



Citipointe Christian College
International

CRICOS Provider Code: 00996F

Secondary School
Preparation Program
Course Code: 043173A

Handbook & Application Form

2018

MISSION STATEMENT

Citipointe Christian College International exists to provide high quality English language programs emphasising academic rigour, Christian values and the celebration of cultural diversity.

The College offers a range of programs for:

- secondary students
- teachers
- and other adult groups

Those wishing to study in a Christian environment are eligible to apply for enrolment.

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE *trading as*
CITIPOINTE CHRISTIAN COLLEGE *and* CITIPOINTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F

The College

Citipointe Christian College International exists within the framework of Citipointe Christian College, a private primary and secondary school of over 1600 students. Established in 2002, Citipointe Christian College International offers a Secondary School Preparation Program for students wishing to enrol in Citipointe Christian College but not yet able to meet the English language requirements.

Location

The College is located in Brisbane on the eastern coast of Queensland, Australia. Queensland is a popular international destination due to its climate, natural attractions and friendly people. The cities are clean and safe and have a relatively low crime rate. There are three international airports and modern, efficient public transport. Due to our multicultural population, there are many supermarkets and restaurants that cater for all tastes. You can obtain almost every product you have at home including halal meats, Chinese vegetables, American style burgers, pizzas and a huge assortment of takeaway meals.

One of the many great aspects of living in Queensland is the high level of personal freedom that comes from a truly multicultural society. People here have a wide variety of philosophies and practices and live harmoniously with personal freedom and rights protected by law.

The climate is very pleasant with winter being the dry season, and people can enjoy crisp, mild and sunny weather during June, July and August. Summer is warm and in some areas the weather is similar to South-East Asia and the South Pacific regions. For more information on studying in Australia refer to <http://www.studyinaustralia.gov.au/>

Accommodation

College policy is for international students to live in fully supervised accommodation. The Headmaster must approve all accommodation arrangements.

The College Homestay Program places international students into Christian families who are committed to the care and well-being of the visiting student. Many of these families have children who are students at the College. Living with an English-speaking family will be an advantage to students wishing to improve their language skills.

Where the College arranges accommodation the parents/guardians of students who are under 18 years of age must certify that they are satisfied with the accommodation arrangements made on their child's behalf. If students want to stay with family or friends in Brisbane, this information must be submitted to the College before students begin their studies. The family or friends must be over 18 years of age, they must be resident in the state of Queensland and they cannot be overseas students themselves.

ESOS Regulation serving overseas students in Australia

Australia has a reputation as a safe, progressive and dynamic place to study; and we maintain this reputation by providing quality education and consumer protection specifically developed for overseas students. The *Education Services for Overseas Students (ESOS) Act 2000* and associated legislation is the legal framework governing the responsibility of education institutions towards overseas students. For ESOS information: <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

Scholarships

The College Board will make available a limited number of scholarships each year for students who qualify. Criteria to be considered include:

- Is the student academically gifted?
- Would the student benefit from the range of experiences offered by the College?
- Would the student normally be unable to afford the College fees?
- Is the student from a missionary family?

These scholarships include the full tuition fee for up to 12 months study in one of the International College courses. Interested? Contact the College for an Application Form.

Please note: The cost of airfares, overseas student health cover, accommodation and living expenses is not included in the scholarship offer.

INTRODUCTION TO THE SECONDARY SCHOOL PREPARATION PROGRAM

Citipointe Christian College International is an ELICOS centre. The Secondary School Preparation program is an enabling course with the objective to prepare students with the necessary English proficiency in order to commence secondary school studies in the mainstream at Citipointe Christian College or another secondary school. Details of mainstream studies at Citipointe Christian College can be accessed via the link at <http://brisbane.coc.edu.au/curriculum/secondary-school/>

The student is expected to achieve the academic requirements as outlined in this handbook within the length of the course (maximum 50 weeks). Failure to attain the necessary requirements may have implications on the status of the student visa.

SECONDARY SCHOOL PREPARATION PROGRAM (SSPP)

Course Code: 043173A

Length of the course: 10 to 40 weeks of class time

Intake dates: the beginning of each term (January, April, July, October)

Completion dates: the end of each term

Note: There are four terms per year, each of approximately ten weeks, with 2-3 week holiday periods between terms. The long summer holiday of 7-8 weeks occurs during December and January.

Student Visa: The SSPP course is available to holders of appropriate student visas.

English level of the course

Levels 3 to 6 on the Language Australia ESL Bandscales (elementary to upper intermediate)

Hours of Tuition: 8:40 am to 3:20 pm Monday to Friday during Australian school term times

Attendance: Students must attend classes for 100% of school time unless they have a medical certificate or a letter from their parent, guardian or homestay/boarding house parent advising that there is good reason for the student to be absent. If a student is absent without permission his/her enrolment at the College is at risk.

Entry pre-requisites for the course: Learners entering the Secondary School Preparation Program (SSPP) must demonstrate above average academic results in their prior studies. They must have successfully completed primary school or its equivalent with some English language instruction. Students wishing to enter Year 11 after their SSPP course, must have successfully completed the equivalent of a Queensland Year 10 course.

The course: The course will focus on developing students' English language skills and language learning strategies. It will provide a balance of general English and English for specific secondary school subjects. Classes will focus on effective communication and will involve speaking, listening, reading and writing. As the students' goal is to enter mainstream secondary school studies, the course will also aim to develop their study and research skills, critical thinking and basic computer skills. Students will have the opportunity for integration into mainstream subjects. This may be a gradual process or may be rapid, depending on the student's ability to cope with the language demands of particular subjects.

Assessment: Each student's current level of English will be taken into consideration when planning the program of study. Students' English language ability will be assessed on enrolment, and reports from previous ELICOS centres and overseas institutions will be viewed where available. Students' progress will be monitored closely throughout the course.

Testing will be conducted at regular intervals and student progress in listening, speaking, reading and writing will be measured using the Language Australia ESL Bandscales. Students' development of language learning strategies, critical thinking, research skills and study skills will also be monitored. Students will receive a progress report at the end of each term.

Objectives

The main objective of the course is students' achievement of an acceptable level of English language proficiency for entry into mainstream courses. This is:

- Years 7 to 9: at least Level 5+ in listening, speaking, reading and writing
- Years 10 to 12: at least Level 6 in listening, speaking, reading and writing

On successful completion of the course students will have developed the language skills, social skills and study skills to be able to participate fully in the mainstream classes and school life of Citipointe Christian College.

Components of the Course

- General English
- English for Mathematics
- English for Science
- Critical Thinking and Study Skills

Teaching methods

Teaching is face-to-face. In the General English part of the course, specific skills of listening, speaking, reading and writing will be developed. In areas such as English for Science or English for Mathematics, the task-based nature of the course will develop students' control of these skills in a more integrated way.

A multi-modal approach to teaching English is a feature of the course. Classrooms are equipped with the latest interactive technology using interactive whiteboards and mobile devices for teaching and learning.

The types of activities that students may be involved in include:

- Listening: activities such as discussions, debates, games, comprehension exercises
- Speaking: role-plays, seminars, group work, discussions, debates
- Reading: support-a-reader program, use of graded readers, comprehension activities
- Writing: planning, drafting, editing, proofreading, note-taking, teaching of generic structures, traditional and functional grammar, writing reports, short stories, essays, and short answers to exam questions.

When students achieve an intermediate level of English they are assigned to a class in the mainstream school with local students.

Teaching materials

Teaching resources include: print and electronic textbooks and other materials, interactive whiteboards, iPads and other audio visual resources, CD-ROMs and other computer software, graded readers.

Technology

Students are required to purchase an iPad for classwork and homework. The cost of the iPad is included in the course fee. The College will load the iPad with textbooks, apps and other educational resources. Students are not permitted to have any other material on their iPads.

Facilities

The SSPP course is conducted in the International College and classrooms have access to the College computer network. Students enrolled in the Secondary School Preparation Program have access to their own common area as well as all the facilities, common areas, grounds and playing areas of Citipointe Christian College.

Australia's English speaking environment

The SSPP course is conducted on the campus of Citipointe Christian College. This provides students with access to the facilities and resources of a secondary school of around 800 students. The course follows the secondary school's starting and closing times and scheduled breaks. Consequently, students have the opportunity to familiarise themselves with the day-to-day routines of an Australian secondary school and to socialise with Australian students. SSPP students' involvement in sport and other activities with mainstream students is encouraged to help them make friends with Australian students and to become comfortable with the Australian culture and lifestyle.

Uniform

The College has strict uniform requirements. The College expectation is that students will wear their school uniform with pride.

- All students must wear the full school uniform at all times when on campus. Uniforms are to be clean, pressed, in good repair and worn neatly.
- Hair should be tidy, neat, off the face, with no extreme or obvious cut or colour. Boys' hair should be short, tidy, above the collar, off the face and conservative in cut and colour. Girls must tie long hair back.
- Hair accessories: College ribbon only.
- Shoes must be black, hard leather, flat heeled, lace-up and polished.
- Girls' skirts should be knee length.
- Day and sports uniform should never be mixed.
- Only school bags supplied by the College uniform store are permitted.
- In cold weather students must wear the College jumper and/or blazer.
- Only school socks are permitted or plain black socks under boys long pants.
- No makeup.
- No tattoos.
- No jewellery except for a watch, one small plain stud or sleeper in each ear lobe.
- Nails must be short. Only clear nail polish is permitted.
- All students wear a tie in terms 2 and 3 and on formal occasions.
- Boys must be clean shaven.
- Students must wear full sports uniform to school every sports day.
- If you wear school uniform outside school hours it must be complete.

