



Lake Joondalup Baptist College

# International Students Information

for Full Fee Paying students

Grow with confidence

*at our school!*



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## Introducing Lake Joondalup Baptist College

Welcome to LJBC. We hope that students who arrive in Perth to join the LJBC community will find living in the northern corridor of Perth an exciting and memorable experience. This booklet is for prospective international students and their families and provides an overview of the policies and documents which are relevant for international students.

LJBC was established in 1990 to provide a high standard of education within the context of the Christian faith. The College is a Pre Kindergarten to Year 12, open enrolment, coeducational College located in the northern suburbs of Perth, Western Australia. LJBC has an enrolment of 563 Primary children (Pre Kindergarten to Year 6) and around 890 Secondary students (Years 7 to 12). The College is registered to accept International (Full Fee Paying Overseas Students), under the Commonwealth Register of Institutions and Courses for Overseas Students. (CRICOS, Provider Code 01529C) Over the years many international students have benefitted from their time at LJBC.

A sense of warmth, care and energy pervades the College, which is renowned for its high standards and exceptional pastoral care. LJBC has excellent academic programs together with a superb range of practical and vocational education and training courses. LJBC supports students across all levels of learning ability, by encouraging and providing a positive and challenging learning environment.

LJBC graduates attest to the College's excellent academic preparation – doctors, scientists, engineers, entrepreneurs, pilots, small business owners and professional sportsmen, to mention just a few. Excellent information technology facilities support the curriculum and students have access to a superb range of co-curricular activities.

Students flourish in the positive and supportive environment, and the College is renowned for its excellent curriculum and high standards of discipline, pastoral care and uniform.

LJBC is a strong community, a place of teaching and learning, fun and friendship; a great place to come to school; a place to grow with confidence.

Daryl Pollard  
College Principal PK-12

## Perth, Western Australia

We invite you to join us in Perth, Western Australia to complete your secondary school education. Perth is a beautiful city of 2.5 million people. Residents of Perth enjoy a wonderful lifestyle, with beautiful weather to enjoy many outdoor activities including sports, superb beaches and a wide range of leisure opportunities. Perth is considered a safe place to live.

Lake Joondalup Baptist College is situated 25km north of the Central Business District (CBD) in Perth and is situated close to the Bus and Train routes around Joondalup. It is within easy access of the coast, where you can enjoy our beautiful beaches.

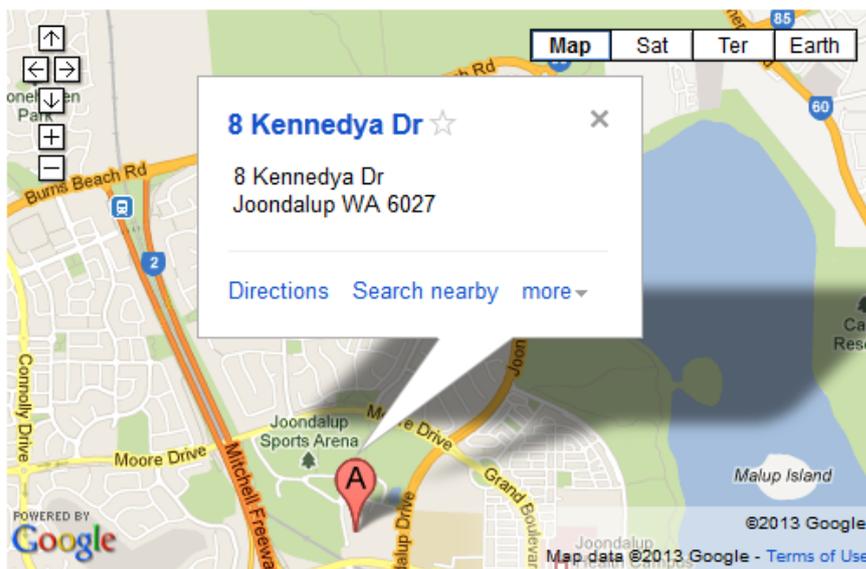
More information regarding living in WA can be accessed at the following websites:

<http://www.gtp.com.au/> (Gateway to Perth)

<http://studyperth.com.au/>

<http://www.ciswa.com> (Council for International Students of WA)

**Kennedy Drive Joondalup Western Australia 6027**



## Cost of Living in Perth

Australian currency is dollars and cents. The following website will provide an overview of the cost of living in Perth and what the basic essentials will cost:

<http://studyperth.com.au/live-perth/living-expenses>

## College Aims

The College aims to provide a Christian education of excellence, encouraging a strong social conscience within a Christian framework, and developing the spiritual, intellectual, social, emotional and physical potential of our students.

## College Motto

Our Motto: Seek Wisdom Act Justly Love Mercy

## Structure of LJBC

### Primary

LJBC's Early Years (Years PK-2) provides a wonderful educational foundation for children in Pre Kindergarten, Pre Primary, Years 1 and 2. The Primary Years (Years 3-6) program is tailored to meet the developmental and educational needs of students in Years 4, 5 and 6.

### Secondary

The Lower Secondary School has been structured to provide for the particular academic, social and emotional needs of adolescents in Years 7, 8 and 9.

LJBC's Senior Secondary program caters for students in Years 10, 11 and 12 and provides programs of study and structures well suited to older adolescents.

## Code of practice

The Education for Overseas Students Act in Australia (ESOS) 2000 is the primary Australian Government legislation governing international student education in Australia. Other ESOS Acts and the ESOS regulations collectively establish guidelines overseeing:

- the College's registration as a provider
- the College's obligations as a provider
- the Tuition Protection Service
- ESOS legislative framework enforcement
- format and content of the National Code

The ESOS Framework is summarised on the Quick Information page of the Australian Government, Australian International Education website at:

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

Assistance with interpreting the ESOS legislation may be found in the ESOS Guide. Overview of the recent amendments to the ESOS Act 2000 can be found at:

<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/Recentchanges/Pages/Recent-changes.aspx>

## Who qualifies as an overseas student

Students who wish to study in Australia who are not Australian citizens or Australian permanent residents and who undertake a registered course on a full time basis.

The student must hold a Student Visa which is issued and administered by the Department of Immigration and Border Protection and defined by the ESOS Act. Lake Joondalup Baptist College must report directly to the Department on breaches of a student's visa conditions.

Lake Joondalup Baptist College only accepts students who will be residing in Australia with a parent/legal guardian or other suitable nominated relative.

Admission to the College is dependent on evidence of English language competence, a satisfactory behaviour report from the student's previous school and evidence of academic and social readiness for the year of entry. Parents/Legal Guardians and students must commit to supporting College behaviour, uniform standards and discipline policies and agree to respect and fully participate in the Christian program of the College.

Overseas students are required to pay fees which fully cover the cost of providing their education.

