



ST MARK'S COPTIC ORTHODOX COLLEGE

www.stmarks.nsw.edu.au

CRICOS PROVIDER NUMBER: 02342F

INFORMATION FOR FULL FEE PAYING STUDENTS



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LIVING IN SYDNEY, AUSTRALIA

Sydney is the capital of new South Wales and the largest city in Australia with a population of approximately 4.5 million people. The city is built around one of the most beautiful harbours in the world and is bordered by a coastline of surf beaches including the famous beaches of Bondi and Cronulla.

The central business district features modern skyscrapers, historical buildings, museums, art galleries, vibrant shopping centres, world class sporting facilities, restaurants and theatres.

Sydneysiders enjoy a relaxed lifestyle and wonderful weather year round. The city has a pleasant climate, with warm summers (not usually above 30°) and cool winters (not usually below 10°C).

Education standards in Australia are amongst the highest in the world. Annually, approximately 4,000 international school students commence their studies throughout Australia.

In New South Wales there are 13 years of formal school education. The first year is usually known as Kindergarten (commencing at approximately 5 years of age), followed by Years 1 through 12. Students complete their schooling at approximately 18 years of age.

The Australian school year commences in late January and concludes in early December and is divided into four equal school terms with a 2-3 week vacation break between terms and a longer break in December/January.



STUDYING AT ST MARK'S COPTIC ORTHODOX COLLEGE

St Mark's Coptic Orthodox College welcomes international students from around the globe. We enrol the students of overseas visitors who hold appropriate business or temporary visas issued by the Department of Immigration and Citizenship.

St Mark's Coptic Orthodox College is a registered provider for a limited number of full fee paying overseas students (FFPOS). St Mark's CRICOS provider number is 02342F.

A full fee paying overseas student requires a Student Visa to attend school in Australia. Australian or New Zealand citizens, those carrying permanent or temporary resident visas or refugees do not require Student Visas to attend the school.

St Mark's is located in the south western suburb of Wattle Grove near Liverpool. The school is 27 kilometres from the international airport, 43.5 kilometres to the central business district and 31.7 kilometres to Cronulla Beach.

The educational journey for students of St Mark's Coptic Orthodox college takes place within a learning and spiritual environment enriched to provide a wealth of experiences to challenge the mind, body and spirit of each student.

Typically, a St Mark's graduate can be described as inwardly confident in their ability to shape a purposeful and rewarding life from the opportunities that lie ahead. Students leave with a strong spiritual foundation in the Coptic Orthodox faith. Each young person also understands that the privilege they enjoy by attending a school offering such opportunities brings a responsibility, a responsibility to contribute to this community and society at large.

The broad ranging curriculum and wealth of co-curricular activities, within a spiritual and supportive environment, invite the students to explore their strengths and realise their potential. Confidence is developed as students learn that it is important to take risks, confront failures and learn from mistakes. Resilient, self-reliant young people understand that they will have the ability to shape their own future.

Consistently excellent academic results, at all levels of benchmark testing, attest to the expertise of the staff in all year levels and subject areas. The high degree of engagement and commitment to achieving personal excellence is evident within the student body and ensures impressive outcomes. Our Higher School Certificate results reflect this each year.

Students also have the opportunity to excel in Music, Sport, Drama, Debating and in many other areas of interest. The life of a St Mark's student is a busy one and an exciting one.

Effective pastoral care underpins all programs within the school. The size of the school allows for each student to be known and to feel a strong connection with this community. The partnership between the home and the school is vital and open and effective communication is a high priority.

St Mark's Coptic Orthodox College is a College with a proud tradition of educating young people in the Coptic Orthodox tradition. From its inception in 1996, all those associated with this dynamic learning and spiritual community have made a commitment to providing the best of opportunities to assist each student in realising their potential.



PROGRAMS OF STUDY

Primary School Entry

Students attending St Mark's Coptic Orthodox College on a student visa must be at least 6 years of age. Please note that alternative arrangements exist for students on a dependent visa. It is necessary for overseas students enrolled at St Mark's to be living with a least one parent or grandparent for the duration of their Primary School enrolment.

Primary school usual age of entry at commencement of school year is:

Kindergarten (start of compulsory education) must have turned 5 by 31st July to be eligible for entry) – 5 years.

