



International Student 2023 Orientation Booklet



**East Hills Girls Technology High
School**

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WELCOME WELCOME



WELCOME WELCOME

Principal's Welcome

Welcome to East Hills Girls Technology High School. At East Hills Girls Technology High School we have a proud tradition of supporting students to become engaged learners and citizens of their world. We pride ourselves on our academic excellence and technologically integrated learning, as well as a strong emphasis on the overall wellbeing of our students. We have a dedicated and highly skilled staff committed to the provision of quality learning and support programs which cater to a variety of abilities, interests and skills. These programs are implemented in a safe, caring inclusive learning environment.

At our school we view education as a partnership between students, families and staff. Optimal educational outcomes result from this partnership working together as an effective team. Students, parents and carers are therefore encouraged to participate fully in school life and maintain an active interest in student learning.

Students are encouraged to take full advantages of the many opportunities our school has to offer. Opportunities to develop talents in leadership are provided through a range of leadership committees, including the Student Representative Council. Community Service is encouraged through volunteer programs which help students develop a positive, empathetic attitude and promote community spirit. The school also offers a variety of extracurricular activities in Sport; the Creative and Performing Arts; special interest clubs, like coding; and academic competitions in many providing students with the opportunity to showcase their talents.

East Hills Girls Technology High School is future focused and is committed to educating and preparing students for a constantly changing society. We believe each student should be challenged to do her best and achieve her potential. As a new member of our community, we hope that International Students take advantage of the opportunities to engage and contribute to our school community.

As a member of our school community, I hope that you will work with us to create a positive, enjoyable and successful experience for your daughter.

With best wishes

J. Hardwick

School Profile

East Hills Girls Technology High School has a long and outstanding commitment to providing quality education for girls. The school has a tradition of excellence in academic, creative and physical studies. Dedicated and experienced staff encourage and support students to achieve personal excellence. Gifted and talented students are provided with opportunities to extend and enrich their learning while special courses and programs support those with learning needs. The use of information and communication technology for enhancing teaching and learning permeates the school's culture.

A broad and diverse curriculum provides students with many career pathways which include specialisation or a more general education. Co-curricular activities such as band, choir, dance and drama ensembles, excursions and sporting activities enable students to develop their talents. The Student Representative Council, Senior Mentors and Committees provide for the development of leadership skills and role modeling.

The school has excellent learning resources and facilities which include a specialist Information and Communication Technology Centre.

The school has an impressive history of awards presented to students, parents and the school. These include three Director-General's Awards for School Achievement - for Girls Education: for Technology Education and for Excellence in Student Achievement and Retention. The school has also received The Secretary's (previously called the Director-General's) Award for School Achievement Award for *Project of Tomorrow* and Award for Outstanding School Initiative for *Gifted and Talented Challenged Based Learning* and the Minister's Award for Excellence in Teaching. Eleven students have received the Minister's Award for Excellence in Student Achievement, ten students have been presented with the NSW Order of Australia Certificate of Commendation in Community Service, five students have received the Premier's Award for Excellence in the NSW Higher School Certificate, sixteen students have received the Pierre de Coubertin Award for sporting excellence and thirteen students have received the Victor Chang Award for Excellence in Science.

The school has been acknowledged as an Apple Distinguished School since 2012 for innovation, leadership and educational excellence. This is a very prestigious Award and is highly valued. In 2015 and 2016 our school was named Winner of Innovative Schools. The school has been named as one of the seven NSW Department of Education STEM (Science, Technology, Engineering and Mathematics) Action Schools.

The P & C Association, established in 1957, offer strong community support and participate in school-based decision making.



International Student Support Staff



Principal

Mrs Jennifer Hardwick

Email: easthillsg-h.school@det.nsw.edu.au

Located in the Administration Building

International Student Coordinator

Ms Lauren Sims

Email: lauren.sims@det.nsw.edu.au

Located in the English Faculty

Deputy Principal (Years 7, 9, 11)

Mrs Kylie Rytmeister

Email: easthillsg-h.school@det.nsw.edu.au

Located in the Administration Building

Head Teacher Student Support

Ms Susan Simonsen

Email: susan.simonsen@det.nsw.edu.au

Located in the Administration Building

Deputy Principal (Years 8, 10, 12)

Mrs Zeinab Hammoud

Email: easthillsg-h.school@det.nsw.edu.au

Located in the Administration Building

EAL/D Teacher

Mrs Veronique Anderson

Email: veronique.andersons@det.nsw.edu.au

Located in the English Faculty

School Administrative Officer

Mrs Keryn Brown

Email: keryn.brown@det.nsw.edu.au

Located in the Administration Building

Staff Directory



Curriculum Head Teachers

English	Mr Michael Garbutt
Mathematics	Mrs Donna-Lee Duval
Science	Mrs Linda Clutterbuck (relieving)
HSIE	Mr Jay Short
CAPA	Mr Filip Necic
Information Technology	Mr Shailesh Sharma
PDHPE	Ms Louisa Bailey (relieving)
Technology & Applied Science	Mrs Jennifer Edwards (relieving)

Year Advisors

Year 7	Mrs Emily Towell
Year 8	Ms Susan Moore
Year 9	Ms Karen Halwagy
Year 10	Mrs Katrina McCarthy
Year 11	Mrs Roula Tambakes
Year 12	Mrs Lauren Teasel

School Support Services



Counselling

Mrs Sahar Fatima is the School Counsellor and she is located in the Administration Building.

What is a School Counsellor?

In all New South Wales government schools, there is a counsellor who is a qualified educational psychologist with special training to help students with any problems they are having, or to help them get information they may need. This service is free and confidential.

Why do students see the Counsellor?

Academic concerns

- Worries about progress
- Indecision about staying at school
- No quiet place to study at home

Personal concerns

- Sadness in missing your country/friends
- Feeling lonely at school
- Home problems such as not getting along with family members
- Feeling anxious about making friends

Career Advisers

Mrs Linda Downey and Mrs Lecia Leigh are the school's Careers Advisors. They are located in the Careers Staffroom. Careers Advisors can help you make informed decisions about future study and careers. They can provide guidance on education pathways, training options, and potential career choices. Careers Advisors can also assist with resume building, job search strategies, and application processes for further education or employment. Their goal is to support students in making informed decisions about their future career paths.

Learning Support / Learning Engagement Centre / Inspiring Student Success

Learning Support teachers work with students who have diverse learning needs, such as learning disabilities, developmental delays, mental health conditions, or other challenges that affect their academic progress. They provide individualized assistance and support to help students reach their learning goals.

Student Support Officer

Mrs Gabriella Sandrussi is the school's Student Support Officer. Student Support Officers provide assistance and support to students who may be facing various challenges that impact their wellbeing.

Cultural Ambassador Program



East Hills Girls Technology High School's curriculum and welfare programs are highly regarded, and we have a long tradition of welcoming International Students into our school community.

The school's program offers students the opportunity to achieve a high level of academic success, form new friendships and enrich their understanding of Australian society in a safe and supportive environment.

The key focus of the school's program is not only providing a quality educational experience but also fostering a sense of belonging to the school community and promoting cross-cultural conversations, awareness, and acceptance. This year we established the Cultural Ambassador Program to promote positive partnerships.

The role of the Cultural Ambassadors includes:

- fostering a sense of belonging to our school community
- providing support, practical information, and advice about school life
- sharing in cultural experiences
- being available to attend wellbeing meetings
- being available to participate in orientation tours

Meet the Cultural Ambassadors



CULTURAL AMBASSADOR
SENIOR MENTOR REPRESENTATIVE

Jessica

"A sense of belonging is important for all students so they feel included and valued. I am looking forward to working with the Senior Mentor team to embrace diversity, promote shared cultural experiences and ensure our International Students feel connected to our school community."



Follow the initiatives of the
Cultural Ambassador Program
on Instagram.



@EHGTHS.CULTURALAMBASSADORS



CULTURAL AMBASSADOR

Cate

"It is essential that every student feels accepted and included in our school community and, as a Cultural Ambassador, I will recognise and celebrate cultural diversity through shared experiences. I will represent our school by ensuring International Students feel included in a safe and supportive environment."

Bell Times

Monday		Tuesday		Wednesday		Thursday and Friday	
Period	Time	Period	Time	Period	Time	Period	Time
		0	8.00-9.00am	0	8.00-9.00am	0	8.00-9.00am
Assembly Wellbeing	8.50-9.10am						
1	9.10-10.10am	1	9.00-10.00am	1	9.00-10.00am	1	9.00-10.00am
2	10.10-11.10am	2	10.00-11.00am			2	10.00-11.00am
Recess	11.10- 11.30am	Recess 1	11.00 - 11:15	Recess	10.00-10.15am	Recess 1	11.00 - 11:15
		Recess 2	11:15 - 11.30			Recess 2	11:15 - 11.30
3	11.30 -12.30pm	3	11.30-12.30pm	2	10.15 - 11.15am	3	11.30-12.30pm
		4	12.30-1.30pm	3	11.15-12.15pm	4	12.30-1.30pm
Lunch 1	12.30 - 12:50pm	Lunch 1	1.30 – 1:50pm	Break	12.15-12.35pm	Lunch 1	1.30 – 1:50pm
Lunch 2	12:50 - 1.10pm	Lunch 2	1:50 - 2.10pm			Lunch 2	1:50 - 2.10pm
4	1.10-2.10pm	5	2.10-3.10pm	Sport	12.35-2.35pm	5	2.10-3.10pm
Staff Meetings	2.20-3.30pm	6	3:10 – 4:10pm			6	3:10 – 4:10pm

School Map



Honour Before Reward



Honour self

- Demonstrate leadership through self-respect and self-advocacy in your actions and words.
- Wear our school uniform appropriately to promote a sense of belonging and community.
- Be a responsible and diligent student by being prepared for all lessons and activities.