## Our Christian Environment

The College has a Relationship Agreement with the LJB Church. Church Pastors work from and have offices on site and Church Youth Pastors offer after hours Church run activities to young people on College grounds.

Staff members of the College are committed Christians involved in their local churches in a variety of denominations. Teaching staff are selected for their professional competence, their dedication to the education and wellbeing of young people and their personal Christian faith.

Students entering the College are not required to have a commitment to, or an association with, the Christian faith. It is, however, a condition of enrolment that all students participate fully in the Christian program of the College. This includes a weekly Christian Education lesson which emphasises basic Christian truths and their application to daily life. Bible readings, devotions and prayer are features of the daily Form (Connect group) period and College gatherings such as Camps and Assemblies. Christian values and a Biblical viewpoint are incorporated into all aspects of the life of the College, including the curriculum. Students who are practising Christians, or who wish to explore the Christian faith in greater detail, enjoy the well-attended 'Chips and Chat' at lunchtime.

## Protection for students

The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) guarantees that the course (Primary or Secondary school studies) and the provider (Lake Joondalup Baptist College) meet the required high standards.

## A student's rights

The ESOS framework protects a student's rights including the right to:

- receive, before enrolling, current and accurate information about the course and fees, and any other relevant information
- sign a written agreement (International Students Enrolment Application Form) before you pay fees, setting out the course provided, the fees payable, information about refunds of course payments
- a full refund if LJBC is unable to provide the course paid for
- a staff contact person – Dean of Students, who will assist you during your time at the College
- obtain other student support services, including an orientation program when you commence studies at the College
- know how to use the Resolution of Parent and Student Complaints and Grievances Policy process
- know and have a clear understanding of 'satisfactory progress' in the course you are studying

## A student's responsibilities

You have a responsibility to:

- satisfy student visa conditions
- ensure Overseas Student Health Cover is maintained for the period of stay
- notify LJBC within seven days if your address or any other details change and confirm your details every six months
- maintain satisfactory course progress
- maintain attendance and follow attendance policy

## Parent/Legal Guardian obligations

The College provides a positive, caring and supportive environment for students. LJBC is highly regarded in the local and educational community because of its high standards of academic performance, pastoral care, uniform and discipline.

Before deciding to enrol your child at LJBC, you need to be sure that you agree with, and will support, College policies and procedures. If you are considering proceeding with enrolment please read through the *Responsible Behaviour Policy* and other Policies listed on the last page of this document. Parents/Legal Guardians should study these documents carefully before applying for enrolment. When you enrol your child at LJBC you are endorsing College policies, procedures and expectations and you are committing to ensuring that your children comply with these. The College is strict in applying its carefully considered policies and procedures, and if parents/legal guardians are not in full agreement with these, then they should not proceed with enrolment. The College will not compromise its standards, nor will staff debate with parents/legal guardians or students over expectations and policies. A student's enrolment will be jeopardised if parents/legal guardians do not take responsibility for ensuring that their child meets College uniform and appearance standards, or if a parent/legal guardian does not actively support staff in the enforcement of College policies and procedures.

When you enrol your child at LJBC you are also agreeing that the College will apply whatever sanctions or disciplinary measures are deemed by the College to

be necessary in relation to the conduct of your child and as they fall within the ESOS Act. Most LJBC students are outstanding in their conduct; however, when this is not the case, disciplinary measures will include a range of sanctions such as after school detentions, withdrawal from classes, suspension from school attendance, and for serious matters, withdrawal/cancellation of enrolment. A student's enrolment will be withdrawn/cancelled for matters including, but not limited to, inappropriate, negative or oppositional attitude and conduct on the part of a parent or the student; for disrespect or defiance towards staff; if a student has an association with alcohol, drugs or tobacco; for verbal abuse; for fighting; for inappropriate use of on line technologies, mobile phones etc; for bullying, or for any matter deemed by the Principal to warrant withdrawal/cancellation of a student's enrolment rights. Please read the section entitled 'Deferment, suspension or cancellation of study during enrolment'.

It is our experience that the work we do as a College is most successful when it is a partnership between the home and the College, with parents/legal guardians supporting and reinforcing the policies, standards and values that we hold to as a College. The warm and supportive working relationship which the College enjoys with parents/legal guardians and students confirms our view that most parents/legal guardians and students are eager to embrace the high standards which the College works so hard to protect. Indeed, the high standards the College upholds is one of the reasons why enrolment places at the College are in such demand.

## Student Information

This document provides an overview of College policies and entry requirements. Parents/Legal Guardians are encouraged to contact the Enrolments Department for further assistance: [Enrolments@ljbc.wa.edu.au](mailto:Enrolments@ljbc.wa.edu.au)

Students interested in submitting an Application for Enrolment Form will be provided with the following information:

- Information that will assist students in enrolling at the College
- Information on course fees
- Compulsory subject levies for the current calendar year (these vary from subject to subject with an approximate total cost per year of A\$600)
- Uniform requirements, with an approximate cost of A\$600
- Other non-compulsory costs
- The Refund Policy for International Students
- English proficiency testing and qualification
- Resolution of Parent and Student Complaints and Grievances Policy
- Emergency and Critical Incident Policy
- Responsible Behaviour Policy
- Day to day information relating to topics listed below, will be followed up at orientation and the commencement of study:
  - term dates for the current year
  - staff that students need to know
  - homework and study guidelines
  - how to obtain copies of assessment policies
  - attendance procedures including arriving late and leaving early
  - academic awards
  - examinations
  - and other information the student may find useful, such as lockers, lost items, Physical Education – non-participation, sirens, sun protection and other healthy practices, uniform requirements etc

## **Caring for our students**

LJBC's Primary and Secondary programs are carefully tailored to meet the developmental needs of students as they progress through their years of schooling.

Early Years (Years PK-2) teachers are experienced with this early age group and realise the importance of the first few years of schooling for the children in their care. Every effort is made to ensure that children achieve success in their learning, as well as developing socially and emotionally.

Primary Years (Years 3-6) classroom teachers take the same class for most of the time, while the involvement of several other teachers with each class begins to prepare students for entry to the Secondary environment. Primary Years programs enable students to experience success, with an increasing emphasis on personal responsibility and self-confidence.

Secondary teachers have an extensive understanding of the academic, pastoral care and social needs of adolescents. Heads of House are responsible for the pastoral care, discipline and welfare of the Secondary students in their House. As the student and siblings remain in the allocated House during their time at the College, the Head of House gets to know each student and each family allocated to the House, ensuring a high standard of pastoral care. Heads of House and the Dean of Students are particularly aware of the pastoral care and support needs of International Students or students studying away from home. On arrival in the Secondary School each student is placed in a Connect group within their House and year. As students remain in the same Connect group they get to know their Connect teacher and fellow students really well. The Lower Secondary Mentor takes a particular interest in the wellbeing of Year 7 students as they make the transition from Primary school to LJBC's Secondary School.

