

SCOTCH COLLEGE ADELAIDE

International Students

2027 PARENT INFORMATION HANDBOOK

CRICOS 00615B

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I welcome you to become part of the story of Scotch College Adelaide.

Every student who walks through our gates joins a school that cares deeply about providing extraordinary opportunities and experiences that will be remembered for a lifetime.

The traditions of our school are more than simply habits and conventions, more than blazers and buildings. For over 100 years, Scotch has asked itself how to best prepare the young people in its care for all that lies ahead, so they can become the leaders and drivers of tomorrow. Those strong traditions demand we look forward, innovate with our hearts and minds, and question our past to understand the future.

Students at Scotch work with a dedicated staff, committed to bringing the best out of all who pass through our school. Our students are afforded the opportunity to explore the breadth of their passions, and experience the depth and rigour of academic disciplines.

We know learning takes place not only in a classroom, but on courts and fields, in the bush on an expedition, or under the lights of a stage. We know that working with others and our broader community helps us learn as much about ourselves as it does about the world that we live in.

And we know that wellbeing is at the core of success and happiness in every context. It is not the stuff of an evening webinar, nor a booklet handed out before lunch, it is proudly at the heart of all that we do.

It is a privilege to welcome you to Scotch College Adelaide, to be a valued part of our community, and to write your own page in what is now *your* story.



Trent Driver
Principal

Scotch College operates across two campuses, with international students studying at either the Mitcham Campus or the Torrens Park Campus, depending on their year level and program of study.

Students have access to a wide range of high-quality facilities and resources that support both academic success and personal development, including modern classrooms, science laboratories, library and learning resources, performing arts and music facilities, sporting fields and courts, and dedicated wellbeing and student support services.

Across both campuses, students are encouraged to participate fully in College life through a broad range of academic, co-curricular, cultural and sporting opportunities, fostering a well-rounded and enriching educational experience.

Contacting Scotch

STREET ADDRESS
Scotch College Adelaide
Carruth Road
Torrens Park SA 5062

Ph +61 8 8274 4333
E: reception@scotch.sa.edu.au
Hours: 8:00am - 4:00pm Weekdays

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Scotch College Adelaide
PO Box 271
Mitcham SA 5062

MIDDLE SCHOOL
Ph: +61 8 8274 4261
E: msadmin@scotch.sa.edu.au

SENIOR SCHOOL
Ph: +61 8 8274 4216
E: ssadmin@scotch.sa.edu.au

CURRICULUM OFFICE
Ph: +61 8 8274 4219
E: dmurray@scotch.sa.edu.au

ADMISSIONS OFFICE
Ph: +61 8 8274 4209
E: enrolments@scotch.sa.edu.au

INTERNATIONAL STUDENT COORDINATOR
Ph: +61 8 8274 4333
E: internationals@scotch.sa.edu.au

Term Dates

The academic year consists of four terms, beginning in late January and ending in December. Students are provided a three week break mid-year, and two shorter, two week breaks around April and October. The most up-to-date term dates for each year can be found on the Scotch College Adelaide website.

	START OF TERM	END OF TERM
TERM 1	Thursday 28 January	Friday 9 April

Long Weekend:
Monday 8 March (Adelaide Cup)
Friday 26 March - Monday 29 March (Easter)

TERM 2	Tuesday 27 April	Friday 25 June

Long Weekend:
Monday 14 June (King's Birthday)

TERM 3	Tuesday 20 July	Friday 24 September

Long Weekend:
Monday 6 September (School Closure Day)

TERM 4	Monday 11 October	Friday 3 December

TYPICAL DAILY CLASS SCHEDULE

Mentor Group	8:35am - 8:55am
Period 2	8:55am - 9:40am
Period 3	9:40am - 10:25am
Recess	**10:25am - 10:45am**
Period 4	10:50am -11:35am
Period 5	11:35am - 12:20pm
Period 6	12:20pm - 1:05pm
Lunch	**1:05pm - 1:55pm**
Period 7	1:55pm - 2:45pm
Period 8	2:45pm - 3:30pm
Dismissal	**3:30pm**


Adelaide City


Glenelg Beach, SA

Living in Adelaide

Adelaide is the capital of South Australia with a population of approximately 2 million people.

Renowned as a safe and cultural city, Adelaide has beautiful beaches, famous wineries and restaurants and is internationally known as the gateway to 'the outback'. South Australia has a fine reputation as one of Australia's most exciting States.

Adelaide has 2 excellent universities: Adelaide University and Flinders University.

Scotch College Adelaide is situated just 7 kilometres south of the city centre in the beautiful Mitcham foothills, easily accessible by bus or train.

COST OF LIVING IN AUSTRALIA

The Australian currency is the Australian Dollar.

You will need to have sufficient funds to support you when you first arrive.

It is recommended that you bring your funds as either traveller's cheques or on an international credit card.

Most of your weekly living costs will be covered by your Boarding or Homestay fee, but you should come prepared with spending money to undertake recreational activities with friends.

Automatic Teller Machines (ATMS) are readily available around the city, (including at the airport) and you can immediately withdraw cash from your overseas bank account at ATMs displaying the Cirrus Logo (international access). Check this with your financial institution before leaving home.

All major international credit cards are accepted in Australia but you must remember that repayments to many of these cards can only be made in the country where they were issued. Do not rely on being able to get a credit card once you arrive in Australia because this is very difficult due to credit and identification laws.

ADELAIDE'S CLIMATE

Adelaide has a Mediterranean climate, with hot dry summers and cold, wet winters.

The sun in Australia can be very harsh and it is highly recommended that you wear sunscreen and a hat between 11:00am and 3:00pm to protect yourself from sunburn.

In Winter months it is advisable to have a good quality waterproof jacket and umbrella available.

Summer	Dec-Feb	20-35°C	Mainly hot and dry
Autumn	Mar-May	10-25°C	Mild, mainly dry
Winter	Jun-Aug	5-15°C	Mainly cool and wet
Spring	Sep-Nov	15-25°C	Mild, some rain

DEPARTMENT OF HOME AFFAIRS

The Australian Government's Department of Home Affairs (DHA) provides comprehensive information about student visa requirements and the application process, as well as application document checklists to assist you with your application. Visit www.homeaffairs.gov.au/trav/stud or phone 131 881 for the latest information.

DEPARTMENT OF FOREIGN AFFAIRS & TRADE

As well as links from the DHA website, the Department of Foreign Affairs and Trade website www.dfat.gov.au/about-us has a comprehensive list of Australian Embassies, High Commissions, Consulates and representative offices around the world.



Living Options: Your Home Away From Home

OUR ON-SITE BOARDING HOUSE

The Rosevear Boarding Precinct is home to 112 boarders consisting of a boys' wing and girls' wing. Each wing has an upstairs section, housing the Senior students and a downstairs section, housing the Middle School students. Each section has its own common room containing kitchen facilities, television with Foxtel, Netflix and DVD player and lounge suite. There are also laundry facilities in each section.

Each wing adjoins the large 'Main Common Room' which is where boys and girls can socialise together under supervision. Afternoon tea is served in the room and there is a coffee/hot chocolate machine available each day.

Boarders eat their morning and evening meals in the Boarders' Dining Room located in Torrens Park House and during the week, midday meals are collected from the kitchen adjacent to the Boarders' Dining Room.

The food is prepared by our experienced and passionate chefs. Meals are nutritious, varied, and are well balanced to meet dietary standards. There is always a choice of dishes and meal plans include a mix of culinary styles. The kitchen also caters for various food allergies, for students who are vegetarians, and for others with special food needs.

The Director of Boarding arranges regular outings for the boarding students throughout the year. These include attending socials at other schools, going to movies, attending sporting and cultural events, and visits to various Adelaide and South Australian attractions.

HOMESTAY

A Homestay experience offers an international student the chance to become fully immersed in the Australian culture, through living within a caring family environment.

Scotch College can recommend the student to an approved third-party Homestay provider who can provide a cost effective living option for students. This will offer families peace of mind that their children will be safe and well supported throughout their schooling in Australia. All approved Homestay families are located close to the school with many transportation options available.

While the school has responsibility for international students during their residence in Australia, it is important to remember that the Homestay provider is not the student's legal guardian, this remains the parent/s of each student. The College strongly encourages each student demonstrate kindness and respect to the Homestay provider and those within the Homestay environment who are kindly offering both accommodation and care.

Students are provided with a private area to sleep and study, three meals per day, company and care, with the added support of a 24 hour/7 day-a-week phone number to support students with Homestay issues.