Honour others

- Behave in a safe and responsible manner so others can teach and learn productively.
- Demonstrate courtesy and inclusivity to develop respectful relationships that promote the wellbeing of others.
- Be respectful of others by listening to and following the instructions of school staff and members of the community.

Honour learning

- Engage actively in all learning environments and embrace learning opportunities.
- Strive to do your best work and aspire to achieve your learning goals.
- Value the learning process and demonstrate academic integrity.

Honour space

- Respect school and community property by engaging in responsible and sustainable practices. Respect the personal space of others.
- Use and store personal devices and equipment as instructed.

Rules & Policies

Homework Policy

Your course teacher will outline homework expectations.

Late Arrivals

- Present to the front office upon arrival.
- Scan student card.
- Take late slip to class and give to classroom teacher.

Early Departure

- Students must provide a letter from their carer.
- Submit letter to the front office.

Flexible Arrival and Departure

- Senior students may have flexible start and end times.
- Senior students must scan into the office upon arrival.
- Senior students must scan out when they have completed their timetabled lessons.

Attendance requirements for student visa holders

- All students are expected to attend class every school day.
- International students are on a student visa and have additional attendance requirements as a condition of your student visa.
- International students must attend at least 80% of classes each term or you may be reported to the Department of Home Affairs.

What if my attendance falls below 80%?

- A **warning letter** will be sent to you, your parents and your carer in Australia.
- You will have to attend an interview and explain why you have been away.
- If you have any supporting documentation such as **medical certificates**, present them as evidence.
- Your attendance will continue to be closely monitored. If your attendance does not improve, you will be sent a **second and final warning letter**.

What if my attendance falls below 80% over two terms, or below 60% in one term?

- An **Intention to Report** letter will be sent to you, your parents and your carer in Australia. This letter tells you the school's intention to report your low attendance to the Department of Home Affairs because you have breached your student visa condition.
- You will be given 20 school days to **appeal** to the Principal and explain why the school should not report you to the Department of Home Affairs.
- The school will inform you of the appeal outcome and if unsuccessful, your outcome letter will provide information on how to access the external appeals process through the NSW Ombudsman.
- If all your appeals are not successful, you will be reported to the Department of Home Affairs and they may decide to cancel your visa.

Suspension and expulsion

International students will be reported to the Department of Home Affairs if they are:

- suspended for 5 days or more.
- expelled from school because of serious misbehaviour/ involvement in criminal activities.

What happens if I am suspended for 5 or more days from school?

- You will be given an **Intention to Report** letter and will be given 20 school days to appeal to the Principal and explain why you should not be reported to the Department of Home Affairs.
- If your appeal is unsuccessful, you will be advised of your further rights on how to access the external appeals process through the NSW Ombudsman.
- If all your appeals are unsuccessful, your suspension will be reported to the Department of Home Affairs and they may decide to cancel your visa.

What happens if I am expelled from school?

- You will be given a letter of **Notice of Enrolment Termination** following your expulsion and be reported to the Department of Home Affairs who may decide to cancel your visa.

Anti-bullying Policy

Our Anti-Bullying Plan aims to deal with, and effectively address, issues of bullying with effective strategies for reporting issues, positive prevention strategies and support for managing interactions and anti-social behaviour within our school environment. A key component of a supportive school culture is building respectful relationships and an ethos that bullying is not accepted, in both online and offline environments. We promote positive relationships within our school environment and support all members of our school community to address issues in a proactive manner. Positive communication is promoted to all members to ensure issues are resolved in an effective and prompt manner.

Merit System

At East Hills Girls Technology High School, teachers provide merit using Sentral. Students can view the merits on their Sentral Student Portal. Physical certificates are distributed by Year Coordinators at Year Meetings. The Merit System levels are as follows:

- ★ 10 for Bronze
- ★ 20 for Silver
- ★ 30 for Gold
- ★ 40 for Medallion
- ★ 50 for Principal's Award for High Distinction

Curriculum Structure

The teaching programs of Years 7 - 12 offer a balanced range of courses.

The aim is to offer a broad general education, which not only prepares students for the many challenges of modern-day life but also develops individual skills and talents. The school is proud of its constantly evolving curriculum, which serves the needs of the ever-changing world.

Refer to Course Selection Guides for more information.

Course progress requirements for student visa holders

There are additional course progress requirements:

- If you fail to meet the NSW Education Standards Authority's (NESA) course progress requirements for 50% or more of all your units (e.g. 6 out of 12 units), an Intention to Report letter will be sent to you, your parents and your carer in Australia. This letter tells you the school's intention to report your unsatisfactory course progress to the Department of Home Affairs because you have breached your student visa condition.
- You will be given 20 school days to appeal to the Principal and explain why the school should not report you to the Department of Home Affairs.
- If your appeal is unsuccessful, you will be informed on how to access the external appeals process through the NSW Ombudsman in your outcome letter.
- If all your appeals are not successful, you will be reported to the Department of Home Affairs and they may decide to cancel your visa.

Sport

Participation in Sport is compulsory for all students in Years 7-10. An integrated sports program for Year 7 teaches students basic skills associated with team sports, fitness activities, athletics and cross country so informed decisions may be made in later years. Students in Years 8, 9, 10 participate in a structured student choice sports program.

Special Religious Education

Students in Years 7 - 12 may attend lessons or seminars in Religious Education. This Special Religious Education is provided for Catholic, Islamic and Protestant faiths.

School Activities

These are available to students in Years 7 - 12 and include:

- Cultural Experiences for International Students
- Leadership Programs
- Student Representative Council
- Volunteering Programs
- Annual Athletics, Swimming and Cross-Country Carnivals
- Performance Ensembles
- Academic Competitions
- Debating
- Excursions and Incursions
- Camps
- Interest Clubs
- Presentation Day
- School Assemblies



Junior School Uniform

Parents and students are reminded that East Hills Girls Technology High School has a strict Student Dress Code. When a student is enrolled at our school, there is a strong expectation that parents will support the Student Dress Code and ensure that the appropriate items of clothing are purchased from our on-campus uniform shop.

Summer

- Green and white checked dress. Longer skirt available to accommodate cultural/religious beliefs.
- Grey shorts/long pants with white school blouse
- Green jumper with school crest
- Green jacket with school crest
- Green blazer with school crest (optional)
- White socks
- Black leather lace-up shoes
- Black opaque stockings
- White undershirt (if needed)
- White hijab (if worn)



Winter

- Grey long pants with white school blouse
- Green tartan skirt with white school blouse
- Green jumper with school crest
- Green jacket with school crest
- Green blazer with school crest (optional)
- White hijab (if worn)
- Scarf with school crest (optional)



Sport uniform

- Green shorts with school crest
- Grey polo top with school crest (long or short sleeves)
- Green jumper with school crest
- Green jacket with school crest
- White hijab (if worn)
- Sneakers/running shoes



Senior School Uniform

Parents and students are reminded that East Hills Girls Technology High School has a strict Student Dress Code. When a student is enrolled at our school, there is a strong expectation that parents will support the Student Dress Code and ensure that the appropriate items of clothing are purchased from our on-campus uniform shop.

Summer & Winter

- Pale green school blouse.
- Grey and green plaid skirt. Longer skirt available to accommodate cultural/religious beliefs.
- Green school pants
- Green jumper with school crest
- Green jacket with school crest
- Green blazer with school crest (optional)
- White socks
- Black leather lace-up shoes
- Black opaque stockings
- White undershirt (if needed)
- Grey hijab (if worn)
- Scarf with school crest (optional)



School uniforms are only available from out on campus uniform shop, located at East Hills Girls Technology High School.