Version 9.1/2015

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Citipointe Christian College
International

SECONDARY SCHOOL PREPARATION PROGRAM

Course Code: 043173A

TUITION AND NON TUITION FEES 2018

Note: Fees are subject to annual increase

TUITION FEES: A\$12,400 per semester¹

TOTAL TUITION FEES: A\$24,800 per year

The total semester tuition fees **include:**

- | | |
|--------------------------------|------------------------|
| • Tuition fees | A\$10,500 per semester |
| • Language Tests | A\$250 per semester |
| • Course Materials & Textbooks | A\$700 per semester |
| • Computer/Library Access | A\$300 per semester |
| • Student Services Fee | A\$650 per semester |

NON-TUITION FEES:

- | | |
|---|---|
| • Application Fee | A\$250 (non-refundable) |
| • Uniforms | approximately A\$700 |
| • iPad Pro64GB, AppleCare+, Logitech case, Apple Pencil | A\$1,423 ² |
| • Welfare Fee ³ | A\$480 per semester |
| • Homestay ⁴ | A\$8,400 per semester |
| • Homestay Placement Fee | A\$300 |
| • Homestay Relocation Fee | A\$300 |
| • Accommodation Approval Fee ⁵ | A\$300 |
| • Bus fees ⁶ | A\$1,400 per semester |
| • Co-Curricular Programs
e.g. Instrumental Music, Speech and Drama, ESL, Tutoring | A\$3,000 |
| • Overseas Student Health Cover (OSHC): Parents or agents must apply for OSHC for the student. For information on Australian health insurance companies refer to www.oshcaustralia.com.au . | approximately A\$600 per year ⁷ x length of visa |

¹ There are 2 semesters in an academic year.

² All students require an iPad Pro. If a student has his/her own iPad Pro that meets College requirements, a refund will be paid.

³ Applicable if a Welfare Letter has been issued

⁴ Includes accommodation, supervision and all meals – does not include transport to school, phone or internet costs

⁵ Applicable if students are not living with their parents or in a College homestay

⁶ Applicable if bus to and from school is required

⁷ Subject to change depending on health cover cost for a particular year

Version 9.1/2018
CHRISTIAN OUTREACH CENTRE trading as

CITIPOINTE CHRISTIAN COLLEGE and CITIPOINTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F

NOTE: Not all items listed under “**NON-TUITION FEES**” (e.g. bus fees) are compulsory for the student. The respective fees are applicable only if the services are required.

Payment:

SSPP tuition fees and homestay fees must be paid one semester in advance.

Payment of tuition fees and homestay fees should be made directly to the College, not through an agent or friend. If paying fees by telegraphic transfer, the account details are as follows:

BANK: Westpac
BRANCH: Garden City
NAME: Citipointe Christian College International
BSB: 034093
ACCOUNT NUMBER: 187497

Please ensure that any deposit of funds includes either the student’s name or College ID number as a reference.

A NOTE ON HOMESTAY PAYMENTS:

Payment for homestay must be made before the start of each semester. Homestay fees must be paid in advance. The homestay fee covers accommodation, supervision and all meals. It does not cover transport to school, phone or internet costs.

Note: One school year = 11 months

Summer holiday homestay:

For students wishing to stay in their homestay accommodation over the long summer holidays, an additional payment of A\$1,400 needs to be paid to the College before 1 December.

Transport to and from airport:

Initial airport pickup is complimentary. Parents are responsible to pay for all subsequent travel to and from the airport e.g. when the student goes home for the holidays.

Living costs in Australia:

The average international student in Australia spends about A\$360 per week on accommodation, food, clothing, entertainment, transport, telephone and incidental costs.

PROCEDURE FOR ENROLMENT (subject to change without notice)

- Make an application to the College on the SSPP Application Form and pay the Application Fee.
- Upon receipt of a Letter of Offer, sign the Written Agreement Part A (Letter of Offer), B (Contract of Enrolment) and C (Refund Policy) and return to the College.
- Pay one semester’s tuition fees and all other fees as outlined on the Letter of Offer.
- An electronic confirmation of enrolment (CoE) will then be issued by the College.
- Arrange Overseas Student Health Cover for the duration of the Visa as required. Refer to www.oshcaustralia.com.au or your agent
- Apply for a student visa by taking the CoE form, evidence of your Overseas Student Health cover and any other requirements to the appropriate immigration office.
- Advise the College of the student’s expected date of arrival.
- Prior to or on arrival in Australia, provide a copy of the student’s passport, student visa, overseas student health cover, evidence of date of arrival and contact details in Australia (Brisbane)
- After commencement, 8 tuition weeks’ notice is to be given of a student’s withdrawal. Otherwise 8 tuition weeks fees will be charged (please refer to the Written Agreement and Refund Policy).

Staff

Headmaster:	Pastor Ron Woolley BSc DipEd MACEL MACE FAIM FCHC
Head of International:	Dr Lillian Myers BA (Hons1) GradDipEd MEd (TESOL) PhD
Academic Manager:	Mrs Sue Harker M App Linguistics (TESOL) Dip T RSA Cert TEFLA
Director of Research:	Mr John Leigh BEd BD (Hons) Grad Dip T Grad Dip Music Ed Cert IV in TESOL
SSPP Teachers:	Mrs Jenny Francis Nat Dip Bus Ed Grad Dip T CELTA (Cambridge) Cert Christian Ministries
	Mrs Marie Niemann BSc HEdDip(PG) BEd Cert IV TESOL
Homestay Coordinator:	Mrs Hayley Jakins Cert IV Bus Admin Dip Bus
Assistant Homestay Coordinator:	Mrs Cathy Geeves
Welfare Counsellor:	Mrs Amanda Murray BA (Psych)(Hons) HDipEd MA (Counselling)
Educational Counsellor:	Mrs Amanda Murray BA (Psych)(Hons) HDipEd MA (Counselling)
Registrar:	Mrs Sue Moore BA LLB Cert IV in TESOL
Assistant to the Registrar:	Mrs Susanna du Plessis BProc LLB DipPM
Administrative Assistant:	Mrs Sandy Collins Cert III Business Admin Cert IV in TESOL

Class Size

The average teacher/student ratio is 1:16 with no class exceeding 18 students.

CODE OF BEHAVIOUR

Personal Life

Since Citipointe Christian College International is first and foremost a Christian school, it follows that the prevailing atmosphere should be one that honours God and is pleasing to Him.

Corporate Life

The College is not primarily the buildings, but the people—students and staff.

It is important that we recognise and respect the legitimate rights of others in the College. Jesus was and is a great respecter of people. We have only to read the Gospels to see how He treated people, to know how we also should treat them.

Occasionally it is appropriate to correct others. It is never correct to be destructively critical or legalistic. As well as respecting people, it is important that we respect property: both personal and that of others.

When a student accepts membership of a school team, group or society, the student accepts all the commitments involved in that membership.

Public Life

For as long as a student is enrolled that student is always a member of the College. Therefore, the standard set in the College and in public, should be the same. Standards must be consistent, and maintained. This is especially so when wearing the College uniform, since that uniform identifies you as a member of the College community.

In matters not specifically covered by the Code of Behaviour or College Rules, members of the College will observe the principles outlined above concerning the dignity of each person, respect for others and their property, and mutual cooperation.

Enrolment at the College implies acceptance of the Code by students and their parents or guardians.

COLLEGE RULES

While Travelling

- On College buses students are under the control of the bus driver, who may be assisted by a bus prefect.
- On College buses students should always be seated, well-behaved and sufficiently quiet so as not to distract the driver.
- No eating, drinking or gum.
- On public transport students are always expected to be courteous; i.e. give up a seat for adults, move in a quiet and orderly manner, refrain from loud and offensive behaviour.

While at School

- Students are required to respect teachers, other adults and other students.
- All students are responsible for keeping the grounds and buildings as well as personal property free of litter or graffiti. Generally food is not to be eaten in rooms.
- Chewing gum is forbidden at school.
- Students are expected to greet staff and visitors when passing and offer assistance to visitors.
- Students are to stand when an adult enters a classroom.
- Unruly or noisy behaviour in class or between classes is not permitted.
- Students are not to have mobile phones on or use mobile phones during school hours. For security reasons, students who bring mobile phones to school must sign them in at Secondary Reception and collect them at the end of the day. In an emergency situation, parents should contact the student through College Reception.

While at Chapel, Assembly or Meetings

- Students are expected to move in a quiet and orderly way.
- While someone is speaking or reading, students are not to talk or be disrespectful in any way.
- When asked to participate, students are expected to do so fully.

Classroom rules

- Line up quietly outside rooms and wait for the teacher.
- Enter and leave classroom in an orderly fashion.
- When an adult enters a classroom for the first time, upon the instructions of the teacher, stand and politely greet him or her.
- Sit on chairs properly and keep desks tidy.
- Be a good listener. Do not disrupt others or talk unnecessarily in class. Be courteous at all times.
- Keep the classroom clean and tidy.
- Do not eat or drink in class.