The International Student Coordinator is also available to support students in Homestay with academic advice and support.

Culture & Language Immersion Program(CLIP)

At Scotch we offer a unique supportive orientation program to Australian education. It is intended for enrolled students to bridge the gap between new arrivals and mainstream schooling. Students live in our Boarding House or Homestay and can commence their studies immediately when they arrive in Adelaide.

The Culture and Language Immersion Program (CLIP) is for international students from non-English speaking backgrounds (NESB) requiring a specific level of English proficiency before they commence mainstream study at Scotch College. Offered for Middle School entry only.

After being assessed offshore through the Australian Education Assessment Services (AEAS), an independent third-party assessment provider, the Director of Admissions will offer students a place at Scotch College Adelaide commencing in the CLIP program at the appropriate level.

AEAS (OR EQUIVALENT) MINIMUM STANDARDS

	CLIP Entry	Mainstream Schooling
Middle School	46	71
Senior School	Not available	80

Students may participate in non-language rich subject classes whilst participating in the CLIP Program and will also be encouraged to observe classes they wish to enter at a later date.

Alongside the daily intensive language classes, students are encouraged, where possible, to participate in all aspects of school life; music, sport and co-curricular activities.

Throughout the program students will be continuously assessed on their speaking, listening, reading and writing and receive constant progress reports.

When students graduate from the course they may confidently proceed to mainstream classes with Additional Language or Dialect (EAL/D) support.

The program also addresses the cultural implications of studying in another country. The CLIP students are taught about the various cultures they will experience during their stay.

Students learn what it means to be part of the Australian culture as well as being a member of the Scotch College community.

Through participation in College incursions, excursions and special events, CLIP students develop strong cultural awareness and their own global identity.



STUDENT STORY

Shanjingyi (Maya) Qian, Year 12

I joined Scotch College in Year 7, and I still remember how daunting it felt to start in a completely new environment, with a new language, new people, and a different education system. For me, speaking English was the biggest challenge at the time because I wasn't confident at speaking and was afraid of making mistakes. But everyone at school was friendly and supportive, and I was able to make so many great friends. They helped me practise my pronunciation, encouraged me to speak up more, and supported me step by step. Over time, this not only improved my English, but also helped me to build my confidence and that really made me feel belonged at Scotch.

The school has also given me so many opportunities to explore different interests. I really enjoy playing instruments, and I've had multiple opportunities to perform in front of the whole school during assemblies. It was definitely nerve racking, but I also really enjoyed it! As I've always believed that music has the power to overcome cultural barrier, and I think my experience at Scotch has really shown me that!

Apart from music, I've also been able to engage in a wide range of subjects, which has boosted my interests in different areas. Subjects like maths, science, agriculture, design & engineering have all given me the chance to explore things I might not have otherwise tried. I think having these different opportunities has always been one of the things I've really valued about my time at Scotch.



Courses Available

Scotch College has three distinct stages of learning experience each with its own diverse program. Students will complete Year 12 with the South Australian Certificate of Education (SACE).

Provider Code	Organisation Name	Course Code	Course Name
00615B	Scotch College	096628C	Primary Course (Reception to Year 6/7)
00615B	Scotch College	096629B	Junior Secondary Courses (Years 6/7 to 10)
00615B	Scotch College	096630J	Senior Secondary Courses (Years 11 and 12)

All educational components of the course offered to overseas students by the College are delivered directly by the College.

MODE OF STUDY AND ASSESSMENT

Scotch College delivers all courses through full-time, face-to-face instruction on campus. The College does not offer online, distance, or external delivery of (Commonwealth Register of Institutions and Courses for International Students) CRICOS-registered programmes.

Students are required to participate in all scheduled classes and assessment activities relevant to their course of study. Assessment methodologies may include examinations, assignments, essays, research projects, presentations, practical tasks, and collaborative projects. These assessments are used to monitor English language proficiency, academic progress, and achievement. Assessment outcomes are communicated to students and their parents or caregivers through the College's established reporting processes.

SACE AND UNIVERSITY ENTRY

The South Australian Certificate of Education (SACE) is recognised throughout Australia and by many universities and tertiary institutions internationally.

Eligible students may obtain an Australian Tertiary Admission Rank (ATAR) for entry to Australian universities. Through academic counselling and subject selection guidance, Scotch College Adelaide supports students in choosing pathways that align with their university, vocational and career aspirations in Australia and around the world.

Torrens Park Campus Map



Amphitheatre	E7
Barr Smith Theatre	E6
Blue Courts	A5
Canteen	B3
Change Rooms	D5
Charles Fisher Chapel	B6
Cottle	A4
Cricket Nets	A7
Director of Boarding Residence	F7
Disney	D4
Farm Skills Centre	D3
Gratton	B4
Greenhouse	D2
Lecture Theatre	D4
Ligertwood Library	C5
Maintenance/Deliveries	C10
Maitland	D4
McCaul Art Precinct	C3
McPherson	C2
Middle School Change Rooms	A4
Middle School Office	B5
Montrose Wing	F6
Oval 2	B7
Poultry Shed	D2
Prince of Wales Oval	E9
Principal's Residence	F7
Purruna Spencer Newton Centre	F2
Courts	F4
Function Room	F3
Gym	F3
Health Centre	F3
Pool	F2
Reception	C6
Rose Garden	D6
Rosevear Boarding House	E6
Scotch Shop	C3
Senior Centre	D5
Senior School Office	D4
Sports Pavilion	C8
Stephenson	D6
Tennis Courts	D7
Torrens Park House	C6
Trumble	E4
Webb Science Centre	B3
Willsmore	C4
Year 12 Common Room	D4

Subjects Offered at Scotch

YEAR 8

All Students Study

- Agriculture
- Art and Design
- Design, Technology and Engineering
- Drama
- English or English as an Additional Language
- Food Technology
- Humanities
- Mathematics
- Music
- Physical Education and Health
- Science
- Wellbeing

Language Subject Choices

- Chinese
- French
- Cross-Curriculum Studies

Extra Subject Choice

- Dance

YEAR 9

All Students Study

- English
- Humanities
- Mathematics
- Physical Education and Health
- Science
- Wellbeing
- 9@Scotch

Elective Subject Choices (Four)

- Agriculture
- Art and Design
- Chinese (First Language)
- Chinese (Second Language)
- Cross-Curriculum Studies (CCS)
- Dance
- Design, Technology and Engineering
- Digital Technology: Game Design
- Drama
- English as an Additional Language
- Film & Photography (Studio Connect)
- Food Technology
- French
- Music
- Music Technology
- Science and Technology
- Textiles

YEAR 10

All Students Study

- English or English as an Additional Language
- Exploring Identities & Futures (Stage 1)
- Health and Physical Education
- History
- Integrated Learning (Stage 1)
- Mathematics (Methods, General or Essential)
- Science
- Wellbeing

Elective Subject Choices (Four)

- Agriculture
- Argadells in Action
- Art
- Business Innovation
- Chinese (First Language)
- Chinese (Second Language)
- Cross-Curriculum Studies
- Design
- Design Technology & Engineering - Timber and/or Metal
- Drama
- Film & Photography (Studio Connect)
- Food Technology
- French
- Global Markets and Money
- Music
- Music Technology
- Science & Engineering
- Textiles

Extension Options

- Biology (Stage 1)
- Chinese (Continuers & Background Speakers) (Stage 1)
- Dance (Stage 1)
- Digital Technologies (Stage 1)
- French (Stage 1)
- Music (Stage 1)
- Nutrition (Stage 1)
- Psychology (Stage 1)
- Sports Science and Technology (Stage 1)

YEAR 11 (STAGE 1)

All Students Study

- English, English Literary Studies, Essential English or EAL
- Activating Identities & Futures

and ONE of

- Essential Mathematics
- General Mathematics
- Mathematical Methods
- Specialist Mathematics

One Semester (10 Credits)

- Art
- Business Innovation
- Creative Arts - Film Making
- Design
- Design, Technology & Engineering - Material Solutions - Metal and/or Timber
- Design Technology & Engineering: Textiles
- Digital Technologies
- Economics
- Health and Wellbeing
- Media Studies
- Music Technology
- Nutrition
- Outdoor Education
- Philosophy
- Photography
- Psychology
- Sport Science and Technology
- VET Options

One or Two Semester (10/20 Credits)

- Agriculture
- Biology
- Cross-Curriculum Studies
- Drama
- Food and Hospitality
- Modern History
- Music - Advanced
- Music - Experience
- Physical Education

Two Semesters Only (20 Credits)

