



STUDENT INFORMATION GUIDE

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About Tuart College

Tuart College is devoted to helping students achieve their goals in education and beyond. The academic staff are highly qualified and have many years of experience teaching in their specialist areas. Students' attendance and performance are closely monitored by class teachers and the International Student Office staff.

The College believes that all students benefit from small class sizes, so that academic staff can provide more individual attention and support. Class sizes are restricted to a maximum of 25.

Teaching styles focus on student-centred learning and aim to develop students who are independent learners ready for university level education.

University Recognition

Tuart College's pre-university programs are recognised for entry to universities throughout Australia and internationally. The College has close links with all the Western Australian universities and is respected by tertiary institutions across Australia. Students who complete the College's rigorous but flexible university entrance programs find that they have access to a wide range of universities and degree programs. Their choice of university program can be made at any time during, or at the end, of their studies in the College.

Strengths of Tuart College

- The financial security and quality assurance of a Government College.
- Excellent academic standard and reputation.
- High success rate
- Flexible pathways to university.
- Study with Australian students.
- Over 25 years of experience with international students.
- A choice of university destinations across Australia.
- State of the art learning technology and teacher excellence.
- Comprehensive range of support services.
- High level of student support provided by dedicated staff.

Accommodation

The style of accommodation available to international students is determined by their age. All students under 18 years of age must either be placed in homestay accommodation or live with an approved blood relative. Students over 18 years of age can choose to live independently in rental accommodation.

Living With A Blood Relative

If international students decide to stay with relatives, the relatives must be over 21 years of age and of good character. Parents of the student must complete the relevant section of the application form giving full carer's rights for the students under 18 years of age to such relatives.

Homestay is a cultural exchange between a local individual or family (called a Host) and a visiting student. The student lives as a guest in the host family's home. Tuart College's homestay provider is the Australian Homestay Network (AHN).

An AHN Homestay student is provided with:

- A clean furnished room (this includes items like a bed, desk, wardrobe, chair and a study lamp), as well as a supportive family environment and home to live in.
- Meals (as specified) and accommodation (including utilities).
- Ongoing Homestay host and student support
- AHN 24/7 professional phone support.
- AHN Contents Insurance for students and hosts as per AHN Insurance Policy

<http://www.homestaynetwork.org>

Homestay Fees(for Under 18 Yrs) as at September 2014

Placement Fee	\$230
Airport Transfer fee	\$115
Weekly accommodation fee	\$290

Cost of living

The average international student spends about A\$460 a week on accommodation, food, clothing, travel, entertainment, telephone and incidental costs. Please note that airfares and tuition fees do not form part of this estimated cost of living.

International Student Support Services

Tuart College offers an extensive range of student support services, all of which are included in the course fee.

There are no additional charges for these services.

- Excellent library facilities including open access to computers
- Counselling and career advice
- Recreation Program
- International Students' Office specialist staff and services
- Special support for students under 18 years of age
- Orientation
- Prayer room for Islamic students
- Special assistance for "at risk students"
- Cafe with quality food (Asian and Western)
- Extensive open access to high quality computer resources
- Learning Support / Study Skills Programs
- Student progress monitoring via website
- Tertiary placement assistance
- Loan of Apple Macbook Air for duration of Year 12 WACE or WAUFP course

Orientation

All new students are required to attend the Orientation program which provides them with crucial information and advice that will assist them in adjusting to the living and learning environment of the College. They are provided with information on studying in Perth, selecting subjects and are helped with essential matters such as bank accounts, legal services, emergency information and medical insurance. The orientation is also a good opportunity to meet fellow students and the staff at the College.

International Students' Office

Tuart College has an International Students' Office where a Manager and other staff are available to provide pastoral care, information, advice and assistance in dealing with day- to-day matters. This office is the focal point for international students. Some of the areas covered include accommodation, study problems, subject selection and guidance with university applications, visa passport enquiries /, and enquiries on behalf of friends or relatives.

International Student Advisors are also available in the International Students' Office to assist students with personal and academic issues. Advisors can help answer enquiries about courses including subject changes, study problems and day to day problems students may encounter. All matters are handled with appropriate discretion and are completely confidential.

Learning Support

In addition to formal classes, the College provides opportunities for additional assistance through attendance at the Learning Centre in the College Library and individual assistance provided by teachers. There are no additional charges for these services.

