

2023 INTERNATIONAL PROGRAM FEES

COURSE	2023 FEES	
	Billing Period	Fee
PRIMARY GRADUATE PROGRAM		
Years 1-6 Tuition	Per Semester	9,144
School Specific Fees	Per Semester	as per school
SECONDARY GRADUATE PROGRAM		
Years 7-10 Tuition	Per Semester	12,295
Years 11-12 / WAUFP Tuition*	Per Semester	12,295
School Specific Fees	Per Semester	as per school
ENGLISH LANGUAGE PROGRAM		
Preparation for Secondary Studies (PSS) Tuition (<i>Incl. uniform shirts</i>)	Per Term	5,113
General English Tuition (<i>Incl. Uniform shirts</i>)	Per Week	466
Resource Fee (includes uniform and books)	Per Term	265
STUDY ABROAD (SHORT TERM IMMERSION)		
Primary Study Abroad (Years 3-6)	Per Week	560
Secondary Study Abroad	Per Week	720
Language School Immersion	Per Week	555
Admin Fee (applicable for study periods under 10 weeks and partially refundable students who extend their study beyond 12 weeks) Includes 2 x shirts for uniform	Per Enrolment	515
*Year 11 and 12 WACE and WAUF Exam fees are charged in addition to the above. WACE exam fees are \$220 for all Year 11 students and \$495 for Year 12 WACE Students. For all students studying WAUF, the exam fee of \$1,150 per annum is charged		
TUITION FEES INCLUDE		
<ul style="list-style-type: none"> Tuition Pre-departure Online Program On campus welfare and monitoring Student Support Services 	<ul style="list-style-type: none"> School Orientation Student electronic Smart Card Student Handbook Post arrival Student Support and Welfare Services 	
SUPPLEMENTARY COSTS		
Paid to ASCI		
Overseas Student Health Cover (OSHC) www.oshcallianzassistance.com.au (approx. annual cost)		\$773
Extra-Curricular, Excursions, Incursions and Camps		
Costs will be levied to Year Group. These will be charged on a cost recovery basis and parents will be advised of cost estimates in advance of such activities.		
Other Costs		
Some items will be included on accounts as additional charges including, for example, Subject and Year Group Camps, the School Year Book and some Graduation costs. Some subjects in the Senior School will attract additional charges e.g. TAFE Certificate Programmes, Structured Workplace Learning (SWL) Courses, Outdoor Education Courses and external Physical Education activities.		
Books and Other Resources		
Some class sets of texts will require purchasing. These are indicated on the Booklists. Further information and estimates of other fees and charges for a particular Year Group are available from the Accounts Department upon request.		
Homestay Package (paid to ASC International):		\$2,020
- Placement Fee		
- First four weeks accommodation		
- Airport Reception		
Homestay Weekly Fee (after first four weeks, including school lunches)		\$390
Parent Nominated Homestay Inspection Fee (per year)		\$340
Parent Nominated Homestay Welfare and Support (per year)		\$300
NOTE: The above fees will be added to your family account		
Not paid to ASCI (Excluding Language School Students)		
School Uniforms		~\$970
Textbooks – Year 7 – Year 12 and WAUFP (approx. annual cost)		~\$700 - \$950

PAYMENT ON ACCEPTANCE

Tuition Fee – Secondary Studies or WAUFP	First Semester
– Preparation for Secondary Studies (English) PSS (if applicable)	Full Payment
OSHC	Duration of Courses plus 3 months

Please note that all fees and costs are quoted in Australian dollars and subject to change.

REFUND POLICY (<https://www.ascschools.edu.au/international/resources-information/faqs/>)

Note: All requests for refund must be made in writing addressed to the Director of International Programs. Any refund will be paid within 28 days upon receipt of written notice by the student's parent/guardian or within 14 days if the school terminates the student's enrolment.

GRIEVANCES AND APPEALS POLICY (<https://www.ascschools.edu.au/international/resources-information/faqs/>)

Policy

- All students enrolled or seeking to enrol in a course of study in the Anglican Schools Commission (ASC) Schools have access to the procedures set out in this policy to ensure that every grievance raised is given fair consideration, free of charge to the complainant. This is irrespective of the place at which the grievance has occurred, be it on campus, at the student's place of residence or related to their mode of study.
- Neither the complainant nor the respondent in any matter of grievance or appeal are to be the subject of victimisation or discrimination during any stage within this process.
- Under this policy, a complainant and/or respondent is entitled to request full explanations and reasons, in writing, for decisions and actions taken as part of the procedures at any stage of the procedure.
- Where a student of an ASC School raises a complaint or appeal against a matter that is a responsibility of "the school" the ASC will act with the student and "the school" to resolve the matter.
- The content of this document does not replace or modify procedures or any other responsibilities which may arise under other higher education provider policies or under any statute or any other law.

