International Education Handbook

Information for International Students considering enrolment at

The Kooralbyn International School

[Image of students]
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About TKIS

The Kooralbyn International School (TKIS) is a small coeducational Prep to Grade 12 school, located in a semi-rural area about an hour from the major cities of Brisbane and the Gold Coast in the state of Queensland in Australia.

It is registered as an independent (or private) school in Queensland and offers a standard Primary and Secondary school education to Australian students from the ages of 4 to 18 years. Though quite small compared to most Australian schools, it has had great success over the years in producing successful graduates.

The original school at Kooralbyn opened as a high school in 1985 and though it proved quite successful, (the only school in Australia to have produced TWO Young Australian’s of The Year), it was involved in a series of natural disasters (floods) throughout the 90’s which eventually forced the original school’s closure in 2002. The current school reopened in 2004 as a combined Primary and Secondary school and shifted to what is now known as its ‘Upper Campus’ (to avoid any future problems with flooding) and has been steadily growing ever since.

The school currently has a little over 200 students with the majority (80%) of those students being local Australian boys and girls. The school is both a day school and a boarding school, with about 30% of its secondary school students being boarders from all over Australia and all over the world.

The school is famous for several reasons ...

Firstly its location: It is located in a beautiful, peaceful valley in the Gold Coast hinterlands. It is an hour away from the shopping malls, the hustle and bustle of the big cities and this means that it avoids many of the problems often associated with big inner-city schools ... Like gangs, drugs, alcohol, violence and bullying. Yes, TKIS is a very safe and secure school. Another advantage of its rural setting, is the amazing wildlife that surrounds it. It is one of the few schools in Australia where you can actually see kangaroos, wallabies and possums wandering through your school grounds.

Another reason the school is so famous, is the incredible success that the school has had over the years, with its various Mastery programs. Being located between an 18 hole golf course and a full equestrian park and having acres of sporting fields and clean, fresh country air at its disposal, it is not surprising to learn that some of Australia’s most famous golfers, equestrians (horse riders) and athletes have come out of this small school. The school’s alumni (past students) reads like a ‘Who’s Who’ of Australian successes from Olympic Gold Medallist Cathy Freeman, to top Australian golfers like Adam Scott, Jason Day, Steve Bowditch, Andrew Buckle and Jon Riely, to Young Australian of The Year scientist Scott Hocknull and more recently Australia’s youngest university student Michael Kelly and a host of state and national representatives in athletics, equestrian and golf.

The school performs well academically with typically all its OP-eligible Grade 12 students going on to university. (The OP or Overall Performance Score is the method that local students use to gain entry into local universities.)

Though international students can’t qualify for a normal OP in Queensland, they can study to obtain the equivalent qualification which if successful, would gain them entry into a local university.

TKIS is what is referred to in Australia as a ‘private school’. Private school’s tend to set higher standards for their students in terms of dress and behaviour. School uniforms are compulsory here at TKIS. Our students take great pride in their uniforms and the school sets high standards of behaviour and respect for one another. Cigarettes, alcohol and all drugs are banned here. The school expects its students to behave well at all times and to apply themselves to their study and work.

Many of our international students come here to also participate in one of our Mastery Programs (like Golf, Athletics, Equestrian, Aviation (yes you can even learn to fly here), Swimming or Drama. These programs can be completed while studying at our high school.
Course offered at TKIS

The main course offered at TKIS is what we call our ‘Standard Australian High School’ program.

High school in Queensland operates from Grades 8 to 12 (though by 2012 it is proposed that high school will be extended to start at Grade 7).

Students studying Grade 8 are usually about 13 years of age and students studying Grade 12 are usually 17 or 18 years of age. Grade 12 is the last year of high school and is designed to prepare students for entry to university or college.

In Queensland, the highest qualification a student can obtain from high school is what we call the Queensland Education Certificate (or QCE). To qualify for a QCE, students must study for a minimum of two years (grades 11 and 12) and pass at least 5 subjects throughout that two year course. (English and Mathematics are the only compulsory subjects.)