Counselling

Tuart College provides counselling or advisory services for students. Students can use these services for friendly and confidential discussion of concerns, such as:

- study skills
- course information and subject selection
- applications for tertiary study
- career and vocational advice

The College has a Counsellor who is a qualified educational psychologist and is available to provide advice on personal issues.

Programs Available

The Western Australian Universities' Foundation Program (WAUFP)

Tuart College offers suitably qualified international students the opportunity to enrol in the Western Australian Universities' Foundation Program. The WAUFP has been designed to prepare international students to study at a university. This program meets the requirements of Foundation Programs which have been registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) for delivery in Australia to overseas students providing an academic preparation for seeking entry to first year undergraduate study or its equivalent.

The value and strengths of the Foundation Program are that it:

- provides successful students a place in a public university in Western Australia;
- is accepted by public and private universities across Australia and internationally;
- International students are integrated with local students in their academic classes.
- provides flexibility of choice of a university degree program and university; and
- has an international reputation for academic excellence.

The WAUFP has been offered at Tuart College since 1992 on behalf of Western Australia's four public universities. Each year students are also accepted into many universities in other states of Australia. Successful students have also entered Universities in the United Kingdom, Indonesia, Ireland, Germany, the USA, Canada, New Zealand, Malaysia, Singapore and Hong Kong.

The WAUFP is currently only available in the Fast Track mode which commences in late May and concludes in early December. Students in this program will study for 26 weeks over two terms with one scheduled holiday break.

The Fast-Track Program is available to students who have completed all or part of their Year 12 education, such as A levels, SMU3, STPM or equivalents. Fast-Track is also available to students who have completed Year 11 equivalence with above average results.

Subjects

The WAUFP has two components.

English: English Language and Australian Cultural Studies (ELACS) is a compulsory subject which provides students with the opportunity to develop skills in listening, speaking, reading and writing in the English language and knowledge about Australian society and culture. For detailed information regarding ELACS go to <https://www.tisc.edu.au/static-fixed/guide/elacs.pdf>

Academic Subjects:

Students must also choose at least three subjects from the list below:

Subject
Accounting and Finance 3AB
Chemistry 3AB
Economics 3AB
Mathematics 2CD
Mathematics 3CD
Mathematics Specialist 3CD
Physics 3AB

Students enrolled in these subjects will study alongside local Australian students in the Western Australian Certificate of Education (WACE) program. For detailed information regarding ELACS go to http://www.scsa.wa.edu.au/internet/Senior_Secondary/Courses/WACE_Courses

Students enrolled in the WAUFP will meet the minimum 720 hours of class contact stipulated in the National Standards for Foundation Programs by enrolling in ELACS and at least 3 academic subjects.

Assessment System

The final scores for all subjects are based on both continuous College assessments and on final external examination. Results are available in mid-December and university offers are issued soon after final results are released.

Entry requirements to the Foundation Program are outlined on page 9.

Teaching and Learning Program

Each of the academic subjects within the WAUFP is selected from a list of subjects accredited by the School Curriculum and Standards Authority (SCSA), which is the government body responsible for the registration of all courses within the WACE. The explicit teaching and learning program for each of these subjects is clearly defined by the SCSA and can be accessed at http://www.curriculum.wa.edu.au/internet/Senior_Secondary/Courses/WACE_Courses. The principles used to design the teaching and learning programs of the academic subjects are applied to the compulsory subject, English Language and Australian Cultural Studies (ELACS).

Year 11 and 12 - Western Australian Certificate of Education (WACE) program

International students commencing their studies in February are best suited to commence in the Western Australian Certificate of Education (WACE) Program. This program has been designed for local Australian students, but may be attempted by international students. If necessary students can complete a two year program consisting of a Year 11 and a Year 12 course. An advantage of the Year 12 WACE Program is its wider acceptance by all Australian universities, and its universal recognition overseas. The Year 12 WACE Program also provides a wider choice of subjects, including some foreign languages.

Students electing to undertake the WACE will be required to study at least five subjects, in each year of the program. All students must study an English subject. Students from countries where English is not the language of instruction should choose English as an Additional language/Dialect (EAL/D) as their English subject. The remaining four or five Year 12 WACE subjects can be selected from the lists below. At least one subject must be from List A and at least one subject must be from List B in the Year 12 program.