Discipline and conduct

Students are expected to develop a high standard of self-discipline. Discipline is seen as a means of correction rather than punishment.

What causes an offence?

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE trading as

CITIPONTE CHRISTIAN COLLEGE and CITIPONTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F

- Lack of concern for the safety and welfare of others, especially the young.
- Disrespect. This may be to a staff member, prefect, junior representative or a fellow student, especially in speech.
- Bullying: physical, verbal or emotional harassment of any person.
- Being out-of-bounds (out-of-bounds will be explained during orientation).
- Theft or vandalism.
- Unruly, excessively noisy behaviour, food throwing.
- Swearing of any kind, especially blasphemy.
- Smoking, drinking, illegal drugs or providing these to others.
- Unsafe behaviour, especially on playing areas, playgrounds, buses or roads.
- Chewing gum is banned.

What are the penalties for causing offence?

Penalties range from lunchtime litter duty to a student's enrolment being deferred, suspended or cancelled, depending on the seriousness of the offence. Students must remember that their behaviour is their choice and that there are consequences resulting from that choice.

CITIPOINTE CHRISTIAN COLLEGE

Citipointe Christian College is an independent Christian day school located in the south-eastern Brisbane suburb of Carindale. It caters for students from Preparatory through to Year 12 (Matriculation). Currently there are over 1,600 students at the College in Prep to Year 12.

Places for overseas students

There are normally a small number of places available at the school from Preparatory upwards for full fees paying students from outside Australia who wish to study in Australia with a view to matriculating to Australian universities. Students under the age of 12 years must be living with a relative or close family friend and have an adequate level of English language proficiency (see below).

Requirements for entry into mainstream classes for overseas students from PSPP and SSPP
Entry into mainstream classes is dependent on the student fulfilling the following requirements.

English language requirements:

For entry to **Years 1 to 3:**

Students must demonstrate at least Level 3 English language proficiency on the ESL Bandscales.

For entry to **Year 4:**

Students must demonstrate at least Level 4 English language proficiency on the ESL Bandscales.

For entry to **Years 5-6:**

Students must demonstrate at least Level 4+ English language proficiency on the ESL Bandscales.

For entry to **Years 7-9:**

Students must demonstrate at least Level 5+ English language proficiency on the ESL Bandscales.

For entry to **Years 10-12:**

Students must demonstrate at least Level 6 English language proficiency on the ESL Bandscales.

Behaviour requirements for entry to mainstream:

Overseas students entering the mainstream must demonstrate above average academic ability and have completed the equivalent prior year level in their home country or within Australia. e.g. For a student to enter Year 10, s/he must have completed the equivalent of Year 9. To be accepted into mainstream study, students must demonstrate:

- acceptable attendance
- acceptable behaviour, including correct uniform, hairstyle etc
- consistent effort
- respectful attitude to the Christian environment of the College
- all fees due must be paid

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE *trading as*

CITIPOINTE CHRISTIAN COLLEGE *and* CITIPOINTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F

Mid-year entry to mainstream classes

Students may enter Years 7 to 10 mainstream classes at the beginning of any term except term 4. However, students may only enter Year 11 mainstream at the beginning of term 1. Students must complete the full two year senior course (or equivalent) in order to obtain a Queensland Senior Certificate.

Monitoring of results

Students in mainstream school programs at Citipointe Christian College receive a full school report at the end of each semester. It is expected that students will maintain an academic standard that is appropriate to their ability, or their enrolment at the College may be at risk. At the end of each year, secondary students must demonstrate at least SA in English and four other subjects to progress to the next year level.

Attendance

Students must attend classes for 100% of school time unless they have a medical certificate or a letter from their parent or guardian advising that there is good reason for the student to be absent. If a student is absent without permission his/her enrolment at the College is at risk.

PRIMARY SCHOOL FACILITIES

Classrooms:

39 general classrooms
specialist art room
specialist music room
specialist Science room
specialist computer technology room
Instrumental Music rooms

Other special facilities:

PrepWorld
Year 1 Centre
LEA Centre (Learning Extension and Assistance)
PIRC Primary Information and Resource Centre (Library) Total stock at April 2010 was 14,064 items with another 45,000 items of class resources
Outside School Hours Care

SECONDARY SCHOOL FACILITIES

Classrooms:

Kurilpa Building:

7 general classrooms, 4 specialised rooms

Feeney Building:

1 Film & TV studio; 1 double Drama room; 3 Hospitality kitchens; 1 dining room; 4 computer labs; 1 HOY's Staff room; Canteen

Reformation Building:

1 double Drama room; 1 double Business room; 3 classrooms; 2 Language other than English rooms; 2 Art rooms; 1 NOVA Arts room

Old Bible College:

Design & Technology Centre: 2 Technology workshops; 1 PE classroom

Dance Studio: 1 double room

Music Studio: 2 rooms

Band Room: 1 double room

Integrated Technology Centre:

6 English rooms; 6 Mathematics rooms; 1 double Lecture room; 1 double computer lab

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE *trading as*

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Science Centre:

The Science Centre includes 6 laboratories, preparation rooms; 1 computer lab classroom and a tiered lecture room.

Linke Library:

Also includes 1 tiered Audio Visual room; 4 seminar rooms and 2 general classrooms. Total stock at April 2010 was 49,943 items with another 33,800 items in the secondary textbook store.

IT Resources: In total the College has over 1,000 networked computers with Internet access.

Outdoor Facilities:

College Oval with 8 lane 440 m running track
Rugby League field
Soccer field
25 m 8 lane outdoor covered heated swimming pool
2 outdoor Tennis courts
1 outdoor concrete covered court - Basketball/Netball
2 outdoor concrete courts – Basketball/Netball
2 outdoor Cricket practice wickets
4 Volleyball courts

Other Shared Facilities:

2 500 seat Main Auditorium of Citipointe Church
150 seat Chapel
300 seat Mini Auditorium
College Hall – Multi-purpose indoor Sports facility

On Campus:

Citipointe Church Brisbane
Citipointe Christian College (Primary & Secondary schools)
Citipointe Christian College International (English Language Centre)
Christian Heritage College (an institute of higher education)
Citipointe Ministry College (Bible College)
Citipointe Child Care
Citipointe Kindergarten

POLICIES

The policies below give information relevant to your student's enrolment into the College. It is very important for you to read and fully comprehend the policies which potentially have a direct impact on the student's visa and study pathway. Policies may be updated. Please refer to College website for current policies www.brisbane.coc.edu.au/international/policies

The term "College" when used in these policies makes reference to both Citipointe Christian College and Citipointe Christian College International.

COURSE PROGRESS AND ATTENDANCE POLICY (v3.4/2015)

The College Course Progress and Attendance Policy adapted from the Independent Schools Council of Australia (ISCA) National Code 2007 Transition handbook for non-government schools enrolling full-fee paying overseas students, at www.isca.edu.au.

This policy is available to staff and to students.

1. Course Progress

- a) The College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

- b) The course progress of all students will be assessed at the end of each study period (semester) of enrolment.
- c) Students who have begun part way through a semester will be assessed after one full study period.
- d) **CCC students:** To demonstrate satisfactory course progress, the student will need to achieve a Sound Achievement (SA) in English, Maths and 3 other subjects in any study period.

Academic progress must allow entry into the following year level. If the student is unable to meet this academic standard, the College may exercise discretion to permit progress to the next year level where the overall effort by the student demonstrates they are working to the best of their abilities measured against previous testings and reports.

CCCI students: Students aiming to enter mainstream Years 7-9 must attain level 5+ on the ESL Bandscales within 2 semesters. Students aiming to enter mainstream Years 10-11 must attain level 6 on the ESL Bandscales within 2 semesters or such other times as indicated on their CoE. The College may exercise discretion to permit progress to mainstream with ESL support where the overall effort by the student demonstrates they are working to the best of their abilities and given a strong recommendation from Head of International.

- e) If a student does not achieve the above standards in a study period, the parent will be formally notified and advised there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include:

Intervention strategy for Course Progress and completion within expected duration

General (applies to CCC and CCCI)

- i. Counselling – time management
- ii. Counselling - academic skills
- iii. Counselling – personal
- iv. Mentoring
- v. After hours tutorial support / Additional ESL support

Additional intervention strategy for CCC students:

- i. Subject tutorial support in class time
- ii. The student may be moved to another class at a lower level
- iii. The student may be advised to change subject choices
- iv. Reduction in course load without affecting course duration
- v. Setting of additional tasks to overcome an area of weakness
- vi. other intervention strategies as deemed necessary

Additional intervention strategy for CCCI students:

- i. Recommended English speaking homestay if little English is spoken currently at home
 - ii. Recommended involvement in the College Holiday Homestay Tutoring Program
 - iii. other intervention strategies as deemed necessary
- f) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
 - g) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, The College will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the College's internal complaints and appeals process.
 - h) The College will notify via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE trading as

CITIPONTE CHRISTIAN COLLEGE and CITIPONTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F

- i. the student does not access the complaints and appeals process within 20 days, or
- ii. withdraws from the complaints and appeals process, or
- iii. the complaints and appeals process results in favour of the College

2. Completion within expected duration of study

- a) As noted in 1.a., the College will monitor record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their course within the expected duration of the course.
- c) The College will only extend the duration of the student's study for the following reasons
 - i. compassionate or compelling circumstances (see Definitions below)
 - ii. student participation in an intervention strategy as outlined in 1.e.
 - iii. an approved deferment or suspension of study has been granted in accordance with *The College's Deferment, Suspension and Cancellation Policy*.