Each year of high school prepares the student for the following year, so Grade 8 prepares students for Grade 9. Grade 9 prepares students for Grade 10 and so on.

The curriculum for Grades 8 and 9 are somewhat different from those of Grades 10 to 12. In grades 8 and 9 students must study a minimum of eight subjects... English, Maths, Science, Arts, Technology, SOSE (Study of Society and Environment), LOTE (Languages Other Than English) and HPE (Health & Physical Education). In Grades 10 to 12 however, students begin to specialise with only five or six subjects studied.

If an international student’s English language proficiency is good enough, they will be able to study the same subjects as the local Australian students and could eventually achieve a QCE. If however, their English is not strong enough, they would be required to take ESL (English Second Language) classes until they are capable of handling the normal (mainstream) classes.

Typically, students who come to TKIS from other countries, find few problems with subjects like Maths, Science, HPE, LOTE and Technology but they often struggle with the other subjects (English, SOSE and Arts). Since English is a compulsory subject that requires a minimum of a PASS grade to advance to the next year, many international students find it a real benefit to study ESL for up to six months before attempting mainstream classes. It often depends on the age of the student and of course their English ability.

When you first apply to enrol at TKIS you would normally be placed in an ESL class to begin with. If however, you can prove that you have met the minimum English Language Proficiency Levels (see separate section later in this booklet) and have achieved a minimum PASS level in the appropriate Grade in your home country, then you could apply to be enrolled directly into mainstream high school at your suitable age level.

If your English standards are not high enough, we will organise ESL (English Second Language) classes for you and allow you to participate in as many mainstream subjects as you are capable of performing well in. As soon as your English language standards are high enough, we will transfer you into all mainstream classes.

It should be noted that just attending TKIS is no guarantee of gaining a university entrance qualification at the end of Grade 12. Not even local Australian students can do that. To gain entry into an Australian university you need to achieve good results in at least five subjects right through Grades 11 and 12 (with one of those subjects being English and another being one of the major Maths subjects .. Maths A, Maths B or Maths C.)

Theoretically, you can enter TKIS in any grade from Grade 8 to Grade 11. Our school year starts in January however, so you may need to take this into account when trying to assess your potential for success here.
Process of Application and Letter of Agreement

1. Once you have read through this booklet and believe you fully understand the costs, the policies and what is expected of a student at TKIS, you are welcome to apply. You can use the application forms at the back of this booklet. You will need to complete the forms (including sections that must be completed by your parents/guardians if you are under 18 years of age) and you can either fax the forms to +61 7 5544 6108 or mail them to
   TKIS Admissions,
   Ogilvie Place,
   Kooralbyn,
   QLD 4285 Australia

   You will be contacted in relation to how you will pay the Application Fee of $205 and we will request any other information we may require to process your application.

2. If your application is approved, you will be issued with a Letter of Offer (which you will require before you can proceed with an application for a Student Visa) and a Letter of Agreement.

3. If you wish to proceed, you (and your parent/guardian if you are under 18 years of age) must sign the Letter of Agreement and pay the necessary fees. (Fees must be paid annually in advance.)

   NOTE: Before signing and returning the Letter of Agreement or paying any fees, you should make sure that you are fully aware of the school’s various policies, including Refund Policy, Complaints and Appeals Policy, Behavioural Policy/Code of Conduct, Deferment/Suspension/Cancellation Policy, etc, and what costs are involved not only in school fees, but in accommodation costs, health costs, etc. This information can be found within this booklet and much of it is included in the Letter of Agreement.

4. Once we have received your signed Letter of Agreement and your fees, we will issue you with an eCOE (electronic Confirmation of Enrolment). With this you will be able to complete your application for a Student Visa with the Australian Embassy or Consulate in your home country. (NOTE: You will need a current Passport that doesn’t expire for at least a couple of years.)