**Open Tuesday & Thursday
8:00am-12:00pm**

Uniform Price List



LOWES
SCHOOL UNIFORMS



EAST HILLS GIRLS HIGHSCHOOL 2020/21

Junior Girls Summer Uniform

DRESS:	GREEN AND WHITE CHECK		\$67.99
DRESS:	GREEN CHECK LONG LENGTH		\$79.99
PULLOVERS:	BOTTLE WITH CREST	From	\$73.99
JACKET:	BOTTLE WITH GREY PIPING + EMB		\$71.95
BLAZER:	BOTTLE COLLARLESS		\$173.99
SOCK:	WHITE ANKLE		\$5.95
PANTS:	TAILORED CHARCOAL		\$49.95
SHORTS:	TAILORED CHARCOAL		\$39.95

Junior Girls Winter Uniform

JNR OVERBLOUSE:	WHITE S/S PEAK COLLAR PIN TUCK		\$46.99
OVERBLOUSE:	WHITE L/S PEAK COLLAR PIN TUCK	From	\$48.99
SKIRT:	BOTTLE/WHITE TARTAN PLEATED		\$58.95
PULLOVERS:	BOTTLE WITH CREST	From	\$73.99
JACKET:	BOTTLE WITH GREY PIPING + EMB		\$71.95
BLAZER:	BOTTLE COLLARLESS		\$173.99
SCARF:	BOTTLE 'CASHMERE FEEL' + EMB		\$19.95
SOCK:	WHITE ANKLE		\$5.95
PANTS:	TAILORED CHARCOAL		\$49.95
SKIRT:	BOTT/BLK CHECK L/LENGTH		\$60.95

Senior Girls All Seasons Uniform

BLOUSE:	PALE GREEN SPECIAL STYLE		\$36.99
SKIRT:	GREY AND GREEN PLAID		\$56.99
SKIRT:	GREY CHECK SNR LONG LENGTH		\$56.99
PANTS:	BOTTLE STRETCH WITH ZIP		\$52.99
PULLOVERS:	BOTTLE WITH CREST	From	\$73.99
JACKET:	BOTTLE WITH GREY PIPING + EMB		\$71.95
BLAZER:	BOTTLE COLLARLESS		\$173.99
SCARF:	BOTTLE 'CASHMERE FEEL' + EMB		\$19.95
SOCK:	WHITE ANKLE		\$5.95

Girls Sports Uniform

POLO TOP:	LIGHT GREY-BOTTLE COLLAR + CREST	From	\$28.99
POLO TOP:	LONG SLEEVE VERSION	From	\$37.99
SHORTS:	BOTTLE COTTON BACK + EMB		\$49.95
TRACKPANTS:	BOTTLE COTTON BACK + EMB		\$69.95
SOCKS:	WHITE DELIGHT BEARE & LEY		\$5.95

East Hills Girls High School On Campus
Lucas Road, Panania, 486 2213
(02) 80462785



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RECEIVE 5% IN REWARD POINTS TO REDEEM. PLUS GREAT FEATURES AND BENEFITS.
For more information please contact E-Hi@lowes on 1300 156 937 or zero@lowes.com.au

LOWES
will pay a commission
to the school on
every item of school
uniform sold in our
local store.

All prices are subject to alteration.

General School Information

Mobile Phones

Students may have mobile phones, but they are to be switched off and not visible while in class. Students are not permitted to make voice calls at any time. The school takes no responsibility for lost phones.

Sick Students

The school has neither the resources nor the facilities to care for students who are sick. If students are not well enough to come to school, they should stay home. If students become sick at school, they should report to the class teacher or playground duty teacher. No student will be sent home sick without the permission of a parent/carer. Therefore, the school requires the current home, work and mobile phone numbers of parents/carers as well as an emergency contact phone number. Sick students must be collected from the school.

Medication

No medication should be brought to school unless prescribed by a doctor or regarded as essential by the parents/guardians. This is a requirement of the NSW Department of Education and Communities.

If medication is required during school hours, an authorisation for staff to administer this medication must be provided (parents/carers need to complete an authorisation for staff to administer medication). The only medication students are allowed to carry and self-administer is asthma and diabetes medication. It is essential that the school be notified if a student is at risk of anaphylaxis.

We are an asthma friendly school. Spray deodorants and perfumes are not to be brought to school. They will be confiscated. Please contact the school if any clarification is required regarding medication.

Network Access

East Hills Girls Technology High School has an extensive computer network. Students will be given their own individual login to the system. This login will provide each student with her own secure workspace which can be accessed from any computer in the school.

Student usernames are issued by the Department of Education and Communities. This network space is for each student's schoolwork only. No other material is permitted to be stored in this space.

All students should have a USB "flash disk" for storage of work.

Permission to Photograph Students and/or Their Work

The Department of Education and Communities requires that permission to photograph has been approved. The school uses student photographs and work in publications such as school newsletters and the prospectus, for the school archives and for publicity. Within the school, photographs and videotapes are used for assessment and teaching of students in practical subjects. At no time would any material be used in a way that is not approved by the Principal and the Department of Education and Communities.

Library

The library is open before school from 8.30 am, recess and all of lunch. Students in Year 7-10 can borrow a maximum of six items and Year 11-12, eight items. In most cases these are loaned for two weeks. Students will be issued with their Student Services Card which is also their library card.

Should students incur overdues, they will be unable to borrow until late items are returned.

Student Services Card

All students have a Student Services Card which includes an identity picture of the student, together with name, date of birth, school ID number and signature. This card also contains a library borrower barcode and a textbook borrower barcode, which are used regularly throughout the year. Students also use this card when photocopying in the school library.

Students **must carry their cards at all times** and treat them with care. If a card is lost it should be reported it to the Librarian. A replacement card will be ordered from the company for a \$10 replacement charge.

New students will be issued a temporary card until the next photo day.

About Your Visa

Australia's laws promote quality education and consumer protection for overseas 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.

For a summary of the ESOS framework see: <http://www.internationaleducation.gov.au>

For information about student visa requirements refer to the Department of Home Affairs (HA) website: www.homeaffairs.gov.au

Contact the **International Student Coordinator** at your school if you have any concerns or questions about your school, personal issues or other problems. The coordinator will assist you or refer you to the appropriate staff member.

Your student visa

As an international student on a student visa, you must:

- comply with your student visa conditions
- ensure you have and continue to maintain your Overseas Student Health Cover (OSHC) for as long as you stay in Australia on a student visa
- tell your school if you change your address or other contact details
- maintain satisfactory course progress and attendance.

Information about visa conditions for student visa holders is available on the Department of Home Affairs website at <https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students>, or call 131 881.

The following regulations apply to your studies at a NSW government school:

- You must **attend a minimum of 80%** of all scheduled classes. If you do not meet attendance requirements you may be reported to Immigration, unless there are compassionate or compelling circumstances (refer to guidelines below).
- You must provide a doctor's certificate for any absences of 3 days or more. The doctor must be a registered medical practitioner. If you are absent for 1 or 2 days, a letter of explanation must be provided by your carer or if you are over 18 years, you can provide your own written explanation to the principal.
- You **must meet course progress requirements**. Your school will provide you with information about course requirements as outlined by the NSW Education Standards Authority (NESA). Further information about course requirements is available at: <http://educationstandards.nsw.edu.au>
- If you fail to meet the 80% attendance requirements or the course progress requirements and fail to appeal or do not receive a successful school appeal outcome, you will be reported to the Department of Home Affairs, and this may impact the status of your student visa. An **Intention to Report** letter will be issued to you and your parents and you will have 20 school days to appeal internally then externally. If all your appeals are unsuccessful, you would be reported to Immigration and your visa may be cancelled.

Information for International Students

Australia's laws promote quality education and consumer protection for overseas 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.

For a summary of the ESOS framework, go to: [https://internationaleducation.gov.au/Regulatory-](https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx)

[Information/Pages/Regulatoryinformation.aspx](https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx)

For information about student visa requirements refer to the Department of Immigration and Border Protection (DIBP) website: <http://www.border.gov.au/Trav/Visa-1/571->

Contact the **International Student Coordinator** at your school if you have any concerns or questions about your school, personal issues or other problems. The coordinator will assist you or refer you to the appropriate staff member.

The following regulations apply to your studies at a NSW government school:

Attendance and course requirements

- You must attend a minimum of 80% of all scheduled classes. If you do not meet attendance requirements you may be reported to DIBP, unless there are compassionate or compelling circumstances (guidelines are provided below).
- You must provide a doctor's certificate for any absences of 3 (three) days or more. The doctor must be a registered medical practitioner. If you are absent for 1 or 2 days, a letter of explanation must be provided by your carer or if you are over 18 years, you can provide your own written explanation.
- You must meet course progress requirements. Your school will provide you with information about course requirements as outlined by the Board of Studies. Further information about course requirements is available at www.boardofstudies.nsw.edu.au

Accommodation and welfare arrangements

- All students must be accompanied to their approved accommodation upon arrival in Australia.
 - If you have requested a homestay family be arranged for you then a compulsory airport transfer will be arranged for you.
 - If a relative or close family friend has been approved as your carer, then arrangements must be made for them to meet you at Sydney International Airport.
- If you are under 18 years, you must maintain your approved accommodation, support and welfare arrangements. If these arrangements are approved by the NSW Department of Education, you must not change those arrangements without prior written approval. Requests to change the arrangements must be made in writing to DE International and signed by your parents.
- If you want to change your homestay, you should contact the International Student Coordinator at your school.
- NSW Department of Education recommends that students over 18 continue to live with relatives or homestay families. Changes to accommodation should be within reasonable travelling distance to your school.
- Your parent or relative (approved carer) must notify your school of your residential address

within 7 (seven) days of arriving in Australia and notify any changes of address and contact details within 7 (seven) days. Students over 18 years who change address must also notify their school within 7 (seven) days.

Conditions of enrolment

You must commence school enrolment on the date stated on the Confirmation of Enrolment and if this is not possible notify DE International in writing within 24 hours of the start date on the Confirmation of Enrolment.

- You must adhere to school rules and the terms and conditions of enrolment as stated on the international student application form. You will receive information about school rules and expected behaviour at orientation.
- Your school may suspend or cancel your enrolment on grounds of misbehaviour. For further information about student behaviour and suspension and expulsion of students, refer to the International Student Coordinator at your school.
- Travel during school holidays, other than returning to your home country, is only permitted if you are travelling with your carer or relatives or on an approved school excursion. Written permission from your parents is required.
- If you want to transfer to another government school, you must provide a written request to your school signed by your parents or carer.
- If you want to change provider, you must provide a written request to your school signed by your parents. For further information concerning visa regulations about change of provider refer to the DIBP website and the coordinator at your school.