At the discretion of the Headmaster the student may be offered an extension of one term of additional studies in CCCI to meet the English requirement or

Repeat a year level in CCC with a possible extension of their visa (only at the recommendation of the Head of School and approval by Headmaster)

- d) Where the College decides to extend the duration of the student's study, the College will report this change via PRISMS within 14 days and/or issue a new CoE if required.

3. Monitoring Course attendance

- a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours.
- b) Student attendance is:
 - i. checked and recorded daily
 - ii. assessed regularly
 - iii. recorded and calculated over each study period.
- c) Late arrival at College will be recorded and will be included in attendance calculations.
- d) All absences from College will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal/Head of School.
- e) Any absences longer than 5 consecutive days without approval will be investigated.
- f) Student attendance will be monitored by Registrar/Registrar's assistant every 2 weeks over a study period to assess student attendance using the following method.
 - i. Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester⁸
 - ii. Any period of exclusion from class *will not be* included in student attendance calculations. [See [College Deferment, Suspension and Cancellation Policy](#)]
- g) Parents of students at risk of breaching The College's attendance requirements will be contacted by email and/or phone and students will be counselled and offered any necessary support when they have absences totalling 10% of any study period.

⁸ Number of study days x contact hours x 20%. For example, an eight week semester with 5 contact hours a day would equal 200 contact hours. 20% of this is 40 hours.

- h) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, The College will advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the College's internal complaints and appeals process except in the circumstances outlined in 3.i.
- i) The College will notify via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
 - i. the student does not access the complaints and appeals process within 20 days
 - ii. withdraws from the complaints and appeals process
 - iii. the complaints and appeals process results in a decision for the College.
- j) Students will not be reported for failing to meet the 80% threshold where:
 - i. the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per Definition, below , and
 - ii. where attendance has not fallen below 70%
- k) The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study days x contact hours x 30%.
- l) If a student is assessed as having nearly reached the threshold for 70% attendance, the Registrar in collaboration with the Head of Year and Head of School, will assess whether a suspension of studies is in the interests of the student as per The College's Deferment, Suspension and Cancellation Policy.
- m) If the student does not obtain a suspension of studies under the College's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.k – 3.l.

4. Definitions

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

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

- b) Expected duration – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
- c) School day – any day for which the school has scheduled course contact hours.
- d) Study period – a discrete period of study within a course which cannot exceed 24 weeks. The College defines a “study period” for the purposes of monitoring course attendance and progress as a semester.

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE trading as

CITIPONTE CHRISTIAN COLLEGE and CITIPONTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F

DEFERMENT, SUSPENSION and CANCELLATION POLICY (v3.3/2015)

The Policy below for deferring, suspending or cancelling a student's enrolments is based on the ISCA 2007 National Code Transition handbook at www.isca.edu.au

1. Deferment of commencement of study requested by student
 - a) The College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - i. illness, where a medical certificate states that the student was unable to attend classes
 - ii. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - iii. major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
 - iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
 - b) The final decision for assessing and granting a deferment of commencement of studies lies with the Registrar/Headmaster.
 - c) Deferment will be recorded on PRISMS within 14 days of being granted.
2. Suspension of study requested by student
 - a) Once the student has commenced the course, The College will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
 - i. illness, where a medical certificate states that the student was unable to attend classes
 - ii. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - iii. major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
 - iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
 - b) Suspensions will be recorded on PRISMS within 14 days of being granted. .
 - c) The period of suspension will not be included in attendance calculations.
 - d) The final decision for assessing and granting a suspension of studies lies with the Headmaster.
3. Student initiated cancellation of enrolment
 - a) All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to Registrar/Headmaster. Please see The College Refund Policy for information regarding refunds.
4. Assessing requests for deferment or suspension of studies
 - a) Applications will be assessed on merit by Headmaster.
 - b) All applications for deferment or suspension will be considered within 14 working days.
5. College initiated exclusion from class (1 – 28 days)

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE *trading as*

CITIPONTE CHRISTIAN COLLEGE and CITIPONTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F

- a) The College may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in The College Behaviour Management Policy/Code of Conduct in the Primary and Secondary Parent Handbooks and Student Diaries.
- b) Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Head of College/Headmaster.
- c) Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.
- d) Exclusions from class (internal suspension) will not be recorded on PRISMS.
- e) Periods of exclusion from class (internal suspension) will not be included in attendance calculations as per The College Course Progress and Attendance Policy.
- f) An external suspension will NOT be included in the attendance calculations.

6. College initiated suspension of studies (28 days +)

- a) The College may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in The College's Behaviour Management Policy/Code of Conduct.
- b) Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Head of College/Headmaster.
- c) Students who have been suspended for more than 28 days may need to contact Department of Immigration. (Please see contact details at: <http://www.immi.gov.au/>)
- d) If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Head of College/Headmaster.
- e) Suspensions will be recorded on PRISMS.
- f) The period of suspension will not be included in attendance calculations.

7. College initiated cancellation of enrolment

- a) The College will cancel the enrolment of a student under the following conditions:
 - i. Failure to pay course fees
 - ii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
- b) Any behaviour identified as resulting in cancellation in The College's Behaviour Management Policy/Code of Conduct in the Primary, Secondary and International Parent Handbooks and Student Diaries.
- c) The College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to Department of Immigration, which may impact on a student's visa.

College initiated cancellation of enrolment is subject to The College's Complaints and Appeals Policy. Please see item 8 below.

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE *trading as*

CITIPONTE CHRISTIAN COLLEGE and CITIPONTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F

8. Complaints and Appeals

- a) Student requests for deferment, and suspension and cancellation of enrolment are not subject to The College's Complaints and Appeals Policy.
- b) Exclusion from class (internal suspension) is not subject to The College's Complaints and Appeals Policy.
- c) Exclusion from College (external suspension) is subject to the College's Complaints and Appeals Policy.
- d) College initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to The College's Complaints and Appeals Policy.
- e) For the duration of the appeals process, the student will remain enrolled and must attend as required to maintain enrolment and attendance at all classes as normal. The Head of College/Headmaster will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- f) If students access The College's complaints and appeals process regarding a College initiated suspension, where the suspension is recorded in PRISMS, 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.
- g) Extenuating circumstances include:
 - i. the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
 - ii. the student is missing
 - iii. the student has medical concerns or severe depression or psychological issues which lead the College to fear for the student's wellbeing
 - iv. the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
 - v. is at risk of committing a criminal offence, or
 - vi. the student is the subject of investigation relating to criminal matters.
- h) The use of extenuating circumstances by The College to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- i) The final decision for evaluating extenuating circumstances lies with the Headmaster.

9. Student to seek advice from Department of Immigration

- a) Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students will be informed to contact the Department of Immigration for advice. (Please see <http://www.immi.gov.au/>)

10. Definitions

- a) Day – any day including weekends and public holidays in or out of term time

REFUND POLICY (v3.4/2015)

For Student Visa Holders - (Subclass 500/570/571/572/573/574/575)

A copy of this policy is provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed.

Introduction

As a Registered Provider, the College requires prepayment of fees in advance as specified in the Course Handbook and/or Letter of Offer. Only then is a Confirmation of Enrolment (eCOE) issued. The eCoE is needed to apply for a student visa.

Scope

This policy outlines refunds applicable to:

1. Course fees paid to Citipointe Christian College the Christian Outreach College Brisbane including any course fees paid to an education agent to be remitted to the College. e.g., in the case of course fees collected by IDP.
2. Fees paid to the College for the organisation of homestay accommodation

Note: Any service fees a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.

Notification

All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Headmaster or Registrar.

Student Default

The application fee is non-refundable.

Payment of Course Fees and Refunds

- a) Fees are payable according to the fees schedule published annually on the College website, Handbook, and/or the College Invoice to parents
- b) An itemised list of College fees is provided in the College's written agreement
- c) All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
- d) Refunds will be paid to the person who enters into the written agreement unless the College receives written advice from the person who enters the written agreement to pay the refund to someone else. Details of the account into which the refund is to be paid must be provided with the written notice.

Refund Policy – Tuition Fees

A. Student default because of visa refusal

If a student's visa application is refused by the Department of Immigration and the student cannot undertake the course, the College will refund within four weeks (4) any unused tuition 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.

B. Student default in other cases

- a) Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the person who entered into the written agreement (the parent(s)/legal guardian of the student, whether under 18 or not), with sufficient details to refund to the person who entered into the written agreement, or within 2 months if a written claim is not received, provided the College has sufficient details to refund to the person who entered into the written agreement.
- b) Eight (8) Tuition weeks' notice in writing must be given when withdrawing a student from the College. Otherwise eight (8) tuition weeks will be charged. If notice of less than eight (8) tuition

weeks is given then a charge will be applied for the difference between the notice given and the eight (8) weeks required e.g. five (5) weeks' notice would result in a three (3) weeks tuition charge. Any balance will be refunded to the person who entered into the written agreement. Notice must be given to the Headmaster or Registrar in writing signed by the person who entered into the written agreement (the parent/guardian of the student, not the student themselves). Details of the account where the refund is to be paid must be provided.

