

St Mark's Coptic Orthodox College



Full Fee Paying Overseas Student Information and Orientation Booklet

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St Mark's Coptic Orthodox College - To Live is Christ

Our Mission

Why we exist

Empowering students to thrive academically and spiritually, we cultivate a Christ-Centred community that fosters growth, transformation and service. As exceptional stewards of knowledge, we prepare global citizens to lead with authenticity and purpose.

Our Vision

Where we want to be

Rooted in the timeless faith of the Coptic Orthodox tradition, we empower our graduates to navigate an ever-changing world with integrity, resilience and purpose. Together we strive to be a world-class educational institution, where students and educators passionately pursue academic excellence, personal growth and spiritual depth. We are committed to fostering a dynamic and innovative environment – nurturing curiosity, critical thinking and leadership.

St Mark's Coptic Orthodox College would like to wish you every success during your education.

1 Living in Sydney

Sydney is the capital of New South Wales and the largest city in Australia with a population of approximately 5.5 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.

2 Studying at St Mark's Coptic Orthodox College

Campus Location, Facilities, and Learning Resources: Saint Mark's Coptic Orthodox College delivers all CRICOS-registered courses at its single registered campus location:

- **Campus Address:** 52 Australis Avenue, Wattle Grove NSW 2173, Australia.

Facilities and Equipment Available to Students: The College campus provides modern, fit-for-purpose educational facilities designed to support the complete K–12 academic and co-curricular program, including:

- Specialist Science laboratories equipped for Chemistry, Physics, and Biology practical work.
- Dedicated Technology and Applied Studies (TAS) workshops (including Food Technology kitchens and Industrial Technology facilities).
- Visual Arts studios, Music practice suites, and Drama performance spaces.
- Primary and Secondary resource centers (Libraries) offering print collections, research databases, quiet study areas, and supervised study assistance.
- Fully integrated ICT infrastructure, interactive whiteboards, high-speed campus Wi-Fi, and computer laboratories.
- Multi-purpose sports fields, outdoor play equipment, covered assembly areas, and devotional spaces.

All specialized learning resources, laboratory consumables, textbooks, and primary equipment are provided by the College or itemized in student booklists prior to commencement.

Third-Party Course Delivery Arrangements: Saint Mark's Coptic Orthodox College directly delivers all courses, subjects, and educational programs for which it is registered. The College has no formal or informal arrangements with any external registered provider, person, business, or third-party entity to deliver any course, or part of a course, on its behalf.

Educational Agents: The College does engage with educational agents to assist with prospective enrolments into the College. Prospective overseas students and families may also apply directly to Saint 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 Home Affairs.

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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.



3 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 at 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.

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 Academic Quality will assist students in course and subject selection.

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4 Curriculum

Saint Mark's Coptic Orthodox College delivers NESA-approved primary and secondary education programs registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS): 02342F

Overseas students are enrolled in full-time courses appropriate to their year level and access the identical Australian curriculum framework as domestic students. Learning content encompasses core Key Learning Areas (KLAs) including English, Mathematics, Science, Human Society and Its Environment (HSIE), PDHPE, Visual Arts, Music, Technology, and Coptic Orthodox Studies, alongside NESA-approved elective choices in Years 9 to 12.

St Mark's Coptic Orthodox College does not offer Recognition of Prior Learning (RPL) or Course Credit to overseas students. All enrolled students are required to complete the full curriculum requirements for their enrolled year level.

Year 7, 8 and 9

All students in Year 7 study English, Mathematics, Science, Music, HSIE (History & Geography), PDHPE, Visual Arts, Technology and Coptic Orthodox Studies.

Year 8 students also study Languages (Arabic or French)

Year 9 Elective Options:

2 electives studied in Year 9 and 10. Elective subjects include Design and Technology, Commerce, Food Technology, Music, PASS (Physical Activity and Sports Studies) and Visual Arts.