Taking leave

- If you are going to be absent for a week or more during school term, your parents must request approval from the principal. You must not defer your start date or take extended leave without the principal's permission. Approval is only granted on compelling or compassionate grounds (guidelines below).

Complaints and Appeals

- NSW Department of Education has a complaints and appeals process which is available on the website. If you wish to make a complaint or appeal a decision made concerning your enrolment, course progress or other decision, you should contact the International Student Coordinator at your school. Your carer (if you are under 18) or support person (if you are over 18) must be present with you in any appeal interviews.
- If you are not satisfied with the outcome of internal complaint and appeal process, you will be given access to the external appeals process through the NSW Ombudsman.

Work

- To work-part time DE International requires that you must have been enrolled for at least six months in your current school, have a satisfactory attendance record and provide your school with a letter of consent from your parents before beginning part-time work.
- Any part-time work during school term must not interfere with your school studies and must not exceed 40 hours per fortnight. You should not work more than 10 hours per week in school terms as any more hours may impact on your learning.

Guidelines for compassionate or compelling circumstances

Leave approved on grounds of compelling or compassionate circumstances is not counted in attendance records. Compassionate or compelling circumstances are generally those beyond your control and which have an impact upon your course progress or wellbeing. These could include, but not limited to:

- illness, where a medical certificate states that you are unable to attend classes or
- bereavement of close family members such as parents or grandparents (where possible a death certificate or other evidence should be provided either prior to departure or on return) or
- major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on your studies or
- a traumatic experience which could include, but is not limited to:
 - involvement in, or witnessing of an accident
 - witnessing or being the victim of crime
- and this has impacted on you (these cases should be supported by police or psychologists' reports or advice)
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

Deferment of course commencement date

Any request for a deferment must be submitted in writing and signed by your parents to DE International. A request for deferment after your student visa has been issued will only be approved where evidence of compelling and compassionate circumstances can be provided. A deferment may affect your visa so please consult DIBP before submitting a request.

Suspension of studies

If you are required to take leave from attending school due to compelling and compassionate circumstances a suspension of your studies may be possible, whereby your absence is not counted towards your attendance rate.

Prior to taking leave, a signed request from your parents must be submitted to DE International along with evidence of compelling and compassionate circumstances. A suspension of studies may affect your visa so please consult DIBP before submitting a request.

国际学生信息单

澳大利亚的法律旨在为海外学生推进优质教育、促进消费者保护。这些法律称为海外学生教育服务 (ESOS) 框架。它们包括《2000 年海外学生教育服务法》和《国家法则》。

欲了解海外学生教育服务框架的概况，请访问

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

欲了解学生签证要求方面的信息，请参照移民与公民事务部 (DIAC) 网站：

<http://www.border.gov.au/Trav/Visa-1/571->

如果你对就读的学校、个人问题或其它问题有任何担忧或疑问，请联系学校的**国际学生协调员**，协调员会帮助你或将你转介给相关工作人员。

以下规定适用于在新南威尔士州政府学校学习的学生：

出勤率和课程要求

- 你必须出席至少 **80%** 的规定课程。如果你不能满足出勤率这一要求，除非有丧失或迫不得已的情况（以下提供了一些指引），你可能会被报告到移民局。
- 如果缺席 3 天或以上你必须提供医生证明，且医生必须是经注册的医疗从业者。如果缺席 1 天或 2 天，必须由你的监护人提供解释信，或者，如果你年满 18 岁你可以提供自己的书面解释。
- 你必须满足课程进度要求，学校会向你提供教育委员会拟定的课程要求信息。
在 www.boardofstudies.nsw.edu.au 可以获得有关课程要求的进一步信息。

住宿和生活安排

- 如果你未满 18 岁，你必须**保持经批准的住宿、抚养和生活安排**。如果这些安排是由新南威尔士州教育和社区部批准的，未经事先书面批准，你不能改变这些安排。改变这些安排的申请必须以书面方式向国际学生中心提出，并由父母签字。
- 如果你想改变住宿家庭，你应联系学校的国际学生协调员。
- 新南威尔士州教育和社区部建议 18 岁以上的学生继续与亲属或寄宿家庭生活在一起。更改的住处应在距离学校合理的路程内。
- 你的父母或亲属（批准的监护人）必须在你到达澳大利亚的 7 天内通知学校你的住址，并在任何地址和联系方式变更的 7 天内通知学校。年满 18 岁的学生也必须在变更地址的 7 天内通知学校。

入学条件

- 您必须按照“入学确认函”上的日期开始办理入学手续，如果因故不能办理，请务必于“入学确认函”上规定的开始日期的 24 小时内以书面形式通知“新南威尔士州教育和社区部”的国际学生中心。
- 你必须遵守学校的规定及国际学生申请表中规定的入学条件和条款。在入学介绍时你会得到有关学校规定和所要求的行为方面的信息。

- 学校可能会因行为不当让你停学或取消你的注册入学。欲了解更多有关学生行为、停学和开除方面的信息，请咨询学校的国际学生协调员。
- 学校假期期间，除回国以外到其它地方旅行，只有在与监护人或亲属同行或参加经批准的学校远足旅行时才获准。要求父母提供书面同意。
- 如果你想转到另外一所政府学校，你必须向学校提供由父母或监护人签字的书面申请。
- 如果想转到私立学校或大学，你必须向学校提供由父母签字的书面申请。欲了解更多有关变更学校的签证规定信息，请参照移民局网站及询问学校协调员。

请假

- 如果在学期内要缺课一周或更长时间，你的父母必须请求校长批准。未经校长准许，你不得推迟开课日期或延长请假时间。只有病丧或迫不得已的理由才可获得批准（见以下指引）。

投诉和上诉

- 新南威尔士州教育和社区部设有投诉和上诉程序。如果你想提出投诉或想对注册入学和学习进度决定或其它决定提出上诉，你应当联系学校的国际学生协调员。

工作

- 如果你打算找一份兼职工作，新南威尔士州教育和社区部国际学生中心规定你要在校就读至少半年并且有良好的考勤记录，在开始工作之前，你的家长必须递交给学校一份同意书。
- 任何学期内的兼职工作都不能影响你在学校的学习，而且每两周不能超过四十小时。在上课期间你的打工时间务必要限制在十小时以内，因为过多的工作会影响你的学习成绩。

病丧或迫不得已的情况指引

因病丧或迫不得已的理由而批准的假期不计入出勤记录。病丧或迫不得已的情况一般来讲是指你不能控制、并对你的课程进度或生活造成影响的情况。这些情况可能包含、但不限于：

- 生病，有医疗证明说学生无法上课，或者
- 父母或祖父母等家庭近亲属去世（在可能的情况下，在离开或返回时应提供死亡证明或其他证明），或者
- 发生在自己国家的重大政治剧变或自然灾害，要求紧急回国，并影响到学业，或者
- 可能包含但不限于以下情况的创伤经历：
 - 卷入或目击一场事故
 - 目击犯罪行为或是犯罪行为的受害人

而且这影响到了你（这些个案应有警方或心理医生的报告或建议加以证明）。

- 由于获得学生签证延迟，未能在开课日期开始学习。

Thông báo dành cho Du Học Sinh Quốc tế

Luật pháp nước Úc đề cao chất lượng giáo dục và việc bảo vệ người tiêu dùng dành cho du học sinh quốc tế. Luật lệ này được biết đến như khuôn khổ ESOS và bao gồm đạo luật Education Services for Overseas Students (Dịch Vụ Giáo Dục Du Học Sinh Quốc Tế -ESOS) năm 2000 và National Code (Điều luật của Quốc Gia).

Muốn có bản tóm lược về khuôn khổ ESOS, xin xem trang mạng:

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

Muốn biết thêm chi tiết về các đòi hỏi đối với chiếu khán diện du học sinh, xin vào xem trang mạng của Bộ Di Trú Quốc Tịch (DIAC) ở: <http://www.border.gov.au/Trav/Visa-1/571->

Hãy liên hệ với **International Student Coordinator (Điều Hợp Viên Du Học Sinh Quốc Tế)** tại trường của quý vị nếu quý vị có điều gì thắc mắc muốn hỏi về trường quý vị học, về các vấn đề riêng tư hoặc về bất cứ vấn đề nào khác. Điều Hợp Viên sẽ giúp đỡ quý vị hoặc giới thiệu quý vị đến nhân viên thích hợp.