- Chemistry
- Chinese (Background Speakers)
- Chinese (Continuers)
- Dance
- French (Continuers)
- Physics

Two Semesters Only (40 Credits):

- Specialist Mathematics - combined with Mathematical Methods

YEAR 12 (STAGE 2)

Elective Subject Choices

- Agricultural Production
- Biology
- Business Innovation
- Chemistry
- Chinese (Background Speakers)
- Chinese (Continuers)
- Creative Arts (Film Making)
- Creative Arts (Photography)
- Dance
- Design, Technology & Engineering - Material Solutions Timber or Metal
- Design, Technology & Engineering - Textiles
- Digital Technologies
- Drama
- Economics
- English
- English as an Additional Language
- English Literary Studies
- Essential English
- Essential Mathematics
- Food and Hospitality
- French (Continuers)
- General Mathematics
- Health and Wellbeing
- Mathematical Methods
- Media Studies
- Modern History
- Music Explorations (Performance)
- Music Performance - Ensemble
- Music Performance - Solo
- Music Studies
- Nutrition
- Outdoor Education
- Philosophy
- Physical Education
- Physics
- Psychology
- Specialist Mathematics
- Sports Science and Technology
- Visual Arts - Art
- Visual Arts - Design
- VET Options
- Workplace Practices
- University Courses

VET (Vocational Education & Training) subjects have a variety of credits.

Communication

Our College recognises the academic and social support provided for a student by developing positive and purposeful partnerships with parents. An important part of this philosophy is effective communication links and processes. Parental understanding of the College communication practices is important for the successful and smooth running of the Torrens Park Campus. Our aim:

- To develop positive working relationships with parents to support our students' academic and social development
- To improve parents' understanding of the communication channels available to them
- To improve parent understanding of the College's processes in relationship to enquiries, concerns, suggestions and complaints
- To ensure the College effectively communicates information to parents through a variety of mediums

UPDATING YOUR CONTACT DETAILS

It is important that your contact details are kept up to date throughout your enrolment at Scotch College. This includes your current residential address in Australia, mobile phone number, email address and emergency contact details.

If any of these details change, you must notify the College within 7 days of the change.

As an additional check, the College will ask you to verify your contact details at the beginning of Term 1 and Term 3 each year. This does not replace your responsibility to advise the College of any changes within 7 days.

CONSENT2GO

www.consent2go.com

Consent2Go is our platform for managing excursions, permissions and student medical details. It provides parents with an easy, electronic way to reply to requests, eliminating the need for paper forms and permission slips.

Parents will receive an email invitation to register for the app, and to ensure your child/ren's details are up to date. Periodically you will receive alerts from Consent2Go, informing you of an upcoming excursion, incursion, camp or other activity which requires your permission. We recommend parents review and update their child's medical information annually, or when circumstances change. This will ensure our Health Centre team, and your child's teachers have the most up-to-date and accurate medical information for your child.

Please be assured that your child's data is stored securely in Australia by Consent2Go, which is an Australian company, and that the privacy of your data is respected. Visit the Consent2Go website for more information: www.consent2go.com

ATTENDANCE

Attendance is mandatory, both for academic progress and to fulfil the requirements of your Australian student visa.

The College monitors attendance to identify students who may require additional support. Attendance concerns may include:

- Attendance falling below 80% of scheduled course contact hours;
- More than two consecutive school days of unexplained absence, which will be investigated by the College;
- Five or more consecutive school days of absence without prior approval or an adequate explanation; or
- A pattern of absences, late arrivals or early departures that places the student at risk of not meeting attendance requirements.

Where an attendance concern is identified, the College may work with the student and, where applicable, their parent, guardian or approved carer to implement appropriate support and intervention strategies to improve attendance and support ongoing engagement with studies. This may include the development of an attendance intervention or support plan.

Should a student's attendance fall below 80%, Scotch College is required to report this to the Department of Home Affairs, and the student's visa may be at risk. Please refer to the International Students Progress, Attendance and Course Duration Policy. See Appendices.

COURSE PROGRESS

Students are expected to maintain satisfactory course progress. To demonstrate satisfactory course progress, students must achieve a C grade or better in at least 80% of their enrolled subjects per semester. If a student falls below 90%, the College will work with the student to develop an intervention plan to improve course progress. Should a student's course progress fall below 80%, Scotch College is obligated to report this to the Department of Home Affairs and the student's visa may be at risk.

EXTENSION OF ENROLMENT DURATION

Where the College extends the duration of an overseas student's enrolment, the student will be advised to contact the Department of Home Affairs regarding any potential visa implications, including whether a new student visa may be required.

PARENT CONTACT

It is encouraged that contact is made at the start of the school year with the student's Mentor. Commencement meetings are offered for parents and students and can be conducted via Zoom. A nominated guardian may take the place of a parent in these meetings.

The International Student Coordinator will make contact with parents early in Term 1 of each year, and this will be your primary point of contact with the College.

You can communicate with your child's class teachers directly if you wish to do so, or the International Student Coordinator can facilitate communication on your behalf.

Avenues of communication include:

- Information on the website: scotch.sa.edu.au
- Student/Parent teacher interviews twice yearly, with bookings made online. Zoom interviews are welcome for offshore families
- Continuous reporting for academic progress in each subject twice a term through our online learning management system SEQTA
- Student wellbeing reports at the end of each semester through SEQTA
- Emails and letters home regarding behaviour and progress through the House system and SEQTA

Student Conduct

INTERNATIONAL STUDENT COORDINATOR

The International Student Coordinator is the primary point of contact for an international student. Upon their commencement, students will be invited to meet the International Student Coordinator who will provide the students with their direct contact information.

The International Student Coordinator will also contact parents and guardians upon a student's enrolment at the College and provide their direct contact details.

As well as providing individual support to students, the International Student Coordinator will lead events aimed to develop a sense of community amongst the International Student cohort, as well as well as work with the wider College community to develop a sense of Global Responsibility across the school.

EMERGENCY AND OUT-OF-HOURS CONTACTS

Upon enrolment, the International Student Coordinator will provide the student with relevant local contact details, including details of people they can contact outside normal College hours and in the event of an emergency. Students are encouraged to keep these contact details readily accessible throughout their enrolment.

STUDENT SUPPORT

At Scotch we are committed to providing students with a rich and challenging learning environment that enables them to reach their full potential. We recognise that wellbeing is strongly linked to improved schooling outcomes for students and we seek to foster wellbeing so that students might flourish.

We recognise that some students require additional support outside of the classroom in order to be successful within the educational setting, and strive to provide this support in a nurturing and discrete manner.

To support student wellbeing, Scotch has a dedicated Student Services area located upstairs in the Gratton Building. The Student Services team includes key staff responsible for providing wellbeing and support services to students. Students are encouraged to visit this area if they require assistance, guidance or support during their time at the College. These support services are available to students at no additional cost.

Every student is valued as unique with individual gifts, areas for development and learning styles. We recognise the importance of development across all aspects of personal growth including academic, emotional, social, cultural, spiritual and physical development.



STUDENT STORY

Yuntian (Leo) Le, Year 11

My name is Leo, and I joined Scotch College in 2024 as a Year 9 student. Words cannot fully express how grateful I am for the kindness and support I have received from both staff and students throughout my journey here. Through the wide range of subjects offered, I have been fortunate to discover an area of study that I am genuinely interested in, and hope to pursue as a future career pathway. As a member of the Media Team, I have gained valuable experience working behind the scenes to support the campus assemblies and various College events, while also significantly improving my communication skills. I still remember being offered the opportunity to step in as a follow spot operator for the Musical, despite opening night being only two days away!

To me, Scotch is not simply a place to study; it is a vibrant community filled with opportunities to learn, grow and contribute. I always try to approach each day with an open mind, ready to embrace new possibilities. I am extremely grateful to have had the opportunity to complete my school journey here at Scotch

Enrolment

MINIMUM REQUIREMENTS

Academic Requirements

- Students must provide evidence of satisfactory academic performance appropriate to entry to the year level requested on the Application for Enrolment
- For Year 8 – 12 students: Satisfactory effort and achievement (pass grade or better) reflected across all subjects

English Language Proficiency Requirements

For direct entry into mainstream schooling, Scotch College Adelaide requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the 2018 National Code of Practice, Section D Standard 2.

- Mainstream Entry: AEAS Score of 80 or better for Year 10 entry
- CLIP Program Entry: AEAS Score of 46 or better for Middle School entry

ADDITIONAL REQUIREMENTS

No work experience requirements apply to enrolment in the College's secondary school program. Course credit or recognition of prior learning is not generally applicable to school-aged students. Where applicable, credit transfer arrangements will be assessed individually.

