



## International Students at Endeavour College

CRICOS Provider Code 02402K

Endeavour College is a co-educational school in the Adelaide suburb of Mawson Lakes, South Australia. We cater for approximately 720 students from Year 7 – Year 12.

The College's international outlook is underpinned by the curriculum, international student programs, in-and-outbound student exchanges, study tours and the continuation of our longstanding sister school relationships.

Endeavour College welcomes international students from all backgrounds, countries, religions, and cultures who have chosen to study in Adelaide. The College is listed with the Commonwealth Government (CRICOS Provider Code 02402K) to deliver courses to overseas students who are enrolled on a full fee-paying basis in our registered programs. These students enter and stay in Australia on a 500-study Visa administered by the Department of Home Affairs.

International students (500 student visa) have rights enshrined in Australian law under the ESOS framework. All need to comply with the strict conditions of their visas while enrolled at the College.

Endeavour College does not use Agents for the purpose of recruiting international students.

### **Courses**

Endeavour College international students enrol alongside Australian Government funded students into mainstream Middle or Senior School classes. Most of our international graduates aim for and succeed in proceeding to tertiary education courses of their choice in Australia or overseas.

- Junior Secondary Studies Years 7-10 (CRICOS Course Code 096625F)
- Senior Secondary Studies Years 11-12 (CRICOS Course Code 096626E)

## Entrance Requirements

Applications for enrolment must be submitted on the completed Application for Enrolment form. Original or certified copies of the following documents must accompany the Application Form.

- School Reports for the previous two years, including the most recent report.
- Results of any public examinations.
- Photocopy of passport and visa (if available).
- Colour photograph less than three months old.
- Written evidence of proficiency in English. Applications for direct entry will not be considered without this documentation.

## The Enrolment Process

For all enquiries please contact the Enrolments Officer via [admin@endeavour.sa.edu.au](mailto:admin@endeavour.sa.edu.au).

### 1. Application

Complete the Application for Enrolment form and return, accompanied by all documents listed above.

### 2. Assessment of Application

College staff will assess the application based on the information provided. This will include an interview with the College Principal or delegate.

### 3. Formal Offer of Admission

If the student is accepted, the College will send an Enrolment package including a Letter of Offer.

### 4. Acceptance of Offer and Payment of first Fee Installment

The signed Acceptance and fee payment must be returned before the enrolment can proceed.

### 5. Confirmation of Enrolment (CoE) and Welfare (CAAW) documents (if relevant) will be issued.

The student can now proceed to visa application.

## Accommodation and Welfare

Endeavour College accepts students under 18 years provided the College is satisfied with the accommodation and welfare aspects. Students are normally expected to be living locally with relatives. College approved accommodation is required for all students who are not living with their parents, legal guardians or a Department of Home Affairs approved relative.

International Student Services at the College, which ensure the successful transition of international students to the Australian curriculum and beyond to tertiary education, include orientation programs, peer assistance, access to Pastoral Care and counselling staff, careers assistance.

## Our Fees – to be read in conjunction to Endeavour College Enrolment and Fees

International Student fees for the 2020 school year are as follows. Tuition fees and other charges are subject to change and may vary from year to year.

Year Level	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Tuition Fee	\$15,765	\$18,150	\$18,550	\$19,050	\$19,050	\$19,050
Laptop Purchase	\$600	\$600	\$600	\$600	\$600	\$600
Info Tech Levy	\$380	\$380	\$380	\$380	\$380	\$380
Camps & activities Approx.	\$450	\$300	\$800	\$300	\$800	\$600
<b>Total</b>	<b>\$17,195</b>	<b>\$19,430</b>	<b>\$20,330</b>	<b>\$20,330</b>	<b>\$20,830</b>	<b>\$20,630</b>

## Terms and Conditions of Enrolment

### *Education Services for Overseas Students (ESOS) Framework*

All Australian education service providers are required to comply with the ESOS Framework which sets nationally consistent standards to protect the interests of overseas students and ensure the provision of quality education services. For information on the ESOS Framework, refer to:

<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

Under the ESOS Framework, Endeavour College has an obligation to ensure the safety and wellbeing of all international students enrolled at the College.

**Please read the summary of the key requirements carefully. A breach of any of these requirements may result in the cancellation of a student's enrolment at Endeavour College.**

### *Enrolment Conditions*

Endeavour College reserves the right, by written notice, to vary conditions of enrolment as may be necessary to comply with any law, regulation or amendment of the Commonwealth of Australia or State of South Australia.

### *Arrival in Australia*

Parents are requested to ensure that students under the age of 18 do not arrive in Australia before the date that their welfare arrangements begin as they will be in breach of their visa condition. The date is written in the Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter which is issued by Endeavour College together with the Confirmation of Enrolment (CoE).

If a student under the age of 18 wishes to travel to Australia before this date, they must be accompanied by a parent or suitable relative who will provide welfare until the approved welfare arrangements begin. Endeavour College must be notified in advance of such arrangements. For more information, contact DHA at [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au).