5. If you are already studying in Australia and simply wish to transfer to TKIS, the process is somewhat different. You should contact your current provider (the school in Australia that you are currently studying) to find out about the necessary steps you need to take.

6. There is also the option of studying at TKIS for a short period of time (less than 3 months). This process is somewhat easier as you might not need to obtain a student visa, but may be able to complete short term study on a standard Australian Visitors Visa. You should contact your local Australian Embassy or Consulate for more information.
Minimum Level of English Language Proficiency

The minimum level of English Language Proficiency is different depending on which Grade in high school you are seeking to enter.

There are also a wide range of English Language tests available. We prefer the IELTS system however, for entry into Grade 8 or 9 we will accept good results from your local high school in the subject of English.

The table below outlines the English language standards required to gain entry into mainstream classes at the respective grade level.

<table>
<thead>
<tr>
<th>Acceptable Test</th>
<th>Minimum Test Result</th>
<th>For Entry into Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>English @ local school</td>
<td>75% @ Grade 8 equivalent</td>
<td>8</td>
</tr>
<tr>
<td>English @ local school</td>
<td>75% @ Grade 9 equivalent</td>
<td>9</td>
</tr>
<tr>
<td>IELTS</td>
<td>3.5</td>
<td>10</td>
</tr>
<tr>
<td>IELTS</td>
<td>4.0</td>
<td>11</td>
</tr>
<tr>
<td>Grade 11 English</td>
<td>SA (40%)</td>
<td>12</td>
</tr>
</tbody>
</table>

Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies.

Students wishing to enter the school below year 10 level are assessed individually based on the contents of their report cards and personal references, and may also be required to undertake a language proficiency test set by the school.

The Kooralbyn International School requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the 2007 National Code of Practice.
Qualifications gained from course offered by TKIS

The only formal qualification offered by a Queensland high school, is the Queensland Certificate of Education (QCE) which is obtained through a minimum of two years study with successful results across a minimum of five subjects (one of which must be English and another Mathematics).

Other than this, the only qualifications offered are internal Completion Certificates, Progress Reports, etc, associated with each Year Level (e.g. Grade 8 Certificate, Grade 9 Certificate, Grade 10 Certificate, which are only issued by the school itself.)

Course content and duration

The table below, summarises the durations, schedules and general course content of each year of the standard high school program offered by TKIS.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Course Duration</th>
<th>General Content (Subjects)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>1 Year (40 weeks)</td>
<td>English or ESL, Maths, Science, SOSE, LOTE (German or Japanese), Technology, HPE, Arts Art, Drama and Music) OPTIONAL SUBJECTS: Mastery or Life Skills (Self Defence, First Aid, etc)</td>
</tr>
<tr>
<td>9</td>
<td>1 Year (40 weeks)</td>
<td>English or ESL, Maths, Science, SOSE, LOTE (German or Japanese), Technology, HPE, Arts (Art, Drama and Music) OPTIONAL SUBJECTS: Mastery or Life Skills (Self Defence, First Aid, etc)</td>
</tr>
<tr>
<td>10</td>
<td>1 Year (40 weeks)</td>
<td>English or ESL, Maths A or Maths B, Science or Drama or SOSE, ICT (Technology) or Art or LOTE (German or Japanese), HPE or Film Studies, Mastery or Life Skills (Ethics, Consumer Studies, Parental Studies, Career Studies, etc)</td>
</tr>
<tr>
<td>11 and 12</td>
<td>2 Years [80 weeks]</td>
<td>English or ESL or English Communications, Maths A or Maths B or Trade &amp; Business Maths, Physics or Drama or Multi-Strand Science or IPT (Technology), Biology or Art or Arts in Practice or BOM (Business Organisation and Management, Chemistry or PE or Film-TV &amp; New Media or LOTE (German or Japanese), Mastery or Life Skills (Ethics, Consumer Studies, Parental Studies, Career Studies, etc)</td>
</tr>
</tbody>
</table>

NOTE: It is proposed that by 2012 Queensland will offer Grade 7 as a part of high school, in which case Grade 7 will be added to the options above. The course content and duration for Grade 7 will be similar to that currently offered for Grade 8.

