receipt for Application Fee (please retain all receipts for reference)
- A copy of this Full Fee Paying Overseas Students (FFPOS) Admission Handbook
- Relevant FFPOS Fee Schedule; and
- Boarding brochure (if applicable).

An interview will only be arranged once the Admissions Office has received all requested documentation and if there is a place available in the student's applicable peer year.

If a place is available an interview will be organised at a time suitable for the student and their parent/legal guardian. Interviews can be conducted in person or online.

Step 3: Assessment

Following the interview, the School will assess the student's application to enrol. Applications from overseas students are assessed on their merits and involves evaluating the provided home country school reports and of the student's English language proficiency testing results, sufficient for entry to the level of education applied for.

Step 4: Offer

Should the decision be made by the School to offer an enrolment place, a Letter of Offer will be issued outlining the courses the student is to be enrolled in and approximate tuition fees applicable based on the current FFPOS Fee Schedule.

The Letter of Offer will include supporting documents:

- Enrolment Contract
- Terms and Conditions of Enrolment for Overseas Students
- Under 18 Care Arrangements Form; and
- The FFPOS Fee Schedule published at the time of offer.

Step 5: Accepting the Offer

To accept the offer, the student and their parent/legal guardians should read the Terms and Conditions and the Enrolment Contract carefully prior to signing and return to the Head of Admissions within the timeframe specified in the Letter of Offer. At this time, families are required to pay a deposit to secure a place.

Your signature confirms your acceptance of the terms in both agreements.

It is a requirement of enrolment that you keep a copy of the Enrolment Agreement and receipts for fees for your own records.

Step 6: Confirmation of Enrolment (eCoE) & Confirmation of Appropriate Accommodation & Welfare (CAWW)

Once we have received your signed Offer and Acceptance, Terms and Conditions and your deposit we will send you an Electronic Confirmation of Enrolment (eCoE) by email. This will outline your course start date, total course fees and how long your course will run for. The eCoE is generated from the Provider Registration and Overseas Student Management System (PRISMS), a database developed by the Australian Government to assist the administration of the ESOS Act.

A Confirmation of Appropriate Accommodation and Welfare (CAAW) letter will also be generated by the School from PRISMS and sent to you with the eCoE to confirm your placement in our Boarding House (if applicable). The CAAW letter confirms the overseas student is staying at the School's Boarding House and that the School is taking responsibility only for the welfare arrangements of the student, ensuring the living arrangements are safe and adequately meet their needs. The CAAW letter does not override the parents/legal guardian's legal responsibilities for the student.

VISAS

To study in Australia, a visa must be obtained from an Australian Embassy or High Commission. The School's letter awarding a place, together with the eCoE and CAAW, is a prerequisite to an application for a visa.

If you are applying for your Student Visa through the Department of Home Affairs online lodgement facility, you will need the details of your eCoE to lodge your visa application. If you are lodging a paper visa application, you must provide the eCoE prior to the visa being granted.

You should make sure that you meet requirements for a student visa before you accept an offer and pay any tuition fees.

After commencement at Canberra Grammar School, assistance by the School can be given for subsequent renewals of study visas.

APPOINTING A GUARDIAN

Whilst the School has primary responsibility for overseas students who live in approved care; this care must be in conjunction with an appointed guardian. The School requires all overseas students to have a guardian for the duration of their enrolment. The guardian is appointed by the parents.

There are two acceptable categories of guardianship:

1. A family member or friend who lives in Canberra or within three hours of Canberra who is over the age of 21 years; or
2. A paid professional guardianship.

Whilst the School does not recommend any particular guardianship providers the following provider has been used by families.

ISA Guardian & Welfare Services

National Office: Suite 20, Level 1, 108 Bourke Street, Melbourne VIC 3000

T: +61 (0)3 9663 2887

F: +61 (0)3 8678 1317

E: info@studentguardians.com

STUDENTGUARDIANS.COM

Duties of a Guardian

The nominated 'local' guardian, as a third party, should be able to act on behalf of the student's parents. The purpose of having a local guardian is to provide the overseas student a local contact that can liaise on behalf of the student's parents with the School while the student is attending the School. For example, to provide the overseas student the opportunity for weekend leave or come to student related events at the School, such as music performances or recitals and academic conferences.

Local guardians do not take over legal responsibility for the overseas student under the age of 18. The parent or legal guardian has custody of the overseas student is at all times and is legally responsible for the student.

The person accepting the role of local guardian for the overseas student may be a family relative, family friend or professional guardian/agent authorised by the parent. They also must:

- Be over 21 years of age
- Have good verbal fluency in English
- Live in Canberra, or within 3 hours of Canberra, while the student is attending the School
- Hold a valid ACT Working With Vulnerable People (WWVP) card
- Have relevant permissions to reside in Australia while the student is at the School; and
- Complete the Under 18 Care Arrangements form.

WELFARE & ACCOMMODATION

Canberra Grammar School is responsible for the welfare and accommodation arrangements of overseas students.

As per the Department of Education and Training regulations, students under 18 years of age must live with a parent, relative, or in School approved care for the duration of their study at Canberra Grammar School. Failure to adhere to this condition will result in cancellation of the student's enrolment.

Students under 18 years of age who attend Canberra Grammar School have two options for accommodation and welfare:

1. The student may reside in the Boarding House at the School; and
2. The student may live with their parents or legal custodian in the ACT and must be approved by the Department of Home Affairs.