Procedure

The summary step-by-step procedure for grievances and appeals is shown by the diagram below. Details of these stages are given later in this policy document. Grievances may, for example, be about:

- **Academic Matters** (relating to academic progress, assessments, refusing admission and cancellation or suspension of enrolment and course work requirements including meeting assignment deadlines, attending scheduled tests and examinations).
- **Non-academic Matters** (including complaints brought against another student, accommodation arrangements and incorrect advice).
- **Student Visa Compliance Matters**, breaches against the conditions of a Student Visa (including failure to comply with the attendance (80% required), behaviour, and or failure to maintain enrolment in a registered course as stated on the Confirmation of Enrolment).

Informal Complaints Process

A student or parent requests any staff member to arrange a meeting with senior management to discuss a concern.

A meeting is scheduled to lay out the details of the concern for discussion.

Having evaluated the matters of concern, the School will provide written responses to each party.

If the concern is resolved, agreement is recorded on the student's file and the matter flagged for end of term review that the parties remain satisfied.

In the event that mutual satisfaction was not reached, a full and formal grievance procedure will be implemented at no cost to the parent. This process is carried out in a simple, friendly and supportive manner and follows the process outlined below.

Formal Complaints Process

A student or parent completes and submits a Complaints and Appeals Form, which is then provided to the Director, International Programs and Principal (where appropriate). Complaints may cover any services provided by the ASC, School, Agent or third party who has formal arrangements in place with the ASC for the provision of services to Overseas Students

Assessment of the complaint is commenced within 10 working days and a meeting is scheduled, where required, to lay out the details of the concern for discussion. This meeting will provide an opportunity for the student or parent to formally present their case at minimal or no cost and with the addition of a support person involved.

Assessment of the complaint is conducted in a fair and transparent manner with the ASC or School providing a formal written response via the Appeals and Complaints Response Letter

If the concern is resolved, agreement is recorded on the student's file and the matter flagged for end of term review that the parties remain satisfied.

Where the committee rules in favour of the complainant, the ASC and the School will immediately take steps to implement the necessary actions as part of the decision.

Where the committee does not rule in favour of the complainant, the ASC will notify the complainant in writing within 10 days and advise of the contact details for the appropriate external complaints and appeals body.

External Review

If the complainant is not satisfied with the outcome of the Formal Complaints in terms of:

- Not having had the opportunity to present their case properly to The Appeals Committee;
- The process not being carried out in accordance with this Policy and Procedure; or
- The decision being made contrary to evidence provided.

He/she can, can access Commonwealth Overseas Students Ombudsman as noted herein before.

The Overseas Students Ombudsman service is available to all private registered education providers as the independent complaints body for external complaints and appeals. The Overseas Students Ombudsman (OSO) will investigate any complaints of a student against a private registered provider, thereby ensuring that all students have access to a statutorily independent external body. The OSO will investigate complaints at no cost to the provider or the student. The OSO can investigate complaints about actions taken by private providers in connection with overseas students. Visit the Overseas Student Ombudsman website www.oso.gov.au or phone 1300 362 072 for more information.

The OSO cannot investigate:

- complaints about public providers (these are already covered by the State and Territory Ombudsman);
- complaints made by Australian students;
- students from overseas who are not on a Student Visa (e.g. students studying on a visitor, working holidays or temporary business visa).

The student and the School are required to make every reasonable effort to resolve a grievance before seeking the assistance of the OSO or an independent reviewer. The complainant and/or respondent has the right to be represented and/or supported by a nominated representative (such as a family member, friend, counsellor or other professional support person) if they so desire, at any stage of the complaints/dispute resolution process

The dispute resolution process does not void a student's right to pursue other legal remedies.

Where the committee rules in favour of the complainant, the ASC and the School will immediately take steps to implement the necessary actions as part of the decision.

Where the committee does not rule in favour of the complainant, the ASC will notify the complainant in writing within 10 days and advise of the contact details for the appropriate external complaints and appeals body.

Administration of Policy

Any recommendations for process improvement or policy change arising out of any stage of the grievance and appeals process will be forwarded to the Director of International Programs for review.

This policy, and any updates to it, is communicated to all current staff via email and regular staff meetings. New members of staff receive policy information during their induction process.