

GENERAL INFORMATION

International Students

2024



**CAMBERWELL
GIRLS
GRAMMAR
SCHOOL**

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Who We Are

School Motto

Utilis in Ministerium - Useful in Service

Vision

A leader and innovator in the education of girls, dedicated to fostering a passion for learning and building a more just and sustainable world.

Mission

A Christian school in the Anglican tradition, inspiring girls in their love of learning and nurturing compassionate leaders with global mindsets.

Values

We welcome students of all faiths and cultures and educate them to seek wisdom through intellectual inquiry, service learning and spiritual growth that honours the values of: Integrity, Commitment, Respect, Hope and Courage

Commitment to Child Safety

All students who attend CGGS have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by CGGS in child connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

所有在坎伯韦尔女校（CGGS）入学的学生都应享有安全感。我们把在我们呵护下每个学生的身心健康和安全放在首位，我们绝不允许虐待儿童的行为。保护学生是全体教职员以及与孩子有接触的所有人员的职责。为保障所有学生的安全和切身利益，我们照顾到那些有原著居民和托雷斯海峡岛居民背景的学生，以及那些来自不同文化不同语言背景和失能学生的需要。

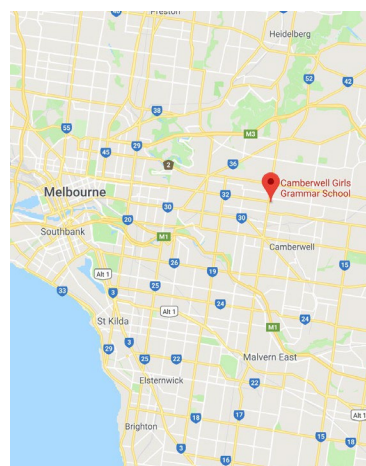
Privacy Statement

The school is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. The school's Privacy Policy applies to its enrolment processes. When appropriate or required by law, information is shared with Government in Compliance with the ESOS Framework. A copy of the school's Privacy Policy can be found at cggs.vic.edu.au

Location

CGGS is conveniently located in a premier residential area, just 9km east from Melbourne's CBD. The school is close to major railway stations and easily accessed by train, tram and bus.

The school has two campuses. All secondary education is taught at the Senior Campus. There will be times when students will be required to be off-site to attend co-curricular activities. This only takes place with parental consent.