### ***Accommodation Arrangement***

No students are permitted to live independently while enrolled at the College.

All international students must live in one of the following arrangements:

- With a family approved by the College.
- With a suitable nominated relative approved by parents and the College.
- With a parent.

Where living arrangements change, the student/parent must provide Endeavour College with up-to-date residential details.

### ***Urgent Medical Care***

In the event of a student requiring urgent medical assistance, when the parents/legal guardians cannot be contacted, Endeavour College is authorized to seek and provide appropriate medical care.

### ***Payment of Fees***

Refer College Fees policy.

Fees must be paid a term in advance by the due date. Fee invoices are emailed to the nominated person each quarter. If fees are not received by the due date, a late fee may apply. A full term's notice of withdrawal must be provided in writing to the Principal should a decision be made to end enrollment.

Nonpayment of required fees by the due date could constitute a breach of the student's visa conditions and result in Endeavour College initiating processes to recover the fees and/or notify DHA. It may also be necessary for Endeavour College to exclude the student from school.

### ***Endeavour College Refund Policy***

All refunds will be processed according to the requirements of the ESOS Act and Endeavour College policies and procedures. The Fee Refund Policy (at the end of this document) sets out the circumstances where refunds will apply and the amounts that will be paid in each circumstance.

### ***Refund Procedure***

All requests for a refund of fees must be made in writing and accompanied by evidence. If the student is under the age of 18, the request must be signed by the student's parent/legal guardian.

The refund will be payable in the name of the parent/legal guardian unless notification has been received from the parent/legal guardian indicating another person/entity is responsible for the payment of fees.

An application for a refund will be processed within four (4) weeks of the date of receipt of the written application unless Endeavour College is unable to deliver the course. In this case the refund will be

processed within 14 days. The student/parent will receive a statement that explains how the refund amount has been worked out.

### ***Damage, Loss or Unpaid Accounts***

Students and their parents are responsible for covering the cost of any damage, loss or unpaid accounts in the College.

### ***Endeavour College Cancellation of a Course***

In the unlikely event that Endeavour College is unable to deliver a course in which a student has enrolled and paid fees, the student will be offered the following options:

- Full refund of all fees if the course has not commenced
- Refund of unexpended pre-paid tuition fees if the course has commenced
- Transfer to an alternative course offered by another provider

If the student chooses a refund of fees, the refund will be processed within 14 days of written application.

### ***Deferment or Cancellation of Student Enrolment***

A student can request to defer their enrolment in the following circumstances:

- Illness verified by medical certificate
- Verified family bereavement
- Financial circumstances, home country upheaval/disaster

All requests for deferment must be made in writing with supporting documentation for evidence. A revised Letter of Offer and Confirmation of Enrolment will be necessary if the student's late arrival results in any variation to the end date of their course(s).

Endeavour College can initiate the cancellation of a student's enrolment under the following circumstances:

- Breach of a visa condition by student
- Misbehaviour by student
- Student default in payment of fees
- Failure to declare a pre-existing medical condition
- Information provided on application or during enrolment is found to be incorrect, incomplete or misleading

Should this happen, the student will be notified in writing before being reported to the Department of Home Affairs (DHA) and given 20 working days to appeal the decision.

### ***Overseas Student Health Cover***

Health insurance is a compulsory requirement for an international student visa. The student will need to arrange this independently of the College.

### ***Updating Student Contact Details***

All students are required under the ESOS Act to provide contact details, including mobile phone numbers and email addresses, within 7 days of any change being made.

### ***Satisfactory Academic Progress***

Students are required to comply with the Endeavour College policy on course progress to maintain a satisfactory level of academic performance.

Students will only progress to their next course upon successful completion of their initial or subsequent courses and on the recommendation of the Director of Middle Years and or the Director of Senior Years.

In cases where a student does not progress to the next level within the specified time, the course completion date will change, a new Letter of Offer and a new Confirmation of Enrolment(s) will be issued. The student must then apply for a new student visa to cover their revised study program.

### ***Satisfactory Attendance***

Students are required to comply with the Endeavour College policy on attendance.

All international students enrolled at Endeavour College must attend full-time. All students must attend all scheduled classes and activities at the College. Students who are sick or absent are required to obtain a valid medical certificate.

### ***Transfer***

Students are not permitted to transfer to another school until they have completed six (6) months of their principal course of study. Written permission from parents must be provided before any request will be considered by Endeavour College.

All enrolment transfers in or out of Endeavour will be assessed in line with ESOS Standard 7- Oversea Student Transfers.

### ***Working Part-time***

Endeavour College international students are not permitted to work during their first year of studies. All students must seek approval from the College before applying for or commencing work. Students in their second or subsequent years of study may be granted approval from their school to work part-time, based on an assessment of their progress and year level of study and must comply with their visa conditions in relation to part-time work.