APPLYING TO STUDY

Some parents prefer to use an agent who speaks their own language and is familiar with the procedures. Agents can make the process fast and efficient as they are experienced in the process. Agents will charge a fee for their services and Scotch College accepts applications from all agents, but only pays commission to those who have an official signed agent's agreement with Scotch College.

APPLICATION PROCESS

1. Application

All applicants are required to complete and lodge an online application form at admissions.scotch.sa.edu.au/application-form and submit the following documents with their application:

- Photocopy of passport
- Most recent School Report
- Results of any public examinations

2. English Language Testing

All international students are required to sit an English assessment test. We require students to take the AEAS Test or an equivalent test.

The results of the English test will be sent to Scotch College with a recommendation of the number of weeks required to study Intensive English prior to the student starting.

3. Formal Offers of Admission

An offer of admission will generally be made on or after 1 March in the year preceding entry, although if places are available, offers can be made up to 6 months prior to entry. Acceptance of a place of admission requires International applicants to complete and sign the Enrolment Agreement.

4. Payment of Fees

International students are required to pay one semester of tuition and boarding fees in advance. Following receipt of payment, Scotch College will issue a Confirmation of Enrolment (CoE) and Welfare Statement, enabling the student to apply for a Student Visa (Subclass 500). Information regarding current tuition and boarding fees is available on the College website at scotch.sa.edu.au/enrolment/fees

5. Health Cover

All international students are required to maintain valid Overseas Student Health Cover (OSHC) for the duration of their studies in Australia. Where health cover is arranged by the College on behalf of the student, details of the policy, coverage, premium payable, and payment requirements will be provided at the time an offer of enrolment is accepted.

Please note that the full OSHC premium must be paid in advance before the student's commencement at the College and prior to the issuance of any documentation required for visa purposes.

SCHOOL FEES

Scotch College Adelaide publishes its current tuition fees and associated charges on the College website. Parents and guardians are responsible for the payment of tuition fees and any applicable additional charges in accordance with the College's Fee Schedule and Enrolment Agreement. Fees are reviewed periodically and may be amended by the College. Families are encouraged to refer to the College website for the most up-to-date information regarding tuition fees, boarding fees, enrolment fees, and other applicable charges via scotch.sa.edu.au/enrolment/fees

Refunds

Refunds are administered in accordance with the terms and conditions set out in the International Student Enrolment Agreement.

The amount of any refund, the circumstances under which a refund may be granted, and the process for requesting a refund are outlined in the Enrolment Agreement provided at the time of enrolment. Parents and students should refer to the Enrolment Agreement for full details of the College's refund arrangements and conditions.

DEFERMENT, SUSPENSION OR CANCELLATION OF ENROLMENT

An overseas student's enrolment may be deferred, suspended or cancelled in accordance with College policy and the requirements of the ESOS Act and National Code. These actions may affect the student's student visa. Students have the right to access the College's International Students Complaints and Appeals Policy in relation to decisions affecting their enrolment. Available on request.

Should the College determine that it is necessary to suspend or terminate a student's enrolment, this will be undertaken in accordance with the College's Deferment, Suspension and Cancellation Policy.

STUDENT ASSESSMENT AND REPORTS

Each year, Scotch College provides parents with 2 written reports on the student's academic performance. Formal parent/teacher interviews are held during the year to provide opportunities for parents or guardians to speak to teachers about their child's progress. If parents are visiting Australia during term time and not coinciding with scheduled parent/teacher interviews we can arrange a time to meet which is mutually convenient. Interpreter services can be arranged if requested with reasonable notice.

Satisfactory course progress is required for a student to progress to the next year level. In addition, with the use of our online learning management system (SEQTA) we provide continuous reporting on each student's academic progress. Assessment results and feedback on each student's development is available to students and parents for each subject.



Life at Scotch

WELFARE AND ACCOMMODATION

Students are supported throughout their transition to life at the College by the International Student Coordinator, Head of Middle School/Head of Senior School, Head of House, Mentor, and Director of Boarding (where applicable) who assist them in settling into their new academic and social environment.

Where Scotch College Adelaide accepts responsibility for the accommodation and welfare of an international student under 18 years of age, a Confirmation of Appropriate Accommodation and Welfare (CAAW) will be issued by the College. The College monitors approved welfare arrangements and maintains regular contact with students and their accommodation providers to support student wellbeing and safety.

The College provides orientation, welfare, safety and support information to international students under 18 years of age in an age-appropriate and culturally appropriate format to assist their adjustment to living and studying in Australia. Any changes to accommodation or welfare arrangements must be approved by the College in advance. Further details are available in the International Student Accommodation, Support and Welfare Policy. See Appendices.

OVERSEAS STUDENT HEALTH COVER

The Department of Home Affairs requires that in order to be granted a student visa, all applications must provide evidence that the student has Overseas Student Health Cover (OSHC) for the duration of the visa. Once the fee has been paid, Scotch College will organise the OSHC.

ORIENTATION

If you are a new overseas student commencing in Year 7 to 12 arriving at the start of the School year, you will need to attend the Overseas Student Orientation, which takes place on the day before school commences each year.

The Orientation Programme is mandatory for overseas students and you and your family (if they are coming with you) should arrive in Australia prior to the commencement of the Orientation. If your family is not joining you in Australia, you should ensure your Homestay provider knows your flight details and will be available to collect you from the airport on your arrival.

As part of their orientation, international students will receive information and guidance about:

- Support services available to help students adjust to studying and living in Australia
- English language and study assistance available at the College
- Relevant legal services and where to seek assistance
- Emergency and health services
- College facilities, resources and important locations
- The College's Complaints and Appeals process
- Course attendance and academic progress requirements
- Wellbeing and support services available to students experiencing personal or other circumstances that may affect their education; and
- Where to obtain information about employment rights and conditions in Australia and assistance with workplace issues, including the Fair Work Ombudsman.

Students will also be introduced to key staff who are available to provide assistance and support throughout their time at Scotch College.

Orientation information and support will be provided in a way that is appropriate to the age and needs of each student.

Arrivals during the School Year

If you are a student starting partway through the year, don't worry! There are many people at the school who will help you settle into life at Scotch, and help you with anything you are unsure about.

For students commencing mid-year there will also be an Orientation Day the day before Term 3 commences which follows the same format as the Orientation Day at the beginning of the year. As part of the Orientation programme you will meet the International Student Coordinator, the Head of School and have a tour of the campus.

CRITICAL INCIDENTS

Scotch College is committed to the safety and wellbeing of all international students. In the event of a critical incident, emergency, or other serious situation affecting a student's welfare, the College will respond promptly, provide appropriate support, and communicate with students, parents, carers, and relevant authorities as required. Further information is available in the College's Critical Incident Policy. See Appendices.

EDUCATION SERVICES FOR OVERSEAS STUDENTS (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 known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018.

Protection for international students

As an international student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for International Students (CRICOS) at https://cricos.education.gov.au

CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for international students.

Please check carefully that the details of your course, including its location, match the information on CRICOS.

Your Rights

The ESOS framework protects your rights, including:

- Your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if Scotch College Adelaide is unable to teach your course.

The ESOS framework sets out the standards Australian education providers offering education services to international students must obey.

These standards cover a range of information you have a right to know as an international student including:

- Receive accurate information about your course, fees, and study arrangements before enrolling.
- Have appropriate accommodation, support, and welfare arrangements if you are under 18 years of age.
- Receive a written agreement outlining fees, services, and refund arrangements.
- Receive the education you have paid for, with consumer protections in place if a course cannot be delivered.
- Access student support services and know who to contact for assistance.
- Understand requirements for academic progress, attendance, enrolment changes, transfers, and the complaints and appeals process.

Please refer to the Policies listed within this Handbook on Page 20 for further information.

Australian student visa regulations place restrictions on transferring to another education provider before you have completed six months of your principal course of study. If you wish to transfer to another provider before completing this period, you will need written approval from your current provider.

If you are under 18 years of age, your student visa can only be granted if suitable arrangements have been approved for your accommodation, support and welfare. These arrangements must remain in place for the duration required under your visa conditions. Please refer to the International Student Transfers Policy for further information. Appendices attached.