School & Administration
2 Torrington Street,
Canterbury, Victoria, 3126

Junior School / Ormiston
4 Mont Albert Road
Canterbury, Victoria, 3126

Only 9km to CBD

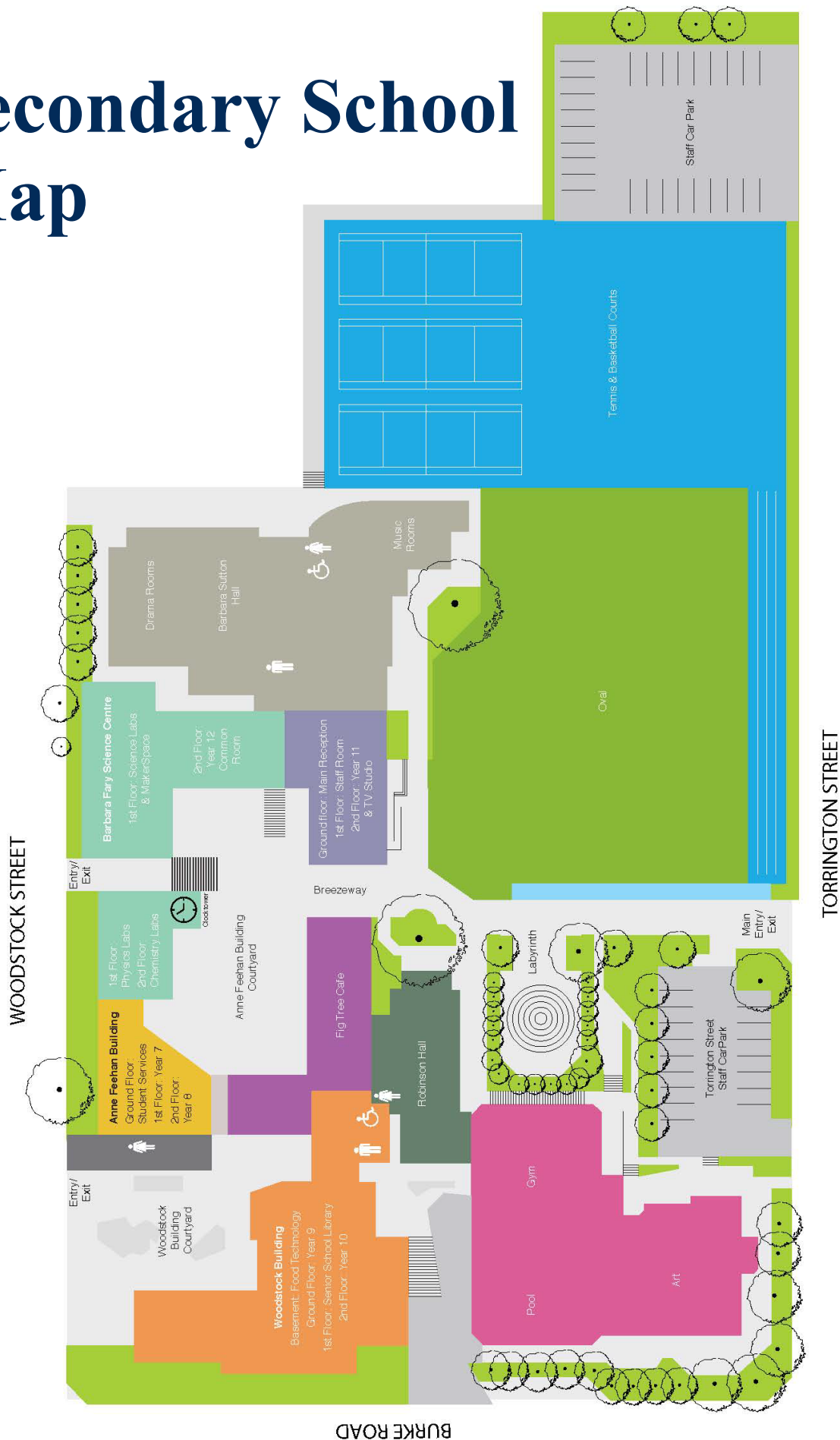
Facilities & Equipment

CGGS is passionate about the way the built environment influences learning and strives to provide the facilities to enable dynamic learning. Students are encouraged to take full advantage of the beautiful green outdoor spaces.

SENIOR SCHOOL

- ◆ Light-Filled Classrooms
- ◆ HD Video Conferencing Suites
- ◆ Performing Arts Complex
- ◆ Environmental Science Laboratory
- ◆ TV Recording Studio
- ◆ Optimal Wi-Fi Coverage
- ◆ Interactive Flat Panels
- ◆ MakerSpace
- ◆ Labyrinth
- ◆ Cafe and Dining Hall
- ◆ Library
- ◆ Careers Centre
- ◆ Visual Arts School
- ◆ Music Centre
- ◆ Fitness Centre
- ◆ Open-plan Spaces
- ◆ Outdoor Courtyards
- ◆ Indoor Basketball, Netball and Volleyball Court
- ◆ 25 metre Indoor Heated Pool
- ◆ Professional 100m Running Track
- ◆ Plexipave Tennis, Netball and Basketball Courts
- ◆ Oval
- ◆ Access to the Chapel located at Junior

Secondary School Map



Your Rights

The ESOS Framework

The Australian government wants International Students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for International Students. These laws are collectively known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000, the National Code (2018), Migration Act (1958) and a number of other related regulations. Further details are available at internationaleducation.gov.au

Protection for Overseas Students

All International Students on a Student Visa (500), must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This ensures that the course and the education provider has met the high standards necessary for International Students.

Further details are available at cricos.education.gov.au

Your Rights

Under Australian law, International Students have the right to:

- ◆ receive current and accurate information about the courses, entry requirements, fees, modes of study and other enrolment information from the education provider and their agent.
- ◆ sign a Written Agreement with their education provider before or at the time they pay their fees. They do not have to pay the education provider any money or fees until they accept the agreement.
- ◆ seek a refund in certain situations for course money they have paid.
- ◆ receive the education they paid for or be placed in another course or receive a refund if the education provider is unable to teach their nominated course.
- ◆ access complaints and appeals processes.
- ◆ request a transfer to another institution and have that request assessed by their education provider.
- ◆ information about the education provider's orientation process, support staff and services, and policies on matters such as course deferral, suspension and cancellation, satisfactory course progress and attendance and the complaints and appeals process.

Your Responsibilities

While on a Student Visa, International Students are responsible for:

- ◆ Satisfying their Student Visa conditions.
- ◆ Maintaining their Overseas Student Health Cover (OSHC) for the period of their stay.
- ◆ Meeting the terms of the Written Agreement with the education provider.
- ◆ Informing the education provider if their address or living arrangements change.
- ◆ Maintaining satisfactory course progress, attendance and behaviour in line with the education provider's Code of Conduct.
- ◆ Informing the education provider of any plans for overnight stay or travel arrangements that is not accompanied by an approved adult or in breach of the Confirmation of Appropriate Accommodation and Welfare (CAAW) letter issued by the education provider (if applicable).