Year 1 – 6 years
Year 2 – 7 years
Year 3 – 8 years
Year 4 – 9 years
Year 5 – 10 years
Year 6 – 11 years

Secondary School Entry

There are six years of secondary schooling. Overseas students must be less than 19 years of age when they commence Year 11. Successful completion of the final two years of schooling leads to the award of the New South Wales Higher School Certificate.

Senior school usual age of entry at commencement of school year is:

Year 7 - 12 years
Year 8 - 13 years
Year 9 - 14 years
Year 10 - 15 years (School Certificate)
Year 11 - 16 years
Year 12 – 17 years (Higher School Cert.)

Student Assessment and Reporting

Student progression from one year to the next is based on teacher evaluation of individual student performance and ability. Parents/Guardians are provided with Half Yearly and Yearly School Reports outlining academic progress.

Higher School Certificate

In Year 11 and 12 students study for the New South Wales Higher School Certificate.

The course is two years in duration with final examinations taken in October/ November of Year 12. The course is recognised internationally and is essential for a student seeking university entry.

Our Head of Curriculum will assist students in course and subject selection.

CURRICULUM

Senior School – Years 7-10

All students in Years 7-10 study English, History, Geography, Commerce, Mathematics, Music, Science, Design and Technology, Personal Development/Health/Physical Education (PDHPE), Coptic Orthodox Studies, Studies of Religion, Visual Arts and Japanese. Students are streamed according to ability in English, Mathematics and Science from Year 8-10 with streaming in Mathematics in Year 7.

Senior School – Years 11-12 (Higher School Certificate)

In Years 11 and 12 the following HSC subjects are offered:

English (compulsory), Mathematics, Biology, Chemistry, Physics, Economics, Geography, Ancient and Modern History, Legal Studies, Information Processing and Technology, Business Studies, Music, Visual Arts, Design and Technology, Drama and Personal Development/Health/Physical Education (PDHPE).



WELFARE AND ACCOMMODATION

The Head of Curriculum and Enrolment Officer are the staff members who manage the application process.

The contact telephone number during school working hours for the Enrolment Officer is: 61 2 9825 6768. Email: office@stmarks.nws.edu.au

Accommodation

Overseas students (not residing with their parents) are required to provide a suitable guardian. A guardian must be a person who can act on behalf of the student's parents and be contacted by St Mark's to give written, or in the case of an emergency, telephoned permission for outings and medical assistance. A guardian must be over 25 years of age and be a permanent resident of Australia and reside in or close to Sydney. The guardian should be known to the student and be willing to assist the student with support and advice whilst settling into the new school.

Overseas Student Health Cover

All overseas students must have health insurance cover for the duration of their Student Visa. Dependent students must be covered by their parent's health insurance and proof of cover must be provided on commencement.



APPLYING FOR ST MARK'S COPTIC ORTHODOX COLLEGE FULL FEE PAYING OVERSEAS STUDENTS

Application Forms are available from the Enrolment Officer and also on our website, www.stmarks.nsw.edu.au

Applying to Study at St Mark's

A completed application form should be returned to the Enrolment Officer, together with a \$200.00 (Aus\$) non-refundable registration fee, a copy of the first pages of the student's passport showing personal details, translated copies of the student's most recent School Reports and two letters of recommendation. These references can be provided by anyone who has known the family for at least three years such as a teacher, a family member or a friend. The letters of recommendation should outline how long the person has known the student and her family and that they would recommend the family to St Mark's as of good character and that the student would uphold the values of the school if accepted.

English Language Requirements

Overseas students NOT currently being schooled fully in English must be tested in English. St Mark's generally uses Australian Education Assessment Services (AEAS) for this procedure. Please refer to their website www.aeas.com.au for more information including international test centres and test dates.

Educational Agents

The School is not affiliated with any College or Overseas Student Placement Centre. As such, St Mark's does not have agent agreements or commission policies with any educational agents or centres.

If families wish to use an agent who speaks their own language to assist them in applying to St Mark's, they are welcome to do so at their own expense.



CONDITIONS OF ENROLMENT FOR FULL FEE PAYING OVERSEAS STUDENTS

The following information is provided for families seeking Full Fee Paying Overseas Student entry to St Mark's Coptic Orthodox College.