Các qui định dưới đây áp dụng cho học trình của quý vị tại các trường công lập ở NSW:

Qui định đến lớp và các khóa học

- Quý vị phải đến lớp tối thiểu là **80%** các giờ học theo thời khóa biểu ấn định. Nếu quý vị không thỏa mãn đòi hỏi về việc đến lớp theo qui định thì có thể nhà trường sẽ báo cáo lên Bộ Di Trú Quốc Tịch, trừ phí quý vị ở vào hoàn cảnh đặc biệt hoặc bỏ buộc (xin xem bản hướng dẫn về việc này ở bên dưới).
- Nếu vắng mặt 3 ngày hoặc hơn, quý vị phải cung cấp giấy chứng nhận của bác sĩ. Vị này phải là bác sĩ có đăng ký. Nếu quý vị vắng mặt chỉ 1 hoặc 2 ngày thôi, thì người giám hộ phải viết thư giải thích hoặc nếu quý vị trên 18 tuổi thì quý vị có thể tự mình viết thư giải thích.
- Quý vị phải thỏa mãn các đòi hỏi về tiến trình học tập. Nhà trường của quý vị sẽ cung cấp thông tin cho quý vị biết về các đòi hỏi về khóa học do Hội Đồng Học Đường đề ra. Muốn biết thêm chi tiết về đòi hỏi này, hiện có sẵn thông tin trên trang mạng www.boardofstudies.nsw.edu.au

Các thu xếp về nơi trú ngụ và phúc lợi

- Nếu quý vị dưới 18 tuổi, quý vị phải **duy trì các thu xếp về nơi trú ngụ, hỗ trợ và phúc lợi**. Nếu các thu xếp này được Bộ Giáo Dục và Cộng Đồng tiểu bang NSW phê chuẩn, quý vị không được thay đổi các sắp xếp này mà không có sự phê chuẩn trước đó trên giấy tờ. Muốn thay đổi thu xếp, phải làm đơn yêu cầu viết trên giấy và gửi đến Trung Tâm Du Học Sinh Quốc Tế (DEC International) có chữ ký của phụ huynh của quý vị.
- Nếu quý vị muốn thay đổi nơi ở (homestay), quý vị nên liên hệ với Điều Hợp Viên Du Học Sinh Quốc Tế tại trường của quý vị.
- Bộ Giáo Dục và Cộng Đồng tiểu bang NSW đề nghị là các du học sinh trên 18 tuổi tiếp tục sống với người thân hoặc gia đình tại nơi mình ở. Mọi thay đổi chỗ ở nên được thực hiện trong khoảng cách hợp lý từ nơi quý vị ở đến trường của quý vị.
- Phụ huynh hoặc người thân của quý vị (người giám hộ đã được chấp thuận) phải thông báo cho trường của quý vị biết địa chỉ cư trú của quý vị trong vòng 7 ngày tính từ khi quý vị đến Úc và phải thông báo nếu có thay đổi

địa chỉ cũng như chi tiết liên hệ trong vòng 7 ngày. Các du học sinh trên 18 tuổi mà đối địa chỉ cũng phải báo cho trường mình biết trong vòng 7 ngày.

Điều kiện ghi danh học

- Các em phải bắt đầu ghi danh học vào ngày được thông báo trên Giấy Xác Nhận Ghi Danh. Nếu việc này không thể được hãy thông báo cho Trung tâm Du Học Sinh của DEC bằng thư trong vòng 24 tiếng đồng hồ của ngày bắt đầu trên Giấy Xác Nhận Ghi Danh.
- Quý vị phải tôn trọng nội quy của nhà trường cũng như các điều khoản và điều kiện của trường qui định về việc đăng ký ghi danh có nói trong đơn đăng ký ghi danh du học sinh quốc tế. Quý vị sẽ nhận được thông tin về nội quy của trường và hạnh kiểm mà nhà trường đòi hỏi ở nơi quý vị tại buổi định hướng.
- Nhà trường có thể đình chỉ hoặc hủy bỏ việc đăng ký ghi danh của quý vị với lý do là quý vị có hành vi không tốt. Muốn biết thêm thông tin về các hành vi của du học sinh và việc đình chỉ cũng như tống xuất học sinh, xin tham khảo với điều hợp viên du học sinh tại trường.
- Vì ệc đi du lịch trong các kỳ nghỉ, mà không phải là về quê, chỉ được chấp thuận nếu quý vị đi với người giám hộ hoặc người thân của quý vị hoặc theo trường tham quan du ngoạn đã được phê duyệt. Việc này phải được phụ huynh của quý vị viết giấy cho phép.
- Nếu quý vị muốn chuyển trường qua trường công lập nào khác, quý vị phải viết đơn yêu cầu gửi đến nhà trường. Đơn này phải có chữ ký của phụ huynh hoặc người giám hộ của quý vị.
- Nếu quý vị muốn thay đổi cơ quan cung cấp hỗ trợ, quý vị cũng phải viết đơn yêu cầu gửi đến nhà trường. Đơn này phải có chữ ký của phụ huynh hoặc người giám hộ của quý vị. Muốn biết thêm thông tin về các qui định về chiếu khản do có thay đổi cơ quan cung cấp bảo trợ, xin vào trang mạng Bộ Di Trú Quốc Tịch và liên hệ với điều hợp viên tại trường của quý vị.

Ngày nghỉ phép

- Nếu quý vị sắp vắng mặt một tuần lễ hoặc hơn trong học kỳ, thì phụ huynh của quý vị phải xin chủ nhiệm nhà trường chấp thuận. Quý vị không thể trì hoãn ngày bắt đầu nghỉ hoặc nghỉ mà không có sự chấp thuận của chủ nhiệm nhà trường. Chủ nhiệm chỉ chấp thuận cho các lý do đưa ra trên cơ sở cảm thông và bất khả kháng thôi (xin xem hướng dẫn chi tiết bên dưới).

Than phiền và kháng kiện

- Bộ Giáo Dục và Cộng Đồng tiểu bang NSW có thủ tục than phiền và kháng kiện. Nếu quý vị muốn đưa ra lời than phiền hoặc kháng kiện về các quyết định có liên quan đến việc đăng ký ghi danh của quý vị hoặc, tiến trình học tập hoặc về quyết định nào khác, quý vị nên liên hệ với điều hợp viên du học sinh tại trường.

Làm việc

- Để làm việc bán thời gian DEC International yêu cầu bạn phải học ít nhất sáu tháng trong trường học hiện tại của bạn, và có một bằng hạnh kiểm tốt cung cấp bởi trường học và có thư đồng ý của cha mẹ. Bạn phải có đầy đủ những yêu cầu trên trước khi được bắt đầu làm việc bán thời gian.
- Bất kỳ công việc bán thời gian nào cũng không được ảnh hưởng tới việc học của bạn và bạn không được làm hơn 40 giờ mỗi hai tuần. Bạn không nên làm việc nhiều hơn 10 giờ mỗi tuần nếu có sự ảnh hưởng tới việc học của bạn.

Hướng dẫn chi tiết về các đáng thương hoặc bất khả kháng

Nghỉ có phép được phê duyệt vì hoàn cảnh đáng thương hoặc vì lý do bất khả kháng không tính vào hồ sơ đến lớp.

Các hoàn cảnh đáng thương hoặc tình trạng bất khả kháng thường là các hoàn cảnh vượt quá tầm kiểm soát của quý vị. Nó tác động đến tiến trình học tập cũng như tinh thần sống khỏe của quý vị. Các hoàn cảnh này gồm có, nhưng không chỉ giới hạn:

- đau bệnh, có giấy bác sĩ chứng nhận là quý vị không thể đến lớp hoặc
- người thân trong gia đình như cha mẹ hoặc ông bà vừa mất (nếu có thể nên cung cấp giấy khai tử hoặc giấy chứng trước khi đi hoặc khi quay trở về) hoặc
- biến động lớn về chính trị hoặc thiên tai xảy ra ở quê nhà bắt buộc quý vị phải đi gấp và việc này tác động đến việc học của quý vị hoặc
- một kinh nghiệm thương đau có thể bao gồm, nhưng không phải chỉ có thể:
 - can dự vào hoặc chứng kiến tai nạn xe cộ,
 - chứng kiến hoặc là nạn nhân của tội ác hình sự

và điều này đánh động đến quý vị (các trường hợp này nên được chứng thực bằng các báo cáo của cảnh sát hoặc ý kiến hoặc tường trình của các chuyên viên tâm lý)

- Không thể bắt đầu đúng ngày khai giảng khóa học nguyên do có sự chậm trễ trong việc nhận chiếu khán diện du học sinh

Applying for Leave

The following process must be followed when applying for leave:

1. Inform the International Student Coordinator of your desire to take leave and intended dates of travel.
2. Complete a Request for Leave form.
3. Attach a signed letter from your parents outlining why leave is required, the date you will be leaving Australia and the date you will be arriving back in Australia. This can be written in your parent's own language. You will need to provide a translated copy.
4. Attach a copy of your flight details.
5. Hand in all paperwork to the International Student Coordinator. You may email your letter and flight details or hand in hardcopies.
6. Leave applications will be approved by the principal and forwarded to DE International.

Leave may NOT be approved if:

- Your overall attendance is unsatisfactory.
- If your leave is during a school term, unless there are compelling or compassionate reasons.
- The number of days will lead to a significant drop in your rate of attendance.
- You do not have all of the necessary documentation.

Example of Note from Parents:

Date:

To Whom It May Concern:

I, (parent name), the mother/father of (your full name), (your date of birth), who is currently enrolled at East Hills Girls Technology High School, would like to apply for leave for my daughter to return to (country) in the school holidays to (provide reason). She will be departing on (date) and returning on (date).

Signature of parent

Leave Requests Flow Chart

STEP 1

Parents (not carers) must sign the Leave Request Form

STEP 2

Submit completed form and any supporting document to School
(International Student Coordinator)

STEP 3

School forwards request to DE International

STEP 4

DE International assess request

If approved:

Purchase flight ticket and send a
copy to school



school forwards flight ticket to
DE International

If declined:

Leave is not approved.
Attendance will be affected
if you leave school

DE INTERNATIONAL

LEAVE REQUEST

Student visa conditions require that you must attend school every day during the school term. All **unapproved** short or extended leave is recorded as non-attendance and **may affect your visa**.

