HANDBOOK FOR OVERSEAS STUDENTS

Hale School is located in the suburb of Wembley Downs, Perth, Western Australia, on a magnificent 48 hectare site approximately 13 kilometres to the north-west of Perth CBD and two kilometres from the coast.

Hale School has an excellent academic programme in an environment that is conducive to learning.

There is a strong academic bias at the School, a fact that is evident in our Year 12 students’ excellent WACE results each year.

A principle objective is the promotion and recognition of scholastic attainment and the pursuit of excellence. Boys are encouraged to work hard and acquire high levels of self-discipline.

From Year 1 to Year 12, the School's curriculum inspires students to achieve distinction according to their abilities and individual interests. The curriculum emphasises the need to work independently and in partnership with others. It develops in students the ability to think critically, to communicate clearly and to recognise the interconnection of learning. Above all, the curriculum seeks to inspire in students a love of learning and of truth.

Numerous opportunities exist for boys to become involved in a range of activities, which include music, drama, sport, outdoor education, debating and many more, in order to develop wholesome, well-adjusted boys with good measures of self-esteem.

The School recognises that academic and other abilities can differ widely, but that all students benefit from being encouraged and challenged.


Hale School offers the following registered courses:

- 018383K Primary Education Years 1-6 (Accompanied By Parent)
- 005192B Secondary Education Years 7 – 12 (Boys only)

Note: both these courses are only offered as full time, face to face in a classroom. Students completing Year 12 will be aiming for a WACE certificate (Western Australian Certificate of Education).

Hale School does not grant course credit and the school will determine the entry requirements for all students. This also applies to on-shore school transfers, either within the state or from interstate.
Living in Perth:
Perth is a multicultural city that welcomes people from all nationalities. Located on the Swan River, the City of Perth boasts a relaxed lifestyle with warm summers (from December to February), mild winters (from June to August) and a wonderful outdoor lifestyle.

Western Australia is in a similar time zone to Asian countries and is one of the closest Australian cities to many Asian countries.

It is an ideal study destination and overseas students are close to home. The cost of living in Perth is reasonable. As a boarding student, the costs of a student’s daily living are met by the boarding fee. In addition, overseas students usually receive pocket money from their parents to cover incidental personal expenses. Overseas students usually return home for the school holidays during the year, or alternatively may reside with their guardian for this period.

For further information regarding living and studying in Perth please visit the following websites:
http://www.ciswa.com/

Minimum academic and English language requirements:
Applicants from non-English speaking backgrounds are required to undergo testing which is administered by an independent educational consultancy, Australian Education Assessment Services (AEAS). AEAS is headquartered in Melbourne and has representatives in Perth and in most large centres in South East Asia. (www.aeas.com.au)

Applicants will be assessed on their mathematical and English language abilities. The minimum level of English language proficiency required will be determined by the year level applied for, and the subjects chosen at senior levels (Years 10-11). In most cases, a score of 70% for Years 7, 8 and 9 and 80% for entry to Years 10 and 11 would be the minimum requirement for entry into Hale School.

It is also very important to understand the School’s English language requirement for entry. Hale School has minimal assistance available for students who have limited English ability. The curriculum support staff can offer some literacy assistance should a student require it. Hale School offers a very demanding academic program and students who test below the required percentage pass mark in any of the areas of assessment, i.e. writing, speaking, literacy and reading/viewing, will experience significant difficulty in understanding course content and being able to complete assignments to the required level. This condition of enrolment will be strictly adhered to.

Overseas Student Health Cover:
The Department of Immigration and Boarder Protection requires all visa applicants to provide evidence of Overseas Student Health Cover (OSHC) for the proposed duration of their visa. The school does not arrange OSHC on behalf of students. Parents are free to choose their own medical insurance company.

Student Living Arrangements:
Overseas students are required to live in the School’s boarding house for the duration of their course, unless they are in full-time care of a parent who is living permanently in Perth.

The offer of a place in the boarding house does not presume acceptance at some future date of change to Day student status. Such a change would only be considered when the student is in the full-time care of a parent who is living permanently in Perth.
Guardian:
All overseas students require a Perth based adult relative or family friend over the age of 25 to act as a guardian. A guardian performs a vital role as the main contact for the School in the absence of the parents. It is necessary for the nominated guardian to be proficient in English; be able to meet the student on arrival from overseas and look after him until the boarding house opens at the commencement of each term; be prepared to accommodate the student in the event of illness necessitating temporarily living apart from the other boarders; accommodating the student during mid-term breaks and school holiday breaks if the student does not return to his home country. A guardian must be able to provide the School with a Federal Police Clearance and must be a Permanent Resident of Australia and agree to accept full responsibility for the student in his/her care in the absence of the student’s parents.

Education Agents:
The School has its own marketing and admissions departments. Considering this, we do not pay a commission to Education Agents. The School’s preference is to communicate directly with the family of the student. While the School could choose to use Education Agents in the future as set out in Standard 4 of the National Code, the School chooses not to at this stage.

How to Apply:
It is recommended that parents or guardians of international students contact the Registrar prior to lodging an application to determine the availability of places. Initial contact should be via email registrar@hale.wa.edu.au.

If a place is available, to proceed with an application, overseas students are required to forward the following:

- A completed Application form and the application fee (AUS$150.00 plus the transaction fee if a credit card is used. Visa/Mastercard 0.85%, American Express 1.65%, Diners 2.2%)
- AEAS test results
- Copies of the student’s two most recent school reports
- A letter of reference from the student’s current Principal or Headmaster detailing the student’s behaviour, commitment to his studies and the student’s extracurricular involvement
- Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date

Where the above documents are not in English, certified translations in English are required with the necessary costs to be met by the applicant.