Should your child be accepted for enrolment at St Mark's, the following are conditions of enrolment:

1. That the student will participate fully in the life and program of the School;
2. That the parents will support fully both the student and school in all activities;
3. To ensure your child submits to the school's academic, dress and disciplinary regulations as may be instituted by the Principal and staff of the school.
4. To be aware that your child must demonstrate effort and maintain a proper attitude towards academic studies during his/her time at St Mark's.
5. It is a requirement that all applicable tuition fees are paid on enrolment and prior to the commencement of the course. All fees are to be paid in Australian Dollars. Subsequent tuition fees must be paid in full upon receipt of an account and prior to the date shown unless the School Principal gives prior approval.
6. To pay for the provision of school approved ESL classes if these are required after school by private tuition.
7. Tuition fees are not transferable.
8. St Mark's reserves the right to change its fees for the following academic year.
9. A student wishing to enrol in St Mark's must have a current passport.
10. Students must advise St Mark's Coptic Orthodox College of any change in their contact details within 48 hours of the change.
11. Students on student visas must comply with the conditions of their visas which is to maintain a minimum of 80% attendance for each term and maintain satisfactory progress which will be assessed by maintaining regular and punctual attendance, completing prescribed tasks and homework and abiding by the school's rules and student dress code. Should the student not comply with these conditions their enrolment and visa may be cancelled.
12. Holiday travel must be taken in the official school breaks. This is an important visa requirement and the Principal must approve any variation.
13. St Mark's shall not be liable for any loss, damage or injury to persons or property. Students are advised to take out personal insurance to cover themselves against accident or illness.
14. That the school may suspend or terminate enrolment at its discretion for failure to comply with these conditions or any other serious breach of the School's rules and regulations.

TRANSFERRING FROM OTHER INSTITUTIONS POLICY

St Mark's Coptic Orthodox College will only enrol a student who has completed another relevant course (a course provided by a registered provider and listed on the CRICOS) if the school is satisfied that:

- The student had demonstrated a commitment to studies in that previous course;
- Attendance was above that required by ESOS legislation; and
- Had paid all fees for that course.

Enrolment into St Mark's Coptic Orthodox College will only be considered if the student who has not completed a previous course can produce a letter of release or has DIAC approval that attests to the three matters stated above.

REFUND POLICY AND TUITION FEES

1. The Application Fee is non-refundable.
2. The school will refund within 28 days all tuition fees paid where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian Immigration authorities.
3. The school will refund within 28 days of the receipt of written notification of cancellation by the student (or parent(s)/legal guardian, tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed below.
 - If written notice is received up to four weeks prior to commencement of the course, the school will be entitled to retain an administration fee.
 - If written notice is received less than four weeks prior to commencement of the course 70% of the course fee will be refunded.
 - If written notice is received after the commencement date and before the end of the first semester of the student's course, one term's course fees will be refunded.
4. You are required to make your request for a refund in writing, signed by you, to the Head of College, St Mark's Coptic Orthodox College.
5. Where a student's enrolment is cancelled for any of the following reasons, a cancellation fee of 100% of the current semester fee is applicable.
 - Failure to maintain satisfactory course progress (Visa condition 8202);
 - Failure to maintain satisfactory attendance (Visa condition 8202);
 - Failure to maintain approved welfare and accommodation arrangements (Visa condition 8532);
 - Failure to pay course fees;
 - Any behaviour identified as resulting in enrolment cancellation in St Mark's Code of Conduct.
6. Any refund of tuition fees approved will be sent to your home country and is not payable in Australia unless authorised by parents. Refunds will be paid to the person who enters into the written agreement.
7. If a student becomes an Australian resident during the course of studies (i.e. has a change of Visa status), there will be no adjustment to the fees paid for the remainder of the calendar year.

8. Any default by the school will be covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001 (as amended). They include:
If for any reason the school is unable to offer a course, a full refund of fees paid will be made within 14 days of notification of course cancellation.
If for any reason the school is unable to continue offering a course after commencement, a full refund of fees paid will be made within 14 days of notification of course cancellation.
9. This agreement and the availability of complaints and appeals processes, does not remove the right to take further action under Australia's consumer protection laws.
10. Completion of an application form does not guarantee acceptance into St Mark's Coptic Orthodox College.