Modes of Study

All grades and year levels at TKIS are offered as standard classroom contact. In the event that a student wishes to undertake a subject in Year 10 to 12 that the school doesn’t currently offer, the subject may be available through the Brisbane School of Distance Education via a ‘remote learning’ mode of study. For more information on this option, you should contact the school Principal directly.

Assessment Methods

All assessment conducted at TKIS is in accordance with the curriculum and syllabus requirements of the respective subjects as defined by the Queensland Studies Authority (QSA). These are typically a mixture of written assessment (formal tests and written assignments) and practical work. Most of this work will be completed by the student individually but may also contain a component of group work.
Campus Locations

TKIS operates from two adjoining campuses (referred to as the Lower Campus and the Upper Campus). Both campuses are located on Ogilvie Place in Kooralbyn, about an hours drive from either Brisbane or the Gold Coast. The campuses are a short walk (400 m) apart. The Upper Campus is where most academic subject classrooms are located and the Lower Campus is where the sporting facilities, senior science block and boarding facilities are located.

General Description of facilities, equipment and resources available

TKIS is located on 26 ha (almost 60 acres) of dedicated school grounds. It includes sports fields, boarding and dining facilities, a new multi-purpose sports hall (within heated indoor swimming pool and indoor tennis/basketball court), gymnasium and a wide range of specialised and general classrooms.

The school has its own wireless Internet network, all classrooms are air-conditioned and the school has adequate computer and technology resources to meet its current needs.
Boarding at TKIS

The recommended form of accommodation for international students studying at TKIS is the boarding accommodation provided by the school itself.

Though the majority of TKIS students are Day Students, around 30% of our Secondary School students live at the school as boarders. They are made up of approximately 50% local Australian students and 50% international students, with 50% girls and 50% boys.

A Global Village

Boarding is an amazing experience and a way to build friendships that last a life-time. Students in Grades 8 to 12 from all over the shire, the state, the country and indeed the world call TKIS home for 40 weeks a year. But the sense of family and ‘belonging’ continues well beyond a student’s school years. Life-long networks of brothers and sisters are forged in the dormitories of boarding schools around the world. Boarding at TKIS is offered during the 10 weeks of each Term.

The benefits of boarding at TKIS are many. They include ...
• Nightly supervised homework and study sessions lead by qualified teachers
• Additional support for ESL, numeracy and literacy as required
• Healthy and delicious menus professionally prepared and presented
• Weekly supervised outings and day trips to the local attractions of Gold Coast and Brisbane
• Access to all the sporting and recreational facilities of the school including sporting fields, gymnasium, heated swimming pool, indoor tennis and basketball court, video library with over 1,000 movies, golf practice facilities, equestrian facilities, common room and study room, full wireless Internet service, etc.
• Professional support staff provide 24 hour supervision
• Access to local doctor, pharmacy, supermarket, etc.

Since the school’s dormitories only open during school term, international students need to make alternative arrangements for the 12 weeks of school holidays each year. Since it is often impractical (and very expensive) to return home during the three x two week mid-term holidays, many international students obtain permission to stay with their new Australian friends during the short term breaks and only return home during the long (six or seven week) summer vacation (from mid-December to late January each year).