All leave requests must:

- be submitted **at least 4 weeks prior** to planned departure date
- be submitted to **DE International for approval prior to booking flights**
- have attached **signed parent consent letter**
- provide evidence of **medical** or **compassionate / compelling circumstances** if applicable

Travel during school holidays (other than returning to your home country) is only permitted if you are accompanied by a parent, guardian, homestay carer, close relative or on an approved school excursion.

You must submit a **copy of your flight ticket** to DE International, if approval has been granted by DE International.

School _____

Student reference no: **SO** _____ DOB: _____ Date: _____

Student given name: _____ Known as: _____ Family name: _____

Student mobile number: _____ Email: _____

Parent mobile number: _____ Parent email: _____

Expected **departure date**: _____ Expected **return date**: _____

Total number of schools days that you would be missing: _____

Reason for leave request: _____

ATTACH WITH APPLICATION

- ☐ Signed parent letter
- ☐ Translation of letter
- ☐ Supporting documents

Signature - **International Student Coordinator**

*Attendance rate at date of application ____%

Principal ☐ Recommended ☐ Not Recommended

Comment _____

DE International Office Use Only

☐ Approved

☐ Not Approved

Changing Your Welfare Arrangements

The following process must be followed when you have changed your accommodation arrangements:

1. Inform the International Student Coordinator that you are intending to or have changed accommodation.
2. Complete DE International Change of Welfare Arrangement form and submit to the International Student Coordinator.
3. Complete a yellow Change of Details form and submit to the International Student Coordinator.

Did you know?

You must let your school know of **any change of your address and contact details as soon as possible and within 7 days**. It is a student visa requirement and will help to keep you safe if the school knows where you live and how to contact you in case of emergency.

DE INTERNATIONAL

UNDER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family NameStudent Given Names.....

Student Reference No SO..... Passport No..... Date of Birth.....

Student's New Address

.....Postcode:.....

Student's Personal Email Telephone No.....

School (or school preferences if school not confirmed).....

Please indicate if accommodation is:

- Living with direct relative (approved by Immigration) ☐
- Homestay family ☐
- Shared accommodation ☐
- Parent with a guardian visa ☐

Reason for changing address

.....

Name, age and gender of people residing at this address

Name.....Age..... M/F Name..... AgeM/F

Name Age M/F Name..... AgeM/F

Name.....Age..... M/F Name..... AgeM/F

CARER CONTACT DETAILS

Given Name Family Name.....

Address

..... Postcode.....

Email Address.....

Telephone: Home Mobile.....Work.....

Carer Signature.....Date.....

ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: Home/Work:Mobile:

Name: Home/Work:Mobile:

Student's Signature:

Parent's Signature:

DE INTERNATIONAL

OVER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family Name Student Given Names.....

Student Reference No SO..... Passport No..... Date of Birth.....

Student's New Address

.....Postcode:.....

Student's Personal Email Telephone No.....

High School (or school preferences if school not confirmed).....

Please indicate if accommodation is

- Living with direct relatives (approved by Immigration) ☐
- Homestay family ☐
- Shared accommodation ☐
- Other _____ ☐

Reason for changing address

.....

Name, age and sex of people residing at this address

Name.....Age..... M/F Name..... AgeM/F

Name Age M/F Name..... AgeM/F

EMERGENCY CONTACT DETAILS

(Must be completed and signed by contact person over 21)

Given Name Family Name (Mr/Mrs/Ms).....

Address

.....Postcode.....

Email Address.....

Telephone: Home Mobile.....

Signature..... Date

ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: Home/Work: Mobile:

Name: Home/Work: Mobile:

(MUST BE SIGNED BY STUDENT)

Student Signature..... Date

Permission to Work

Application for Student Visa with Permission to Work

To be eligible to make an application for permission to work, you must:

- hold a valid student visa class 571,
- be in Australia,
- have commenced your course with NSW Department of Education and Training and Communities and;
- have complied with the conditions of your existing visa.

Lodgment Options

You can either apply:

1. Online using a credit card or BPay. This option takes two working days to process. Please note that students with e-Visa can **ONLY** apply for work permission online. E-Visas are the types of visa that have no visa evidence label on passport **OR**
2. By Post. This option takes 30 days to process. You must send in a completed application along with payment in the form of a money order payable to DIAC.

Lodgment Instructions

Applying online/through internet

To lodge online, you must have a credit card or use BPAY as payment method.

- i. Submit a copy of your parent consent letter (signed by parent), your recent school attendance report to the International Students Centre (ISC) (827-839 George Street, Broadway) to inform them that you intend to lodge an online work visa application (please include your updated email address/mobile number in correspondence with this office). ISC will confirm with DIAC that you have commenced your studies and you will be informed by phone or email.
- ii. Once the ISC has advised DIAC, it usually takes 24 hours before you can apply online.
- iii. Log on to DIAC's e-Visa page: www.immi.gov.au/e_visa/students.htm
- iv. Choose "Permission to work" and follow the prompts.
- v. Complete the online application form.
- vi. Payment will be made online (credit card or BPay). To have access to BPay, contact your Australian bank to setup telephone or internet banking before you apply. If you pay by BPay you must allow 7 days for your payment to be processed.
- vii. DIAC will send an email to you to confirm that your application is complete.
- viii. Once you have received advice that the application is complete, take your passport to DIAC to have a new visa label attached.

- ix. At DIAC, please select the queue ticket category called "E-visa Evidencing".

This is an express service to receive labels for visa applications that have been lodged online.

Applying By Post

- i. Print out a copy of the application form (157P) from the DIAC website: www.immi.gov.au/allforms/application-forms Eligibility and procedures for enrolment of international students in NSW government schools 55
- ii. Take a copy of your parent consent letter (signed by parents), your recent school attendance report and the completed 157P form to ISC (827-839 George Street, Broadway). ISC staff will complete "Education Provider Details (Question 15)" section of the form.
- iii. Obtain a money order for application fee of A\$60 from any Post Office and make it payable to **"DIAC"**.
- iv. Send the completed form (157P) along with money order payment to:
DIAC
NSW Student Centre
GPO Box 9984
Sydney NSW 2001
- v. DIAC will send an email to you to confirm that your application is complete.
- vi. Once you have received advice that the application is complete, take your passport to DIAC to have a new visa label attached.
- vii. At DIAC, please select the queue ticket category called "E-visa Evidencing".

This is an express service to receive labels for visa applications that have been lodge online.

Ambulance, Police or Fire Brigade



In case of an emergency or if you are in danger, call **000** and tell them:

- Type of emergency (ambulance/police/fire brigade)
- Your location or location of the emergency
- Your full name and contact number (if possible)



The local police station is **Revesby**

Address: 139 The River Rd
Revesby
Phone: 8724 6099



The nearest medical centre is **Panania Medical Centre**


Address: 21 Peffer Street
Panania
Phone: 9772 1011



The nearest hospital to the school is **Bankstown Hospital**

Address: Eldridge Road
Banskton
Phone: 97228000

Wellbeing Services



WELLBEING
Resources

IN AN EMERGENCY OR CRISIS, CALL 000

KIDS HELPLINE 1800 55 1800 24/7	MENTAL HEALTH LINE 1800 011 511 24/7
BUTTERFLY FOUNDATION 1800 334 672 8AM - MIDNIGHT	BEYOND BLUE 1300 22 46 36 24/7
REACH OUT AU.REACHOUT.COM	LIFELINE 13 11 14 24/7
HEADSPACE HEADSPACE.ORG.AU	QLIFE 1800 184 527 3PM - MIDNIGHT

If at any stage you feel unsafe, inside, or outside of the school, report this to the International Student Coordinator and your Year Coordinator.

Safety Tips

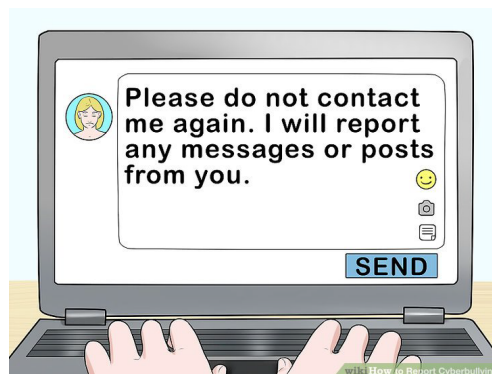
When you are out with friends or by yourself, here are some simple things to remember:

- Always plan your trip home, especially at night. You may want to pre-book a taxi or arrange transport with a friend. Always make sure you have enough money to get home.
- Avoid staying out past 8pm.
- If you have a part-time job, do not work during school nights Monday-Thursday and return home by 9pm on weekends.
- Try to travel with a friend or in a group at night.
- Keep your bag and belongings close to your body and where you can always see them.
- Leave valuables at home if you don't need to take them with you. This includes jewelry, electronic equipment such as your laptop and your passport.
- Do not carry large amounts of money with you. You can take money out at ATMs found in shops, supermarkets, petrol stations, shopping malls, shop fronts and many other public places.
- Do not accept parcels that do not directly belong to you. You will be held legally responsible for the contents of the parcels.
- Do not pay for school fees through people who offer discounts. This is a SCAM.
- Call 000 in the event of an emergency. Remember, calls to 000 are free of charge.