## **School entry**

### **Primary**

Kindergarten is usually the point of entry into the LJBC Primary School. Up to 34 places also become available in Year 3. Occasionally, vacancies may arise in other Primary School year groups and these places will be offered to those on the waiting list, in order of date of registration.

### **Secondary**

Year 7 is the main point of intake into LJBC's Secondary program. Year 7 students are fully integrated into the Lower Secondary School, enjoying all the advantages of a secondary program, while also receiving the benefit of excellent support and pastoral care structures. Contact Enrolment staff to enquire whether there are vacancies available in other Secondary year groups.

### **Support when starting school**

Kindergarten and Year 3 children and their parents are provided with an induction program to ensure that the children are well prepared for that exciting step into school.

Prior to commencing in the Secondary School, an Induction Program ensures that students are familiar with key aspects of College life. Orientation events include information evenings for parents/legal guardians and students. A Peer Mentor Program and a Buddy system ensure that each student is well looked after during their first few days in the Secondary School. Connect teachers, the

Heads of House, the Lower Secondary Mentor, the Dean of Studies and the Dean of Students support students as they settle into the Secondary School.

The College will ensure that when students commence their studies they are provided with:

- an orientation program
- a student mentor
- feedback and reports on academic progress
- ongoing access to the Dean of Studies for course counselling
- ongoing access to the student's Head of House for pastoral support
- support from the Dean of Students who will assist and offer advice
- support and advice on accessing the Resolution of Parent and Student Complaints and Grievances Policy

## The Curriculum

Lake Joondalup Baptist College provides quality education under the auspices of The Australian Curriculum. Students in Years 11 and 12 study Courses of Study which lead to the achievement of the Western Australian Certificate of Education. LJBC's educational program is distinctively Christian in philosophy and practice and integrates learning within a Christian world view. This philosophy and practice is also formalised in our Christian Education curriculum, which is part of the suite of Learning Areas: The Arts, Career Education, English, Health & Physical Education, Languages, Mathematics, Science, Society & Environment and Technology & Enterprise.

LJBC's curriculum is rigorous, challenging and enjoyable, has high academic standards, aims to motivate and stimulate all students and is competitive in preparing students for entry to University, TAFE/Polytechnic and employment. The College's rich curriculum involves the total of all activities, both formal and informal, which take place inside and outside the classroom, and before and after the hours of normal instruction. The co-curricular life of the College is vibrant and extensive offering our students many opportunities from which to choose. The College endeavours to support every student in their learning and encourages each student to set realistic academic goals. Our staff is dedicated to providing a quality education which encourages our students to become citizens who seek wisdom, act justly and love mercy.

### **Early Years Curriculum:**

Pre Kindergarten, Kindergarten, Pre Primary, Years 1, 2

The Early Years Learning program at LJBC informs a creative, play-based curriculum enabling children to connect with each other and their world; to have a strong sense of well-being and be confident and effective learners. It seeks to provide children with meaningful experiences that promote the development of spiritual, social, emotional, language, intellectual, creative and physical skills.

Through the Early Years Learning Framework (EYLF), we believe that building upon children's experiences and prior knowledge provides the best foundation for learning in early childhood. Our outstanding Early Year's educators assess, anticipate and extend children's learning in a play-based setting.

The Early Years curriculum follows the Australian Curriculum from Pre Primary and covers the learning areas: English, Mathematics, Science, Humanities and Social Sciences, Technologies, The Arts, Languages, Health and Physical Education, as well as Christian Education lessons. Primary Specialist teachers

teach Physical Education, Visual Art, Music, Library studies and Languages to our Early Years students.

Literacy has been targeted as a major curriculum focus, with all teachers sharing responsibility for developing the skills of students in reading, writing, speaking, listening, viewing and critical thinking. The Early Years Primary Mathematics program is based on encouraging students to be critical thinkers. Problem Solving and Working Mathematically are the focus when developing skills in Number Competence and Calculation, Spatial Awareness, Estimation and Direct Measure, Conducting Research, Analysing Findings and Developing Logical Arguments.

### **Primary Years Curriculum:**

Years 3, 4, 5, 6

In the Primary School, the Eight Learning Areas of English, Mathematics, Science, Technologies, Languages (Japanese), Health & Physical Education, Humanities and Social Sciences (HaSS) and The Arts are taught in a range of contexts. Teachers develop engaging units of work which integrate many of the Learning Areas, which students find stimulating, contextualised and fun. Literacy and Numeracy are key areas that have high priority within the school curriculum in terms of time and support. In-school incursions, excursions and camps complement the delivery of the curriculum. As students move from Year 5 to Year 6 there is increased specialisation, especially in the areas for Science and HaSS. Library research skills are emphasised and students use laptops and other technology to benefit learning.

### **Lower Secondary Curriculum:**

Years 7, 8, 9

Years 7, 8 and 9 are important foundational years which prepare students for the academic challenge and rigour of the senior years. The LJBC curriculum is designed to offer students experience in all Learning Areas, including Christian Education, and to maximise student aspirations and academic choice as they progress through the Secondary School. English and Mathematics classes are streamed according to ability in order to enhance student learning. Literacy and Numeracy continue to be a focus and students are expected to apply all aspects of Literacy and Numeracy to all areas of the curriculum. Students study a prescribed program including: The Arts (Art, Music, Media, Dance and Drama), English (Writing, Reading including the study of Literature, Viewing, Speaking and Listening), Health & Physical Education (Health, Personal Safety, Fitness, Sports, Human Movement, Management Skills), Languages other than English (Japanese or French), Mathematics (Chance and Data, Space, Measurement, Algebra, Number and Geometry and Working Mathematically), Science (Physics, Biology, Human Biology and Chemistry) History & Humanities (Geography, Economics, Politics and Law, Studies of Environmental issues, Civics and Citizenship, Business), Technologies (Home Economics, Design and Technology, Applied Design) and Christian Education.

### **Senior Secondary Curriculum:**

Years 10, 11, 12

The College's curriculum provides a wide range of educational possibilities, which prepare students for post school destinations. Students in Year 10 continue their learning portfolio from Year 9. For Senior Secondary students, the College's curriculum provides a wide range of educational possibilities, culminating in Secondary Graduation (The Western Australian Certificate of Education). As well as the full range of courses leading to University studies, the College provides a highly successful Vocational Education and Training program enabling Year 11 and 12 students to participate in on and off the job

training for one day a week, while still pursuing a full school program. The following Courses of Study are illustrative of the range of Courses on offer, but these will vary from year to year.