YOUR RESPONSIBILITIES

As an international student on a student visa, you have responsibilities to:

- Satisfy your student visa conditions
- Maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- Meet the terms of the Written Agreement with Scotch College Adelaide
- Abide by all rules and regulations given to you by boarding staff or Homestay parents
- Inform Scotch College Adelaide if you change your address and contact details
- Maintain satisfactory course progress
- Follow the International Student Progress Attendance and Course Duration Policy
- If you are under 18, maintain your approved accommodation, support and general welfare arrangements

Respectful Relationships

Scotch College Adelaide is committed to providing a safe, supportive and respectful environment for all students. Students should report any concerns about their safety, welfare or wellbeing, including bullying, harassment, discrimination, neglect, physical harm, sexual harm or any other form of abuse.

Concerns can be raised with the International Student Coordinator, a School Counsellor, boarding house staff (where applicable), a teacher, or another trusted staff member. Students may also seek support from their parent, legal guardian or approved guardian.

If a student is in immediate danger or requires urgent assistance, they should call 000 and contact the College as soon as possible.

Further information on student welfare, child safety and reporting concerns is available in the College's International Students Accommodation, Support and Welfare Policy. See Appendices.

RIGHTS AND RESPONSIBILITIES

Each member of the school community has the right to:

- Learn and work to the best of his or her abilities
- Feel safe, secure and supported
- Be recognised and acknowledged for doing his or her best
- Be treated with compassion, courtesy and respect
- To expect their property to be safe
- Have concerns dealt with in accordance the College's Wellbeing policies and procedures documents in a timely, clear and courteous manner
- Receive relevant information and appropriate and reasonable support

Processes to deal with bullying/harassment:

- Tell the bully to stop
- Do not retaliate aggressively, either physically or verbally
- Discuss the situation as soon as possible with someone you are comfortable with: parents, Mentor, Head of House, International Student Coordinator, Head of Student Wellbeing, Head of School or College Psychologists



Important Policies

Scotch College has a number of policies that apply specifically to overseas students and their families. These policies provide important information about enrolment, welfare, academic progress, attendance, and other requirements related to studying in Australia.

Copies of the relevant International Student Policies are included in the appendices of this handbook or available upon request.

COMPLAINTS AND APPEALS

Scotch College is committed to providing international students with a fair, supportive and transparent process for resolving concerns or complaints. This process is consistent with the Education Services for Overseas Students (ESOS) Framework and the National code.

International students have the right to raise a complaint or appeal about any aspect of their enrolment or experience at the School. This may include, but is not limited to:

- Academic matters
- Attendance or academic progress decisions
- Fees or refunds
- Any decision to defer, suspend or cancel enrolment

Students will not be disadvantaged or penalised for raising a complaint or appeal.

Step 1: Internal complaint

In the first instance, students (or their parents or guardians) should raise the concern with the International Student Coordinator.

The International Student Coordinator will:

- Listen to the concern in a respectful and confidential manner
- Investigate the matter fairly and objectively
- Provide the student with a written outcome within a reasonable timeframe

Students maybe supported by a parent, guardian or support person during this process.

Step 2: Internal appeal (if required)

If the student is not satisfied with the outcome of the initial complaint, they may request an internal appeal in accordance with the School's International Students Complaints and Appeals Policy.

Details of how to lodge an appeal, including timeframes and review processes, are outlined in the School's policy and will be provided to the student upon request.

Step 3: External appeal

If the student remains dissatisfied after completing the internal complaints and appeals process, they may access an external complaints and appeals body at no cost of the student.

The Overseas Students Ombudsman investigates complaints about private education providers in Australia and is a free service for international students via www.ombudsman.gov.au

Important information:

- The complaints and appeals process is free of charge
- The student's enrolment will be maintained while the complaints and appeals process is on going
- All complaints and appeals are handled confidentially
- This process does not remove the student's right to take action under Australian consumer protection laws.

The full Scotch College International Students Complaints and Appeals Policy is available upon request from the International Student Coordinator or through the Enrolments Office.

Appendices

International Students Progress, Attendance and Course Duration Policy

OVERVIEW

Purpose

This policy outlines how Scotch College Adelaide ("the College") monitors the course duration, course progress and attendance of international students enrolled under the Education Services for Overseas Students Act 2000 (ESOS Act). It supports compliance with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 ("National Code") and ensures international students are appropriately supported to meet student visa requirements and complete their course within the expected duration of study.

The College is committed to supporting international students to meet course progress and attendance requirements and complete their course within the expected duration of study.

Application

This policy applies to all international students enrolled at the College under a student visa and to staff responsible for monitoring student enrolment, course progress, attendance, welfare and compliance obligations associated with CRICOS registration.

Responsibilities

Students are expected to:

- Attend all scheduled classes and educational activities;
- Maintain satisfactory academic progress;
- Comply with attendance and course requirements associated with their student visa;
- Engage actively in intervention and support strategies where required; and
- Complete their course within the expected duration specified on their CoE unless an approved extension applies.

Parents and guardians are expected to:

- Support regular attendance and engagement in learning;
- Provide explanations and supporting documentation for absences where required;
- Advise the College of circumstances that may affect attendance or academic progress;
- Participate in support and intervention strategies where necessary; and
- Work collaboratively with the College to support student success.

The College is responsible for:

- Monitoring student course progress, attendance and course duration;
- Identifying students at risk of breaching course progress or attendance requirements;
- Implementing and documenting appropriate intervention and support strategies;
- Maintaining records required under the ESOS framework;
- Meeting all reporting obligations under the National Code and ESOS Act.

Note: Where the College has accepted responsibility for the welfare arrangements of a student under 18 years of age, additional requirements under National Code Standard 5 will apply.

Related Documents

This policy should be read in conjunction with the following documents:

- International Student Parent Information Handbook
- International Students Complaints and Appeals Policy
- Deferment, Suspension and Cancellation Policy
- International Student Transfers Policy
- International Student Accommodation, Support and Welfare Policy

Rescissions and replacements

This document replaces the following, which are rescinded as from the date of commencement of this document:

- Monitoring Course Duration, Progress and Attendance, and Completion Within Expected Duration (as contained within the 'CRICOS Registration Policies & Procedures' dated 2 February 2025).

Review

This policy must be reviewed at least every two years or when regulations change (if relevant).

POLICY

1 Monitoring Course Progress, Attendance and Duration

The College monitors course duration, course progress and attendance requirements in accordance with the National Code 2018.

Students are expected to maintain satisfactory academic progress and attendance throughout their enrolment and remain in a position to complete their course within the expected duration specified in their CoE.

Information regarding student visa requirements, attendance obligations, course progress expectations and available support services is provided through the College website, enrolment documentation and the International Student Parent Information Handbook.

2 Satisfactory Course Progress

Students are expected to make satisfactory progress in all enrolled subjects and achieve the academic standards required for successful completion of their course.

Course progress is formally assessed at the end of each study period.

For Senior Secondary students, satisfactory course progress generally requires achievement at a minimum C grade level or equivalent standard in the required subjects necessary for successful course completion.

A student may be identified as being at risk of unsatisfactory course progress where they:

- Are not achieving expected academic outcomes;
- Are experiencing academic difficulty;
- Have not achieved satisfactory results in 50% or more of subjects attempted during a study period; or
- May be at risk of not completing their course within the expected duration.

3 Course Progress Intervention and Support

Where a student is identified as being at risk of unsatisfactory course progress, the College may implement one or more support strategies to assist the student to achieve satisfactory course progress by the end of the next study period wherever possible. Support strategies may include:

- Subject tutorial support;
- Additional supervised study opportunities;
- Academic mentoring;
- English language support;
- Academic skills development;
- Time management support;
- Personal counselling and wellbeing support; and
- Modifications to subject selections or study load where appropriate and without affecting course duration.

Intervention strategies will be documented and may include agreed actions, review timeframes and progress monitoring arrangements.

4 Failure to Meet Course Progress Requirements

Decisions regarding satisfactory course progress are made on a case-by-case basis, taking into account the student's individual circumstances, academic performance and engagement with intervention strategies.

If a student is assessed as not meeting the College's course progress requirements after intervention strategies have been implemented, the

College will provide written notification of its intention to report the student for unsatisfactory course progress.

The notification will advise the student:

- Of the reasons for the proposed report;
- Of their right to access the College's complaints and appeals process;
- That they have 20 working days to lodge an appeal; and
- Of their right to access an external appeals process if they are dissatisfied with the outcome of the internal process.

The College will report the student through PRISMS where:

- The student does not access the complaints and appeals process within the required timeframe;
- The student withdraws from the complaints and appeals process; or
- The complaints and appeals process supports the College's decision.

5 Attendance Requirements

Attendance is a condition of an Australian student visa.