Living in Melbourne

Most Liveable City

Melbourne is the capital of Victoria and is Australia's second largest city with a population of over 5 million people. It is regularly nominated as one of the most liveable cities in the world.

As the cultural capital of Australia, Melbourne offers fine dining, museums, galleries and theatres, as well as many parks and gardens. It has beautiful beaches, fantastic sport venues, a great climate with four distinct seasons and most importantly, outstanding schools and universities.

Credit Cards

Credit cards are widely accepted around Australia. The most commonly accepted credit cards are American Express, Mastercard and Visa.

Currency

Australia uses a dollars and cents system of decimal currency with 100 cents in a dollar. The bank notes in use are \$5, \$10, \$20, \$50 and \$100. Coins used are the silver coloured 5 cent, 10 cent, 20 cent and 50 cent and the gold coloured \$1 and \$2 coins.

Tipping

Tipping is not the general custom in Australia and is a matter of individual choice.

Transport

International Students younger than 18 years of age, are eligible for half price travel on trains, trams and buses, with the use of a child MYKI card. Those aged between 17-18 must carry proof of age identification. Spot checks are made by PTV inspectors and penalties may apply.

Budgeting

Homestay cost is around \$430 per week for full board in a private room with AHN. Students will need additional discretionary funds/allowance.

Overseas Student Health Cover (OSHC)

International students are required by the Government to join a private health insurance scheme for the duration of their studies. The OSHC is arranged by the school and the premium is included in the tuition fees. This entitles policy holders to free hospital cover and 85% off standard doctor's fees. Annual rates vary depending on the provider.

Further details are available at oshcaustralia.com.au/en

Cost of Living

From 10 May 2024 the Australian Government has set the financial capacity requirement for Student and Student Guardian visas at \$29,710.

Applicants may be required by the school to show evidence of access to funds to support their study while in Australia.

Further details are available at studyaustralia.gov.au

Third Party Organisations

Education Agents

It is recommended that parents engage one of the school's approved Education Agents to make an [Application for Enrolment](#) via the School's website. The Education Agent will also assist with AEAS testing, ELICOS arrangements and Visa application. Refer to the [Agent List](#) or on the CGGS website.

Where CGGS has issued a CAAW letter accepting the responsibility for approving the accommodation, support and general welfare arrangements for a student who is under the age of 18, it will not delegate, outsource or contract out that responsibility.

Homestay Provider

The school uses Australian Homestay Homestay Network Pty Ltd (AHN) as an external provider of private homestay accommodation for our International Students. Only students in Years 10 to 12 may live in a homestay whilst a student at CGGS. The cost is approximately AUD\$415+ per week.

Email melbourne@homestaynetwork.org homestaynetwork.org

Advantages of Homestay

- ◆ An Australian experience
- ◆ All Homestays are approved, reference checked and adults hold current Working with Children's Check
- ◆ Support staff - the School's
- ◆ International Student Coordinator makes Homestay visits every six months and prior to a student commencing
- ◆ Safe, protective and supportive environment
- ◆ Benefits of family life, with family boundaries and guidelines
- ◆ One-on-one experience
- ◆ Develops independence
- ◆ Well located to CGGS and with transport links
- ◆ Quiet environment
- ◆ Private room
- ◆ Conducive to study
- ◆ Own desk and internet access provided

Support Services

The school uses International Student Alliance (ISA) Advocates as an external provider of support services to International students. Email info@studentguardians.com studentguardians.com

- ◆ Approximately AUD\$2,300 per annum payable directly to ISA - correct at the time of printing
- ◆ Support Person translates and communicates with parents and the School's International Student Coordinator
- ◆ ISA Support Person contacts students each fortnight
- ◆ ISA provides parents with their child's translated school reports
- ◆ All ISA Support Persons are approved, reference checked and hold a current Working with Children's Check

Entry Requirements

English Requirements

All International Students entering CGGS must possess an adequate command of English and sit the AEAS test. The AEAS assessment, provided by an independent test provider, includes English language proficiency, non-verbal general ability and mathematical reasoning. The test takes approximately 3 hours to complete in person under AEAS supervision. Documents, including passport, are required by AEAS to verify the test-taker's identity. Email admin@aeas.com.au

CGGS does not accept alternative tests such as IDAT, IELTS, TOEFL or Pearson instead of the AEAS assessment.