- c) No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:
- i. Failure to maintain satisfactory course progress (visa condition 8202).
 - ii. Failure to maintain satisfactory attendance (visa condition 8202).
 - iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
 - iv. Failure to pay course fees.
 - v. Any behaviour identified as resulting in enrolment cancellation in Citipointe Christian College's Behaviour Policy/Code of Conduct.

Reference:

Please see the Primary Parent Handbook, Secondary Parent Handbook, the Secondary College Preparation Program and Primary College Preparation Program Handbooks for the College's Policies on satisfactory course progress and attendance.

Refund Policy– Non Tuition Fees

Non-tuition fees will be refunded as follows:

Overseas Student Health Cover (OSHC) can be cancelled at the student's request through the OSHC Provider. Refunds will be given based on the OSHC Provider's terms, provided the student has already paid for the cover.

Homestay fees will be refunded provided a minimum 2 weeks' notice of the change is provided. Otherwise two weeks homestay fees will be retained.

The following fees are non-refundable:

- Homestay Placement Fee
- Accommodation Approval fee
- Welfare fee - for the semester in which it is applied.
- College uniforms and stationery
- Bus fees: Four (4) weeks' notice of withdrawal from the bus is required, otherwise four (4) weeks fees can be charged.

Provider Default

Provider Default is covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

- a) In the unlikely event that Citipointe Christian College is unable to deliver the course in full, you will be offered a refund of the portion of unused tuition fees. The refund will be paid to you within 14 days of the day on which the course ceased being provided.

Alternatively, you may be offered enrolment in an alternative course with another CRICOS registered Provider at no extra cost to you. You have the right to choose whether you would prefer a refund of the portion of unused tuition fees, or to accept a place with another CRICOS registered Provider. The student is advised to seek assistance from the Australian Government's Tuition Protection Service (TPS): see <https://tps.gov.au/Information/Students>. If you choose placement with another CRICOS registered Provider, we will ask you to sign a document to indicate the placement. Calculation of refunds for unused tuition fees in these

circumstances will be in accordance with legislative instruments.
(<http://www.comlaw.gov.au/Details/F2014L00907>)

- b) If for any reason the College is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the College, a full refund of any unused tuition fees* paid to the College will be made within 14 days of the agreed course starting day.
- c) If for any reason the College is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the College, a full refund of any unused tuition fees* paid to the College will be made within 14 days of the course College's default day.
- d) In the event that the College is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian government's Tuition Protection Service.

Note: Details of a bank account to which a refund should be paid should be provided in writing by the person who entered into the written agreement (parent/guardian of the student, whether or not the student is under 18 years of age.)

For information on the TPS, please see: <https://tps.gov.au/>

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.

Definition

- a) Tuition fees – fees directly related to the provision of the student's course, including term/semester tuition fees
- b) Non-tuition fees – fees not directly related to provision of the student's course, including but not limited to: Overseas student health cover, homestay fees, homestay placement fee, accommodation approval fee, welfare fee, uniform costs. Stationery costs
- c) Unused tuition fees - tuition fees received by the College for a study period before the student begins the study period or the portion of the study after commencement where tuition is not offered. In the case of the College not being able to provide the course in which the student is enrolled, unused tuition fees will be calculated according to a Legislative Instrument: <http://www.comlaw.gov.au/Details/F2012L01351>.

If the student has a change of visa status, e.g. from a Student Visa to a temporary or permanent resident visa, applicable fees will be calculated from the date the student/parent/guardian provides a copy of the new passport/visa.

TRANSFER POLICY (v3.2/2015)

The College anticipates that a student will complete their course of study as indicated on their Confirmation of Enrolment (CoE). Students wishing to transfer from our College will need to comply with this Transfer Policy.

1. Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study. **Exceptions** to this restriction are:
 - a) If the student's course or school becomes unregistered
 - b) The school has a government sanction imposed on its registration
 - c) A government sponsor (if applicable) considers a transfer to be in the student's best interests
 - d) If the student is granted a Letter of Release.
2. Students can apply to the Registrar or Headmaster for a Letter of Release at no charge to enable them to transfer to another education provider. However, if a student has not completed the first six months of the principal course of study or is under 18 years of age, conditions apply.

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE trading as

CITIPONTE CHRISTIAN COLLEGE and CITIPONTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F

3. *The College will* only provide a letter of release to students before completing the first six months of their principal course in the following circumstances:
 - a) The student has changed welfare and accommodation arrangements with the approval of the College and is no longer within a reasonable travelling time of the College
 - b) It has been agreed by the College the student would be better placed in a course that is not available at the College
 - c) Any other reason stated in the policies of the College.

4. Students under 18 years of age **MUST** also have:
 - a) Written evidence that the student's parent(s)/legal guardian supports the transfer
 - b) Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not living with a parent / legal guardian or a suitable nominated relative
 - c) Evidence that the student is always in Department of Immigration approved welfare and accommodation arrangements.

5. *The College will NOT* provide a letter of release to students before completing the first six months of their principal course in the following circumstances:
 - a) The student's progress is likely to be academically disadvantaged
 - b) *The College* is concerned that the student's application to transfer is a consequence of the adverse influence of another party
 - c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer
 - d) The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services
 - e) School fees have not been paid for the current study period.

6. In order to apply for a letter of release, all students must first have a letter of offer from the receiving provider.

7. Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Immigration as soon as possible to discuss any implications. The address and contact details are:

Address: Ground Floor, 299 Adelaide Street Brisbane.
 Phone: 131 881
 Email: student.centre@immi.gov.au

8. A letter of release will give information about
 - i) whether provided by this College or by another registered provider, give information about whether the student has demonstrated a commitment to studies during the course,
 - ii) had a good attendance record for the course, and
 - iii) paid all fees for the course.

9. All applications for transfer will be considered within 10 working days and the applicant notified of the decision.

10. Students whose request for transfer has been refused will be notified in writing of the reasons for refusal and may appeal the decision in accordance with College's Complaints and Appeals policy. The complaints and appeals policy is available under International Students on the College website.

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE *trading as*
 CITIPOINTE CHRISTIAN COLLEGE *and* CITIPOINTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F



COMPLAINTS and APPEALS POLICY (v3.2/2015)

The College has policies to facilitate the resolution of complaints and appeals.

A copy of this policy will be provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed, and again within 7 days of the commencement of student attendance of the enrolled course.

Purpose

The purpose of the College's Complaints and Appeals Policy is to provide a student or parent(s)/legal guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint.

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

Complaints against other students

Complaints brought by a student against another student will be dealt with under the College's Behaviour Policy/Code of Conduct as outlined.

Informal Complaints Resolution

In the first instance, the College requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.

Students should contact the class teacher, Student Care Co-ordinator or Head of Year in the first instance to attempt mediation/informal resolution of the complaint.

If the matter cannot be resolved through mediation, the matter will be referred to the Head of College and the College's internal formal complaints and appeals handling procedure will be followed.

Formal Complaints Handling Procedure

The process of this complaints and appeals procedure is confidential and is a matter between the parties concerned and those directly involved in the complaints handling process.

The student must notify the College in writing of the nature and details of the complaint or appeal.

Written complaints or appeals are to be lodged with the Head of School and then Headmaster.

Where the internal complaints and appeals process is being accessed because the student has received notice by the College that the College intends to report him/her for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of receipt of notification in which to lodge a written appeal.

Complaints and appeals processes are available to students at no cost

Each complainant has the opportunity to present his/her case to the Headmaster.

Students and/or the College may be accompanied and assisted by a support person at all relevant meetings.

The formal complaints and appeals process will commence within 10 working days of the lodgement of the complaint or appeal with the Headmaster.

Once the Headmaster has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome, and a copy will be retained on the student's file.

If the complaints and appeals procedure finds in favour of the student, the College will implement the decision and any corrective and preventative action required within 14 days, and advise the student of the outcome.

The College undertakes to finalise all complaints and appeals procedures within 20 working days.

For the duration of the complaints and appeals process, the student's enrolment and attendance will be maintained.

External Appeals Processes

If the student is dissatisfied with the conduct or result of the complaints and appeals procedure, he/she may, within 2 weeks, seek redress through an external body at minimal or no cost.

If the student wishes to complain or to lodge an external appeal about a decision made or action taken by The College, he/she may contact the Overseas Students Ombudsman at no cost. The Overseas Students Ombudsman offers a free and independent service for overseas students. Please see: www.oso.gov.au or phone 1300 362 072 for more information.