WACE Program results are accepted for admission to universities throughout Australia and internationally. College graduates from the WACE Program have gained entry to a wide range of courses, including Medicine, Dentistry, Engineering, Pharmacy and Law.

For detailed information about each subject go to:

http://www.scsa.wa.edu.au/internet/_Documents/Publications/WACE%20Manual%202014-15_communications_final.pdf

Assessment System

The final scores for all subjects are based on 50% continuous College assessments and 50% on the external examinations. Results are available in late December and university offers are issued in mid- January.

Subjects available in 2015

Year 11 Accredited Courses	
List A Subjects	List B Subjects
Ancient History ATAR Units 1 and 2	Accounting and Finance ATAR Units 1 and 2
Economics ATAR Units 1 and 2	Chemistry ATAR Units 1 and 2
English ATAR Units 1 and 2	Computer Science ATAR Units 1 and 2
English as an Additional Language/Dialect ATAR Units 1 and 2	Human Biological Science ATAR Units 1 and 2
Modern History ATAR Units 1 and 2	Mathematics Application ATAR Units 1 and 2
Visual Arts ATAR Units 1 and 2	Mathematics Methods ATAR Units 1 and 2
	Maths Specialist ATAR Units 1 and 2
	Physics ATAR Units 1 and 2
	Psychology ATAR Units 1 and 2
Year 12 Accredited Courses	
List A Subjects	List B Subjects
Ancient History 3A/3B	Accounting and Finance 3A/3B
Economics 3A/3B	Biological Sciences 3A/3B
English 3A/3B	Chemistry 3A/3B
English as an Additional Language/Dialect (EAL/D) 3A/3B	Computer Science 3A/3B
French 3A/3B	Human Biological Science 3A/3B
Literature 3A/3B	Mathematics 2C/2D
Modern History 3A/3B	Mathematics 3A/3B
	Mathematics 3C/3D
	Mathematics Specialist 3C/3D
	Physics 3A/3B
	Psychology 3A/3B

Certificate IV – Academic Preparation Studies

This is a full year course for international students and is designed to develop the academic skills necessary for success at university. The program comprises two core units and electives in modules on a pathway to Science, Humanities, Business and Computing. Success in this program provides access to minimum entry requirement courses at Curtin University, Edith Cowan University, Murdoch University and Notre Dame University.

Course credit policy

Course credit will only be provided to students who have previously studied in the WAUFP and WACE programs in Australia and have yet to complete these programs. The rules governing course credit policy are issued by each of the registering authorities for these courses. In order for course credit to be granted, the appropriate authority will be contacted to ensure that the credit has not already been used.

In the case of course credit being granted, Tuart College will provide the student with a signed record of the documentation to be placed on the student's file.

Tuart College Entry Requirements

To gain entry into a Tuart College program, an international student must meet the following entry requirements.

1. Age – Normally a student should be at least 16 years of age at the start of their program. The Western Australian Department of Education has instituted an upper age limit for students commencing their programs. No international student can commence a course if they turn 18 years of age prior to June 30 in the first year of a course. If a student turns 18 after June 30, they may commence a course in first or second semester.
2. Academic Achievement – The minimum entry requirements are
 - (a) an appropriate level of English language ability.(as outlined in the table below) and
 - (b) above average performance in four subjects that are likely to be studied in their Tuart College program.

English language requirements: The following relate to direct entry:

	WAUFP/ Year 12 WACE Program	Year 11 WACE	Certificate IV APS
IELTS	5.5	4.5	5.5
Pearson TE	42	36	42
GCE O Levels	C6	E8	C6
SPM English	C6	D8	C6

Academic requirements: The following tables show minimum entry requirements for direct entry.

Year 12 WACE/WAUFP

Country	Minimum Entry Requirement
Australia	Year 11 level - 4 C grades
China (PRC)	Year 2, Senior Middle school, 70% average in 4 academic subjects
Indonesia	SMA 2, average 7.0.
Malaysia	4 C grades at SPM level or Senior Middle 2, C grade average
Singapore	4 C grades at O Level.
Vietnam	Year 11, with an average of 8.0 in 4 relevant subjects