Year 10 is our pivotal year for rigorous preparations for Years 11 and 12.

### Curriculum Handbooks

Detailed information specifying course content, assessment, pathways and other information regarding the various interesting and challenging courses and subjects available at LJBC can be found in various Curriculum Handbooks which are accessible via the College website.

### The Learning Enhancement Centre

The Learning Enhancement Centre provides enrichment opportunities for students who are gifted and talented. LJBC enjoys a reputation for assisting academically gifted students to excel and reach their full potential. Learning Areas, including Mathematics and English, stream Lower Secondary classes to ensure that gifted students are extended and accelerated. Other activities provided for gifted students include academic extension, subject clubs, academic inter school competitions and special excursions. Activities such as music, debating and chess provide challenging opportunities for gifted and talented students.

Students in need of learning support benefit from activities run by the Learning Enhancement Centre. This support may include withdrawal from class for specialised tutoring and Individual Education Programs (IEP) which set out tailored support for individual students in general classrooms. In addition, a range of co-curricular activities encourage students to extend their interests and to embark upon new pursuits which foster positive self-esteem.

### Subject tutoring

In Secondary School most Learning Areas offer students after school tutoring programs. These Subject Clubs provide extra assistance to students who may be finding the subject difficult or who have fallen behind due to absence. Students in the senior years are offered Learning Area seminars after school, to enhance their knowledge and skills and prepare them for examinations. Primary students are able to attend an after school Mathematics and English tutoring program one afternoon a week.

## Communication

### Curriculum Information

Throughout the academic year, students and parents/legal guardians will be invited to attend information evenings held for various year groups and audiences. Parents and students will be issued with, or be given on line access to a variety of documents relating to the curriculum, including handbooks, course outlines, assessment programs, test and assignment results.

### Primary School

Class teachers will contact parents/legal guardians by phone, email or via Communication Books to provide positive feedback, or if there are concerns about academic progress. The student's Class Teacher is the point of contact for parents/legal guardians regarding their child's overall progress and wellbeing. The Primary Parent Handbook contains information on College policies and procedures. Throughout the year numerous parent information

evenings provide briefings and background information for parents/legal guardians and students.

## **Secondary School**

Subject teachers contact parents/legal guardians by phone, email or via the Student Planner if there are concerns about academic progress. The student's Head of House is the point of contact for parents/legal guardians regarding their child's overall wellbeing. The Student Planner reinforces College policies and procedures and is also used to communicate information such as uniform breaches and homework not done, as well as to commend students. Throughout the year parent information evenings provide briefings and background information for parents/legal guardians and students.

## **Reports and interviews**

An Interim Report is issued at the end of Term 1 and detailed academic reports are distributed at the end of Semester 1 and 2. Parent-teacher-student interviews are held at various times during the year, and appointments are available with teachers throughout the year.

## **Website**

The College website contains various handbooks, procedure and policy documents, the College eNewsletter, a current calendar listing student and parent events and activities, a photo gallery and current announcements.

## **College eNewsletter**

The College PK-12 eNewsletter is published every three weeks and can be located on the College website at <[www.ljbc.wa.edu.au](http://www.ljbc.wa.edu.au)> and parents/legal guardians and interested family members can subscribe to receive these Newsletters. Newsletters keep families up-to-date with important information, and report on activities and events which have taken place in the life of the College.

## **The House System**

When students enter the College they are allocated to one of six Houses – Lancier, James, Batavia, Cumberland, Windsor and Arcadia. The student and siblings remain in that House during their time at the College. House spirit is strong, with a healthy rivalry and competition between Houses. House Councillors assist with the running of many College and House activities, celebrations and events. The College Calendar is filled with a variety of Inter House competitions, including swimming, athletics, cross country, music and chess.

In the Secondary School, Heads of House are responsible for the pastoral care, discipline and welfare of the students in their House. House assemblies for Years 7 to 12 students take place on a regular basis.

## **Co-curricular activities**

The co-curricular life of the College is vibrant and extensive, providing students with many activities from which to choose. During the school week, a variety of after school clubs and activities are available to both Primary and Secondary students. These will vary from year to year but will generally include summer and winter sporting teams, subject clubs (homework help and tutoring), drama, music, debating, chess, radio and student Christian groups.

College life is enriched by special events such as assemblies, drama productions, concerts, music performances and inter house events. The Year 11 River Cruise and the Year 12 Ball are highlights for senior students and the Year 6 Dinner and Year 6 Sydney/Canberra tour are memorable events for Primary students. The College Calendar features many excursions, camps, interstate and overseas trips. The school year finishes with a variety of concerts, dinners and prize nights, and for Year 12s, the culmination of their years at the College is the Year 12 Graduation Ceremony.

### **Music program**

In addition to LJBC's excellent music curriculum, the Private Instrumental Tuition Program allows students to participate in individual or small group tuition during the school day. Students who elect to take private lessons, at a nominal fee, are required to participate in one of the many ensembles, choirs and bands. A variety of groups rehearse for College concerts, community performances and for interstate and overseas music tours. The College offers a Year 3 Strings Program which provides an opportunity for each Year 3 student to participate in an instrumental program, learning either the violin or the cello.

### **Co-curricular sport**

The Coastal Associated Sport Competition runs after school, inter school sporting competitions for Lower Secondary and Senior Secondary teams, including sports such as basketball, cricket, tennis, netball, soccer, softball and beach volleyball. Parents/Legal Guardians are encouraged to be involved and to volunteer to coach and umpire teams. The Champion Schools Sport Competition allows students to compete in sports such as rugby, badminton, soccer, football and golf. The Fitness Club is a popular before school activity.

LJBC belongs to the Associated and Catholic Colleges (ACC) sporting association and competes in large inter school sporting competitions run by the ACC. These events include inter school swimming, cross country and athletics carnivals.

Primary children compete against local independent schools in a variety of sporting competitions.

## **Recognition of student achievement**

The College encourages and recognises achievement and personal effort across a wide range of activities. Awards, medals and certificates celebrating excellence, high achievement and endeavour are presented at Primary, Secondary and House assemblies and at Awards and Graduation Evenings. Commendation stamps in the Student Planner provide encouragement and positive feedback. Students with good behaviour records receive various treats and outings. Senior students aspire to be awarded College Colours and College Honours. Students who represent the state or Australia in sport are included on the Sporting Wall of Fame. The name of every LJBC graduate is commemorated on a plaque in Graduation Walk. Student successes are celebrated at LJBC!

## **College events**

All students are expected to participate fully in the life of the College, including attending all Inter House and Inter School sporting events. Support of these College events is a prerequisite for attendance at the River Cruise, the Ball, camps, interstate and overseas tours etc and for election as a Student Councillor.