The minimum AEAS standard accepted by CGGS:

- ◆ A composite achievement score: Year 7 – 9: 61-70 or above; Year 10 -11: 71-80 or above
- ◆ English Assessment scores: Stanine 5 or above
- ◆ Non-verbal General Ability: Stanine 5 or above
- ◆ Mathematical Reasoning Ability: Stanine 5 or above

Reading Comprehension,
Vocabulary/Spelling, Writing,
Listening and Speaking

English Language Intensive Course For Overseas Students (ELICOS)

The AEAS report indicates how many weeks of English language preparation the student is required to successfully complete in order to be proficient to commence at CGGS.

English Language Centres are to be CRICOS and CGGS approved. It is usual for the Agent to book the ELICOS course for the student with one of [CGGS's approved partners](#).

Score Level		Weeks of ELICOS Lower Secondary School Entry Years 7-9	Weeks of ELICOS Upper Secondary School Entry Years 10-12
0-25	Beginners	30-40	40-48
26-35	Elementary	20-30	30-40
36-45	Pre-Intermediate	12-20	20-30
46-60	Intermediate	8-12	12-20
61-70	Upper-Intermediate	4-8	8-12
71-80	Pre-Advanced	0	4-8
80+	Advanced	0	0

Academic Requirements

For entry to CGGS the student must achieve the minimum academic requirements of stanine 5 or above in both the Non-verbal General Ability and the Mathematical Reasoning Ability tests on the AEAS report. The completed Admissions Questionnaire, two most recent school reports including teachers comments and evidence of course progression will also be required to assess the minimum academic requirements for commencement. An interview with the relevant Head of School is also an entry requirement.

Recognition of Prior Learning

CGGS does not offer course credit to students completing a Year 7 – 10 course.

At CGGS course credit will only be considered for VCE Units 1 -4. The student can apply to the Victorian Curriculum and Assessment Authority (VCAA) for course credit once they have commenced studies at CGGS. Students will begin at CGGS with a full course load until the outcome of the course credit application is determined. The number of VCE units or subjects studied may be adjusted following the VCAA's decision on course credit.

Refer to the International Students Recognition of Prior Learning Policy for more information.

Age Requirements

CGGS accepts International Students in Years 9 and 10 for Term 1 (January) or Term 3 (July) and Year 11 for Term 1 (January). The minimum age for entry is 14 going on 15. Entry at Year 7 or 8 will be considered by the Principal on a case by case basis.

Course Details

Camberwell Girls Grammar School is a registered provider on the Commonwealth Register of Institutions and Course for Overseas Students (CRICOS provider code 00141J).

Course Qualification

The school offers secondary education for International Students that leads to the award of the Victorian Certificate of Education (VCE) upon the successful completion of Year 12. The VCE provides diverse pathways to further study or training at University or TAFE and to employment.

Modes of Study

The main mode of study is via teacher led face-to-face classroom delivery at the Senior Campus. During class time students are expected to participate by answering questions, giving opinions, completing tasks, working with others in groups, making presentations and role playing situations.

All students are enrolled at the school on a full time basis.

Course Assessment

Ongoing assessment feedback is available online to the student and parents at all times. Students are formally assessed and reports are generated at the end of Semester One and Semester Two. Interim reports are provided at the end of Term One and Term Three. Report assessments are based on classwork, homework and subject examinations. Reports are provided to parents and eligible relatives / support persons (if applicable). Parent-teacher interviews are conducted each semester and the parent or eligible relative / support person is fully expected to attend each of these sessions and provide feedback for the family on the progress of their child.

ATAR

The Victorian Tertiary Admissions Centre (VTAC) calculates an Australian Tertiary Admission Rank (ATAR) for all VCE students who have successfully completed the VCE and satisfied minimum tertiary entrance requirements. Only applicants who have at least four VCE study scores in an acceptable combination will have an ATAR calculated.

The ATAR is not a score out of 100 – it is a rank. It shows a student's achievement in relation to other students. The ATAR is used by tertiary institutions to compare the overall achievement of students and as a prerequisite for entry to courses for higher education.

Course Duration

The VCE comprises of Units 1 & 2 for Year 11 and Units 3 & 4 for Year 12 which spans over 2 years.

TERM DATES

The school year runs from January to December and includes four school terms, with holiday breaks at the end of Terms One, Two and Three. Students are required to be at school for the duration of each academic term time.

Term dates can be found on our school website's [Important Dates](#) page.