International students must maintain attendance of at least 80% of their scheduled course contact hours.

Attendance is monitored throughout each study period and students are expected to attend all scheduled classes and educational activities.

Students may be identified as being at risk of unsatisfactory attendance if they:

- Have attendance below 90% of scheduled course contact hours;
- Are absent for one or two consecutive school days without a written explanation from their parent, legal guardian, or approved carer;
- Are absent for more than two consecutive school days due to illness without providing a medical certificate issued by a registered medical practitioner;
- Have recurring absences that may affect their ability to maintain satisfactory attendance; or
- Are absent for more than five consecutive school days without prior approval or an acceptable explanation.

Late arrivals and partial absences may be included in attendance calculations.

Any planned absence of more than two consecutive school days should be approved by the College in advance wherever possible.

6 Attendance Support and Intervention

Where a student is identified as being at risk of unsatisfactory attendance, the College will consider the student's individual circumstances, including any documented compassionate or compelling circumstances, and may implement one or more support measures, including:

- Academic support;
- Time management support;
- Personal counselling and wellbeing support;
- Medical or wellbeing assessment where appropriate;
- Consultation with parents, guardians or accommodation providers; and
- Other support strategies considered appropriate to the student's individual circumstances.

Where attendance falls below 90%, the College will work with the student and their family to support improved attendance and minimise the risk of a breach of student visa requirements.

7 Failure to Meet Attendance Requirements

Where a student fails to maintain satisfactory course attendance and attendance falls below 80% of scheduled course contact hours, the College may commence the process of reporting the student for breach of student visa condition requirements.

Before reporting occurs, the College will advise the student in writing of:

- Its intention to report the student;
- The reasons for the proposed report;
- Their right to access the College's complaints and appeals process; and
- The 20 working day period available to lodge an appeal.

Students may not be reported where documented compassionate or compelling circumstances have significantly affected attendance and appropriate supporting evidence is provided.

The College will report the student through PRISMS where:

- The student does not access the complaints and appeals process within the required timeframe;
- The student withdraws from the complaints and appeals process; or
- The complaints and appeals process supports the College's decision.

8 Completion Within Expected Duration of Study

International students must complete their course within the duration specified on their CoE unless an extension is permitted under the National Code.

The College will monitor student progression to ensure students remain on track to complete their course within the expected duration.

An extension to a student's course duration will only be granted where:

- Compassionate or compelling circumstances apply;
- The student is participating in an approved intervention strategy because they are at risk of not meeting course progress requirements;
- An approved deferment or suspension of studies has been granted in accordance with the College's policies; or
- Other circumstances permitted by the National Code apply.

Where the duration of a student's study is extended, the College will update PRISMS, issue a new CoE where required and advise the student of any potential implications for their student visa.

9 Online and Distance Learning

The College will not deliver a course exclusively by online or distance learning to an overseas student.

Any online or distance learning undertaken by an international student will be delivered in accordance with the ESOS legislative framework and any applicable limitations prescribed by the Commonwealth legislation and the National Code.

Term	Definition
CoE	Confirmation of Enrolment.
Compassionate or Compelling Circumstances	Circumstances beyond the student's control that have a significant impact on their ability to attend or progress in their studies.
PRISMS	Provider Registration and International Student Management System.
Study period	A defined period of study used by the College to assess course progress. Study period means one school semester unless otherwise determined by the College.

Document Control Table

Version no	Document owner	Approved by	Description of changes	Effective date	Next review date
2.0	Carrie Cousar, Director of Admissions	Senior Leadership Team	Policy transferred to the new policy template and comprehensively reviewed and updated to reflect current ESOS Act, National Code and PRISMS requirements.	31/8/26	31/8/28

International Student Accommodation, Support and Welfare Policy

OVERVIEW

Purpose

This policy explains the accommodation, support and welfare arrangements that apply to international students under 18 years of age enrolled at Scotch College Adelaide ("the College"). It outlines the responsibilities of students, parents, legal guardians, approved relatives, Homestay providers and the College in supporting student welfare and wellbeing.

Application

This policy applies to:

- international students under 18 years of age enrolled at Scotch College Adelaide;
- parents, legal guardians, approved relatives and approved guardians responsible for those students;
- Homestay providers approved by the College; and
- College staff involved in the administration, monitoring and support of student accommodation, welfare and wellbeing arrangements.

This policy applies where the College has responsibilities relating to the accommodation, support or welfare of an international student under 18 years of age.

Responsibilities

Principal:

- Ensures the College maintains appropriate systems to meet its obligations relating to the accommodation, support and welfare of international students.

Director of Admissions / International Student Coordinator:

- Oversees compliance with welfare and accommodation requirements.
- Approves and monitors welfare arrangements where required.
- Responds to concerns relating to student welfare and accommodation.

Students:

- Comply with approved welfare and accommodation arrangements and notify the College of any concerns or proposed changes.

Parents, Guardians and Approved Relatives:

- Support the student's welfare and wellbeing and notify the College of any change affecting approved arrangements.

Related Documents

This policy should be read in conjunction with the following documents:

- International Student Parent Information Handbook
- Boarding Parent Information Handbook
- International Students Complaints and Appeals Policy
- Deferment, Suspension and Cancellation Policy
- International Student Transfers Policy

Rescissions and replacements

This document replaces the following, which are rescinded as from the date of commencement of this document:

- Welfare and Accommodation Policy (as contained within the 'CRICOS Registration Policies & Procedures' dated 2 February 2025).

Review

This policy must be reviewed at least every two years or earlier if required due to changes in legislation, regulation or College operations.

POLICY

1 Accommodation, Support and Welfare requirements

A student under 18 must have suitable accommodation, support and general welfare arrangements for the duration of their stay in Australia. The student must live with:

- a parent or legal guardian approved by the Department of Home Affairs;
- an eligible relative nominated by the parent and approved by the Department of Home Affairs; or
- accommodation, support and general welfare arrangements approved by Scotch College Adelaide.

A student must not change approved accommodation or welfare arrangements without prior written approval from the relevant authority.

Where the College approves the arrangements, the student must not travel to Australia before the approved welfare commencement date.

Students, parents and guardians must provide accurate residential address, telephone and email details and notify the College of any change within seven days.

Age-appropriate and culturally appropriate safety information

The College supports students to understand safety information in clear, respectful and age-appropriate language. Students may ask for clarification or language support if they do not understand any information provided to them.

- In an emergency or immediate danger, call 000 for police, fire or ambulance assistance.
- A student should tell a trusted adult or College staff member as soon as possible if they feel unsafe, are worried about another person, or experience or witness physical, sexual or other abuse.
- Students may raise concerns without fear of embarrassment or cultural judgement. The College will respond in accordance with its child-safety, wellbeing and reporting obligations.
- Students and families should contact the College if cultural, language, religious, dietary, health or accessibility needs may affect the student's accommodation or welfare.

2 Approved Accommodation and Welfare Arrangements

International students under 18 years of age must reside in accommodation that supports their safety, wellbeing and welfare while studying at the College. Depending on the student's circumstances, this may include living with a parent or legal guardian, an eligible relative approved by the Department of Home Affairs, the Scotch College Adelaide Boarding House, or a College-approved Homestay provider.

In circumstances where the College accepts responsibility for an international student's accommodation, support and welfare arrangements, the College will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) and record the approved welfare period in PRISMS. The College's responsibility commences and ends on the dates specified in the approved welfare arrangements.

An international student under 18 may be accommodated through one of the following approved arrangements:

- Living with a parent or legal guardian.
- Living with an eligible relative approved by the Department of Home Affairs.
- Boarding at Scotch College Adelaide.
- Accommodation through a College-approved Homestay provider.

2.1 Living with a Parent, Legal Guardian or Approved Relative

At enrolment, the student and parents must give the College the details of the parent, legal guardian or eligible relative with whom the student will live.

An eligible relative may include a brother, sister, stepbrother, stepsister, step-parent, grandparent, step-grandparent, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece, step-nephew, or the spouse of an eligible relative, subject to current Department of Home Affairs requirements.

The nominated person must be at least 21 years of age, be of good character and satisfy current Department of Home Affairs eligibility requirements.

Prior to approving accommodation, support and welfare arrangements,

the College may take reasonable steps to satisfy itself that the proposed guardian, relative or accommodation arrangement is suitable to support the student's safety, welfare and wellbeing.