Cyber Bullying

When using the internet, like anywhere in the world, you should protect yourself against spam, online scams, identity theft and online bullying. Protect yourself by following these tips:

- If you are using a public computer, make sure you log out of your online accounts such as your social media account, bank or email accounts, and log out of your computer account before you walk away.
- Do not give away your personal information. This includes your name, phone number, address, email address, date of birth, usernames and passwords, and bank details.
- If you think you're being harassed or bullied online, report the person being abusive to the website or social media administrators and talk to someone you trust straight away, such as a parent, teacher or friend, or contact Kids Helpline (1800 55 1800)
- Ignore, block or mute the person being abusive online and do not engage with them.



***You can find more information on the Kids Helpline website at:
<https://kidshelpline.com.au/teens/issues/online-harassment>***

Road Safety & Public Transport

- Where available, use pedestrian walkways and only cross the street at pedestrian crossings or lights.
- Watch for traffic before you cross by looking left and right for cars.
- Do not use your mobile phone or put on your earphones in when you are crossing the road.
- Avoid isolated bus, rail and tram stops.

Public transport is reliable and widely used in Australia, particularly in metro and urban areas. A number of security measures have been implemented to maximise the safety of public transport users, including security officers and guards, help points, good lighting and security cameras. However, you should still use caution when travelling on public transport:

- Check transport timetables to avoid long waits, particularly at night. You can download an App on your mobile phone such as **TripView**, **TripGo** or **TransitTimes** to view timetables of public transport and plan your trip.
- If you find yourself left in a train carriage on your own or with only one other person, you may feel more comfortable moving to another carriage closer to the guard or driver.



Safety Apps

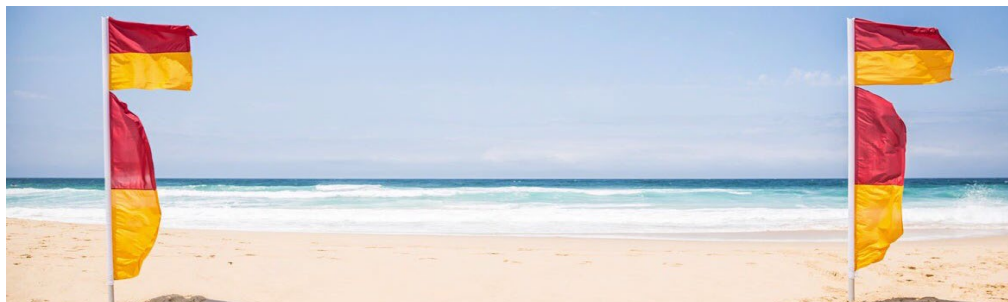
The Emergency Plus app is a national emergency app that you can use to get help as soon as possible in an emergency situation.

It tells you about the exact location on the map and the GPS coordinates that you can read to the operator when you call the emergency service.



Water Safety

- Only swim between the red and yellow flags on the beach. This is the area where lifeguards and lifesavers patrol to keep you safe. No Flags = No Swim.
- Look for, read and obey water safety signs.
- Never swim alone at the beach.
- Check water conditions and water depth before swimming. Never dive headfirst.
- Never bathe and swim directly after eating.
- Learn how to spot a rip current and keep clear of the area.
- Always use sunscreen to protect exposed skin, put on a shirt, wear sunglasses and a hat when not swimming, and drink plenty of water.



Rips and currents are the number one hazard on Australian beaches. The things to look for are deeper, dark-coloured water; fewer breaking waves; a rippled surface surrounded by smooth waters; and anything floating out to sea or foamy, discoloured, sandy, water flowing out beyond the waves.

If you are caught in a rip: stay calm, float with the current, call out HELP and wave an arm to gain attention of nearby surfers or lifeguards.



Learn about how to spot a rip and what to do when you are caught in a rip from the videos (multi-languages) on the Beachsafe website:
<https://beachsafe.org.au/surf-safety/ripcurrents>

Reporting & Seeking Help

Bullying, assaults and harassments of any forms are not tolerated in Australia. If you have experienced any form of assault (either sexually or physically), harassment or any abuse, or think you are in danger of being assaulted, use the following services:

1. If you are in immediate danger, or wish to report an incident:

Police/Ambulance/Fire Brigade at 000

2. If you need help at school:

- Your International Student Coordinator
- School Counsellor

3. If you are concerned for your safety, and you feel you need to speak to someone for support, or for information on any support services that you can use:

- Kids Helpline is a free, private and confidential 24/7 phone line and online counselling service for young people. Call 1800 55 1800 or email counsellor@kidshelpline.com.au or visit www.kidshelpline.com.au for more information.
- Bullying. NoWay! provides information and helpful ideas about bullying: <https://bullyingnoway.gov.au/>
- 1800RESPECT is a confidential information, counselling and support service for sexual assault victims and domestic violence. Call 1800 737 732 (24 hours) or visit their website at www.1800respect.org.au Ask for an interpreter if you wish to speak in your own language that is not English.



You & the Law

The laws in Australia can be very different from your home country.

- It is illegal to consume alcohol if you are under 18 years of age
- It is illegal to purchase cigarettes if you are under 18 years of age
- Possession and use of illegal drugs is a criminal offence

Visit the website www.lawstuff.org.au for information about laws relating to you.

Driving

You need to be at least 16 years old to be a Learner (L Plater) for driving a car. For car drivers, you can attempt a Driving Test to get your P1 (red) license once you have turned 17 and you:

- have been on your L's for at least 12 months
- have logged at least 120 hours driving time which includes 20 hours night-time driving.

If you are driving a car on a Learner (yellow) or P1 (red) license:

- You must not drive faster than 90 km per hour
- You must have a zero-blood alcohol limit
- You must not use any functions of a mobile phone including hands-free devices while driving.



If you are driving a car on a P2 (green) license:

- You must have a zero-blood alcohol level
- You must not exceed a maximum speed limit of 100 km/h



- *Driving without a license is illegal*
- *Speeding and drink driving is dangerous and is against the law*
- *You could lose your licence or go to jail if you are caught speeding or drink driving.*

Taking a Part-time Job & Your Work Rights

In order for you to work part-time, you must:

- Not be enrolled in an Intensive English program
- have been enrolled for at least six months in your current high school
- have a satisfactory attendance record
- provide your school with a letter of consent from your parents.

If you are taking a part-time job, remember:

- Any part-time work during school term must not interfere with your school studies
- You must not work more than 40 hours per fortnight (14 days) which is a mandatory student visa condition
- You should not work more than 10 hours per week in school terms
- You should not work during school days (Monday-Thursday) as this may impact on your learning
- You should not work past 8pm during the weekend.

Tax File Number

You must obtain an Australia Tax File Number (TFN) in order to work part-time. Your TFN is your personal reference number in the Australia tax system, and you will be asked to provide your TFN to your employer at the workplace. If you do not have a TFN, you will be taxed at a higher rate. You can apply for a TFN online at the Australian Taxation Office website at www.ato.gov.au.

Know Your Rights

Pay rates and workplace conditions are set by Australian law. All people working in Australia, including those from overseas, have rights and protections at work. These cannot be taken away by contracts or agreements. These rights protect:

- entitlement to a minimum wage and superannuation
- challenge of unfair dismissal from the job
- leave, breaks and rest periods
- a healthy and safe work environment

Getting help to resolve a workplace issue will NOT automatically affect your student visa.

If you have questions about your pay and conditions while in Australia, you can contact the Fair Work Ombudsman for free information, resources and advice.

Visit www.fairwork.gov.au for information for visa holders and international students. This includes information in 27 languages. There are also a range of helpful videos at www.youtube.com/fairworkgovau about working in Australia in many languages.

You can also contact the Fair Work Ombudsman by phone within Australia on 13 13 94 (Translating and Interpreting Service 13 14 50).

National Minimum Wage

Your minimum pay rate can come from an award, enterprise agreement or other registered agreement, or the national minimum wage. Employees have to be paid the right pay rates for all hours they work including training, team meetings, opening and closing the business and doing a trial shift.

Certain employees may have different pay entitlements depending on whether they have a reduced work capacity because of disability, if they are under the age of 21 or if they are an apprentice or trainee.

You can calculate your correct pay and entitlements using the Pay and Conditions Tool at www.fairwork.gov.au/pay

More information on employment in Australia is available on our website at www.homeaffairs.gov.au and on the website of the Department of Employment at www.employment.gov.au



Always ask for a pay slip to keep track of your hourly rate, penalty rates, super contributions and tax details, especially if you are getting paid with cash in hand. This is a mandatory requirement for an employer in Australia.

International Students Working in NSW

Your basic workplace rights and responsibilities



As an international student, you have the same rights and responsibilities as any other worker in NSW. However, **the work you do must meet your visa conditions**. This fact sheet outlines some of the key things you must be aware of when starting work.

Starting work on trial

When offered a job, you may be asked to work for a trial or probation period to see if you can do the job. Your employer must tell you how long the probation or trial period will be (maximum three months) and **you must be paid for any work you do**.

Unpaid work trials are against the law in Australia – **you should not be asked to work for free**. You should be paid for all the hours you work, including meetings and training, as well as for the time spent opening and closing the business.