## The school year

Students are expected to be in attendance on all designated school contact days, unless absent due to illness. The school year usually commences in late January or early February and concludes in December.

## Facilities

In addition to modern classrooms, the College has a state of the art 3,600 square metre Sports Centre offering facilities and equipment for sport, health and wellbeing. The College offers a Technology & Enterprise Centre with specialist facilities for Foods, Woodwork, Metals, Fabrics, Technical Graphics and Computing. The purpose built Science Building provides excellent facilities for the study of the physical and biological sciences. The Arts facilities include specialist rooms for Media Studies, Radio, Visual Art, Class Music, Music Tutorial rooms, and a Performing Arts teaching area that is also used for public performances. Other facilities include an Auditorium, a Library, a Canteen, a Hall, a playing field and oval, Basketball and Tennis Courts and a Uniform Shop. All classrooms are air conditioned and well equipped.

LJBC students have access to excellent information technology facilities, and each student has an email account and space on the College Portal, which is accessible from anywhere in the world. All classroom computers are upgraded every three years and the College licensing agreement gives the College access to the latest software. Students also participate in *the Bring Your Own Laptop* program.

## Uniform

Students have a very smart uniform and it is a condition of enrolment that students wear the uniform at the required standard and that they conform to College regulations regarding grooming, jewellery, piercing, tattoos etc. All uniform items, except shoes, can be purchased through the College Uniform Shop. The uniform includes a summer and winter uniform and a sports uniform. Primary children have a slightly different uniform to that worn by Secondary students. The College blazer is a compulsory item of the winter uniform for all Secondary students. Senior Secondary students enjoy wearing uniform items which differentiate them from Lower Secondary students.

All uniform items, except shoes, can be purchased from the College Uniform Shop.

## Booklists

Booklists are provided and are also available on the College website <https://www.ljbc.wa.edu.au/Booklists.html>. Books and stationery are supplied through local book stores and online ordering is available.

## Canteen Facility

The Canteen, the LJ Café, is open at recess and lunchtime and also offers a nutritious breakfast menu. A range of healthy snacks and lunches can be purchased.

## Transport

Public Transport authorities provide services to and from the College bus bay or adjacent bus stops. Bike racks are provided for students who choose to cycle to school.

Transperth provides public transport links for the Perth metro area:

[www.transperth.wa.gov.au](http://www.transperth.wa.gov.au)

## Further Information

You are encouraged to visit the LJBC website: [www.ljbc.wa.edu.au](http://www.ljbc.wa.edu.au)

Further information, including dates of monthly tours of the College facilities, can be obtained by contacting Enrolments, at the College on +61 8 9300 7444 or email <Enrolments@ljbc.wa.edu.au>.

## Recruitment

Lake Joondalup Baptist College does not market for overseas students and will not actively recruit a student from another provider. Students will be given accurate information about the College and the facilities provided. The Dean of Studies and other College staff will make an assessment of the likelihood of the student achieving a satisfactory or above course outcome based on the applicant's level of English and previous academic results.

## Refunds – see Refunds Policy

Lake Joondalup Baptist College has a clear and transparent refund policy. All refunds will be made in Australian dollars.

## Complaints and appeals – see Complaints and Grievance Policy

The Resolution of Parents and Students Complaints and Grievances Policy ensures international students have a fair, inexpensive complaints and appeals process that includes access to an independent external body if necessary. The College will endeavour to make prompt decisions as it is aware of the impact time delays will have on the student visa.

## Privacy Policy

The College Privacy Policy is posted on the College website at:

[http://www.ljbc.wa.edu.au/about\\_ljbc/Policies.html](http://www.ljbc.wa.edu.au/about_ljbc/Policies.html)

Copies are also available on request.

## Education Agents

Lake Joondalup Baptist College does not enter into agreements with or pay commission to education agents. All enrolment enquiries should be directed to the Enrolments Registrar at: [Enrolments@ljbc.wa.edu.au](mailto:Enrolments@ljbc.wa.edu.au)

## Useful Contacts

### Health services

#### Consumer health services directory

<http://www.healthywa.wa.gov.au/Service-search>

#### Medicare

<http://www.humanservices.gov.au/customer/information/welcome-medicare-customers-website>

### Emergency services

The Triple Zero (000) service is the quickest way to get the right emergency service to help you. It should be used to contact Police, Fire or Ambulance services **in life threatening or emergency situations**.

Call 000

#### Police

Call 131 444

If you call 131 444 and require immediate police attendance, you will be asked to press '1'. If you need to report an incident which does not require immediate police attendance, you will be asked to press '2', and if you require general information you will be asked to press '3'. Remember, if it's an emergency, immediately hang up and ring 000!

#### General

<http://australia.gov.au/topics/family-home-and-community/emergency-services>

#### Legal Services

<http://www.legalaid.wa.gov.au/>

## Enrolment application for International students

If you are interested in sending your child to LJBC as an international student you will need to follow a number of important steps.

1. Contact LJBC to enquire about vacancies in the academic and calendar year that entry is desired.
2. Submit the LJBC International Student Application for Enrolment Form, which will need to include:
  - Acceptance of the LJBC Resolution of Parents and Students Complaints and Grievances Policy
  - Documentary proof of a high level of English language competence
  - Copies of Passport or Birth Certificate, academic records and school reports and other documents as per the International Student Application for Enrolment Form
3. The College only accepts overseas students who will be residing with a parent/legal guardian or suitable relative who is:
  - a grandparent, brother, sister, aunt, uncle, niece or nephew, or a step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step-niece or step-nephew
  - nominated by a parent of the applicant or a person who has custody of the applicant
  - aged at least 21; and
  - of good character
4. If the English language background and school reports are acceptable to the College, and if a vacancy exists, you will be considered for enrolment and you may receive an offer of a place at the College along with the Written Agreement.
5. The Written Agreement is to be completed and returned to the College with all the required documentation.
6. Once the offer of place has been made and the Written Agreement completed and returned, a confirmation fee will then be required (details of these fees are provided in the Written Agreement). It is also a Government stipulation that international students join a Private Health Insurance Fund for the duration of their time in Australia. Contact Medibank Private for details <[www.medibank.com.au/Health\\_Insurance](http://www.medibank.com.au/Health_Insurance)>
7. The offer of place at the College is confirmed and held when the confirmation fee is received by LJBC and the Written Agreement and associated documents have been signed and returned.
8. LJBC will then generate a Confirmation of Enrolment (CoE). This information is used by the relevant visa issuing post as the basis for the granting of a student visa. A paper copy of this document is posted to you (the parents and/or legal guardians) as evidence that the CoE has been generated.
9. You should then commence application for a Student Visa from the Australian Embassy or High Commission. You will be required to present the paper copy of the CoE and complete the relevant application forms. The following website has all the information you require when applying for a student visa: <http://www.immi.gov.au/students>.