2.1.1 Responsibilities of the Approved Relative or Guardian

The approved relative or guardian plays an important role in supporting the student's welfare, wellbeing, safety and successful participation in College life. Responsibilities may include:

Student welfare and safety:

- Maintain regular contact with the College.
- Be contactable by the College in the event of an emergency.
- Assist the student to access medical and other appropriate support services.
- Provide information about relevant Australian laws, community expectations and personal safety.
- Notify the College as soon as practicable of any concern or significant change affecting the student's safety, welfare, wellbeing, accommodation, attendance, academic progress or ability to participate safely in College life.
- Provide a local orientation that is suitable for the student's age, language, culture and level of independence.
- Explain safety and security arrangements, including how to contact emergency services and where to seek help.
- Assist the student to seek help with personal concerns or problems.
- Arrange necessary medical attention when parent or guardian consent is required and ensure appropriate support is provided for medical appointments.

Communication and engagement:

- Assist parents to understand College communications and reports, including arranging translation support where required.
- Maintain regular contact with the student's parents and support them, during their absence, in matters relating to the student's welfare and wellbeing.
- Notify the College as soon as practicable of any change in circumstances that may affect the student's accommodation, welfare, supervision or ability to meet visa requirements.

Accommodation and Travel:

- Support the student's safe arrival and departure from Adelaide and assist with appropriate travel arrangements for school holiday periods.
- Ensure that the student does not change address or accommodation arrangements without prior approval from the College or other relevant authority.
- Assist the student to access essential services, which may include opening a bank account, obtaining a phone SIM card and understanding public transport.

Compliance and Records:

- Ensure that emergency, medical and permission information held in Consent2Go, or any successor system used by the College, remains current and accurate.
- Assist the student and parents to understand and comply with visa conditions and College policies.

Where a parent holds a Student Guardian visa, the parent remains responsible for the student's welfare while in Australia and must comply with all applicable visa conditions.

A parent or guardian must not depart Australia without the student unless alternative accommodation, support and welfare arrangements have been approved in advance and all relevant Department of Home Affairs requirements have been met.

2.2 Scotch College Adelaide Boarding House

International students in Years 7 to 12 may reside in the Scotch College Adelaide Boarding House.

Where a student is covered by a CAAW issued by the College, the student must not enter Australia before the approved welfare commencement date.

Any proposed change to accommodation or welfare arrangements must receive prior written approval from the College.

During school holiday periods, a boarding student may:

- Return home;
- Stay with family or friends where the arrangement has been approved by the student's parents and the College; or
- Stay in approved short-term accommodation arranged through an approved provider (Homestay).

2.3 Approved Homestay Accommodation

A student may reside with a College-approved Homestay provider. Homestay accommodation is intended to provide a safe, supportive and culturally respectful family environment while the student studies in Australia.

While the Homestay family provides the student's day-to-day accommodation, support and welfare, Scotch College Adelaide remains ultimately responsible for the student's welfare while the student is residing in College-approved Homestay accommodation.

The College will take reasonable steps to ensure that approved Homestay accommodation is safe, suitable, age-appropriate and capable of supporting the student's welfare and wellbeing.

2.4 Monitoring of Welfare Arrangements

Where the College has accepted responsibility for a student's accommodation, support and welfare arrangements through a Confirmation of Appropriate Accommodation and Welfare (CAAW), the College may undertake reasonable monitoring activities to confirm that those arrangements remain appropriate and continue to meet the student's welfare needs.

Monitoring activities may include communication with the student, parents, guardians, approved relatives, Homestay providers or other relevant parties, together with periodic reviews of accommodation or welfare arrangements where considered necessary by the College.

3 Changes to Approved Accommodation or Welfare Arrangements

Students, parents and guardians must obtain prior written approval from the College before changing accommodation, guardianship or welfare arrangements. An unauthorised change may result in the College withdrawing its approval and may affect the student's visa status.

If approved accommodation, guardianship or welfare arrangements become unsafe, unsuitable or unavailable, the student, parent, guardian, approved relative or Homestay provider must notify the College immediately so that appropriate interim or alternative arrangements can be considered.

Students residing in College-approved accommodation must obtain prior approval from the College before staying overnight at another residence, unless accompanied by a parent, legal guardian or approved relative.

The College may require updated information or documentation before approving any change to accommodation, guardianship or welfare arrangements.

4 Accommodation and Welfare Arrangements Following Suspension, Cancellation or Termination

If a student's enrolment is suspended, cancelled or terminated while the student is under 18, the student must continue to live in approved accommodation and welfare arrangements until one of the following occurs:

- another registered provider accepts responsibility for the student's welfare;
- the student leaves Australia;
- other arrangements are made that satisfy applicable migration requirements; or
- the College's responsibility otherwise ends in accordance with the National Code and relevant visa requirements.

Parents and guardians will be notified of changes that affect the student's enrolment status or approved welfare arrangements.

5 Student Safety, Welfare and Child Protection

The College is committed to providing a safe, supportive and respectful environment for all international students. The College takes all concerns regarding a student's safety, welfare and wellbeing seriously and will

respond in accordance with applicable child-protection, privacy and reporting requirements.

Recognising abuse and harm

Students, parents, legal guardians, approved guardians, approved relatives and Homestay parents should report any concern about a student's safety or wellbeing. Abuse or harm may include:

- physical abuse or violence;
- sexual abuse, sexual harassment or inappropriate sexual behaviour;
- emotional or psychological abuse, including threats, intimidation or coercion;
- neglect, including inadequate care, supervision, accommodation, food or medical attention;
- bullying, cyberbullying, harassment or discrimination;
- exploitation, grooming or any behaviour that places a student's safety, welfare or wellbeing at risk;
- unsafe accommodation arrangements; or
- mental health or wellbeing concerns.

Reporting a concern

Students are encouraged to seek help as soon as possible if they feel unsafe, have concerns about their welfare, or are concerned about another person. A concern may be reported to:

- the International Student Coordinator;
- a School Counsellor;
- Boarding House staff, where applicable;
- a Head of House, teacher or other trusted College staff member; or
- a parent, legal guardian, approved guardian or approved relative.

Students may request language assistance or support from a trusted person when raising a concern. A student will not be disadvantaged for raising a genuine safety or welfare concern.

External reporting and support

Students and families may also seek assistance from an external organisation, including:

- South Australia Police;
- the Child Abuse Report Line (CARL);
- the Commonwealth Ombudsman for complaints relating to an overseas student; or
- medical, counselling, child-protection or community support services.

Information about available external services can be obtained from the International Student Coordinator or in the International Student Parent Information Handbook.

Emergency procedures

If a student is in immediate danger, requires urgent medical assistance, or there is a serious threat to any person:

- call 000 immediately and request Police, Ambulance or Fire services as required;
- move to a safe place, if it is safe to do so;
- contact the International Student Coordinator, Boarding House staff, approved guardian, parent or legal guardian as soon as possible; and
- follow any directions given by emergency services personnel.

The College will take reasonable steps to protect the student's safety and welfare and will respond in accordance with its duty of care, child-protection, wellbeing, privacy and reporting obligations.

Where the College has concerns for a student's safety or welfare and is unable to contact the student, the College may take reasonable steps to locate the student, including contacting parents, guardians, accommodation providers, emergency contacts, relevant authorities or other appropriate agencies.

DEFINITIONS

Term	Definition
CAAW	Confirmation of Appropriate Accommodation and Welfare issued by the College.
Approved Relative	An eligible relative approved in accordance with Department of Home Affairs requirements.
Homestay	Accommodation arranged through a College-approved homestay provider.
Welfare arrangements	Arrangements relating to the accommodation, support and wellbeing of a student under 18 years of age.

Document Control Table

Version no	Document owner	Approved by	Description of changes	Effective date	Next review date
2.0	Carrie Cousar, Director of Admissions	Senior Leadership Team	Policy transferred to the new policy template and comprehensively reviewed and updated to reflect current ESOS Act, National Code and PRISMS requirements.	31/8/26	31/8/28

International Student Transfers Policy

OVERVIEW

Purpose

This policy outlines the circumstances in which an international student may transfer to another registered provider or transfer to Scotch College Adelaide ("the College") from another provider. It supports the College's obligations under the Education Services for Overseas Students Act 2000 (ESOS Act) and the National Code of Practice for Providers of Education and Training to Overseas Students and provides a framework for assessing transfer requests in a manner that supports student welfare, educational outcomes and compliance obligations.

Application

This policy applies to all Full Fee Paying Overseas Students (FFPOS) enrolled at Scotch College Adelaide.

Responsibilities

Director of Admissions:

- Receives and assesses transfer requests.
- Ensures transfer decisions comply with the National Code.
- Maintains transfer records.