- ◆ Semester 1 includes Terms 1 & 2 (20 weeks)
- ◆ Semester 2 includes Terms 3 & 4 (20 weeks)
- ◆ International Students enter at Term 1 (January) or Term 3 (July)

Course Content Year 11 & Year 12 (VCE)

SUBJECTS OFFERED

CGGS offers over 30 studies within the VCE, with most students completing six subjects (12 units) in Year 11 and five subjects (10 units) in Year 12. For Year 9 and Year 10 students, there is an opportunity to enrol in a number of electives related to music, language, science, arts and humanities. Further curriculum information is available at cggs.vic.edu.au

Year 11 (VCE Units 1 & 2)	Year 12 (VCE Units 3 & 4)
English 1/2 English Literature 1/ 2 English Language 1 / 2 EAL1/ 2	English 3/4 Literature 3/4 English Language 3 / 4 EAL 3/4
General Mathematics 1/2 Mathematical Methods 1/2 Specialist Mathematics 1/2	Further Mathematics 3/4 Mathematical Methods 3/4 Specialist Mathematics 3/4
Biology 1/2 Chemistry 1/2 Physics 1/ 2 Psychology 1/2	Biology 3/4 Chemistry 3/4 Physics 3/4 Psychology 3/4
Geography 1 / 2	Geography 3/4 Extended Investigations 3/4
20th Century History 1/2	History of Revolutions 3/4 Global Politics 3/4
Accounting 1/2 Legal Studies 1/2	Accounting 3/4 Legal Studies 3/4 Business Management 3/4
Chinese: Language, Culture & Society 1/2 Chinese Second Language 1/2 Chinese Second Language Advanced 1/2 Chinese First Language 1/2	Chinese Second Language 3 / 4 Chinese Second Language Advanced 3/4 Chinese First Language 3/4 Chinese: Language, Culture & Society 3/4
French 1/2	French 3/4
German 1/2	German 3/4
Health & Human Development. 1/2	Health & Human Development 3/ 4 Physical Education 3/4
Music 1/2	Music 3/4
Theatre Studies 1/2 Creative & Digital Media - Certificate III in Screen & Media 1/2	Theatre Studies 3/4 Creative & Digital Media - Certificate III in Screen & Media 3/4
Art Creative Practice 1/2 Visual Communication Design 1/2	Art Creative Practice 3/4 Visual Communication Design 3/4
Food Studies 1/2	Food Studies 3/4
Additional Programs Digital Portfolios Careers	Additional Programs Digital Portfolios Careers

Course Content / Year 9 & Year 10

Year 9	Year 10
English Language and Learning English as an Additional Language	English English Amplified* English as an Additional Language Bridging EAL*
Mathematics Mathematics - Extension	Mathematics Mathematics - Extension Mathematical Methods 1/2
Science	Science Forensic Investigations* STEAM: Marine Science*
Geography (Semester)	Geography (Semester)
History (Semester)	History (Semester) American History: Power & Inequality*
Commerce: Power & Enterprise	Financial Literacy Taste of Commerce* Business Communication & Marketing*
Chinese* Chinese Heritage*	Chinese Second Language (Year 10)* Chinese Second Language Advanced 1/2* Chinese First Language 1/2* Chinese Second Language 1/2* <i>*Students may only access an early Unit 1 & 2 language if they meet the VCAA eligibility requirements.</i>
French*	French*
German*	German*
Religious Education	Texts & Traditions Unit 1
Health & Physical Education	Health & Physical Education Exercise & Sport Science*
Music	Music Units 1/2*
Drama	Smoke & Mirrors: The Art of Illusion in Theatre*
Art	Visual Communication & Art* Interactive Digital Media*
	Food Studies Units 1/2*
ELECTIVES / TERM LENGTH Escape! Music Studio Composition Dance to Communicate Ideas PodCam: Podcasting Co-design @ Year 9^ Organic Garden: Grow @ Home Lake Mungo Edible Creations Robotics Jewellery Digital Design Daring to Drone ^May be repeated more than once by students. > Elective subjects at Years 8 and 9 are vertically structured and available to year levels.	ELECTIVES / SEMESTER LENGTH American History: Power & Inequality Business Communication & Marketing English Amplified Exercise & Sport Science Food Studies (Units 1&2) Forensic Investigations Interactive Digital Media Music Units 1/2 Smoke & Mirrors: The Art of Illusion in Theatre Taste of Commerce STEAM: Marine Science Visual Communication & Art
Additional Programs	Additional Programs
Digital Portfolios	Digital Portfolios
Service Learning	Careers
Embedded Digital Literacy	Service Learning