## Resolution of Parents and Students Complaints and Grievances Policy

The Resolution of Parents and Students Complaints and Grievances Policy is included with this package of information, is located on the College website at: <<http://www.ljbc.wa.edu.au/Policies.html>> and is available by contacting Enrolments@ljbc.wa.edu.au>.

This policy is revised and updated every two years or as necessary and students are advised to check for the most recent document.

Please also note the particular inclusions for International students as stated on the policy:

- The College will maintain the student's enrolment while an appeal is ongoing.
- A statement of findings in relation to each complaint or appeal that demonstrates the reasons behind the decisions made at each stage of the appeal will be available to the student and retained on the student's file
- The student will be given advice on the independent bodies available to them.

The student is only permitted one external appeals process before LJBC may report the student to Provider Registration and International Students Management System (PRISMS). Note that this does not stop students from accessing multiple external appeals processes, however it does mean if the student wishes to access another appeals process after being reported, the student will need to discuss this with Department of Immigration and Border Protection.

### **International Education Conciliation Service**

The Department of Education Services offers a free independent conciliation/mediation service through the International Education Conciliator. Through conciliation, mediation and dispute resolution processes the Conciliator attempts to resolve disputes between international students and their institutions. Contact the International Education Conciliator by telephone on 08 9441 1900 or email <[conciliation@des.wa.gov.au](mailto:conciliation@des.wa.gov.au)>

### **Overseas Students Ombudsman**

The Overseas Students Ombudsman ([www.oso.gov.au](http://www.oso.gov.au)) investigates complaints about problems that overseas students have with private education and training in Australia. Overseas students already in Australia, and students planning to come soon, can contact the Ombudsman about an action or decision taken by their private registered education provider in Australia. Students can seek advice anytime during the appeals process..

## **English proficiency**

Before commencing at LJBC it is necessary for a student to be proficient in the English Language as there can be a great deal of difficulty for both students and their teachers if students are not fluent in both spoken and written English. Where English is not the student's first language, students are required to complete the Australian Education Services (AEAS) assessment, at their own expense, in their country of origin. It may then be necessary for the student to undertake an Intensive Language Course (details will be forwarded if required) prior to coming to the College, to overcome any language problems.

It should be noted that the AEAS assessment will not exclude the need for a formal interview and diagnostic testing following the applicants arrival at LJBC.

It must be stressed that a student's level of English language ability is a major factor in determining whether a place can be offered at Lake Joondalup Baptist College. International students who have undertaken all of their studies in the English language and who are proficient in both spoken and written English must provide evidence of this and supply a copy of the most recent School

Report and any other relevant academic progress reports. Where a school report does not contain comments on behaviour, a reference from the school is required.

## Course Credit

Course credit is generally not applicable to schools, however all students entering the College are tested prior to commencement using standard testing procedures to qualify correct placement in classes.

## Deferment, suspension or cancellation of study during enrolment

*Deferring, suspending or cancelling of the student's enrolment may affect their student visa as the College is required to notify the Secretary of the Commonwealth Department of Education, under section 19 of the ESOS Act, via PRISMS. Under these circumstances, LJBC will also inform the student to contact Department of Immigration and Border Protection.*  
National code Standard 13

### Deferment and suspension requested by student

A student may request a temporary deferment before the commencement of studies on compassionate grounds and for compelling circumstances. The student may also request a suspension period which may result in the student's need to return to their country of origin. These include:

- Illness where a medical certificate states that the student is unable to attend class
- 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 student's studies; or
- a traumatic experience which could include:
  - involvement in, or witnessing of a serious accident; or
  - witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)

The student's inability to begin studying on the course commencement date may also be due to delay in receiving a student visa.

The deferment/suspension will be recorded on PRISMS

The period of suspension will not be included in attendance calculations

The final decision for assessing and granting a suspension of studies lies with the Principal.

### Suspension of studies initiated by the College

The College can suspend a student on grounds of misbehaviour. Refer to *Responsible Behaviour Policy* <http://www.ljbc.wa.edu.au/Policies.html>

1. Suspended students must abide by the conditions of their exclusion from class which will depend on the welfare and accommodation arrangements in place for the student. Such conditions will take into account the reason for suspension and will be determined by the Dean of Students in consultation with the Principal.

2. Where the student is provided with coursework for the period of the suspension, the student must continue to meet the academic requirements of the course.
3. Suspensions will be recorded on PRISMS.
4. Students should contact the Department of Immigration and Border Protection to see if their visa is affected by the suspension.
5. Periods of suspension from classes will not be included in attendance.

### **Cancellation**

LJBC will cancel the enrolment of a student under the following conditions:

1. Failure to pay course fees
2. Any behaviour identified as resulting in cancellation as per the Responsible Behaviour Policy
3. The College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to Department of Immigration and Border Protection.

**Resolution of Parent and Student Complaints and Grievances Policy** – in the context of deferment, suspension and cancellation

1. Student requested deferment and suspension are not subject to the College Resolution of Parent and Student Complaints and Grievances Policy.
2. For any deferral, suspension or cancellation of a student's enrolment, the College must notify the student of its intention and allow the student 20 working days to access the College's internal Resolution of Parent and Student Complaints and Grievances Policy process, unless extenuating circumstances relating to the welfare of the student apply.
3. For the duration of the appeals process, the student is required to maintain his/her enrolment and attendance at all classes as normal. The Dean of Students will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
4. If students access the College Resolution of Parent and Student Complaints and Grievances process for a school initiated suspension, or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.

### **Transfer to or from other education providers**

Lake Joondalup Baptist College will not actively recruit a student from another provider prior to the student completing six months of the student's principal course. Strict guidelines apply for students wishing to transfer from one provider to another (refer to the Student Transfer Assessment Policy). Accurate records will be maintained on the student's file of all requests, assessments and decisions regarding the request for release. The College is mindful of responding to requests of release within a reasonable period of time. LJBC undertakes to respond to transfer requests within 14 working days unless extenuating circumstances make it impractical to do so.

1. Where a student is found to have made application for enrolment to LJBC without release from their course provider, College staff will report the matter to the *Commonwealth Department of Education*.
2. The Department of Immigration and Border Protection requires Overseas Students to stay with their principal education provider for the first six months of their course.