Year 11 WACE

Country	Minimum Entry Requirement
Australia	Year 10 level - 4 C grades
China (PRC)	Year 1, Senior Middle School, 70% average in 4 academic subjects
Indonesia	SMA 1, average 7.0 in 4 relevant subjects.
Malaysia	4 C grades at Form 4 level.
Singapore	4 C grades at Form 4 Level.
Vietnam	Year 10, with an average of 8.0 in 4 relevant subjects

Certificate IV APS

Country	Minimum Entry Requirement
Australia	Year 11 level - 8 C grades at Stage 1
China (PRC)	Year 3, Senior Middle school, 70% average in 4 academic subjects
Indonesia	SMA 2, average 7.0 in 4 relevant subjects.
Malaysia	4 C grades at SPM level or Senior Middle 2, C grade average
Singapore	4 C grades at O Level.
Vietnam	Year 11, with an average of 7.0 in 4 relevant subjects

Tuart College's Relationship with The Western Australian Public Universities

Tuart College is a government institution that has a close association with the four public universities of Western Australia. The College acts to provide the WAUFP on behalf of these universities under the administration of the Tertiary Institutions Service Centre (TISC) Each year, significant numbers of local and international students from Tuart College enter these universities after completing the WAUFP or WACE Programs.

The four government-funded universities of Western Australia have well- established reputations for academic excellence, providing quality education and professional support services for their students over a wide range of courses. Further information on these universities can be found on their websites.

www.curtin.edu.au

www.ecu.edu.au

www.murdoch.edu.au

www.uwa.edu.au

University Entrance Requirements

WAUFP

To gain admission to university from the WAUFP a student needs to achieve:

a) a score of at least 50% in ELACS and

b) a Combined Percentage Score (CPS) in three selected academic subjects that meet the requirement for entry to the particular course of study at university. If a student chooses to study four subjects, the three highest scoring subjects will be averaged to calculate the CPS.

The table below shows examples of the CPS required for entry into a variety of courses at Western Australian universities for 2014.

CPS Requirement for entry to Western Australian public universities

Course	Curtin University	Edith Cowan University	Murdoch University	University of Western Australia
Arts	53	50	54	62
Biomedical Science	N/A	50	54	62
Commerce	53	50	54	62
Computer Science	53	50	54	62
Engineering	59	53	54	62
Law	TBA	65	Case by case	62
Mass Communication	53*	50	54	62
Nursing	53	50	Case by case	NA
Nutrition	53	NA	NA	NA
Pharmacy	59 (ELACS 60)	NA	NA	NA
Psychology	53 (ELACS 60)	50	54	62
Science	53	50	54	62

Year 12 WACE Program

Arrangements for students undertaking the Year 12 WACE Program are slightly different. The requirements are similar in that students must gain 50% in English 3A/3B, Literature 3A/3B or English as an Additional Language or Dialect or 3A/3B to meet the literacy requirement for university entrance.

Students also need to attain an Australian Tertiary Admissions Rank (ATAR), which is based on a Tertiary Entrance Aggregate (TEA). A Tertiary Entrance Aggregate (TEA) is calculated by using the best four scaled scores in Courses studied.

Enrolment Information and Procedures

Documentation

To apply for enrolment at Tuart College, you are required to provide Certified translated copies of the following:

- a) birth certificate;
- b) most recent national or state certificates of education received from public examinations;
- c) the last two school reports, particularly any that relate to preliminary or forecast results; and
- d) evidence of competency in English such as TOEFL, IELTS, or other certificates or school results.
- e) a fully completed application form.

Application Procedure

- a) Take the documentation as outlined to one of the College's authorised local representatives for assessment or send it direct to Tuart College.
- b) If the information provided meets the College's entry requirements, an Offer of a Place will be issued to the student by the College.
- c) The College's local representatives will assist with the completion of the enrolment and payment of the required fees.
- d) The Course Fee and Overseas Student Health Cover (OSHC) charge should be paid in sufficient time to obtain a student visa. This means that these fees should be paid at least six to eight weeks before the program commences.
- e) When the Course Fees and OSHC charge are received, an electronic Confirmation of Enrolment (eCoE) form will be issued by the College.
- f) The College's local representative will provide advice and assistance to complete all of these tasks and refer students to the local visa issuing authority.

Costs: The College does not charge an application fee.

Program	2016 Full Year Fees
Standard WAUFP	\$22,550
Fast Track WAUFP	\$14,660
Year 11 and 12 WACE Programs	\$17,035
Certificate IV APS	\$17,035

In accordance with the ESOS Act 2000, the following schedule of fees applies:

For courses of one study period, the College requires payment of 100% of the tuition fee.