Parents will need to advise the School of the preferred accommodation and welfare arrangements at the time of interview. The Under 18 Care Arrangements form will be included with the written letter of offer.

The School requires students to remain in approved accommodation for the duration of their study.

Students issued with a Confirmation of Appropriate Accommodation/Welfare (CAAW) letter will have the period for welfare provision specified on the CAAW letter. This period will allow at least 7 days before the course start and 7 days after the end date as nominated on the eCoE.

Students are required to notify the School of any change to welfare/accommodation arrangements while enrolled at the school. Where the School has approved the student's welfare and accommodation arrangements, the student must seek both the School's and their parent's prior approval for any change to the arrangements. Changes to welfare/accommodation arrangements without prior approval from the School, may result in the student's enrolment being cancelled.

The Head of Admissions will report as soon as possible, through PRISMS, if the student's living arrangements have changed or if the School no longer approves of the arrangements.

The welfare of students under the age of 18 years, who have been issued with a CAAW letter, is delegated to the Head of Admissions at Canberra Grammar School.

The School takes no responsibility for any additional counselling or support arrangements parents enter into with private agents or persons. Persons appointed for additional arrangements will not be able to access information directly from Canberra Grammar School under the Privacy Act (Commonwealth) 1998.

With the parents, the guardian should oversee the student's travel between their home country and their accommodation in Australia.

If the School suspends or cancels the enrolment of the student, the School will continue to check the suitability of accommodation and welfare arrangements for the student until:

- a. The student is accepted by another registered provider and that registered provider takes over responsibility for approving the student's accommodation, support and general welfare arrangements
- b. The student leaves Australia
- c. Other suitable arrangements are made that satisfy the Migration Regulations; and
- d. The School reports that it can no longer approve of the arrangements for the student.

Residing in the Boarding House

Students who board at Canberra Grammar School may have weekend leave, staying with families approved by their parents and at the discretion of the Head of Boarding. Parents of boarding students are to give written permission.

During the school holidays, all students leave the Boarding House. Where students are unable to return home during the holiday period, arrangements must be made with the student's nominated local guardian for holiday accommodation. The School must be notified at the beginning of each semester if this will be the case.

If holiday accommodation cannot be supervised by the student's nominated local guardian, alternative accommodation arrangements will only be approved when:

- The family supervising the student is well known to the parents of the student, or
- The family providing the accommodation is connected to the School, and the Head of Senior School has approved the arrangement.

Residing with Parents or a Relative

Students who nominate to live with a parent or relative in Canberra, must have the arrangement approved by the Department of Home Affairs. Visit [HOMEAFFAIRS.GOV.AU](https://www.homeaffairs.gov.au) for further information.

The parent/guardian, or eligible relative must have an appropriate visa or have applied for a Student Guardian visa (subclass 590).

If the parent is away from their Australian home for any reason, the student may reside in the Boarding House during their absence provided there is space available at that time. Arrangements must be made in advance with the Head of Admissions to ensure a space is available in the Boarding House for the period of short-term boarding required.

STUDENT SUPPORT SERVICES

The following information is to be read in conjunction with the School's *Overseas Student's Support Services Policy* available from the Head of Admissions.

Canberra Grammar School provides various support services for overseas students. These include:

- Transition and Induction (Head of Student House and Head of Boarding (if applicable))
- Medical/Health (Health Clinic and School Psychologist)
- Pastoral (Director of Student Development)
- Academic (Director of Academic Education, EALD Coordinator, Individual Learning Team, Careers Advisor)
- Financial and Legal (Director of Business and Head of Finance); and
- Integration (Head of Student House and Head of Boarding).

Our team of pastoral staff are responsible for ensuring that students receive comprehensive, age and culturally appropriate orientation and guidance about study and life in Australia. This is provided through the Full Fee Paying Overseas Student (FFPOS) Admission Handbook, the School's website, the School diary and through personal requests to the relevant pastoral staff member. Support services include emergency and health services, facilities and resources, complaints and appeals processes and any student visa condition relating to course progress and/or attendance as appropriate. Welfare related services include course progress/academic information, accommodation and/or guardianship issues and personal issues.

The Head of Student House and the Head of Boarding are responsible for ensuring that all Overseas Students are made aware of the emergency contact details for key staff and the emergency procedures for Lockdown and Evacuation.

Where legal, medical or psychological advice is sought and professional expertise is required, the student will be referred to external support services. Staff may not provide any such advice which requires professional expertise and/or opinion.

Students can access internal welfare related support services including course progress and attendance requirements and accommodation issues at no additional cost. If the School refers the student to external support services, the School will not charge for the referral.

All teachers will assist students to adjust to the new learning environment and ensure that the student is coping with assignment tasks and assessment and teaching methodologies. If need be teachers will refer the student to an academic support/intervention programme.

The Director of Academic Education, in conjunction with other key academic staff will monitor the academic and general welfare needs of the student and ensure that the student is aware of and has access to all:

- Support processes including both formal and informal complains
- Appeal procedures
- A support person at any time for any formal process; and
- External appeals processes if they are not satisfied with the outcome and/or process of an internal appeal.

Pastoral Care

In addition to the student support services, overseas students benefit from the School's general pastoral care programme.

Pastoral care – or the personal, social and academic wellbeing of each student – is regarded as extremely important at Canberra Grammar School. Accordingly, there exists a carefully coordinated administrative structure to provide counsel and support.