If a student is concerned about the actions of the College they may approach the chief executive of the Department of Education and Training, who, under part 2, division 2 of the Education (Overseas Students) Act 1996, may suspend or cancel the registration of a provider or a course if a breach of the requirements of registration provision is proved. Concerns or complaints about the conduct of a registered provider should be addressed in writing to:

The Manager
International Quality (Schools) Unit
DET
LMB 527
BRISBANE QLD 4001

Other legal redress

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

Definitions

Working Day – any day other than a Saturday, Sunday or public holiday during term time

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

Support person – for example, a friend/teacher/relative/agent not involved in the complaint/appeal

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE *trading as*
CITIPONTE CHRISTIAN COLLEGE *and* CITIPONTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F





Citipointe Christian College
THE CHRISTIAN OUTREACH COLLEGE BRISBANE

CONDITIONS of ENROLMENT

Full Fee Paying Overseas Students International Student Visa Holder (Subclass 500/ 570 / 571/ 572/ 573/ 574/ 575)



Citipointe Christian College
International

If the student is offered a place in the College, parents will commit, under a Contract of Enrolment, to work with the College in a supportive, positive relationship conducive to the best interests of the children and the College. Please read the contractual conditions carefully.

The College has Terms and Conditions for all students in paragraphs 1-41 below. Under legislation the College must have additional Terms, Conditions and Policies for International 500 to 575 Student Visa Holders. These are outlined from Clause 42 onwards and where there is any inconsistency, legislative requirements will apply.

I/We agree to the following conditions:

MATTERS OF FAITH

1. I/We accept that the College is a faith-based school. I/We understand that the College is founded on the basis of Biblical Christian values with the Bible as the inerrant word of God.
2. I/We confirm that I am/we are seeking a Biblical Christian education for the student and will support the College in its faith endeavours and accept that the student will participate fully through attendance and effort in faith-based activities and subjects as presented and planned by the College.

ACADEMIC ATTAINMENT

3. The College does not guarantee a particular level of achievement for each student. Achievement depends greatly on the individual talents of the student and the student's willingness to work for their own education. We will act in the best interests of the student and student body generally. This may mean we do not always act in accordance with the parents' requests.
4. It is the expectation of the College that parents will be responsive to the informed educational recommendations of the school in regard to the student's educational progress.

RELATIONSHIP

5. I/We agree to:
 - work in partnership with the school in support of college policies and expectations that are available to us either in hard copy as well as on the College website;
 - ourselves support and comply with published College policies and expectations, in the best interests of our student and the other students;
 - encourage the student to uphold College policies and expectation;
 - accept that any failure by us or our student in this commitment may lead to serious enrolment consequences;
 - accept that we are liable to indemnify the college for any damage that may arise from such breach, including any arising from wilful defiant behaviour of the student or refusal to follow reasonable directions;
 - accept that the policies and rules may need to change from time to time in line with the best interests of staff and students.
 - It is expected that, except in exceptional circumstances, the student will live in the care and control of the parents/guardians while enrolled at the College.
6. I/We accept that the College is obliged under law and ethos to act in the best interests of the individual student and the student body generally. Although the College values consultation with parents and guardians, this may mean that the College may not always act in accordance with our preferences and requests.

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE *trading as*
CITIPOINTE CHRISTIAN COLLEGE and CITIPOINTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F

UNIFORM

7. I/We support the College uniform policy, and accept that the student must present appropriately (eg natural hair) and must wear the correct College uniform as a proud student of the College and to implement the College motto *I press towards the goal* in all aspects of College life.

DISCIPLINE

8. I/We accept that the Headmaster (or by delegation the Head of School) has authority to:
 - apply whatever **reasonable** disciplinary measure is deemed necessary in relation to the conduct of the student both inside and outside the College precincts;
 - require the removal of the student for any cause judged by the Head to be sufficient;
 - discipline any students should they, at any time, bring the College into disrepute, including through the misuse of social media and other technologies.
9. Disciplines may range from classroom disciplines to expulsion and will include mandatory reporting of behaviours to State Authorities, Police and Department of Communities (where matters of child harm are involved).
10. Where discipline may involve suspension or expulsion of the Student, the Headmaster or Head of School (or Delegate) will not expel or suspend the student until the allegations of misconduct have been put to the student and the student has been allowed an adequate opportunity to respond.
11. The College may search lockers, bags and property, including electronic devices in the possession of the student where it is reasonable for us to do so or as part of a general or random search of a place where we conduct our activities. We may therefore confiscate forbidden or dangerous property.
12. The College reserves the right to exclude any person, irrespective of whether they are a parent or not, from entering on or remaining on College property or participating in College activities, where the College reasonably believes it is in the best interests of the student or the College that the person be excluded.

DISCLOSURE OF INFORMATION

13. I/We have supplied all documentation and information requested at the time of application for each student as a condition of enrolment, including the following:
 - Full and frank disclosure of the student's previous education or interrupted education, disabilities and learning difficulties
 - Behaviour issues
 - Medical condition and safety issues
 - Court orders and parenting arrangements
14. I/We accept that failure to disclose all relevant information may result in cancellation of an enrolment.
15. I/We accept that we have an obligation to keep the school informed of any changes that may affect the student's life at the College, including:
 - changes to family circumstances (eg separation or divorce);
 - changes to the address or addresses or contact details of the parents/guardians;
 - changes to emergency contacts;
 - any court orders, including Family Court orders, which deal with parental responsibility for the student, the education of the student or otherwise limit the contact or communication which one parent or other person has with the student.
16. Changes in marital circumstances can cause confusion for the College when dealing with parents or guardians. The College will presume that, at all times, parents (including step-parents) are entitled to participate in College activities (whether or not those activities involve the student).
17. However, if there is a Court Order or other agreement which specifically alters or prevents a person/parent from spending time with, communicating with or otherwise having contact with the student, that must be provided to the College. The obligation of providing such a Court Order lies with parents.

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE *trading as*

CITIPONTE CHRISTIAN COLLEGE and CITIPONTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F

18. Despite the College being provided with copies of any such orders, the College does not assume responsibility for the parents complying with those orders.

COMMUNICATION

19. The College will provide information about the student to the parents/parties signing this contract of enrolment, residing at one address. You may request or approve other arrangements relating to the provision of information about the student by giving written notice to us, and paying any additional fees that may be required. We will provide such information to natural birth parents unless reasonable justification (Court Order) is provided for doing otherwise.
20. Where the College seeks to communicate with the entire College community or with identifiable sections of the College community, we may communicate through the school website, intranet or via our regular newsletter.

FEES/LEVIES PAYMENT

21. At the time of application, a non-refundable Application Fee is payable. On acceptance of a place, a non-refundable Acceptance Fee is payable, except in the case of visa refusal.
22. I/We understand that under this contract both parents/guardians are jointly and severally liable for payment of College fees and levies. The College relies on the payment of fees to fund its educational services to students.
23. Parents who have difficulty in paying fees must inform the College Business Manager as soon as possible to discuss options.
24. The following guidelines and rules apply:
- the College determines the fees for each year before the commencement of the year to which the fees relate;
 - fees must be paid in advance of the term to which they apply; if fees are not paid by the due date for payment, interest may be charged on the fees from the due date for payment until they are paid; non-payment of monies owing will also entitle the College to cancel this contract of enrolment and terminate your student's enrolment;
 - any fees or monies outstanding will remain the liability of both parents or guardians, jointly and severally;
 - should unpaid or overdue fees be referred externally for debt collection, parents/guardians will be liable for the costs of such fee collection;
 - if fees for a year are increased by more than 10% of the fees payable for the preceding year, parents/guardians may terminate this contract of enrolment without penalty and by notice in writing to us within fourteen (14) days of the date on which we notify you of the increase.

LEAVING THE COLLEGE

25. Written notice of a student leaving should be provided to the Head of College at the earliest opportunity.
26. I/We acknowledge that if I/ we do not provide the College with 8 tuition weeks' notice, we may be required to pay 8 tuition weeks fees. The College commits resources on the basis of confirmed and continuing enrolments and will most likely suffer loss from early termination. The College may have difficulty filling the student's position at short notice.

In the event of cancellation of enrolment by the College, fees are payable for the whole of the term in which the student's enrolment is cancelled.

The condition of 8 tuition weeks' notice would not apply if this contract of enrolment is terminated for a breach by the College, or if 14 days notification of withdrawal is received following an annual increase in tuition fee greater than 10%.

REFUND POLICY

27. As a Registered Provider, the College requires prepayment of fees in advance as specified in the Course Handbook and/or Letter of Offer. Only then is a Confirmation of Enrolment (eCoE) issued. The eCoE is needed to apply for a student visa. Refunds, if applicable, will be calculated using school tuition weeks remaining in the year. An adjustment will be applied to take into account failure to provide sufficient notice of withdrawal. Refer to Part C of the Written Agreement for full details regarding Refund Policy (<http://brisbane.coc.edu.au/discover-citipointe/general-policies/>)

TERMINATION

28. The College may terminate this contract when:
- the student is excluded or enrolment cancelled;
 - mutual trust and the condition that both we and you work in partnership and co-operation in the best interests of the College breaks down;
 - there is a breach of contract by parents/guardians (including non-payment of fees and failure to support the faith or ethos of the College);
 - there is a failure of the student to attend College on a regular basis.
29. Parents/Guardians may terminate when:
- written notice is provided to the College;
 - they consider the College is not providing the educational experience or opportunities they contracted for;
 - they fail to, or are unwilling to pay fees or to honour payment options entered into.

It is expected that termination by either party would follow only after communications and efforts to remedy the issues of concern.