Year 10

All students in Year 10 study English, Mathematics, Science, HSIE (History & Geography), PDHPE and Coptic Orthodox Studies.

Year 10 Elective Options

Elective subjects include Food Technology, Drama, Commerce, PASS (Physical Activity and Sports Studies), Visual Design and Music.

Year 11 and Year 12

All Year 11 and 12 students study 2 Units of English (Standard or Advanced)

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Year 11 and Year 12 Elective Options

Elective subjects include:

- Preliminary English Extension I
- Business Studies
- Legal Studies
- Economics
- Chemistry
- Physics
- Biology
- Health and Movement Science
- Mathematics Standard I or II, Mathematics Advanced, Preliminary Mathematics Extension I, HSC Mathematics Accelerated Extension I
- HSC Mathematics Extension I, HSC Mathematics Accelerated Extension II, HSC Mathematics Extension II
- Design and Technology
- Industrial Technology (Timber)
- Studies of Religion I or II

4.1 Modes of Study, Placements, and Work-Based Training:

All courses offered to overseas students at Saint Mark's Coptic Orthodox College are delivered strictly via full-time, face-to-face, on-campus instruction at the College campus.

- **Online Learning:** The College does not offer distance education, online-only learning or and external study modes to overseas students.
- **Work Experience:** The College offers workplace experience in Year 10.
- **Co-Curricular Activities:** Overseas students participate in mandatory school-based co-curricular activities, including devotional studies, educational excursions, annual school camps, and Presentation Evening, as part of their standard holistic school program.

4.2 Assessment Methods

Student learning and progress are continuously evaluated using varied assessment methodologies mapped to NESA syllabus outcomes. Assessment methods include class tasks, written examinations, research assignments, oral presentations, practical demonstrations, and formal half-yearly and yearly school evaluations.

4.3 Course Duration, Academic Calendar, and Holiday Periods

- **Course Duration:** The registered duration for each educational stage corresponds with the standard full-time study duration required to complete the relevant year levels as recorded on PRISMS
- **Academic Term Structure:** The academic school year commences in late January and concludes in early December, comprising four (4) equal terms of

full-time study.

- **Scheduled Holiday Breaks:** Official school vacation periods occur between terms (typically 2 to 3 weeks in duration) and during the extended summer break across December and January. Scheduled holiday breaks are included within the overarching course structure and do not impact visa attendance compliance calculations.

4.4 Qualifications, Awards, and Qualification Pathways

- **Primary & Junior Secondary Progression:** Progression from Kindergarten through Year 10 is assessed via continuous evaluations and formal academic reports. Completion of Year 10 allows entry into the NESA Senior Secondary pathway.
- **Higher School Certificate (HSC):** Successful completion of the senior secondary course of study (Years 11 and 12) leads to the formal award of the **New South Wales Higher School Certificate (HSC)** issued by the NSW Education Standards Authority (NESA).
- **Post-Secondary Outcomes:** The HSC is an internationally recognized qualification that provides successful graduates with an Australian Tertiary Admission Rank (ATAR) for direct entry into Australian and international universities and tertiary higher education institutions.



5 Welfare and Accommodation

5.1 Welfare

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 Home Affairs, their accommodation arrangements must be approved by the School.

The Head of Academic Quality 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.nsw.edu.au

Seeking Assistance & Reporting Incidents of Abuse

Overseas students under 18 years of age are informed during orientation and in writing of their right to feel safe and free from harm. If a student experiences or suspects any sexual, physical, emotional, or other abuse, or feels unsafe, they can report it immediately through the following pathways:

- **Internal Contact:** Dean of Students
- **External Assistance & Emergency Contacts:**
 - **Emergency Services (Police / Fire / Ambulance): 000**
 - **Kids Helpline (24/7 Confidential Counselling): 1800 55 1800**
 - **NSW Child Protection Helpline (DCJ): 132 111**
 - **College Emergency 24/7 Contact: +61 2 9825 6768 / Dean of Students Mary Williams: 0414 550 260**