*Denotes an elective subject of choice

Co-Curricular Program

SPORT

- ◆ AFL
- ◆ Athletics
- ◆ Badminton
- ◆ Basketball
- ◆ Cricket
- ◆ Cross Country
- ◆ Diving
- ◆ Hockey
- ◆ Golf
- ◆ Indoor Cricket
- ◆ Netball
- ◆ Soccer
- ◆ Softball
- ◆ Swimming
- ◆ Tennis
- ◆ Triathlon
- ◆ Volleyball
- ◆ Water Polo

ADDITIONAL OPPORTUNITIES

- ◆ Saturday Netball
- ◆ Snow Sports
- ◆ Victorian College Basketball

Competition

- ◆ Netball Victoria Schools

Championships

- ◆ Ultimate Frisbee

FITNESS ACTIVITIES

- ◆ Running Club
- ◆ Strength & Conditioning
- ◆ Yoga

PERFORMING ARTS

- ◆ Dance
- ◆ Debating
- ◆ Drama
- ◆ School Production
- ◆ School Musical
- ◆ Speech and Drama
- ◆ Theatre Sports

MUSIC

- ◆ Concert Band
- ◆ Flute Ensemble
- ◆ Intermediate Percussion
- ◆ Intrada Strings
- ◆ Irish Band
- ◆ Jazz Ensemble
- ◆ Junior Percussion
- ◆ Madrigal Choir
- ◆ Middle School Choir
- ◆ Preston Singers (auditioned choir)
- ◆ Rock Band
- ◆ Russell Strings
- ◆ Senior Chamber String Orchestra
- ◆ Senior Percussion
- ◆ Senior Singers
- ◆ String Quartets
- ◆ Symphonic Band
- ◆ Symphony Orchestra

INTEREST CLUBS

- ◆ Art Clubs
- ◆ Art - Open studio
- ◆ Book Clubs
- ◆ Coding Clubs
- ◆ Chess Clubs
- ◆ Christian Faith Group (MUSTARD)
- ◆ Classics Club
- ◆ Drama Club
- ◆ Debating
- ◆ Environment Action Group
- ◆ Frisbee Fridays
- ◆ International Student Committee
- ◆ Lights Camera Action Film Club
- ◆ Mathematics Club
- ◆ MakerSpace
- ◆ Pride Group
- ◆ Reconciliation Committee
- ◆ Robotics Club
- ◆ School Magazine Committee
- ◆ Science Club
- ◆ Service Learning Committee
- ◆ Sew Much Fun Group
- ◆ Student Representative Council
- ◆ Student Wellbeing Group
- ◆ Sustainability Squad

CAMPS

- ◆ Duke of Edinburgh
- ◆ Music
- ◆ Drama
- ◆ Mungo Living Culture Program
- ◆ Year Level Camps

HOUSE ACTIVITIES

- ◆ Athletics
- ◆ Cross Country
- ◆ Dance
- ◆ Debating
- ◆ Diving
- ◆ Drama
- ◆ Mentoring
- ◆ Music
- ◆ Public Speaking
- ◆ Readers Cup
- ◆ Swimming
- ◆ Theatre Sports

EXCHANGES

- ◆ Alice Springs
- ◆ Brisbane
- ◆ China (including Study Tour)
- ◆ France
- ◆ Germany
- ◆ Singapore
- ◆ Spain

STUDY TOURS

- ◆ Service Learning Immersion Tour
- ◆ International Music Tour
- ◆ USA Study Tour (including NASA Space Camp)
- ◆ UK Literature Tour

MELBOURNE SCHOOLS PARTNERSHIP INTERNATIONAL (MSPI)

CGGS is a member of the Melbourne Schools Partnership International with the University of Melbourne.

International Students have the opportunity to participate in a number of special activities facilitated by the University of Melbourne.

Opportunities & Competitions

ART & DESIGN

- ◆ Various competitions and exhibition opportunities throughout the year

ENGLISH

- ◆ Legacy Public Speaking Competition
- ◆ DAV Debating
- ◆ Boroondara Literacy Young Writer's Award
- ◆ Plain English Speaking Competition

COMMERCE

- ◆ State and National Mooting Competitions
- ◆ Local and National Constitutional Conventions
- ◆ Model United Nations Conferences
- ◆ Evatt Trophy Competition (Debating)
- ◆ Monash Accounting Case Study Competition
- ◆ Plan Your Own Enterprise Competition

GEOGRAPHY

- ◆ National Geography Competition
- ◆ MapIt! Challenge
- ◆ Urban Futures Competition

HISTORY

- ◆ Australian History Competition
- ◆ National History Challenge
- ◆ Premier's Spirit of Anzac Prize
- ◆ Simpson Prize

LANGUAGES

- ◆ Chinese
- ◆ Various Poetry and Song Competitions
- ◆ French
- ◆ Alliance Francaise Berthe Mouchette Poetry