The Director of Student Development, the Assistant Director of Student Development, School Chaplains, School Counsellors, Head of Student Houses, Tutors and the Careers Advisor are all involved in helping students grow, develop and cope with the various stages on their road to adulthood. In addition, the identified pastoral care support services are to be used if an overseas student wishes to report an incident that significantly impacts on their wellbeing.

At Canberra Grammar School, the pastoral care structure ensures that there are few discipline problems, chiefly because frequent contact, friendly relationships, good communication and a climate of trust prevent minor matters from developing into major concerns. The School firmly believes in working together with families to ensure that if difficulties arise, they are identified quickly and assistance is provided. Hence regular contact with families is a vital aspect of the pastoral care programme.

Academic Support

The following information should be read in conjunction with the *Overseas Students Academic Support Policy, the EALD Policy, the Inclusion Policy, and the Learning Support for Additional Needs Policy*.

It is the School's policy to offer various types of academic support to overseas students so that they can achieve expected learning outcomes under the School's curriculum.

Overseas students who require academic assistance, can contact the Head of Student House, the Director of Academic Education, or one of their teachers for assistance.

If a teacher believes that an overseas student requires academic assistance in relation to a particular area of the School's curriculum, the teacher must pass this information to the Director of Academic Education.

The School provides the following academic support services to overseas students to enable them to achieve expected learning outcomes, at no additional cost to the overseas student:

- English language assistance programmes
- Mathematics assistance programmes
- Science assistance programmes
- Supervision of study sessions by academic staff to aid overseas students with homework or study; and
- In class support by the Individual Learning Team.

These services aim to ensure that overseas students have regular access to academic assistance in a variety of subjects.

MINIMUM ACADEMIC & ENGLISH LANGUAGE REQUIREMENTS

Academic Entry Requirements

An offer of enrolment will be at the discretion of the School.

Students must provide evidence of academic performance appropriate to enter the Year level requested on the online Application for Enrolment form or offered as an alternative point of entry by the School in a Letter of Offer.

All students wishing to enter the School are assessed individually based on the contents of their report cards and personal references, an interview and will also be required to undertake an English language proficiency test.

English Language Proficiency

An understanding of, and competence in, the use of English is essential to the full achievement of students studying at Canberra Grammar School. To satisfy our enrolment process, the School requires evidence of English language proficiency via an AEAS test result. An exception may be given in some circumstances which can be discussed with the Head of Admissions. The AEAS test must be taken within one (1) year prior to the applicant's desired commencement. The minimum result required based on the applicant's entry year is outlined in the table below.

Students requiring assistance with their English proficiency can have English as an Additional Language/ Dialect (EALD) support as determined by the Inclusive Access Consultant and/or Inclusive Learning Team and undertake mainstream classes.

Advice will be available to students from the Director of Academic Education or their delegate appropriate to the student's year level on the most suitable programme for each individual. Advice and recommendations from the Director of Academic Education, Assistant Director of Academic Education, and the Careers Advisor should be followed when determining student courses and programmes and evaluating student programmes. Students should be aware that English competence may influence their results in other subjects.

English Proficiency Requirements - AEAS Scores (Table 2)

	AEAS
Year 7	65 +
Year 8	65 +
Year 9	70 +
Year 10	75 +
Year 11	80 +

EALD Support

The primary function of EALD support is to improve and support student learning. It is an essential part of the learning and teaching process. Students are assessed on the extent and quality of their performances in the development of their language proficiency using the ACARA Learning Progressions as a guiding document.

In the subject areas of study, EALD students are assessed each semester on a range of speaking, listening, reading, viewing and writing activities.

Years 7 – 10 Students:

Performance in general course work is assessed to ensure ongoing language development. Weightings vary slightly from one semester to another to ensure the flexible program targets current student needs. Precise marks are given for assessment tasks, based on set criteria. Semester marks are calculated but not reported to students.

Years 11 and 12 Students:

Senior students have the option to study a NSW Education Standards (NESA) approved EALD course or International Baccalaureate Diploma English Language Acquisition course if they meet the course eligibility requirements. All assessment items are calculated according to NESA and IB policy and contribute to the student's Australian Tertiary Admission Rank (ATAR).

A cumulative/ongoing assessment of each overseas student's performance in EALD is conducted by the EALD teacher as is the case for other subject areas. If a student has performed to a level beyond that which suggests they do not need to continue to receive EALD assistance, they may be moved out of the EALD class. The EALD teacher monitors the language progress of students in consultation with their class teachers of other subjects.

Course Content and Assessment Methods

Further detailed information is available in the *Assessment, Reporting and Curriculum Policy*, and the *Senior School Assessment Procedures*.

Our curriculum and our approaches to teaching and learning are informed by our aspiration that students be intelligent, innovative and International in their approach to life. The ideal lesson at Canberra Grammar School is focused, paced, varied and engaging. We appreciate the value of traditional teaching methods and we employ them with skills and enthusiasm but we also believe that lessons are best when pupils are actively involved in a dynamic process of thinking and discovering understanding for themselves.

Detailed information on course content, duration and qualifications can be found in the Senior School Subject Selection Handbooks and the IB and HSC Handbooks. Copies can be found on CGS Connect or by contacting the Director of Academic Education.