5.2 Accommodation

5.2.1 Living Arrangements for Students Under 18 Years Old

For international students under 18, Australian visa conditions (specifically **Visa Condition 8532**) mandate that international students under 18 maintain approved welfare and accommodation arrangements must be maintained at all times. There are three approved welfare pathways:

Option A: Living with a Parent or Legal Guardian

- The student resides with a parent or court-appointed legal guardian who holds a

Student Guardian Visa (subclass 590). The parent/guardian assumes legal responsibility, and the College does not issue a welfare guarantee letter for this arrangement.

- **Primary School Students (Kindergarten to Year 6) must** reside with at least one parent or legal grandparent.

Option B: Living with a Department of Home Affairs (DHA) Approved Relative

- The student resides with an eligible relative nominated by the parent/guardian (e.g., grandparent, adult sibling, aunt, or uncle) and approved by the Department of Home Affairs prior to visa grant.
- The relative must:
 - Be over **21 years of age**.
 - Be an Australian citizen, permanent resident, or hold a valid temporary visa.
 - Be approved directly by the Department of Home Affairs before the student visa is granted.
- The CRICOS provider is **not** required to issue a welfare guarantee letter, as DHA assumes approval.

5.2.2 Living Arrangements for Students 18 Years and Older

Once an international student turns 18, they are considered legal adults under Australian immigration law.

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
- be contacted by St Mark's to give written, or in the case of an emergency, telephoned permission for outings and medical assistance
- be over 21 years of age
- be a permanent resident of Australia
- reside in or close to Sydney
- be known to the student and be willing to assist the student with support and advice whilst settling into the new school.
- **Free Choice of Accommodation:** Adult students may choose their own living arrangements (e.g., private rental, shared housing, university residential halls, or adult homestay).
- **Reporting Contact Details:** Under **Visa Condition 8533**, students are legally required to inform their CRICOS provider of their fixed residential address within **7 days** of arriving in Australia and must notify the school within **7 days** of any

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subsequent change of address.

- **School Code of Conduct:** While the school no longer holds legal CAAW responsibility, standard school/college enrolment conditions regarding dress, attendance, academic progress, and behavior still apply.

Requirement	Under 18 (Parent/DHA Relative)	Under 18 (Provider Approved / CAAW)	18 Years & Older
Primary Welfare Responsibility	Parent / DHA-approved relative	CRICOS School (via CAAW)	Individual Student
Physical Site Inspection Required?	Managed by DHA	Mandatory before placement & every 6 months	No
Child Protection Screening (WWCC)	Managed by DHA	Mandatory for all adult residents	No
School Approval for Address Changes	Recommended	Mandatory prior to moving	Notify school within 7 days
Visa Condition Applied	8532	8532	8533

6 Indicative Costs of Living (Sydney)

Overseas students and families must budget for basic living expenses in Sydney. Indicative living costs include:

- **Homestay / Boarding Fees:** \$350 – \$450 AUD per week (includes accommodation, utilities, and meals).
- **Local Public Transport (OPAL Card):** \$30 – \$50 AUD per week.
- **Personal Expenses & Incidentals:** \$50 – \$100 AUD per week.
- **General Living Benchmark (DHA Standard):** The Department of Home Affairs requires primary student visa applicants to demonstrate access to approximately **\$29,710 AUD per year** (individual student rate) to cover general living costs while studying in Australia.

7 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

A completed application form should be returned to the Enrolment Officer, together with a \$220.00 (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 their 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.