3. It is recommended that students contact the Department of Immigration and Border Protection to seek advice as to whether or not a new visa is required following release.
4. The following are exceptions:
  - a. the College has ceased to be a registered provider or the course in which the student is enrolled has ceased to be registered
  - b. the original school has provided a written letter of release
  - c. the original school/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 his or her principal course
  - d. 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 Assessment Policy

1. Overseas students are restricted from transferring from their principle course of study prior to completing six months except for the circumstances outlined in this policy.
2. Lake Joondalup Baptist College will assess the student's request for a transfer, and with the student's best interest in mind, will grant the request except where it may be detrimental to the student.
3. Lake Joondalup Baptist College will only provide a Student Transfer - letter of release to students in the first six months of their principle course in the following circumstances:
  - a. The student has changed welfare and accommodation arrangements and is no longer within reasonable travelling time from the school
  - b. The student can get access to better support systems (eg family, friends or cultural support networks)
  - c. It has been agreed by the College that the student would be better placed in a course that is not offered at LJBC
4. In order to apply for a Student Transfer – letter of release, students under the age of 18 must have written confirmation that the parents/legal guardians support the transfer
5. LJBC will not provide a Student Transfer – letter of release in the first six months of their principle course in the following circumstances:
  - a. The student's progress is likely to be academically disadvantaged by transferring to another school
  - b. There is no valid reason other than the student wishes to go to a friend's school or is being influenced adversely by a third party
  - c. The student has made unsatisfactory course progress or attendance and is trying to avoid being reported
  - d. The student has no written evidence that the parents/legal guardians support the transfer
6. The College will require confirmation that a valid offer has been made
7. The student will not be charged for a letter of release
8. LJBC will provide detailed reasons in writing if refusing the request and will inform the student of his/her right to appeal the College's decision
9. Students should be aware that financial penalties may apply if not enough notice is given (refer to the Refund Policy outlined in the International Student Application for Enrolment agreement)
10. All applications will be considered within 10 working days of making the request

## Course completion within expected duration

The College is responsible for monitoring the progress of each student to ensure that he or she completes the course within the expected duration as specified on his or her confirmation of enrolment (CoE). The College may only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's CoE, as the result of:

- a. compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes);
- b. the college implementing its intervention strategy for a student who was at risk of not meeting satisfactory course progress; or
- c. an approved deferment or suspension of study has been granted under Standard 9.

## Monitoring student progress

The progress of each student is monitored, recorded and assessed.

The Senior Secondary (Years 10, 11 and 12) Assessment Policy and the Lower Secondary (Years 7, 8 and 9 Assessment Policy), updated annually and available on the College website: <http://www.ljbc.wa.edu.au/>, include the following information:

- Assessment guidelines
- Changing a course
- Absences, missed work and late submissions
- Failure to submit work
- Cheating, collusion and plagiarism
- College examinations
- Reporting and Results

Students receive three formal reports a year – an Interim Report at the end of Term 1 and a report at the end of Semester 1 and Semester 2

To demonstrate satisfactory progress, students will need to receive a 'C' grade or better (refer to the Senior Secondary Assessment Policy – see last page of this document for link) and as defined by the Australian Curriculum for K-10)

Intervention strategies for students identified as at risk include:

- Contact parents/legal guardians early in the identification process
- Organise additional support through extra contact time and after school subject clubs if appropriate
- Develop a specific Individualised Education Program (IEP) for the student if required
- Meeting with the Dean of Studies
- In discussion with parents/legal guardians and student, consider subject change(s)

A student who does not improve sufficiently academically and achieve satisfactory progress by the end of the next study period will be informed in writing of the College's intention to report a breach of visa condition 8202.

The student will have 20 working days in which to access the College's Resolution of Parent and Student Complaints and Grievances process

The College will advise Commonwealth Department of Education via PRISMS if the student does not access the Resolution of Parent and Student Complaints and Grievances Policy, the student withdraws from the process or the process results in favour of the College.

## Monitoring attendance

LJBC will systematically monitor student attendance compliance.

The College contacts parents/legal guardians by SMS whenever a student is absent and notification has not been provided. At LJBC it is a requirement that students attend school unless ill and student attendance is closely monitored. Absences must be explained in writing by the parent/legal guardian and the College reserves the right to require medical practitioner documentation for excessive absences.

Students may be required to attend Inter House and Inter School carnivals and other College events conducted during school time. Such events are integral to building a strong College community. These are school days and all students should be in attendance.

Minimum satisfactory student attendance is 80% of the course (also refer to compassionate and compelling circumstances).

Student attendance is checked and recorded at the commencement of each class (six classes per day). Any discrepancy that occurs during the day is followed up.

Students who are absent are monitored and letters of absence and request for letters of absence are kept on the student's file

The number of hours the student is absent will be monitored carefully.

Students at risk of breaching the attendance threshold will be counselled and offered support. If the calculation indicates the student has passed the attendance threshold, the College will advise the student in writing of its intention to report the student for breach of visa condition 8202, after which the student has 20 working days in which to access the College's Resolution of Parent and Student Complaints and Grievances process.

The College will take into consideration any **compassionate or compelling circumstances** which are generally beyond the student's control and may include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents, siblings or grandparents
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;  
or
- a traumatic experience which could include:
  - involvement in, or witnessing of a serious accident; and
  - witnessing, or being the victim of a serious crime.

## Fees and charges

Lake Joondalup Baptist College must enter into a written agreement with the student before accepting any course money from the student.

The College is a not-for-profit organisation, which exists to provide an independent education within the context of the Christian faith. The College relies on income from families in the form of fees as well as recurrent funding from the State and Commonwealth Governments. A portion of fees each year is used for capital projects.

### Registration fee

If you need to go onto a waitlist due to no places been available for immediate entry, you are required to complete a registration form and pay the non-refundable waitlist fee of AUD\$55 per student. Students entering the College are taken from the registration list in the order in which this deposit is received, with priority to siblings of current or past students.

### Enrolment confirmation fee

An enrolment confirmation fee of AUD\$1,000 is required to be paid by bank cheque, cash or credit card, on receipt of an offer of place. The enrolment confirmation fee is refundable, less \$200 administration fee, if the student fails to take up a place at the College as per the refund policy specified on the International Student Written Agreement and the International Students Information booklet.

### Tuition fees for 2018

#### **Secondary Years 7-12**

International Students  
AUD\$24,632 per annum  
(two semesters/two study periods)

#### **Primary Years 1-6**

International Students  
AUD\$19,043 per annum  
(two semesters/two study periods)

A 'Semester' is defined as referring to a study period of no more than 24 weeks.

### Payment of accounts

The tuition fees for a semester (half the annual fee/one study period) are payable in full, at the commencement of each semester. For students entering the College during the year, proportionate fees must be paid prior to commencement.

Please contact the Executive Business Manager for further details:  
[ljbc@ljbc.wa.edu.au](mailto:ljbc@ljbc.wa.edu.au)

The annual tuition fee (two semesters) is indexed annually, generally in line with the Average Government Schools Recurrent Costs. Fees are payable according to the Fees and Charges for Full-Fee Paying International Students document. For current fees and charges:

<https://www.ljbc.wa.edu.au/Enrolments-International-Students.html> The Board reserves the right to refuse re-entry to a student whose account is outstanding.