An application for enrolment can only be processed when all of the above documentation has been received by the Registrar.

Applications from overseas students are processed according to established policy and procedures and are dealt with on their merits.

Prior to offering a place at the School, applicants will be interviewed in person. The Headmaster will make the final decision on the acceptance of any overseas student into the School. Recommendations of suitable year level and subject choices will be made by the Deputy Headmaster, who is also the Director of Curriculum, after viewing the applicant’s school reports and references.

The school does not grant course credit and the school will determine the entry requirements for all students, including any on-shore transfers from another school.

If a student is to be offered a place, a formal written offer will be sent (usually via email to expedite the process) to the family. The offer can be accepted by the signing and returning of forms and the

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payment of the Endowment Fee as shown in the current Fees and Charges schedule. Once the Endowment Fee has been paid a Confirmation of Enrolment (CoE) form and a Student Welfare Letter will be generated and sent to the family electronically. The Confirmation of Enrolment (CoE) and Student Welfare Letter will enable the family to apply for a student Visa at the Australian Embassy or High Commission nearest to the family’s residence. For more information on applying for a student visa, please refer to [http://www.immi.gov.au/Study/Pages/Study.aspx](http://www.immi.gov.au/Study/Pages/Study.aspx).

**Overseas Student Support:**
Every effort is made to ensure new overseas students are made welcome. The Head of Boarding coordinates the orientation to familiarise the students with their new environment when they first arrive at the School. The School’s goal is to ensure overseas students are fully supported both from a pastoral care perspective and throughout their studies, enabling them to achieve their learning goals and satisfactory academic progress.
(See Overseas Students Orientation and Overseas Students Support Services Policies.)

**Attendance:**
One of the more important visa conditions is 8202 – *Meeting Course Requirements*. This relates to issues such as poor attendance or unsatisfactory academic progress. Any absenteeism will be documented as per school policy. The School must be notified of any change of address or living circumstances of the student, family and/or guardian. Failure to do so may affect the viability of the student’s on-going visa. Unsatisfactory academic progress may result in the student’s enrolment being cancelled, which would be in breach of the visa conditions.
(See Overseas Students Monitoring Course Progress and Attendance Policy.)

**Monitoring Course Progress:**
Satisfactory progress is dependent on a student’s very high attendance level and full course completion, in every respect, of the teaching, learning and assessment programme for each subject. Satisfactory course attendance is attendance of 80% of scheduled course contact hours. (Please refer to the Overseas Students Monitoring Course Progress and Attendance Policy.)

Unsatisfactory progress is failing to complete all aspects of the course, including assessment tasks and examinations, to a satisfactory standard which is defined as attaining a C-grade average across all courses in each year or, where relevant, compliance with the WACE requirement of achieving a C-grade average across 16 course units in Years 11 and 12.
(See Overseas Students Monitoring Course Progress and Attendance Policy and Overseas Student Deferment, Suspension and Cancellation of Studies Policy.)

**Complaints and Appeals Process:**
Should a complaint be received by the School, staff will make every effort to resolve the issue quickly and fairly. (Please refer to the Overseas Students and Parents Complaints Policy.)

If you are dissatisfied with the School’s resolution of a complaint, parents of overseas students may call on outside mediation. Contacts include:
The International Education Conciliator – Anne Duncan  [Anne.Duncan@des.wa.gov.au](mailto:Anne.Duncan@des.wa.gov.au)

**Refund Policy for Overseas Students:**
Hale School is committed to ensuring the best for our Overseas Students. In the event a student does not commence, or does not continue his studies, please refer to the Overseas Student Refund policy. This policy is determined in accordance with the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code 2007).

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Changing Education Provider:
When commencing a new course, overseas students are restricted from transferring from their principal course of study for a period of six months. Students can apply for a letter of release to enable them to transfer to another education provider. (See Overseas Students Transfer Between Registered Providers Policy.)

Further Important Information for Overseas Students:
- It is imperative that parents advise the Registrar of any change of address or contact details within seven (7) working days as the Registrar is required to report this change on PRISMS. Failure to report such changes will be a breach of your son’s visa conditions.
- You will need to finalise your son’s travel arrangements. If he returns to his home country each holiday you will need to make bookings well in advance.
- To meet your son’s student visa requirements it is important that he does not leave school before the end of each term or return late after each new term has commenced.
- Permission for students to arrive late after the term commences, or leave early before the term ends, will only be granted by the Headmaster in exceptional circumstances, and written permission must be requested.
- Overseas students may not drive or have access to any form of motor transport whilst a student at Hale School.
- The possession, distribution or use of any form of illegal substance under Australian law or any type of offensive weapon or behaviour illegal under Australian law will lead to the immediate dismissal of the student from the School.
- Overseas students are expected to participate fully in the academic, sporting, cultural and social life of the School. They are expected to speak English wherever possible and to observe Australian customs of social courtesy and behaviour. In return Australian students are expected to respect the different cultural backgrounds and experiences of their international colleagues. An unwillingness to be an active and committed member of the Hale School community will lead to the enrolment of a student being reviewed by the Headmaster.

Further information on enrolling at Hale School can be made by contacting:

The Registrar
Hale School
Hale Road
WEMBLEY DOWNS WA 6019
Telephone: +61 (08) 9347 9701
Email: registrar@hale.wa.edu.au

Click here for access to all Overseas Student Policies.