The ESOS Framework:

Australia provides rigorous quality protection for international students studying under a student visa. The *Education Services for Overseas Students (ESOS) Act 2000* and the *National Code of Practice 2018* govern the rights and responsibilities of both the College and overseas students. For a detailed overview of your rights, protections, and the Australian education framework, please visit the Australian Government's official ESOS information page at:

<https://www.education.gov.au/esos-framework>

8 Conditions of Enrolment for Full Fee Paying Overseas Students

- That the student will participate fully in the life and program of the College, such as the devotional activities,
- Biblical studies, excursions, camps and attendance at Presentation Evening.
- That the Parents will fully support both the student and College in all activities.
- To ensure my child submits to the College's academic, dress and disciplinary regulations as may be instituted by the Head of College and staff of the College.
- To be aware that my child must demonstrate effort and maintain a proper attitude towards their academic studies during their time at St Mark's Coptic Orthodox College.
- All fees are to be paid in Australian Dollars.
- Subsequent Yearly tuition fees must be paid in full upon receipt of an account and prior to the date shown unless prior approval is given by the College Executive.

- To pay for the provision of College approved ESL classes if these are required after school by private tuition.
- Tuition Fees are not transferable.
- St Mark's Coptic Orthodox College reserves the right to change its fees for the following academic year.
- A student wishing to enrol in St Mark's Coptic Orthodox College must have a current passport.
- Unless otherwise shown in the application form I/We willingly entrust the Head of College of St Mark's Coptic Orthodox College to undertake to provide accommodation for, and to be responsible for the support and general welfare of the aforementioned student.
- All students under the age of 18 years must maintain Department of Home Affairs (DHA) approved accommodation, support, and general welfare arrangements (living with a parent/guardian, DHA-approved relative, or College-approved homestay with a CAAW) for the duration of their study. Students aged 18 years and over are permitted to select their own accommodation but must inform the College of their residential address within 7 days of arrival or change of address.
- Students 18 years and over will be required to live in an Australian Home stay accommodation unless private arrangements are approved by the Principal prior to such arrangements being made. Enrolment may be terminated if students breach this condition.
- Notwithstanding points 8 & 9, students must advise St Mark's Coptic Orthodox College of any change in their contact details within 7 days of the change.
- Students on student visas must comply with the conditions of their visas which are 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.
- St Mark's Coptic Orthodox College 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 accidents or illness.
- That the College may suspend or terminate enrolment at its discretion for failure to comply with these conditions or any other serious breach of the College's rules and regulations. Subject to complaints and appeals policy available on website.

The College will not knowingly enrol an overseas student seeking to transfer from another registered provider prior to the student completing six (6) calendar months of the principal course of study, except where:

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1. The releasing provider has issued a written release via PRISMS;
2. The releasing provider has ceased to be registered, or the course in which the student is enrolled has ceased to be offered;
3. The releasing provider has had a sanction imposed on its registration by the ESOS agency; or
4. Any government sponsor of the student considers that the change to another provider is in the student's best interest.

All transfer applications prior to completing 6 months of the principal course are assessed in accordance with the College's Overseas Student Transfer Policy.

8.1 English Proficiency

Being able to communicate in English is paramount to a student's success. The College, therefore, has very strict guidelines for 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.

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.

8.2 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.

The Australian Government required that this must be paid for the full duration of the course upon application.

DISCLOSURE STATEMENT: The disclosure of all medical, psychological/psychometric and educational testing information relating to a student seeking enrolment is a fundamental condition to the acceptance of that student for enrolment at Saint Mark's. Such information is important in assessing the appropriateness of an enrolment at St Mark's for the purposes of duty of care and education, to fully support the student's academic needs and progress.

Failure to provide a full and accurate disclosure of the required information may lead to the termination of enrolment by the School.

8.3 Change of Details

The student is obliged to notify the school of a change of details within 7 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.

9 Deferment, Suspension and Cancellation

The College manages changes to enrolment status in accordance with Standard 9 of the National Code 2018.

9.1 Student-Initiated Deferral or Suspension:

- A student or parent may request a temporary deferment (prior to course commencement) or suspension (after course commencement) solely on the grounds of compassionate or compelling circumstances.
- Compassionate or compelling circumstances are defined as events beyond the student's control that directly impact their study or welfare (e.g., severe medical illness supported by a medical certificate, bereavement of close family members, major political upheaval or natural disaster in the home country).