Assessment is the process of measuring a student's achievement against the desired learning outcomes of a subject or course. It is based on a comparison of the student's work against a predetermined standard. It relies on a variety of measuring instruments which range from standardised tests to simple observations.

The purposes of assessment include:

- To provide feedback on a student's progress to the student, parents and teachers
- To provide evidence that students are, or are not, reaching required standards
- To provide evidence that measures a student's progress against a common set of standards; and
- To enhance teaching and learning by providing guidelines for planning.

Assessment and Reporting are very important parts of the process of education.

- We want our students to understand:
 - » What assessment is about and why we value it
 - » What we want them to gain from an assessment task
 - » What is required of them in each assessment task; and
 - » What they need to do to demonstrate that they have met the outcomes of the task.
- We want our students to develop the skills you need to recognise and address given criteria
- We want our students to become an independent learner and also to be able to take control of each assessment task. Within the clear parameters of the task, our students must see it as an opportunity to learn and also to communicate to the teacher what they have learnt; and
- We want to develop this progressively through Years 7 to 10, so that our students are prepared for the requirements of assessment in Years 11 and 12.

Assessment Grades

At stages through the year, teaching staff provide an assessment of the student's academic progress and industry. Assessments should promote healthy discussion of progress between the students and parents.

The student's level of achievement is assessed by an achievement grade as follows using the ACT Department of Education Scale:

A	The student has demonstrated excellent achievement of what is expected
B	The student has demonstrated a high achievement of what is expected
C	The student has demonstrated satisfactory achievement of what is expected
D	The student has demonstrated partial achievement of what is expected
E	The student has demonstrated limited achievement of what is expected

The standard of achievement is taken to apply to all who are studying a particular course in a year group.

Assessment Grades are awarded at the end of each Semester and indicate the level of knowledge and understanding the student has achieved. Some units in subsequent semesters may require achievement at an appropriate level in the student's current unit of study.

MONITORING COURSE PROGRESS, ATTENDANCE & DURATION

The following information is to be read in conjunction with the *Monitoring Course Progress, Attendance and Duration Policy*, and the *Unsatisfactory Course Progress or Attendance Policy* available from the Director of Academic Education or Head of Admissions.

Monitoring course progress and attendance is important to ensure overseas students are in a position to complete the course within the expected duration specified on the overseas students' eCoE.

If an overseas student is at risk of not meeting their course attendance and progress requirements, the School will implement an intervention strategy to identify, notify and assist them.

Intervention Strategies

If the School determines that an intervention strategy is needed for an overseas student to assist them to meet their attendance and/or course progress requirements, the School will contact the overseas student directly. The student is informed of their attendance and/or course progress rates.

The School's intervention strategies normally ensure that:

- The overseas student is directly contacted by the Director of Academic Education and informed of their attendance rates
- Counselling is offered to the overseas student to help them to address issues which may be contributing to their attendance rates; and
- Extra tutoring is offered to those students who feel that this will help them in meeting their course progress requirements.

Monitoring Course Progress and Duration

The School will regularly monitor the course progress of each student to ensure that they are in a position to complete their course within the expected duration as specified in their eCoE. Students must complete their course of study within the agreed period and must not exceed the CRICOS registered course duration except in the circumstances listed below.

Monitoring Course Progress

The School monitors overseas students' course progress by regularly assessing our overseas students through:

- Results that allow progression to the next year of study in the course
- Assessment tasks
- Class projects
- Class work; and
- Participation in class.

Records of Course Progress

The School keeps records in relation to overseas students' satisfactory course progress. These include:

- Assessment of course progress records for each student
- Assessment results
- Records of contact with students
- Notices of intention to report
- Complaints and appeals outcomes; and
- Other relevant records.

Satisfactory course progress is assessed by the School on a semester basis and is consistent with requirements for domestic students as determined by the NSW Education Standards Authority and the International Baccalaureate Organisation.

Where compassionate or compelling circumstances exist, the School has implemented its intervention strategies or study deferment has been approved, an extension may be possible.

Students can only extend the duration of their study when it has become clear to the School that the student will not complete their course within the expected duration, as specified in the eCoE in the following circumstances:

- a.** As a result of exceptional compassionate or compelling circumstances beyond the control of the student. These could include but are not limited to:
 - » Serious illness injury 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 which has impacted on the student's studies
 - » Inability to begin studying on the course commencement date due to delay in receiving a student visa
 - » A traumatic experience, which could include involvement in, or witnessing a serious accident; or witnessing or being the victim of a serious crime which has impacted on the student (supported by police or psychologists' reports); and
 - » Other compassionate and compelling circumstances, at the discretion of the relevant approving authorities or their nominated officers.
- b.** As the result of the implementation of a course progress intervention strategy (see below); and
- c.** A deferment or temporary suspension has been granted (see *Deferring, Suspending or Cancellation Overseas Student Enrolment Policy*).

Any variation to the student's enrolment load which may affect the student's expected duration of study will be recorded on the student's file and include the reason for the variation.

The Head of Admissions will report as soon as practicable, via PRISMS, if the student is not achieving satisfactory course progress and/or issue a new eCoE when the student can only account for the variation/s by extending their expected duration of study.

The School does not offer distance and/or online learning.

Intervention Strategy

Students and parents/guardians will be advised if academic performance is of concern.

If a student is not performing satisfactorily they will be personally contacted and interviewed by the Director of Academic Education (or nominee).