COMPLAINT AND APPEALS POLICY

1. At the time of enrolment, overseas students will be notified of various mechanisms through which any grievances or concerns may be addressed.
2. Counselling will be provided for overseas students by the Year Adviser, the Principal and the School Counsellor. International students should first approach the Deputy Principal and Principal depending on the circumstances.
3. For information relating to your rights and responsibilities under the ESOS Act, contact:
ESOS Helpline: Phone +61 2 6240 6069
Email: esosmailbox@dest.gov.au
Website: www.aei.dest.gov.au/esos

SHARING INFORMATION

The information provided by the student to the provider (St Mark's Coptic Orthodox College) may be made available to Commonwealth and State agencies pursuant to obligations under the ESOS Act 2000 and the National Code. This information includes personal and contact details, course enrolment details and changes and the circumstance of any suspected breach by the student of a student visa condition and in other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

WELFARE AND ACCOMMODATION REQUIREMENTS FOR STUDENTS UNDER 18 YEARS OF AGE

Students under the age of 18 are required to maintain adequate welfare and accommodation requirements as a condition of their student visa. If a student is not in the care of a parent or suitable relative, as defined by the Department of Immigration and Citizenship, their accommodation arrangements must be approved by the School.

INDEMNITY

If your child is accepted as a student at St Mark's you are required to give permission for your child to take part in all activities associated with attending St Mark's Coptic Orthodox College.

You agree to delegate authority to the Principal of St Mark's. To agree that such person may take whatever reasonable disciplinary action, which is deemed necessary in ensuring the safety, well being and successful conduct of the students of the school, as a group or individually. To authorise the Principal or her delegates (guardians or agents) to obtain all such medical assistance as required and to make all such decisions as they deem necessary to preserve the health and well being of the student.

To submit the medical information form (provided prior to commencement) regarding the student and include details of limitations which apply for any activities. To declare that you are not aware of any other conditions which may affect the above student's ability to study or live in Australia or to take part in school activities.

To undertake to give five week's written notice before the removal of your child or to pay a half term's fees in lieu. In order to be valid and binding such notice must be in writing and signed by you and delivered to the Principal.

ENGLISH PROFICIENCY

Being able to communicate in English is paramount to a student's success. The school, therefore, has very strict guidelines for senior students entering mainstream classes. Students who apply to St Mark's College must reach the nominated level of English prior to enrolment, i.e. sit for an Australian Assessment Services test, www.aeas.com.au reaching a minimum score of 60 and to have completed the suggested Intensive English Language requirements prior to commencement. IELTS testing is also acceptable (Yr 10 score 4.5+, Yr 11 score 5+).

Students must demonstrate a consistent effort in improving their English.

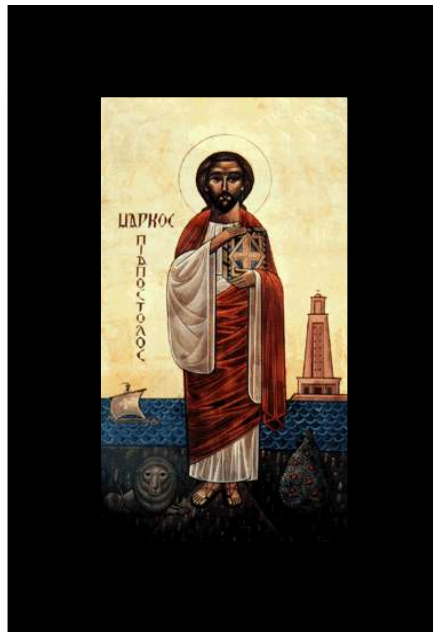
CHANGE OF ADDRESS

The student is obliged to notify the school of a change of address within fourteen days while enrolled at the school. This is to ensure that any notifications sent to the student advising of visa breaches are sent to the student's current address.

Where St Mark's Coptic Orthodox College has approved the student's welfare and accommodation arrangements, the student requires school approval for any changes to welfare and accommodation arrangements prior to that change.

PRIVACY

Information is collected on the application form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected during your enrolment can be disclosed without your consent where authorised or required by law.



St Mark



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