9.2 Provider-Initiated Suspension or Cancellation

The College may initiate suspension or cancellation of an overseas student's enrolment under the following circumstances:

- **Misbehaviour / Breach of Code of Conduct:** Serious or persistent breaches of the College's Code of Conduct, Student Discipline Policy, or dress and behavioral regulations.
- **Breach of Visa Conditions:** Failure to maintain satisfactory course progress (Visa Condition 8202), failure to maintain minimum 80% attendance (Visa Condition 8202), or failure to maintain approved CAAW welfare/accommodation arrangements (Visa Condition 8532).
- **Non-Payment of Fees:** Non-payment of tuition or non-tuition fees as stipulated in the Written Agreement.

Note: Provider-initiated suspension or cancellation will not take effect, nor will it be reported on PRISMS, until the student has fully exhausted the College's internal (and external, where applicable) complaints and appeals process.

10 Complaints and Appeals Policy

- At the time of enrolment, International students will be notified of various mechanisms through which any grievances or concerns may be addressed. Overseas students have access to the College's internal Complaints and Appeals Process, which is comprehensive, transparent, and accessible without charge.
- 1. **Internal Appeals:** If a student lodges an internal grievance, the process will commence within 10 working days of receipt. The student's enrolment will be maintained throughout the internal process.
- 2. **External Appeals:** If the student is not satisfied with the outcome of the internal process, they have the right to access an independent external appeals body. For independent schools, students may access the **NSW Ombudsman** or the **Overseas Students Ombudsman (Commonwealth Ombudsman)**.
- 3. **Maintenance of Enrolment:** For provider-initiated suspensions or cancellations, the College will maintain the student's enrolment and defer reporting the change on PRISMS until the internal and external appeals processes are fully completed.

11 Refund Policy and Tuition Fees

Pre-enrolment fee information is provided to prospective students prior to enrolment and outlined within the written agreement.

- **Indicative Tuition Fees:** Fully detailed in the College's Fee Schedule for the current academic year. Tuition fees cover core instructional programs, subject access, and standard curriculum delivery.
- **Indicative Non-Tuition Fees:** Itemized separately and may include non-refundable application fees (\$220 AUD), mandatory uniforms, textbooks/digital resources, compulsory annual camps/excursions, private ESL tuition (if required), and Overseas Student Health Cover (OSHC).
- **Fee Variation Advice:** The College reserves the right to vary tuition and non-tuition fees for subsequent academic years. Annual fee increases are typically capped at 3%–5% to account for operational cost adjustments and indexation. Families will receive written notice of any fee changes prior to the commencement of the new academic year.
- **Refund and Cancellation Policies:** Refunds are processed strictly in accordance with the ESOS Act 2000 and National Code Standard 3.

- Saint Mark's Coptic Orthodox College cannot require an overseas student (or their parent/guardian) to pay more than 50% of their total tuition fees before the commencement of their course. Families may voluntarily choose to pay more than 50% of the total fees prior to commencement, but it is not a compulsory requirement for enrolment.
- An itemised schedule of Fees and Non-Tuition expenses will be provided for the relevant year group with the International Application Form. The schedule will also be available on the College website at www.stmarks.nsw.edu.au.

Refund Policy

1. The Application Fee is non-refundable.
2. The College 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 College 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.
 - a. If written notice is received up to 4 weeks prior to commencement of the course, the College will be entitled to retain an administration fee.
 - b. If written notice is received less than 4 weeks prior to commencement of the course 70% of the course fee will be refunded.
 - c. 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, Saint 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.
 - a. Failure to maintain satisfactory course progress (visa condition 8202)
 - b. Failure to maintain satisfactory attendance (visa condition 8202)
 - c. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
 - d. Failure to pay course fees
 - e. Any behavior identified as resulting in enrolment cancellation in Saint Mark's Coptic Orthodox College'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 authorized 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 College will be covered by the provisions of the ESOS Act 2000 and the ESOS regulations 2001 (as amended). They include:
 - a. If for any reason the College is unable to offer a course, a full refund of fees paid will be made within 14 days of notification of course cancellation.
 - b. If for any reason the College 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 this form does not guarantee enrolment in Saint Mark's Coptic Orthodox College.