PARTICIPATION

30. Students are required to participate in all College activities unless reasonable excuse is provided.
31. Parents/Guardians agree to make every effort to ensure that the Student will not be absent (including lateness) from the College without leave of absence being granted by the College and that the term dates, as advertised by the College will be strictly adhered to.
32. Students absent from College without leave being granted may forfeit any credit for assessments missed during their absence. The College office should be advised before 9:30 am on any day of absence and a note sent to the College on the student's return to school.

EMERGENCIES

33. In the event of any medical or other emergency arising, in which the College considers it impossible or impractical to communicate with the parents/guardians of the student or any other nominated emergency contacts, I/we authorise the staff responsible to act as they may think necessary or expedient. I/We accept that the College will have no liability for its reasonable actions.
34. The College will take all reasonable care of the student but will not be responsible for the costs of any medical or dental attention or treatment administered to the student in such event nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my/our daughter including attention provided at the College Health Bay.

IDENTIFICATION OF STUDENTS

35. I/We consent to the student being identified (photographed/videoed and/or named) in College-related publications, including the College Annual/Year Book, Newsletters and celebrations of achievement.

Yes No

36. A separate consent will be sought from parents if a student is asked to be identified for promotional or marketing purposes.

PRIVACY

37. The College collects personal information about students at the school, their parents and people who care for them. The primary purpose of collecting the information is to enable the College to use the

information for all actions connected with educating our students.

38. The Privacy Policy may be viewed on the College website. A hard copy of the Privacy Policy will be provided to anyone who requests it.

GENERAL

39. This contract of enrolment is governed by the law of Queensland and represents the entire agreement between the Parents/Guardians and the College relating to the student's enrolment. Any warranty, representation, guarantee or other term or condition not contained in this contract is of no force or effect.
40. This contract (as amended from time to time) will be binding and remain in force for the duration of the student's enrolment at the College.

CONDITIONS RELATING TO FULL FEE PAYING OVERSEAS STUDENTS/SUBCLASS 500/571 STUDENT VISA HOLDERS

CODE OF ETHICS

41. The College complies with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 as amended.

ACCESS OF INFORMATION

42. In signing this document parents give permission to the College to access information through the Visa Entitlement Verification Online (VEVO) and/or Department of Immigration regarding student visa and immigration matters or any other authorised sites for enrolment purposes.

USE OF PERSONAL INFORMATION

43. The information provided may be made available to Australian Commonwealth and State agencies and the Tuition Protection Service, pursuant to obligations under the ESOS Act 2000, the National Code, The TPS and other related legislative instruments. This may include contact details for parents, the student and other relatives or persons connected to the student.

ACCOMMODATION

44. It is a condition of a student visa that students under the age of 18 years old must maintain adequate [welfare and accommodation](#) arrangements. The parents may be nominated as the guardian for Visa purposes, in which case a Confirmation of Accommodation and Welfare Approval (CAAW) letter will not be issued by the College.

Parents may request that the child be placed with a family or friend. However, the College must first assess and approve the requested arrangement according to its homestay policy and arrangement. The family or friends must be over 21 years of age, resident in the state of Queensland and who are themselves not overseas students. If such arrangements are not deemed satisfactory by the College, the student will be moved to a homestay family arranged by the College. The College and parent must agree and continue to be satisfied with the homestay arrangements made by the College for the student. See [Homestay Policy](#) for details.

Where a welfare letter is issued by the College, the student should not travel to Australia before the start date on the welfare arrangements. See [Homestay Policy](#) for details.

COURSE PROGRESS AND ATTENDANCE

45. In accordance with the ESOS Act 2000 students are required to maintain satisfactory progress and attendance. Failure to do so will breach their visa conditions. (See Handbook or College website for full details of [Course Progress and Attendance Policy](#))

CHANGE OF ADDRESS

46. In accordance with the ESOS Act 2000 students are required to advise the College of any change in address and contact details within 7 days of any change. This is a condition of your student visa. I/We acknowledge that the College may be required to provide addresses and contact details of the parents and student to government bodies.

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE *trading as*
CITIPOINTE CHRISTIAN COLLEGE *and* CITIPOINTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F

COMPLAINTS and APPEALS POLICY

47. Dispute Resolution Process / Student Grievances

The process of this grievance procedure is confidential and any complaints or appeals are a matter between you and those concerned or directly involved in the complaints handling process. You must notify the College in writing of the nature and details of the complaint or appeal. Complaints and appeals processes are available to you at no cost. You will have the opportunity to present your case to the Headmaster. You may be accompanied and assisted by a support person at all relevant meeting. Nothing in the College's Complaints and Appeals Policy negates the right of an overseas student to pursue other legal remedies.

The full details of the policy and process is available on the College website: - <http://brisbane.coc.edu.au/discover-citipointe/general-policies/>

DEFERMENT, SUSPENSION and CANCELLATION POLICY

48. Deferment, suspension and cancellation

The College will only grant a deferment of commencement or a request for suspension of studies for compassionate and compelling circumstances. The full details of the policy and process is available on the College website: - <http://brisbane.coc.edu.au/discover-citipointe/general-policies/>

HOLIDAYS

49. If the student wishes to travel to any destination other than home during holidays, parents must apply to the College in writing, specifying welfare, travel and accommodation arrangements. Permission for such travel will not be granted unless the College is satisfied with these arrangements. No student is permitted to attend Schoolies Week celebrations. At the end of Year 12, students are required to return home within one week of graduation.

INTERVENTION STRATEGY

50. The College Intervention Strategy identifies students at risk of failing to demonstrate satisfactory course progress and satisfactory attendance. This is a requirement under the terms of the National Code 2007 that Citipointe Christian College Brisbane identify students at risk of failing to demonstrate satisfactory course progress, and to undertake an intervention strategy to attempt to resolve the problem.

The full details of the the intervention strategies policy and process is available on the College website: - <http://brisbane.coc.edu.au/discover-citipointe/general-policies/>

LEARNING ACCOUNT

51. I/We give permission for a Learning Account to be opened for my/our student to satisfy the requirements for the Queensland Certificate of Education. A Learning Account is a list of school subjects the student has completed successfully.

TRANSFER POLICY

52. If a student wishes to transfer to another school or institution, written notice of intention to withdraw should be provided by the student's parents at least 8 tuition weeks prior to the transfer. A reason for the transfer should be provided. (See Handbook for full details of Transfer Policy)

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE *trading as*
CITIPOINTE CHRISTIAN COLLEGE *and* CITIPOINTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F



Citipointe Christian College
International

CITIPOINTE CHRISTIAN COLLEGE INTERNATIONAL
CRICOS Provider Code: 00996F
322 Wecker Road, Carindale, Queensland 4152 Australia

**APPLICATION FOR ADMISSION
SECONDARY SCHOOL PREPARATION PROGRAM**

Course Code: 043173A

A non-refundable application fee of A\$250 must accompany this application form.

PLEASE PRINT CLEARLY USE ONE FORM PER STUDENT

STUDENT DETAILS			STUDENT NUMBER (Office Use Only)		
FAMILY NAME		PERSONAL NAMES		GENDER Male / Female	
DATE OF BIRTH Day / month / year	COUNTRY OF BIRTH	NATIONALITY		LANGUAGE SPOKEN AT HOME	
COUNTRY WHERE VISA APPLICATION WILL BE LODGED		RELIGION		What church does the student attend?	
ARE YOU AN AUSTRALIAN RESIDENT? Yes/No (Please circle)	PASSPORT NUMBER	VISA NUMBER OR TYPE OF VISA	OVERSEAS HEALTH COVER REQUIRED? Yes/No		
EXPECTED DATE OF ARRIVAL	EXPECTED COURSE START DATE	EXPECTED COURSE END DATE	MAINSTREAM LEVEL APPLIED FOR AFTER SSPP (please circle one) Year 7 / Year 8 / Year 9 Year 10 / Year 11		
Entrance to mainstream depends on the student achieving the required English level for the year level; showing acceptable attendance, behaviour, effort and attitude to the Christian environment of the College; and the payment of all fees due. Refer to Letter of Offer for specific details.					
SCHOOLS PREVIOUSLY ATTENDED – PLEASE INCLUDE PRESENT SCHOOL					YEAR
PLEASE ATTACH STUDENT'S MOST RECENT ACADEMIC REPORTS TRANSLATED INTO ENGLISH					
PLEASE ATTACH COPY OF PASSPORT & VISA IF AVAILABLE					
If the student is currently enrolled in another school or college in Australia, this application cannot be processed until a Letter of Release is obtained from the current school.					

SPECIAL INSTRUCTIONS FOR COLLEGE MAIL

Who should Fee Accounts and School Reports be sent to? Father Mother Agent
Email address 1: (circle two or more)

Email address 2:

Note: The College only sends accounts and reports by email.