### ***Travel***

Endeavour College international students are not permitted to travel during term time. Travel will only be approved during term breaks, the summer holidays and at the end of a student's course.

Independent travel or travel unaccompanied by an adult is not permitted unless a student is returning to his/her home country.

All travel must be jointly approved by the parent and the College at least two (2) weeks prior to departure.

Where students are returning to their home country to visit family, they are required to provide a copy of their ticket/s to their school.

A student breaching this policy may have their enrolment cancelled and be reported to the Commonwealth on the basis that Endeavour College is unable to guarantee the student's welfare arrangements.

### ***Driving***

As a condition of enrolment at Endeavour College, international students are not permitted to own, hire or drive a car or motorbike. International students are not permitted to travel at any time in vehicles driven by other international students or any 'L' or 'P' plated drivers.

### ***Australian Law***

All students must always obey Australian law. Specific laws relating to consumption of alcohol, illegal or non-prescription drugs, gambling, inappropriate behaviour, employment and driving are explained to all students during orientation.

### ***Complaints and Appeals***

If a student or parent is not satisfied with any aspect of their program at Endeavour College, they should contact the Year Level Coordinator. A copy of the Endeavour College Complaints and Appeals Policy is provided at enrolment and explained to students during their orientation program. Details of an independent dispute resolution procedure are made available to all students. Any agreement made with Endeavour College at the availability of the Endeavour Grievance and Appeals process does not remove the rights of a student to act under Australia's consumer protection laws.

### ***Consent to Access Student Visa Status***

Through DHA, the Visa Entitlement Verification Online (VEVO) Service allows Endeavour College to check on visa status and study entitlements of international students. Parents/legal guardians are required to agree to give their consent to Endeavour College to access this information through the VEVO Service.

### ***Disclosure of Student Information***

Endeavour College collects information about students before and during enrolment to support them in studying and living in Australia. The authority to collect this information is provided under the ESOS Act. Where needed, the information collected can be provided to the Australian government, South Australian government, and other relevant authorities. Where required by law, it can also be disclosed without the student's consent.

## ***Refund Policy for International students at Endeavour College***

1. This policy outlines refunds applicable to course fees paid to the College.
2. Any service fees that a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.
3. Payment of Course Fees and Refunds
  - a. Fees are payable according to the School's Fee Schedule.
  - b. An itemised list of school fees is provided in the school's written agreement.
  - c. All fees must be paid in Australian dollars. All refunds will be reimbursed in Australian dollars.
  - d. Refunds will be paid to the person who enters into the written agreement.
4. When a student is to be withdrawn from the school, parents are required to give the Principal one school term's notice, in writing, before the withdrawal date, otherwise parents will be liable for an additional term's fees.
5. Students default because of visa refusal.

If a student provides written evidence that their visa application has been refused by the Department of Immigration and Border Protection and the student cannot undertake the course, the school will refund any unspent course fees on a pro-rata basis.
6. Student default other than visa refusal
  - a. Any amount owing will be paid within four (4) weeks of receiving written notification from the student (or parent(s)/legal guardian if the student is under 18).
  - b. If the student provides written notice of withdrawal more than four (4) weeks prior to commencement of the course, the College will refund any unspent tuition fees, less the application fee and \$500.
  - c. If the student provides written notice of withdrawal within four (4) weeks prior to the agreed commencement date, a maximum of ten (10) weeks tuition fees will be charged and the balance if any will be refunded.
  - d. Non-tuition fees will be refunded at a pro-rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.
  - e. No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:
    - i. Failure to maintain satisfactory course progress (visa condition 8202).
    - ii. Failure to maintain satisfactory attendance (visa condition 8202).
    - iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
    - iv. Failure to pay course fees.
  - f. The school also reserves the right to charge a late payment fee and the cost of recovery of fees on overdue accounts.

7. Provider default
  - a. If for any reason the school is unable to offer a course on an agreed starting date for the course, a full refund of any unspent tuition fees paid to the school will be made within 14 days of the agreed course starting date.
  - b. If for any reason the school is unable to continue offering a course after the student commences a course, a full refund of any unspent tuition fees paid to the school will be made within 14 days of the school's default day.
  - c. If the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive advice to seek assistance from the Australian government's Tuition Protection Service.
8. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to act under Australia's consumer protection laws.

### ***Policies and Procedures***

For our Student Handbook and the full policies for Refund; Accommodation and Welfare; Transfer; Course Credit; Attendance; Course Progress; Deferring Suspending or Cancelling Student's Enrolment, Grievances and Appeals, please contact the Endeavour College Enrolment Officer via [admin@endeavour.sa.edu.au](mailto:admin@endeavour.sa.edu.au).

### ***Links***

1. [2020 Application Form](#)
2. [Enrolment and Fees](#)
3. [Collection Notice](#)
4. A-Z Handbook
5. [Curriculum details and options](#)
6. [Endeavour College website](#)
7. [Complaints Handling Policy](#)