The **only** instance you may be asked to do work experience for no pay is when it is organised as part of your course of study. This placement must be through a registered educational training organisation like a school, TAFE or university.

Get the job offer in writing

When you are offered a job, it is a good idea to ask your employer to explain in writing the conditions you will be working under and what you will be expected to do.

The letter should include:

- the name of your employer
- what the job involves and a list of your duties
- how much you will be paid each hour, week or fortnight
- your hours of work
- whether you are casual, part-time or full-time
- the employment conditions and arrangements you will be working under, such as an award or agreement.

Before you agree to the job offer

You may be employed under an award or an agreement. To find out how the award or agreement covers you in the job you are doing (i.e. the minimum wage you must be paid, when you can take breaks during your shift and what duties your employer can expect you to do) call the **Fair Work Infoline on 13 13 94**.

If you are asked to sign a document agreeing to certain working conditions, **read it very carefully**. Don't feel pressured to sign it straight away, especially if it doesn't suit you.

Ask your employer for time to consider the document. Feel free to take the agreement home and get other people you trust to read it over with you. You may want to seek legal advice before you make your decision.

If you are unsure about the conditions of the agreement you have been asked to sign, contact the **Fair Work Infoline on 13 13 94**.

Your pay

Your employer must pay you at least the minimum rate set out in the award that applies to your job. This rate will depend on the type of work you do and the times you work. Your employer can pay you more than this amount, but not less.

You may also be paid allowances for doing certain tasks, overtime pay for working outside your regular hours or penalty rates for working nights, weekends or public holidays.

Your employer must pay you at least once a month.

You must be paid in cash, by cheque or have the money deposited into your bank account. It is not acceptable to receive goods or services instead of pay.

Your employer must give you a pay slip when you receive your pay, which explains exactly how much you are being paid.



Industrial
Relations

www.industrialrelations.nsw.gov.au | May 2010

Your employer can't deduct any money from your pay unless you have agreed to it in writing or it is required under the law. For example, if you accidentally break something, your employer must not deduct money from your wages. No deductions can be made from your annual holiday pay.

You should also be receiving **superannuation**. Check your pay slip each time to make sure this is being done.

If you are worried about deductions from your wages or concerned that you are being underpaid, contact the **Fair Work Infoline** on **13 13 94** for free information and advice. You can also lodge a complaint online by visiting www.fairwork.gov.au.

National Employment Standards

All workers in the private sector are covered by the ten National Employment Standards. These are the minimum standards of employment for anyone working in Australia. Only some of these entitlements apply to casual workers. For a complete list of the National Employment Standards, visit www.fairwork.gov.au

Casual workers

Casual workers receive an additional payment called a loading to compensate for not receiving paid leave, such as sick leave and other leave, no notice period for termination and no guarantee of employment.

Useful tip: Work Diary

It is a good idea to keep a work diary. Write down your start and finish times, any breaks, who you worked with, the type of work you did and the amount you got paid. You may need to rely on this information in the future if you are having problems at work.

Your workplace responsibilities

As an employee, you must obey any lawful and reasonable instructions given by your employer and work with them to maintain a safe and healthy workplace.

Ending your employment

Your employment can be terminated by either you or your employer giving the appropriate notice, preferably in writing. Check your award or agreement for notice periods.

If you think you have been unfairly dismissed, it is important to act quickly.

For more information about what to do, contact the **Fair Work Infoline** on **13 13 94**.

Useful websites and contacts

NSW Industrial Relations

www.industrialrelations.nsw.gov.au

Fair Work Online

www.fairwork.gov.au

☎ **13 13 94**

Department of Immigration and Citizenship

www.immi.gov.au

☎ **13 18 81**

WorkCover NSW - for information on health and safety in the workplace

www.workcover.nsw.gov.au

☎ **13 10 50**

Maria's story

Maria saw a sign in the window of a local café asking for experienced waiters and waitresses. Maria took in her resume and explained that she had worked in a café to earn some money when she was a student and she had more than six months of experience working as a waitress.

Alex, the owner, said he would give her a week's trial starting the following Monday. She would need to be there from 6.00 pm until 10.00 pm each night. Alex explained that the trial work would give him a chance to see how well she worked as a waitress.

Maria did the work trial and was happy with how things went. Alex called Maria over at the end of the Friday shift and said he was sorry but he couldn't offer her any more work as she was too slow serving the customers.

Maria said that she was disappointed by his decision but she was happy to have earned some money. Alex told her that as this had been a work trial she wouldn't be paid.

This is illegal! Alex can ask Maria to do a work trial but she must get paid for all the hours that she worked during the trial period.



Industrial
Relations

www.industrialrelations.nsw.gov.au

Transport & Travel Concession

Children 4 to 15 years of age are automatically entitled to a child's half fare concession and are required to carry a Proof of Age Card to be entitled to the concession fares.

School students 16 years of age and older are entitled to a half fare concession but are required to carry a NSW Senior Secondary Student Concession Card as proof of their eligibility. This will allow you to travel on public transport at concession fares.



Please see your office staff to apply for a Proof of Age Card (under 16 years old) or a NSW Senior Secondary Student Concession Card (16 years old and over). You must carry this card with you at all times and present it to ticket inspectors when required.

Opal card is the smartcard ticketing system used to pay for travel on public transport in Sydney, the Blue Mountains, Central Coast, the Hunter and the Illawarra.

You should get a green Child/Youth Opal card by applying online at the Opal website: www.opal.com.au/ordercard. If you lose your card, you can report it as lost or stolen.

You can also get an unregistered Child/Youth Opal card from your nearest newsagent or Opal retailer over the counter. However, this card is not registered and therefore cannot be reported as lost or stolen.



Overseas Student Health Cover (OSHC)

You must have and maintain your Overseas Student Health Cover (OSHC) while you are in Australia. This allows you to access medical services at an affordable cost while you study in Australia. It is also a student visa requirement.

Activate your OSHC membership

You would have already purchased an OSHC membership arranged before you arrive. It is important that you activate your OSHC as soon as possible if you have not already done that.

Medibank OSHC members

If your OSHC policy is provided by Medibank OSHC, activate your membership by following the steps below:

1. Go to membership at www.medibankoshc.com.au and select “Activate your Membership”
2. Complete your personal details including your birth date, visa star date and passport details.
3. Click “submit” when completed. If you do not have your membership number, you can leave it blank.

Obtain your OSHC membership card

Once you have activated your membership, it is important that you obtain your membership card. Different providers may have different forms of membership card (electronic or plastic card).

If you are Medibank OSHC member, you can download your Digital Membership Card through the Online Member Services on the Medibank website.

1. Log in to Online Members Services at www.medibankoshc.com.au
2. Once logged in, select ‘My Account’ in the top menu
3. Select ‘View Digital Card’
4. Once completed, save a copy of the card to your mobile phone and computer or tablet so that you can access it at all times.

Know your cover

It is important that you know what is covered and what is not covered in your policy, how much you can claim and how to make a claim if you do have to visit a doctor.

If you are a Medibank OSHC member, you can access the following Online Member Services on www.medibankoshc.com.au:

- Activate membership for new members
- Access digital member card
- Update membership details (including bank details for refund)
- Get policy information

Make online claims if you have a problem with your OSHC insurer, you should contact your insurer in the first instance. If you are insured with Medibank OSHC, call 134 148.

If you are NOT a Medibank OSHC member, ensure that you check with your OSHC provider to find out how to activate your cover, obtain your membership card and how to make a claim online.

Arrival Checklist

Here are some useful tips on what you should do during your first few weeks in Australia:

On arrival

- ☐ Let your family know that you have arrived safely in Australia and provide them with your contact number and address
- ☐ Learn your address
- ☐ Remember that in Australia, the emergency phone number is **000**. Also note your relative/homestay host/homestay 24-hour hotline)
- ☐ Get a mobile phone (or an Australian SIM card) and remember your number
- ☐ Tell your International Student Coordinator immediately if you change your mobile number
- ☐ Open a bank account
- ☐ Activate your OSHC and download your digital membership card on your mobile phone; and learn about what is covered by your policy and how to lodge a claim

At School

- ☐ Provide your address to school and let them know immediately and no later than 7 days of any change of address and contact details
- ☐ Provide emergency contact details in Australia and overseas to your school at enrolment
- ☐ Apply for a **Proof of Age Card** (if under 16 years old) or an **NSW Senior Secondary Student Concession Card (if 16 years old or above)** at school
- ☐ Read your international orientation booklet so that you know what to do and what not to do during your study and your stay in Australia
- ☐ Learn about the school rules, student visa conditions, and your rights and responsibility as an international student
- ☐ Find out where your International Student Coordinator is and say hello regularly
- ☐ Find out what clubs and teams you can join (Sports or hobbies)
- ☐ Actively seek help if you have any problems or questions by speaking to your International Student Coordinator, School Counsellor, etc.

At Home

- ☐ Get a **Child/Youth Opal Card** with your Proof of Age Card/ **NSW Senior Secondary Student Concession Card**
- ☐ Learn how to use the public transport system, how to go to school from home
- ☐ Download a transport app on your smart phone to help you use the public transport system and look up timetables
- ☐ Get familiar with the area of your suburb such as the local shops, clinic, hospital and police station
- ☐ If you are staying with a homestay family, learn about the homestay rules and spend time to know your homestay family