FAMILY DETAILS

FATHER

FAMILY NAME	PERSONAL NAMES	ENGLISH NAME	TITLE
COUNTRY OF BIRTH	LANGUAGE SPOKEN AT HOME	RELIGION	
OCCUPATION	BUSINESS NAME & ADDRESS	FIELD/INDUSTRY (e.g. Printing, Health, Building, Finance, Computer, Welfare, etc)	
HOME ADDRESS			
Home phone:	Work phone:	Home fax:	
Email:	Mobile:	Work fax:	

MOTHER

FAMILY NAME	PERSONAL NAMES	ENGLISH NAME	TITLE
COUNTRY OF BIRTH	LANGUAGE SPOKEN AT HOME	RELIGION	
OCCUPATION	BUSINESS NAME & ADDRESS	FIELD/INDUSTRY (e.g. Printing, Health, Building, Finance, Computer, Welfare, etc)	
HOME ADDRESS			
Home phone:	Work phone:	Home fax:	
Email:	Mobile:	Work fax:	
HOW DID YOU HEAR ABOUT THE COLLEGE?		REASONS FOR SEEKING ENROLMENT AT THE COLLEGE	
Please tick:		Please rate 1 or more (1 being of most importance):	
1 <input type="checkbox"/> Word of mouth	2 <input type="checkbox"/> Media	1 <input type="checkbox"/> Academic excellence	2 <input type="checkbox"/> Broad/balanced program
2 <input type="checkbox"/> Schools' fair	3 <input type="checkbox"/> Prospectus	3 <input type="checkbox"/> Co-education	4 <input type="checkbox"/> Discipline
3 <input type="checkbox"/> Agent (please write name below)	4 <input type="checkbox"/> Agent (please write name below)	5 <input type="checkbox"/> Friends in school	5 <input type="checkbox"/> Location
		6 <input type="checkbox"/> Location	6 <input type="checkbox"/> Christian foundation & influence
		7 <input type="checkbox"/> Christian foundation & influence	

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE *trading as*
 CITIPOINTE CHRISTIAN COLLEGE *and* CITIPOINTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F



ACCOMMODATION DETAILS		
Will the student be living with mother and/or father in Australia?		Yes / No If yes, circle: Mother / Father
If yes, address in Australia		
POSTCODE:		
Home phone:	Work phone:	Fax:
Email:	Mobile:	

OR

Does the student require the College to arrange Homestay accommodation? If yes, please fill out the Homestay Application Form on the next page.	Yes / No
--	----------

OR

If the student will not live with parents or in a College homestay, please give the names and address of the persons the student will live with. All accommodation must be approved by the College.			
FAMILY NAME	PERSONAL NAMES	TITLE	RELATION TO THE STUDENT e.g. mother's brother, family friend
COUNTRY OF BIRTH	LANGUAGE SPOKEN AT HOME		RELIGION
OCCUPATION	BUSINESS NAME & ADDRESS		FIELD/INDUSTRY e.g. Printing, Health, Building, Finance, Computer, Welfare
FAMILY NAME	PERSONAL NAMES	TITLE	RELATION TO THE STUDENT e.g. mother's brother, family friend
COUNTRY OF BIRTH	LANGUAGE SPOKEN AT HOME		RELIGION
OCCUPATION	BUSINESS NAME & ADDRESS		FIELD/INDUSTRY e.g. Printing, Health, Building, Finance, Computer, Welfare
ADDRESS			
POSTCODE:			
Home phone:	Work phone:	Fax:	
Mobile:	Email:		

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE *trading as*
CITIPOINTE CHRISTIAN COLLEGE *and* CITIPOINTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F

SSPP HOMESTAY APPLICATION FORM

If you want the College to arrange accommodation for you, please fill out this form.

FAMILY NAME _____ PERSONAL NAME _____

DATE OF BIRTH _____ RELIGION _____ MALE / FEMALE

PLACE OF BIRTH _____ MOBILE PHONE _____

MOTHER'S NAME _____ FATHER'S NAME _____

ADDRESS IN HOME COUNTRY _____

HOME TELEPHONE NUMBER _____ FAX _____

EMAIL _____

WHAT IS YOUR LEVEL OF ENGLISH? (circle one)

Beginner Elementary Intermediate Advanced

WHAT OTHER LANGUAGES DO YOU SPEAK?

DO YOU SMOKE? YES / NO (circle one)

ARE YOU ALLERGIC TO CATS / DOGS / OTHER PETS (circle)

DO YOU HAVE ANY ALLERGIES? _____

CAN YOU SWIM? YES, VERY WELL / YES, A LITTLE / NO (circle one)

ARE YOU TAKING ANY MEDICATION AT THE MOMENT? WHAT IS IT AND WHAT IS IT FOR?

WHAT ACTIVITIES DO YOU ENJOY?

DESCRIBE YOUR FAMILY AND FRIENDS

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE *trading as*

CITIPOINTE CHRISTIAN COLLEGE *and* CITIPOINTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F



SSPP STUDENT MEDICAL INFORMATION

STUDENT'S NAME: _____ MALE / FEMALE
family name personal names

DATE OF BIRTH (day/month/year): _____ STUDENT'S MOBILE: _____

STUDENT'S HOME PHONE NUMBER IN AUSTRALIA: _____

ADDRESS IN AUSTRALIA: _____

PARENTS' FULL NAMES: _____

HOW CAN THE COLLEGE CONTACT YOU IN CASE OF EMERGENCY:

FATHER: PHONE (WORK): _____ MOBILE: _____

PHONE(HOME): _____ EMAIL: _____

MOTHER: PHONE (WORK): _____ MOBILE: _____

PHONE(HOME): _____ EMAIL: _____

Has your child had a Tetanus Booster in the last five years? YES / NO IF YES, DATE _____

Other immunisation in the last 5 years: YES / NO IF YES, DATE/Type _____

DOES YOUR CHILD SUFFER FROM ANY OF THE FOLLOWING:

	YES / NO	If YES, please give details
Heart Problems	_____	_____
Asthma	_____	_____
Respiratory problems/Hay Fever	_____	_____
Drug and Ointment Allergies	_____	_____
Food Allergies / Intolerances	_____	_____
Bites and Stings	_____	_____
Diabetes / Hypoglycaemia	_____	_____
Recent Operations / Illness	_____	_____
Phobias	_____	_____
Visual – glasses/contacts	_____	_____
Hearing Problems/Aids	_____	_____
HIV, Hepatitis A, B, C etc.	_____	_____
ADD, ADHD etc.	_____	_____
Eczema	_____	_____
Headaches / Migraines	_____	_____
Travel Sickness	_____	_____
Period pains	_____	_____
Other disorders	_____	_____
e.g. eating/mental	_____	_____

MEDICINES: Students must give all medicine to their homestay parents on arrival. At school, the only medicine students may keep with them is asthma medicine. Any other medicine they need at school must be given to Health Bay at the start of the day. Please give details of any regular medicines taken (dosage, frequency etc.): _____

I give permission for Paracetamol / Antihistamine /Ventolin or any medical assistance the College feels necessary at the time to be administered to my child.

Parent's Signature: _____ Date: _____

DECLARATION

I have been given a copy of the SSPP Handbook before signing this application.

- I have read and understood the policies and the Terms and Conditions for Enrolment.
- I understand the fees are as follows:

TUITION FEES: A\$12,400 per semester

TOTAL TUITION FEES: A\$24,800 per year

The total semester tuition fees **include:**

• Tuition fees	A\$10,500 per semester
• Language Tests	A\$250 per semester
• Course Materials & Textbooks	A\$700 per semester
• Computer/Library Access	A\$300 per semester
• Student Services Fee	A\$650 per semester

NON-TUITION FEES:		
• Application Fee	A\$250 (non-refundable)	
• Uniforms	approximately A\$700	
• iPad Pro64GB, AppleCare+, Logitech case, Apple Pencil	A\$1,423	
• Welfare Fee	A\$480 per semester	
• Homestay	A\$8,400 per semester	
• Homestay Placement Fee	A\$300	
• Homestay Relocation Fee	A\$300	
• Accommodation Approval Fee	A\$300	
• Bus fees	A\$1,400 per semester	
• Co-Curricular Programs e.g. Instrumental Music, Speech and Drama, ESL, Tutoring	A\$3,000	
• Overseas Student Health Cover (OSHC): Parents or agents must apply for OSHC for the student. For information on Australian health insurance companies refer to www.oshcaustralia.com.au .	approximately A\$600 per year x length of visa	

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE *trading as*
CITIPOINTE CHRISTIAN COLLEGE *and* CITIPOINTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F

Father's Signature :	Date:
Mother's Signature :	Date:
<p>Agent Declaration: I declare that I have briefed the applicant and parents on the Citipointe Christian College Terms and Conditions for enrolment related to this application consistent with the ESOS Act and National Code of Practice.</p> <p>_____</p> <p>Agent's Signature</p>	<p>Date:</p> <p>AGENT DETAILS/STAMP:</p>
<p>Send: APPLICATION FORM</p> <p>RECENT SCHOOL REPORTS TRANSLATED INTO ENGLISH</p> <p>APPLICATION FEE OF A\$250</p>	<p>Send to:</p> <p>The Registrar Citipointe Christian College International 322 Wecker Road Carindale Qld 4152 Australia Email: mail@brisbane.coc.edu.au Website: www.brisbane.coc.edu.au PHONE: + 61 7 3347 5864 FAX: + 61 7 3347 5900</p>

Version 9.1/2015

CHRISTIAN OUTREACH CENTRE *trading as*
CITIPOINTE CHRISTIAN COLLEGE *and* CITIPOINTE CHRISTIAN COLLEGE INTERNATIONAL CRICOS PROVIDER CODE: 00996F