### Sibling discounts

A reduction in the Tuition Fee of 7.5% is made for second and subsequent children attending the College at the same time.

**Other subject levies** (compulsory tuition for individual subjects studied) – Secondary students. Levies are available for viewing on the College website, Quick links

Charges of individual subjects studied will be invoiced in April each year and must be paid within three weeks. These compulsory charges are in addition to the Annual Tuition Fee listed above and reflect the cost of running each subject for which the student is enrolled. Every attempt is made to include excursions in the charges; however, if extra costs are incurred, these will be billed separately.

New students will be charged Subject Levies from the beginning of the term during which they join the College.

Subject Levies are available for viewing on the College website <https://www.ljbc.wa.edu.au/Enrolments-International-Students.html> Pro rata Subject Levies will not be refunded should a student be withdrawn from the College part way through the school year

All students are required to wear the College uniform. Uniforms, books, etc must be paid in full at the time of purchase and cannot be placed on the account. Camps and excursions are to be paid in full prior to the event. The College reserves the right, however, to invoice families for minor expenses other than fees, should the need arise.

### **Notice of withdrawal**

One full term's notice in writing must be given to the Principal before the withdrawal of a student from the College. In the event of failure to give such notice, 10 weeks' school fees are payable in lieu, unless visa related. Please refer to the Application for Enrolment form for full details of the refund policy

### **International students**

Lake Joondalup Baptist College is registered to accept Full Fee Paying International Students.

Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Provider Code 01529C.

### **Health cover levy (OSHC)**

Before a place can be confirmed, the health cover levy must be paid for the full period covered by the student's visa. Please arrange direct with Medibank Private. 2018 – approx. A\$ 551 <http://www.medibank.com.au/oshc/>

### **Insurance**

The Medibank policy does not cover loss of or damage to personal effect and property, or liability incurred by student for property damage, and it is therefore strongly recommended that parents check their general insurance policies to ensure adequate cover is in place.

## **Refund Policy**

The refund policy meets the minimum requirements as specified by the legislative requirements of the ESOS Act. Should the requirements set out below not meet those minimum requirements specified by the Department, then the Department's specifications will apply.

*This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.*

**Definitions:**

Tuition Fees – annual fee, subject levies, any tuition fees received by the school both before and after the commencement of a study period.

Non-tuition – Overseas Student Health Cover (OSHC) per semester for visa duration, uniform, equipment and book fees, excursion and incursion fees

- Fees are payable according to the Fees and Charges for Full-Fee Paying International Students document. Available for viewing on the College website. <<http://www.ljbc.wa.edu.au/Enrolments-International-Students.html>>.
- Refunds will be paid to the person who enters into the written agreement.
- All notification of withdrawal from a course, or application for refunds must be applied for in writing to the Principal.
- Lake Joondalup Baptist College will not require any fees from the student until Week 2 Semester 1 (of the first study period) and Week 2 of Semester 2 (the second study period), therefore, accounts will not be issued until after the student's visa application has been approved.
- If the student changes visa status he/she will continue to pay full overseas student's fees for the duration of that calendar year.

**Student default due to Visa Cancellation**

If a student's visa application is refused by the Department of Immigration and Border Protection and the student cannot undertake the course and where the student may have paid monies to the College, the College will refund within four weeks all Course Fees where the student produces evidence that the application made by the student for a student visa has been refused by the Australian immigration authorities.

**Student default**

- Tuition fees will be refunded on a pro-rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.
- After commencing at the College, and where a term's notice is not given to the College, a penalty of 10 weeks fees will apply. Any subsequent fees will be refunded in full.
- Any amount owing under this section will be paid within four weeks of receiving a written claim from the parent/legal guardian.
- A penalty of 10 weeks tuition fees will apply if the student's enrolment is cancelled due to:
  - Failure to maintain satisfactory course progress
  - Failure to maintain satisfactory attendance
  - Failure to pay course fees
  - Any serious behaviour identified as resulting in grounds for enrolment cancellation as outlined on 'Secondary Students Response Chart' in the *Responsible Behaviour Policy* <http://www.ljbc.wa.edu.au/Policies.html> such as:
    - disrespect or defiance towards staff
    - association with alcohol, drugs or tobacco
    - verbal or physical abuse
    - fighting and/or use of weapons; a student must not be in possession of a weapon or a replica weapon including knives, plastic or replica guns or a Leatherman or other multi tool

- theft, vandalism and graffiti
- inappropriate use of ICT and online technologies, such as social networking sites and mobile phones bringing the College into disrepute
- bullying
- In the event of the student's enrolment being cancelled, fees applicable to the current semester will not be refunded and any subsequent semester fees will be refunded in full, less 10% administration fee to the maximum of AUD\$550.

The school will report any student default in PRISMS within five business days of the default

### College default

- If for any reason the College is unable to fulfil its obligations as a registered provider
- The course is not available on the agreed start date
- The College is unable to continue offering the course after the student commences studying a course and for some reason the student cannot be placed or refuses placement in an alternative course
- All Tuition Fees received in advance, if any, from the date of default will be refunded in full
- All refunds owing will be paid within 14 days

All other refund monies payable under this agreement will be made within four weeks of application, unless otherwise specified. Lake Joondalup Baptist College reserves the right to alter the refund terms on compassionate grounds.

### Policies and procedures and where to find them

LJBC policies listed below can be found at:

<http://www.ljbc.wa.edu.au/Policies.html>

- **Resolution of Parent and Student Complaints and Grievances Policy** – including addendum for International students included in the International Student Handbook, p19
- **Homework Policy K-12**
- **Assessment Policies for Lower and Senior Secondary**
- **Emergency and Critical Incident Policy K-12**
- **Responsible Behaviours Policy**
- **College Privacy Policy**
- **Deferment, Suspension and Cancellation Policy** – International Students handbook – International Student Handbook, Application for Enrolment for International Students p19
- **Refund Policy** – International Student Handbook, Application for Enrolment for International Students p28
- **Working With Children (Criminal Record Checking) Act 2004** – [http://www.slp.wa.gov.au/legislation/statutes.nsf/main\\_mrtile\\_1095\\_homepage.html](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtile_1095_homepage.html)
- **Overseas Student Act in Australia (ESOS) Framework** – <https://internationaleducation.gov.au/regulatory-information/education-services-for-overseas-students-esos-legislative-framework/esos-regulations/pages/default.aspx>



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[www.ljbc.wa.edu.au](http://www.ljbc.wa.edu.au)

Email: [ljbc@ljbc.wa.edu.au](mailto:ljbc@ljbc.wa.edu.au) Internet:

Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Provider Code 01529C

Updated May 2018