Competition

- ◆ German
- ◆ Goethe Poetry Competition
- ◆ AGTV Poetry Competition

LIBRARY

- ◆ Boroondara Literary Awards

DRAMA

- ◆ Ambassadorship with the Melbourne Theatre Company

RELIGIOUS EDUCATION

- ◆ Short Film Competition

I.T

- ◆ Screen IT

MATHEMATICS

- ◆ University of Melbourne Mathematics and Statistics Competition
- ◆ University of Melbourne School Maths Olympics
- ◆ Australian Mathematics Competition
- ◆ ICAS Mathematics Competition

SCIENCE

- ◆ ICAS Science Competition
- ◆ Big Science Competition
- ◆ International Science Olympiads
- ◆ Little Big Idea
- ◆ Google Science Fair
- ◆ Girls Invent
- ◆ Science Talent Search
- ◆ Solar Car / Boat Challenge

CO-CURRICULAR

- ◆ BrainSTEM Conference
- ◆ Women in STEM Entrepreneurship
- ◆ Global Young Leaders conference
- ◆ SAGE Passport Project

LEARNING ENRICHMENT

- ◆ BrainSTEM
- ◆ CSIRO Silver CREST
- ◆ Liam & Frankie Davison Award

Accommodation, Welfare & Support Services

All International Students enrolled at CGGS must have acceptable arrangements for their accommodation, support and general welfare for the duration of their student visa. They may choose to either:

1. Live in Australia with their parent or legal custodian, or
2. Live in Australia with an eligible relative over 21 years old who is nominated by their parents, or
3. Live in Australia under a welfare arrangement that has been approved by the school (CAAW)

OPTION 1

If the student's parent or legal custodian is providing welfare for the student during their stay in Australia, this should be indicated on the Application Form and Visa Application Form. A parent or legal custodian who will be the student's guardian may apply for a Student Guardian Visa and stay in Australia as the student's primary carer. In this instance the school does not issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter and is not responsible for approving the student's accommodation, support and welfare arrangements for the duration of the student's visa.

OPTION 2

If an eligible relative living in Melbourne is providing the welfare and accommodation for the student during their stay in Australia, the student's parents will need to give their permission for this arrangement and the relative must be nominated on the CGGS Application Form and the Visa Application Form. The relative must be one of the following:

Brother, sister, step-brother, step-sister, grandparent, step-grandparent, aunt, uncle, niece, nephew, step-uncle/aunt/niece/nephew, and also be aged over 21 years of age, of good character and be eligible to remain in Australia until the student's visa expires.

In this instance the school does not issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter and is not responsible for approving the student's accommodation, support and welfare arrangements for the duration of the student's visa.

OPTION 3 (Years 10 to 12 only)

If the school is responsible for approving the student's welfare and accommodation arrangements, the school will issue a CAAW Letter, which gives an undertaking to approve appropriate accommodation, support and welfare arrangements for the student for the duration of their visa.

In assuming this responsibility, the school will approve appropriate accommodation, support and welfare arrangements for the student for the duration of their visa.

HOMESTAY AND SUPPORT SERVICES

The school has appointed Australian Homestay Network Pty Ltd (AHN) to assist in the management of all aspects of the students' homestay accommodation arrangements while they are in Australia and International Student Alliance (ISA) Student Advocates to assist with providing additional support and counselling services to International Students.

Please note: The support service provided by ISA is not "guardianship" and ISA has no responsibility for the student's accommodation or welfare, which is the responsibility of the school. The support service provided by ISA is additional to, and not in place of, the support and counselling the school normally provides to all students.

Refer to the International Students Accommodation, Welfare and Support Policy for more information.

CGGS Policies

FEE PAYMENT POLICY

CGGS does not request more than 50% of the student's total tuition fees for a course before the student has begun the course. Tuition fees are payable one semester in advance. Due dates for payments are 15 February and 15 July within two weeks of the study period commencing. Fees may be subject to change during the duration of the course.

Fees and charges are subject to annual review and may change from year to year.

Refer to the International Business Regulations for further details.

REFUND POLICY

CGGS is a member of the Australian Government's Tuition Protection Service (TPS) which is an initiative to assist International Students whose education providers are unable to fully deliver their course of study. The TPS ensures that International Students are able to either complete their studies in another course or with another education provider or receive a refund of their unspent tuition fees.

The Registration Fee and the Enrolment Confirmation Fee are both non-refundable.

Tuition fees which have been paid will be refunded if a student is unable to obtain a visa within the specified period. Evidence of inability to obtain the visa must be provided.