If a student fails one or more units of study they will be referred to their Head of Student House and written intervention strategies will be put in place. These intervention strategies may include additional support from the subject teacher or the Individual Learning. Where a student consistently fails to achieve standards despite intervention strategies they will be reported to the Department of Education and Training and the Department of Home Affairs for non-compliance with visa conditions.

The School will advise the student in writing of its intention to report the student for not achieving satisfactory course progress before they are reported to Department of Education and Training. The written notice will inform the student that they are able to access the School's Community Grievance Policy and be given 20 days to appeal the decision as set out in ESOS Act and National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018).

Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the School, the School will notify the Department of Education and Training of the student not achieving satisfactory course progress as soon as practicable.

Compelling and compassionate circumstances will be taken into account before reporting a student.

Attendance

Students are expected to attend all scheduled course contact hours and compulsory co-curriculum.

Records of Course Attendance

The School keeps records in relation to overseas students' satisfactory course attendance. These include:

- Records of our attendance monitoring; and
- Any evidence from a student in relation to an absence.

Australian Government guidelines specify students must attend a minimum 80% of scheduled course contact hours as a condition of their student visa. (ALL absences including explained or with a medical certificate are included in the total). The School requires 100% attendance.

Attendance is recorded each lesson by the School. All absences must be explained to the Head of Student House and the Assistant to the Head of Senior School, and a period of two weeks will be used as the basis of the 80% rule to be calculated. If an overseas student has been absent from school for more than five consecutive days without approval, that student will not have met their course attendance requirements. The Head of Admissions and Director of Academic Education will personally notify any student at risk of or breaching the 80% rule.

Absences covered by a medical certificate contribute to the overall attendance percentages, and will be taken into account when determining whether to report a student for non-compliance with attendance requirements.

The Head of Admissions will report as soon as possible, via PRISMS, if the student is not achieving satisfactory course progress and/or issue a new eCoE when the student can only account for the variation/s by extending their expected duration of study.

Intervention Strategy

Students and parents/guardians will be advised if attendance is of concern. The Attendance Assistant contacts either the family or Boarding House as applicable when the student is recorded as an unexplained absence from school for the day. Students absent for three consecutive days require a medical certificate.

If attendance falls below 85%, the student will be interviewed by the Head of Student House and the Director of Academic Education. Parents/guardians will be advised in writing.

If attendance does not improve, the student will be referred to the Head of Senior School or Head of Primary School and written intervention strategies will be put in place. Intervention strategies may include support offered by the Student Support Services: counselling services

If attendance falls below 80% the student will be reported to the Department of Education and Training and the Department of Home Affairs for non-compliance with visa conditions.

The School will advise the student in writing of its intention to report the student for not achieving satisfactory course progress before they are reported to Department of Education and Training. The written notice will inform the student that they are able to access the School's Community Grievance Policy and be given 20 days to appeal the decision as set out in ESOS Act and National Code 2018.

Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the School, the School will notify the Department of Education and Training of the student not achieving satisfactory attendance as soon as practicable.

Compelling and compassionate circumstances will be taken into account before reporting a student. The School has the discretion not to report a student who has greater than 70% attendance in such circumstances.

DEFERRAL, SUSPENSION OR CANCELLATION OF STUDENT ENROLMENT POLICY

The following information is to be read in conjunction with the School's *Deferring, Suspending or Cancelling an Overseas Student Enrolment Policy* available from the Head of Admissions.

An overseas student's enrolment can be deferred, suspended or cancelled for different reasons. The student may initiate a deferment or suspension on the grounds of compassionate or compelling circumstances. The School may suspend or cancel an enrolment due to student misbehaviour, a failure to pay fees or a breach of course progress or attendance requirements.

Any decision to defer, suspend or cancel an overseas student's enrolment must be made in accordance with the requirements of the National Code 2018.

Deferment or Suspension by the School: Compassionate or Compelling Circumstances

The School may decide to defer or suspend an overseas student's enrolment if it believes there are compassionate or compelling circumstances.

The School will consider the following as compassionate and compelling circumstances:

- Medical illness or injury of the overseas student or overseas student's close relative which requires hospitalisation or impedes activities of daily living
- A mental health condition of the student or a student's close relative that results in hospitalisation or functional impairment
- Death of a close family member
- Adverse experience that has impacted on the overseas student which could include:
 - » Being a witness to or victim of serious accident
 - » Being a witness to or victim of a crime, natural disaster, or terrorism event
 - » Major political upheaval or natural disaster in the overseas student's home country which requires immediate emergency travel; and
 - » Inability to begin study in a program on the agreed starting date due to a delay in receiving an overseas student visa.
- Other compassionate or compelling circumstances at the discretion of the School.

There is no maximum period for a deferral for compassionate or compelling reasons, but the deferral must be assessed in accordance with the processes in this policy.

Suitable Evidence of Compassionate or Compelling Circumstances

In order for the School to grant the overseas student a deferment, suspension or cancellation of their enrolment on the grounds of compassionate and compelling circumstances, the overseas student must provide the School with suitable documentary evidence to prove the compassionate and compelling circumstances. This may include:

- A medical certificate
- A note from a medical doctor; or
- A death certificate (when possible)

If the School becomes aware that the student has provided us with fraudulent evidence or documents given to support a claim of compassionate or compelling circumstances, we may decide to suspend or cancel their enrolment.