For courses of more than one study period, the College requires payment of 50% of the tuition fee for the first calendar year. The balance of the tuition fee for the calendar year will need to be paid two weeks prior to the commencement of the second study period.

For courses commencing in second semester, the College requires payment of 100% of the tuition fee for the first study period.

Overseas Student Health Cover (OSHC) to cover the length of the student visa must be paid at the time of application.

College Fees

Our course fee includes:

- All the teaching costs of the programs, excluding books and stationery and calculators
- Meals and activities during orientation
- All subject fees
- External examination fees for the WAUFP
- Access to all the facilities at the College, including wireless internet and email
- Loan of a laptop computer for duration of the Year 12 WACE or WAUFP course.

Other expenses

There are other costs that international students need to consider when looking at the overall expense of undertaking studies at Tuart College:

Visa fee payable to the Australian Embassy or High Commission usually in the student's country of origin – A\$535 at the time of printing. This fee is subject to change, please consult the DIBP website for updates.

Medical Insurance – compulsory overseas student health cover. A\$681 at the time of printing for a 15-month period.

Possible service fee to the local representative handling the application, visa and enrolment of the student.

Return airfare to Perth usually paid in the country of origin

Estimated cost of textbooks, calculator, photocopying, printing and stationery – A\$800

For WACE students, registration. Year 11 \$220.00, Year 12 \$495.00

Student visa Information

Detailed information on all aspects of student visas is available at the website of the Department of Immigration and Border Protection (DIBP): www.immi.gov.au

For a student applying for a visa outside Australia, the visa is issued by DIBP through the relevant Australian Diplomatic Mission. A student within Australia is required to apply at the nearest DIBP office. Applicants may apply directly or through a registered agent of the College. Agents are recommended as they have the knowledge and experience to manage the student visa policies and processes applied by DIBP.

The main documents required when applying for a student visa are:

- Letter of Offer.
- Electronic Confirmation of Enrolment (eCoE) – issued after required fees are paid to the College.
- Medical examination results.
- Proof of acceptable OSHC.
- Proof of financial capacity to pay course fees and living expenses.
- For under 18 aged students, proof of acceptable care arrangements.

Visa Conditions

All international students must be in possession of a valid and current student visa while studying at Tuart College. Visa application processes and conditions may vary according to the assessment level of the student's country of origin. The student visa is usually issued for the duration of the course. A student is required to apply for a new visa or leave Australia before the current visa expires. For further clarification please contact DIBP.

This table describes the mandatory conditions that are attached to all primary Student visas in the following subclasses.

Condition Number	Subclasses	Description
8105	All	You cannot work more than 40 hours per fortnight* when your course is in session (other than work which has been registered as a part of the course). Note: No work limits apply during recognised periods of vacation offered by your education provider. You cannot undertake work until you have commenced your course in Australia. *A fortnight means any period of 14 days commencing on a Monday and ending at the end of the second following Sunday.
8202	All	You must remain enrolled in a registered course (unless you are a Foreign Affairs or Defence sponsored student or secondary exchange student in which case you must maintain full-time enrolment in your course of study or training). Note: A registered course is one that is on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). See: CRICOS You must maintain satisfactory attendance in your course and course You must maintain satisfactory attendance in your course and course progress for each study period as required by your education provider.
8501	All	You must maintain adequate arrangements for health insurance during your stay in Australia. Note: Under policy, this means that you must maintain Overseas Student Health Cover (OSHC).
8516	All	You must continue to satisfy the requirements for grant of your student visa. This means, for example, that your main course of study must continue to be a course in the education sector that matches your student visa, and that you must continue to have sufficient financial capacity to support your study and stay in Australia. For further information on the implications of changing courses: See: Information on changing courses
8532	All	If you have not turned 18 you must maintain adequate arrangements for your accommodation, support and general welfare for the duration of your stay in Australia. To maintain adequate arrangements for welfare you must stay in Australia with: your parent or legal custodian or a relative who has been nominated by your parents or custodians who is aged over 21 and is of good character or accommodation, support and general welfare arrangements that have been approved by your education provider. Note: You must not change those arrangements without the written approval of your education provider. If your welfare arrangements are approved by your education provider you must not travel to Australia until your welfare arrangements are due to commence.
8533	All	You must notify your education provider of your residential address in Australia within 7 days of arriving in Australia. You must notify your education provider of any change in your residential address within 7 days of the change. You must notify your education provider of a change of education provider within 7 days of receiving the electronic Confirmation of Enrolment certificate or evidence of enrolment.