12 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.

13 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

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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.

14 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 2018; 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 2018. 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 Tuition Protective Service (TPS). In other instances, information collected during your enrolment can be disclosed without your consent where authorised or required by law.

15 Contacts

52 Australis Avenue Wattle Grove NSW 2173

Sydney, Australia

Office phone: +61 2 9825 6768

Office email: office@stmarks.nsw.edu.au

Enrolments Officer: enrolments@stmarks.nsw.edu.au

Dean of Students: williamsm@stmarks.nsw.edu.au

Emergency Services: 000 (Police, Ambulance, Fire Brigade)

Comprehensive Overseas Student Orientation Checklist

To be completed on students' first day with the Dean of Students.

Onboarding

- ☐ **IT & Digital Systems Setup:**
 - ☐ Issue Student ID card / ID number.
 - ☐ Activate student portal, email address, and Learning Management System (LMS) logins.
 - ☐ Provide Wi-Fi credentials and printing access.
- ☐ **Academic Enrolment & Timetabling:**
 - ☐ Finalize subject/unit selections to maintain full-time study load compliance
 - ☐ Issue final class schedules and timetables

Academic & Visa Compliance Briefing

Visa Conditions & Legal Requirements:

- ☐ Explain full-time study requirements and course progress policies.
- ☐ Review work-hour restrictions during study sessions vs. official study breaks.
- ☐ Explain the mandatory 7-day rule for notifying the institution of any address/contact detail changes.

Academic Integrity & Regulations:

- ☐ Define academic integrity, plagiarism, collusion, and cheating penalties.
- ☐ Explain assessment submission protocols, late penalties, and extension request procedures.
- ☐ Detail the Course Progress and Attendance Monitoring policies

Campus Life, Safety & Student Support

- ☐ **Campus Tour & Facilities:** Locate classrooms, student support desks, library, prayer/quiet rooms, first aid stations, and emergency exits.

Student Support Services Briefing:

- ☐ Introduce Head of Academic Quality, Head of learning Support and Year Coordinator
- ☐ Provide contact details for International Student Advisors and

counseling/Mental Health services.

- ☐ Detail Disability Support and Special Consideration policies.

Critical Incident & Safety Briefing:

- ☐ Provide campus security contacts and 24/7 emergency phone numbers.
- ☐ Explain local emergency services procedures (e.g., dialing 000 in Australia or local equivalents).
- ☐ Provide basic personal safety, and scam prevention advice.

Living in the Host Country & Community Integration

Accommodation & Housing Rights: Provide guidance on tenancy rights, legal housing resources, and avoiding rental scams.

Local Transportation & Culture:

- ☐ Explain public transport concessions, ticketing systems, and routes.
- ☐ Share cultural adjustment tips, student clubs, and community engagement opportunities.

Sign-off & Compliance Verification

Student Declaration

I acknowledge that I have received, read, and understood the contents of this Information Booklet and Orientation Checklist.

Student Name:

Student Declaration & Signature:

Date:

Parent Declaration

As the parent/legal guardian of the student named above, I confirm that I have read, understood, and agreed to the enrolment conditions, welfare policies, written agreement terms, and fee structures outlined in this booklet.

Parent / Guardian Name:

Parent / Guardian Declaration & Signature:

Date:

Have the student complete and sign the Orientation Acknowledgment Form confirming receipt of all orientation information and student handbooks.

- ☐ **Student File Archive:** Upload all verified documents, emergency contacts, and signed acknowledgments into the Student Information System (SIS).