Where written notice of withdrawal of a student is received by the Admissions Office at least two months prior to the date of entry offered, tuition fees already paid will be refunded in full. There will be no entitlement to any refund of tuition fees already paid or payable if written notice of withdrawal is not received by the Admissions Office at least two months prior to the date of entry offered (this excludes where a visa is not granted).

For students who have already commenced at the school, tuition fees paid for a semester will be refundable if written notice of withdrawal from the school or from any special subject is received by the school on or before the first day of the previous semester, otherwise there is no entitlement to any refund of tuition fees already paid or payable. Once a semester has commenced, there is no entitlement to any refund of fees paid or payable for that semester.

This agreement does not remove the right for the student and / or family to take further action under Australia's consumer protection laws.

Refer to the International Student Refund Policy for more information.

TRANSFER POLICY

It is a requirement that International Students remain at the same school for 6 months before a transfer can be made. If an International Student wishes to be transferred (either into or out of CGGS), they must obtain a release from their registered provider.

Refer to the International Student Transfer Policy for further details.

DEFERRING, SUSPENDING OR CANCELLING A STUDENT'S ENROLMENT

An International Student's enrolment can be deferred, suspended or cancelled. This may be initiated by either the International Student for compassionate and compelling circumstances, or by CGGS for an International Student's breach of visa conditions, breach of course progress or attendance requirements, failure to pay fees and / or misbehavior.

Compassionate or compelling circumstances are generally those beyond the control of the International Student and which have an impact on the International Student's course progress or wellbeing. Some examples of compassionate or compelling circumstances may include but is not limited to the following:

- ◆ Serious illness or injury, where a medical certificate states that the International Student was unable to attend classes.
- ◆ Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
- ◆ Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the International Student's studies.
- ◆ A traumatic experience such as involvement in or witnessing a serious accident or being the victim of a serious crime (supported by police or psychologist report).
- ◆ Inability to begin studying on the course commencement date due to delay in receiving a student visa.

Refer to the International Student Deferment, Suspension & Cancellation Policy for further details.

COMPLAINTS AND APPEALS PROCESS

CGGS has procedures in place to manage complaints in an expedient and considered manner. Complaints are handled in a confidential manner between the parties concerned and those directly involved in the complaints handling process. Both internal and external resolution processes are available.

Refer to the International Student Complaints and Appeals Policy for further details.

COURSE PROGRESS AND ATTENDANCE

All International Students are required to maintain satisfactory course progress and attendance in accordance with their visa conditions. Holidays should only be taken during the designated school holiday times, unless approved as an exception by the Principal. Course progress and attendance is monitored by the school and intervention strategies may apply.

Refer to the International Student Course Progress and Attendance Policy for further details.

BEHAVIOR MANAGEMENT

All International Students are expected to behave in a manner that is consistent with the School's Code of Conduct.

Refer to the International Student Behavioural Management Policy for further details.

To request a copy of the School's Policies, please email admissions@cggs.vic.edu.au

Additional Information

Student Visa Conditions

Visa conditions

- ◆ Maintain satisfactory course progress (Visa condition 8202)
- ◆ Maintain satisfactory attendance (Visa condition 8202)
- ◆ Maintain approved welfare and accommodation arrangements (Visa condition 8532)
- ◆ Maintain visa length OSHC (Visa condition 8501)
- ◆ Maintain correct contact details with provider (Visa condition 8533)
- ◆ Required to pay course fees
- ◆ Maintain appropriate behaviour

Refer to Visa Grant Letter or Department of Home Affairs for full conditions.

Students should keep a copy of their Written Agreement, Confirmation of Enrolment (CoE) and OSHC Card in a safe place.

The school is required by law to report any breaches of Visa conditions to the Australian Government and the consequences could result in suspension or cancellation of Visa and rights to study in Australia.

Any questions about Visas may be referred to the Admissions Manager. Email: admissions@cggs.vic.edu.au

Australian Consumer Protection

Students are entitled to protection and support as outlined by Consumer Protection Legislation.

Consumer advice can be obtained:

- ◆ Consumer Affairs Victoria consumer.vic.gov.au
- ◆ Helpline 1300 558 181
- ◆ Interpreter Service 131 450

Additional Resources

Additional information on CGGS programs is available on the school's website at cggs.vic.edu.au



Secondary School / Administration
2 Torrington Street, Canterbury
Victoria 3126 Australia
T +613 9813 1166

Junior School / Ormiston
4 Mont Albert Road, Canterbury
Victoria 3126 Australia
T +613 9813 1965

camgram@cggs.vic.edu.au
cggs.vic.edu.au
ABN 79 004 166 349
CRICOS provider 00141J,
course code 005303M



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