Suspension or Cancellation by the School: Misbehaviour, Failure to Pay Fees, Breach of Course Progress or Attendance Requirements

The School may decide to suspend or cancel an overseas student's enrolment on the basis of, but not limited to:

- Misbehaviour by the student
- The student's or the student's family's failure to pay an amount they were required to pay the School to undertake or continue the course as stated in the written agreement; and
- A breach of course progress or attendance requirements by the overseas student, which must occur in accordance with Standard 8 (Overseas student visa requirements).

A decision to suspend or cancel an overseas student's enrolment for any of the reasons above cannot take effect until an internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

Initiating Suspension or Cancellation

If the School initiates a suspension or cancellation of the overseas student's enrolment, before imposing a suspension or cancellation, the School must:

- Inform the overseas student and their family of that intention and the reasons for doing so, in writing; and
- Advise the overseas student of their right to appeal through the School's internal complaints and appeals process, in accordance with Standard 10 (Complaints and appeals) and our *Overseas Students Complaints Handling and Appeals Policy*, within 20 working days.

Deferral, Suspension or Cancellation Action

When there is any deferral, suspension or cancellation action taken by the School, the School will:

- Inform the overseas student of the need to seek advice from the Department of Home Affairs on the potential impact on their student visa (see Effect on eCoE below); and
- Report the change to the overseas student's enrolment under section 19 of the ESOS Act.

Procedural Fairness

The School is committed to ensuring procedural fairness when deferring, suspending or cancelling an overseas student's enrolment with Canberra Grammar School.

Where a decision has been considered to defer, suspend or cancel the enrolment of the student, the Head of School will:

- Write to the student, and the student's family stating:
 - » The reasons that the student's enrolment is under consideration for deferral suspension or cancellation
 - » The relevant rules, policies, standards of behaviour alleged to be breached; and
 - » The relevant allegations said to warrant suspension or expulsion
- Allow the student and/or the student's family to give a response, either in writing or verbally
- Allow the student to have a support person of the student's choosing
- Arrange a meeting with the student, the student's support person where applicable, and the student's family where possible
- Arrange for an interpreter, if one is required; and
- Ensure that any meetings are documented.

TRANSFER BETWEEN REGISTERED PROVIDERS POLICY

The following information is to be read in conjunction with the School's *Overseas Students Transfers Policy* available from the Head of Admissions.

The School will not enrol an overseas student seeking to transfer from another registered provider except in circumstances that meet the exceptions outlined below.

Students Applying to Transfer into the School

Students may apply to transfer to Canberra Grammar School from another Australian registered provider only after the student has completed six months of the principal course of study.

The School will not knowingly enrol a student wanting to transfer from another provider prior to the student having completed six months of their principal course of study unless certain conditions are met.

Applications received prior to completion of six months will not be assessed except where:

- The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered
- The original registered provider has provided a written letter of release and the student's parent(s)/legal guardian support the decision
- The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing their principal course; or
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

Student Transfer Request

The School will only grant a transfer request after the overseas student has completed the first six months of their first registered course unless an exception as outlined below applies.

Requests for transfer to another registered provider must:

- Be in writing (can be by email); and provide a valid enrolment; and
- Offer from another registered provider.

One of the grounds on which the School may agree to an overseas student's release is if the transfer is in the student's best interests:

- As determined by the School itself after six months; or as determined by the government sponsor of the student before six months.

Circumstances in which a transfer is in the overseas student's best interests, include but are not limited to where the School has assessed that:

- The overseas student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with the School's intervention strategy, as outlined in our Academic Support Policy
- There is evidence of compassionate or compelling circumstances
- The School has, or will, fail to deliver the course as outlined in the written agreement
- There is evidence that the overseas student's reasonable expectations about their current course are not being met; and
- There is evidence that the overseas student was misled by the School or an education or migration agent regarding the School or its course and the course is therefore unsuitable to their needs and/or study objectives an appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student.

Compassionate or Compelling Circumstances

Compassionate or compelling circumstances are generally those beyond the control of the overseas student and which have an impact upon the overseas student's course progress or wellbeing. These include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the overseas 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 and this has impacted on the overseas student's studies a traumatic experience, which could include:
- Involvement in, or witnessing of a serious incident
- Witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports)
- Where the School was unable to offer a pre-requisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol; and
- When determining whether compassionate or compelling circumstances exist the School may require the student to provide documentary evidence to support a claim.

Refusal to Transfer

The School will refuse a transfer request where we believe it is reasonable to do so. Reasonable grounds include:

- The overseas student is not genuinely engaging with an intervention strategy with the intention of failing and being released; and
- The student wants to live somewhere else.

When the School intends to refuse a request, the School will inform the overseas student in writing (can be by email) of:

- The reasons for refusal; and the overseas student's right to access the School complaints and appeals process, outlined in our Overseas Students Complaints and Appeals Policy, within 20 working days of the decision being made.

Time to Assess

The School will respond to the overseas student's transfer request within 10 business days of the overseas student lodging a written request.

Transfer of an Overseas Student

If the overseas student is under 18 years of age:

- The School must have written confirmation that the overseas student's parent/legal guardian supports the transfer and the receiving provider must confirm it accepts the responsibility for approving the student's accommodation, support and general welfare arrangements in accordance with our *Younger Overseas Students Policy*.

The School will ensure that it meets these requirements.