8534	<p>Assessment Level 3 and 4 applicants only, where the course duration is 10 months or less, in the following subclasses:</p> <ul style="list-style-type: none"> • 570 • 572 • 573 • 574 • 575 <p>Assessment Level 3 and 4 applicants only, where the course duration is 10 months or less.</p>	<p>You are not entitled to be granted a further substantive visa, other than:</p> <ul style="list-style-type: none"> • a Student visa with Permission to Work Note: if you apply for and are granted Permission to Work, this will change only the work conditions on your Student visa, all other conditions will remain the same including 8534 • a further Student Guardian visa or • a visa to engage Australia's obligations under the 1951 United Nations convention relating to the status of refugees.
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Tuart College deferment, suspension and cancellation policy

1) Deferment of commencement of study requested by student

- a) Tuart 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 Manager, Student Services.
- c) Deferment will be recorded on PRISMS depending on the students CoE status.

2) Suspension of study requested by student

- a) Once the student has commenced the course, Tuart 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.
- 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 Manager, Student Services.

3) Assessing requests for deferment or suspension of studies

- a) Applications will be assessed on merit by Manager, Student Services.
- b) All applications for deferment or suspension will be considered within 10 working days.

4) Suspension from class (1 – 7 days)

- a) Tuart College may suspend a student from class studies on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in exclusion in Tuart College's School's Behaviour Policy, as outlined the Tuart College Student Diary.
- 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 Manager, Student Services.
- c) Where the student is provided with homework or other studies for the period of the suspension, the student must continue to meet the academic requirements of the course.
- d) Suspensions from class will not be recorded on PRISMS.
- e) Periods of 'suspension from class' will not be included in attendance calculations as per Tuart College's Course Progress and Attendance Policy .

5) Cancellation of enrolment

- a) Tuart 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)
 - iii) Any behaviour identified as resulting in cancellation in Tuart College's Student Behaviour Policy.
- b) Tuart College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIBP which will result in automatic cancellation.

6) Complaints and Appeals

- a) Student requested deferment and suspension are not subject to Tuart College's Complaints and Appeals Policy.
- b) Suspension from class is subject to Tuart College's Complaints and Appeals Policy.
- c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to Tuart College's Complaints and Appeals Policy.
- d) For the duration of the appeals process, the student is required to maintain your enrolment and attendance at all classes as normal. The Manager, student Services will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If students access Tuart College's complaints and appeals process regarding a school 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.
- f) 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 school 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
- g) The use of extenuating circumstances by Tuart 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.
- h) The final decision for evaluating extenuating circumstances lies with the Manager, Student Services.

7) Student Advice

- 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.

8) Definitions

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

Tuart College student behaviour policy

Tuart College has a "Good Standing" regulation, which means that every student is deemed to have Good Standing, when he/she enrolls. This status is maintained throughout the period of enrolment, but can be lost in cases where a student exhibits behaviour which causes disruption to the learning of other students or the general harmony of the College.

Good standing may be lost and result in suspension from class or cancellation of enrolment:

- a) immediately as a result of a serious breach of acceptable behaviour, or by conducting an illegal act, or
- b) as an end result of a student's failure to modify his/her behaviour after repeated warnings for minor infringements of acceptable behaviour or misdemeanours, or
- c) as a consequence of behaviours which threaten harm or injury to staff or students, or being on the College premises in possession of illegal substances, alcohol or weapons of any type.

Emergency, Health and Legal Services Information

In the event that a student misses the Orientation program, the following information regarding contact details for emergency, health and legal services is provided below:

Emergency Services (Police, Ambulance and Fire): Call 000

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

Police: Call 131 444

If you call 131 444 and require immediate police assistance, you will be asked to press '1'. If you need to report an incident which does not require immediate police attendance, you will be asked to press '2', and if you require general information you will be asked to press '3'.

Remember, if it is an emergency, immediately dial 000!

Health Services

Consumer Health Services Directory http://www.health.wa.gov.au/health_index/index.cfm

General

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

Legal Services

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