Principal (or delegate):

- Approves transfer decisions where required.

Students and Parents:

- Provide all required supporting documentation.
- Maintain compliance with student visa conditions.

Related Documents

This policy should be read in conjunction with the following documents:

- Deferment, Suspension and Cancellation Policy
- Privacy Policy
- International Students Complaints and Appeals Policy
- International Student Parent Information Handbook

Rescissions and replacements

This document replaces the following, which are rescinded as from the date of commencement of this document:

- Transfer Policy (as contained within the 'CRICOS Registration Policies & Procedures' dated 2 February 2025).

Review

This policy must be reviewed at least every two years or earlier if required due to changes in legislation, regulation or College operations.

POLICY

1 Transfer Restrictions

Overseas students are restricted from transferring from their first registered school course for the first six months of study, except in circumstances permitted under the National Code.

This restriction also applies to any course packaged with the student's principal course of study.

2 Transfer Applications

Students may apply to transfer to another registered education provider before completing six months of their first registered school course.

Applications must be submitted in writing, set out the reasons for the requested transfer and be accompanied by all relevant supporting documentation.

3 Grounds for Approval

Each transfer request will be considered on its individual circumstances, having regard to the student's educational needs, welfare arrangements, visa obligations and overall best interests.

The College will grant a transfer where it assesses that the transfer is in the student's best interests, including where:

- the student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling distance of the College;
- it has been agreed by the College that the student would be better placed in a course that is not available at Scotch College Adelaide;
- the student can demonstrate that the course delivered by the College is not meeting their reasonable expectations based on the information provided by the College prior to enrolment;
- the transfer is considered to be in the student's best interests;
- a government sponsor considers the transfer to be in the student's best interests and provides written support for the transfer; or
- any other circumstances permitted under the National Code or other College policies, including where there is evidence of compassionate or compelling circumstances affecting the student's ability to continue studying at the College.

4 Grounds for Refusal

The College may refuse a transfer request where:

- The College reasonably believes the proposed transfer is unlikely to support the student's educational progress or overall best interest;
- the College believes the application to transfer is the result of undue influence from another party; or
- the student has not met the requirements of this policy.

5 Transfer Requirements

To support a transfer request, students must provide:

- a valid Letter of Offer from the receiving registered provider; and
- any additional documentation reasonably required by the College to assess the request.

Additional requirements for students under 18 years of age:

- written support from a parent or legal guardian;
- written confirmation that the receiving provider will accept responsibility for the student's accommodation, support and welfare arrangements where required under the National Code; and
- evidence that appropriate welfare arrangements will continue without interruption.

The College will only approve a transfer for a student under 18 years of age where it is satisfied that appropriate welfare arrangements will be maintained in accordance with the National Code and there will be no gap in responsibility for the student's accommodation, support and welfare.

6 Recording of Outcomes

As required under the ESOS framework, outcome of transfer requests will be recorded in PRISMS within the required timeframe.

7 Assessment Timeframes

Transfer applications will generally be assessed within seven (7) working days of receiving all required documentation.

Students will be advised of the outcome in writing.

8 Appeals

Students whose transfer request is refused may access the College's International Students Complaints and Appeals Policy.

An appeal must be lodged within twenty (20) working days of receiving notice of the decision.

Where a transfer request is refused, the College will not finalise its decision until the student's internal complaints and appeals rights have been exhausted or the student chooses not to access those processes.

9 Student Visa Requirements

Students who are granted a transfer should contact the Department of Home Affairs to determine whether a new student visa or a variation to their existing visa is required.

Students are responsible for ensuring they comply with all visa conditions.

10 Transfers to the College

Prior to enrolment, the College may seek evidence that the student has satisfied the transfer requirements under the National Code, including evidence of release from the current provider where required.

A student enrolled with another registered provider may be accepted by the College before completing six months of their first registered school course where:

- the current provider has approved the transfer;
- the current provider has ceased to be registered;
- the current provider has had a sanction imposed that prevents the student from continuing their studies; or
- a government sponsor provides written support for the transfer.

Students under 18 years of age must also satisfy all welfare and accommodation requirements required under the National Code.

Applications for enrolment are assessed in accordance with the College's Admissions Policy and associated admissions criteria.

DEFINITIONS

Term	Definition
Registered Provider	A provider registered to enrol overseas students.
International Student	A person holding a student visa and enrolled in a CRICOS registered course. Also referred to as an Overseas Student.
Overseas Student	A person holding a student visa and enrolled in a CRICOS registered course. Also referred to as an International Student.
PRISMS	Provider Registration and International Student Management System.

Document Control Table

Version no	Document owner	Approved by	Description of changes	Effective date	Next review date
2.0	Carrie Cousar, Director of Admissions	Senior Leadership Team	Policy transferred to the new policy template and comprehensively reviewed and updated to reflect current ESOS Act, National Code and PRISMS requirements.	31/8/26	31/8/28

Critical Incident Policy

1 PURPOSE

This document ensures that Scotch College staff, students, and community are supported in the event of a critical incident. It guides response of the College, its people and its operations In a way that prioritises the Interests of people and continuity In our services to our community.

This policy ensures compliance with relevant laws, regulations, policies and standards that govern educational organisations.

2 SCOPE

This policy Is Implemented by leadership at the College, and applies to all aspects of College operations.

3 POLICY STATEMENT

3.1 Nature of Critical Incidents

A critical Incident Is an unforeseen occurrence or event that may adversely affect the College, one or more students, one or more staff, or members of community that requires an immediate response and is likely to cause:

- significant personal illness, injury or death;
- substantial impact to operations and commercial prospects;
- a degradation of reputation; or
- if it may lead to a wider impact on the community.

3.2 Principles for managing critical Incidents

Critical incidents will be managed by the College in accordance with the following principles:

- (a) Critical Incidents will be managed in accordance with the Critical Incident Management Plan.
- (b) Ensuring the safety and wellbeing of students, staff, contractors, volunteers, parents and members of the community at all times;
- (c) Maintaining public confidence in the College, and providing robust leadership to protect the College community;
- (d) A consistent approach to managing critical incidents across campuses;
- (e) Ensuring timely and appropriate action
- (f) Taking appropriate steps to:
  a. return to normal operations as soon as possible;
  b. prevent the reoccurrence of a critical incident; and
- (g) Reviewing the effectiveness of the Critical Incident Management Plan on an annual basis.

3.3 Reporting of Critical Incidents

All critical incidents must be reported at the first available opportunity to a member of the Senior Leadership Team

A critical incident will be reported to the Chair of College Council (or delegate) by a representative of the Senior Leadership Team as per the Management Plan.

3.4 Responding to Critical Incidents

A Critical Incident Team (CIT) will be formed at the first available opportunity, and enact the Critical Incident Management Plan.

The College Council Chair (or delegate) will determine the CIT In the case of a Critical Incident involving the Principal or a member of College Council.

The College Council delegates the CIT to use required resources outside of the Delegations of Authority in the immediate response to a critical incident, with the threshold being $100k.

3.5 Record keeping

The Principal is responsible for maintaining records regarding critical incidents

Version History

Version no	Description of changes	Effective date
V.2	The redevelopment of Critical Incident Policy, consistent with policy review strategy.	27/2/25

Useful Contact Telephone Numbers

24 HOUR SERVICES

ASSISTANCE AND ESSENTIAL SERVICES

AISSA	8179 1400
Ambulance, Fire & Police (for life threatening or time critical emergency)	000

Australian Search & Rescue:

Maritime	1800 641 792
Police Assistance (non urgent)	131 444
State Emergency Service	132 500

UTILITIES

SA Power Network	13 13 66
SA Water	1300 883 121
Gas (Origin Energy)	13 24 61

COMMUNITY & INFORMATION SERVICES

Interpreting Services	1800 280 203
Poisons Information Centre	13 11 26

HELP & SUPPORT SERVICES

Child Abuse Report Line	13 14 78
Crisis Care Unit	13 16 11 Mon-Fri: 4pm–9am W/ends, P/Hols: 24 hr
Mental Health (emergency crisis)	13 14 65
Rape & Sexual Assault Service	8226 8777 or 1800 817 421
Headspace	1800 650 890
Be You Suicide Consultant	0448 381 280

OTHER

Victim Support Service Inc	1800 842 846

LOCAL SERVICES

Families SA	8226 7000
CAMHS (Child & Adol.Mental Hlth)	8204 5484 (Flinders Med. Centre) 7425 8600 (Marion)
Child & Family Health Centres	1300 364 100