It is the responsibility of the receiving provider to ensure that there are no gaps in the overseas student's welfare arrangements.

Granting Release

If a release is granted by the School, it will be at no cost to the overseas student and the School will advise the student of the relevant details to contact the Department of Home Affairs to seek advice on whether a new student visa is required.

COMPLAINTS & APPEALS POLICY

The following information is to be read in conjunction with the School's *Complaints Handling Policy* and the *Overseas Students Complaints Handling and Appeals Policy* available from the Head of Admissions.

A number of people take responsibility for caring for overseas students and act as required:

Head of Houses, Head of Senior School, Head of Boarding (if applicable)	Integration issues, student grievances, behavioral issues, pastoral care
Director of Business	Financial matters
Director of Academic Education, Careers Advisor	Subject choices, tertiary entrance requirements, academic progress
Head of School	Final responsibility for resolution of any student grievance rests with the Head of School
Psychologists	Social and emotional development

Lodging a Formal Complaint

To lodge a formal complaint, the overseas student or their parent/legal guardian must refer their formal complaint to the Head of Senior School or the Director of Business.

Once the complaint has been received, they will review the complaint and, where appropriate assign a relevant staff member to manage the complaint.

The Head of Senior School or the Director of Business will inform the overseas student or their parents/legal guardians that the complaint has been received and the School will commence the assessment of the complaint within 10 working days from the date the complaint was lodged.

For more information, refer to our Complaints Handling Policy.

Managing Complaints

The School will commence assessing a complaint from an overseas student within 10 working days from the date on which the complaint was lodged.

The complaint will be assessed and managed in accordance with the School's Complaints Handling Programme.

Students may be accompanied and assisted by a support person at any relevant meetings.

There is no cost associated with lodging a complaint or appeal with the School.

Maintaining Enrolments

The School will maintain the student's enrolment and accommodation/welfare arrangements while any internal complaints and appeals process is taking place unless extenuating circumstances relating to welfare of the student apply. This does not necessarily mean that a student must remain in class.

Complainants and appellants will be provided with a written statement of the outcome, including details and reasons for the decision.

Complainants and appellants have the right of appeal and will be advised of further avenues for external appeal.

Internal Appeal

If an overseas student or their parents/legal guardians are not satisfied with the result of the School's complaints handling process, they can decide to internally appeal the School's decision.

Right to Access External Appeals

If an overseas student or their parents/legal guardians are not satisfied with the result from the School's internal complaints process, the School must advise the overseas student within 10 working days of concluding the internal review of their right to access an external complaints handling and appeals process at minimal or no cost. The formal investigation of a complaint or appeal will require that the details of the complaints or appeal are lodged in writing.

The School directs students to the Overseas Student Ombudsman (OSO).

The OSO investigates complaints about problems that overseas students or intending overseas students may have with private education and training in Australia. The contact details for the OSO are as follows:

Within Australia call: 1300 362 072

Outside Australia call: +61 2 6276 0111

Enquiries: 9:00am to 5:00pm Monday to Friday, Australian Eastern Standard Time (Australian Eastern Daylight Time when daylight savings is in effect)

Postal: Commonwealth Ombudsman, GPO Box 442 Canberra ACT 2601.

If the outcome of the complaint or appeal, either external or internal, is favourable to the student, the School will immediately advise the student, parent and agent (if applicable) of this and implement any decision and/or corrective and preventive action as soon as possible.

If the outcome of the complaint or appeal, either external or internal, is not favourable to the student, the School will advise the student, parent and agent (if applicable) within 10 working days.

FEES

Please see the Full Fee Paying Overseas Students Fee Schedule, available on the School's website CGS.ACT.EDU.AU/ENQUIRIES/FEE-SCHEDULE

NOTICE OF WITHDRAWAL

Overseas students are required to advise the Head of School via the Admissions Office in writing at least one term prior to any transfer or withdrawal from the School otherwise a charge equivalent to one half of a term's fees will apply. This same degree of notice must be provided prior to withdrawal from boarding, even if the student continues at as a day student at the School, otherwise a charge equivalent to one half of a term's boarding fee will be issued.

REFUND POLICY

The following information is to be read in conjunction with the School's *Overseas Student Refund Policy*, the *Fee Schedule* and *Terms and Conditions of Enrolment for Overseas Students* and the *Overseas Student Default Policy* available from the Overseas Student Coordinator or Head of Admissions.

- The Application for Enrolment Fee is non-refundable if a student application does not proceed regardless of reason
- The deposit and the School Renewal Charge is refundable in full if a visa application is rejected. These fees will be refunded automatically within 4 weeks of the School being notified that the visa application is rejected and will be refunded in Australian Dollars
- After commencement at the School, and where a term's notice of withdrawal is not given, a penalty equivalent to one half of a term's fees may apply. Written notice of withdrawal is to be directed to the Head of Admissions
- All refunds will be made in Australian dollars payable to the party making the original payment; and
- The School will consider the reasons for cancellation or withdrawal of a student in the operation of the refund policy.

Right to Refuse a Refund

Section 47D(5) of the ESOS Act allows the School to refuse to provide a refund if the overseas student or intending overseas student:

- Was refused a student visa; and
- The refusal was due to a following act or omission by the student that directly or indirectly caused the student to default in relation to the course. The acts or omissions are their:
 - » Failure to start the course on the agreed start day
 - » Withdrawal from the School course; and
 - » Failure to pay course fees.

Procedure for Providing a Refund

The School will only grant a refund when the following process is followed:

1. An overseas student or intending overseas student applies for a refund, in writing, from the Director of Business at the School
2. An overseas student or intending overseas student pays any outstanding debts to the School or authorises any outstanding debts to be deducted from the refund
3. The School approves the refund under this policy; and
4. After approval, the refund is paid to the overseas student or intending overseas student, or the same person that initially made the payment of course fees.

To claim a refund, the student must notify the Head of Admissions in writing of their intention to cancel enrolment and claim a refund. The letter must provide payment details including a nominated recipient and account details or preference for a cheque to be drawn. After the request has been received by the Head of Admissions, the refund will be processed and finalised within 4 weeks of this date.

In the unlikely event that Canberra Grammar School is unable to deliver the course in full, the student will be offered a refund of all the course money you have paid to date. The refund will be paid within two weeks of the day on which the course ceased being provided. Alternatively, the student may be offered enrolment in an alternative course by Canberra Grammar School at no extra cost.

USE OF PERSONAL INFORMATION

Information is collected during your enrolment in order to meet our obligations under the Educational Services for Overseas Students (ESOS) Act and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws. 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 Registration Authorities and Providers of Education and Training to Overseas Students 2007*.

Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

More detail on ESOS can be found at [EDUCATION.GOV.AU/ESOS-FRAMEWORK](https://www.education.gov.au/esos-framework)

In signing the enrolment form the student and parents agree that Canberra Grammar School has the right to contact and send information to the parents concerning their child even after the student is 18 years of age.

ADDITIONAL INFORMATION

School Rules

Canberra Grammar School students are expected to use their common sense at all times. They are regarded as being under School discipline when they are on campus, at any official School function or when wearing the School uniform or part thereof.

It is an obligation on all students of the School that they should not infringe the rights of others, nor bring discredit through their actions on themselves or the School.

On commencing enrolment at the School, the student will be advised of the rules in relation to the following policies:

- Student Code of Conduct
- Student Acceptable Use of Technology policy
- Student Drug Policy
- Student Bullying and Harassment Policy; and
- Cyber Safety Policy

Students are encouraged to discuss the policies and the expectations with their pastoral tutor in the first instance and then the Head of Student House thereafter.

Mobile Devices

Canberra Grammar School requires students in Years 7–12 to use a laptop computer as part of the normal educational offering. Parents/students are responsible for providing these devices and for repairs, maintenance and security. Students and parents must sign a usage agreement prior to the device being allowed to connect to the School wireless network. In the event that a student does not have a personal device, access to School provided equipment is available.

Care of Property

Students and their parent/guardians are advised that responsibility for the care of personal property, including personal computers, belongs with the student and that the School cannot assume responsibility for equipment which has been damaged, lost or stolen. Teachers will do their best to assist students in the care of their property, and to assist with this it is essential that all equipment and clothing be clearly named.

It is expected that all students will show respect for the property of others, including the property of the School itself. Students who willfully contribute to the damage or loss of another's property may be asked to contribute to the cost of replacing that property. Theft is a crime and students who are guilty of theft may be suspended or dismissed from the School.

Change of Contact Details

It is a condition of your student visa to have permission from the School if you are considering changing your accommodation and living arrangements. It is your responsibility to ensure that your contact details, eg Australian residential address and telephone numbers, are current at all times. You are required to inform the School of changes to your contact details within seven (7) days.

Please contact the Head of Admissions if you would like to discuss these matters.

Health

General

Students who have a notifiable infectious disease, or who have been in contact with anyone with a notifiable infectious disease, must not return to school without a statement from their doctor advising that they are free from infection. The School reserves the right to exclude students who have not been immunised from attending School during periods of heightened risk. This will only occur on medical advice.

Medical History

A Medical History form must be completed and returned prior to a student's initial interview with the Head of School or delegate. This information must be updated regularly.

Medical Insurance

It is a requirement that overseas students studying on student visas must have Overseas Student Health Cover (OSHC) for the proposed duration of their visa. OSHC is an insurance that provides cover for the costs of medical and hospital care which overseas students may need whilst studying in Australia.

The School does not arrange this insurance on behalf of students. Parents/legal guardians are free to choose their own medical insurance company.

CONTACT INFORMATION

Head of Admissions

Ms Lisa Baum

T +61 (2) 6260 9617

E admissions@cgs.act.edu.au

Senior School Reception

T +61 (2) 6260 9700

E seniorschool@cgs.act.edu.au

Health Clinic

T +61 (2) 6260 9866

E healthclinic@cgs.act.edu.au

Senior School Psychologists

T +61 (2) 6260 9773

E counselling.senior@cgs.act.edu.au

Head of Boys' Boarding

Mr Chris Stearn

T +61 (2) 6260 9880

E chris.stearn@cgs.act.edu.au

Head of Girls' Boarding

Mrs Jenny Hunter

T +61 (2) 6260 9775

E jennifer.hunter@cgs.act.edu.au

Boarding Coordinators

T +61 (2) 6260 9876

E boardingcoordinator@cgs.act.edu.au

Further Contact Information can be found at:

CGS.ACT.EDU.AU

Canberra Grammar School



40 Monaro Crescent,
Red Hill ACT 2603

T +61 (2) 6260 9700

E admissions@cgs.act.edu.au

CGS.ACT.EDU.AU

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