By boarding at the school, TKIS is able to meet the Welfare requirements of Student Visa applications for its international students.
Course Fees

Course fees and other charges (course monies)

<table>
<thead>
<tr>
<th>Compulsory, One-Time Only, Non-Refundable Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>A$250</td>
</tr>
<tr>
<td>Building Fund Levy</td>
<td>A$400</td>
</tr>
<tr>
<td>Uniforms</td>
<td>A$995</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compulsory, Refundable Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fees</td>
<td>A$12,000 per year</td>
</tr>
<tr>
<td>Text Book Hire Fees</td>
<td>A$265 per year</td>
</tr>
<tr>
<td>Overseas Student Health Cover (OSHC)</td>
<td>A$389 per year</td>
</tr>
</tbody>
</table>

| Summary of Compulsory Fees (First Year)               | A$14,299 |

<table>
<thead>
<tr>
<th>Optional, Refundable Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Boarding Fees</td>
<td>A$12,000 per year</td>
</tr>
<tr>
<td>Mastery Fees</td>
<td>A$8,000 per year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Non-Refundable Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Qld Certificate of Education QSA Fee</td>
<td>A$200</td>
</tr>
<tr>
<td>Airport Pick-up/ Drop Off</td>
<td>A$250 each way</td>
</tr>
</tbody>
</table>

Fee Options and potential for Change of Fees

The table above also shows optional charges for students who wish to participate in Mastery Programs, who wish to board at the school, who seek to apply for a Qld Certificate of Education in Grades 11 or 12 and who desire access to the school’s Airport Pick-up and/or Drop-off service.

Though prices and charges are subject to change, the school does its best to maintain fees at competitive rates. Fees and charges have only risen by an average of 3% per annum over the last five years and the school sees no reason why this level of increase would be likely to change. In other words, it would be advisable to assume that fees will rise by around 3% on average per annum.

Payment of Course Fees and Refunds

- Fees are payable 12 months in advance.
- All fees must be paid in Australian dollars.
- If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student’s fees for the duration of that calendar year.
- Refunds will be reimbursed in Australian dollars and the payment sent to the applicant’s home country unless otherwise requested in writing.
- Refunds will be paid to the student or the person specified in the written agreement.

Additional information about the school’s refund policy can be found in this booklet and in the Agreement Letter that is forwarded to applicants.
Costs of Living and Accommodation options at TKIS

The preferred and recommended form of accommodation for international students studying at TKIS is the school’s own Boarding facilities. One of the many benefits of this form of accommodation is its ability to keep control of living costs.

The Boarding Dormitories of TKIS not only provide accommodation but they also provide all meals, transport to and from school and approved sports and cultural events, weekly excursions and day trips and much of the entertainment requirements of our boarding students.

The only costs that are not covered within the Boarding Fees are:

- Weekly Pocket (spending) Money for snacks and special needs
- Personal Clothing
- Personal Toiletries
- Shopping money for souvenirs, etc.
- Major travel to and from the school each term/semester.
- Holiday accommodation costs during term breaks (there are three 2 week term breaks each year)

Unless the student has specific needs, the school recommends that no more than A$1,000 per term (10 weeks) be budgeted for all those small personal shopping and ‘pocket money’ items.

Major transport to and from school at the start and end of term and holiday accommodation are the only major costs not covered within Boarding Fees. With this knowledge, families and students should be able to calculate the total living costs of studying in Australia.

Alternative Accommodation Options:

Under certain circumstances, the school will approve Home Stay accommodation for international students. It is not our preferred option as we believe that students living away from school miss out on many of the services and activities provided by the school, including nightly homework supervision and support, ESL support as required, access to fitness and sports facilities, etc.

A student who wishes to seek approval for Home Stay accommodation while studying at TKIS, should consult the school Principal who will advise the student of the requirements that need to be met in terms of welfare, accommodation requirements, suitability of provider, etc.
The Australian ESOS Framework under which TKIS operates

All accredited education providers in Australia are governed by a wide range of regulations and standards that are defined under the ESOS Act and the National Code (of Ethics). The Act (and Code) serve to ensure that the high standards of Australian education providers is maintained and that students coming to Australia can be assured of quality education and transparency and fairness from education providers.

In practice, education providers like TKIS are required to provide clear policy statements in relation to all aspects of the delivery of education to international students.

Apart from the list of Application Forms in the rear Appendix, the remainder of this booklet is largely dedicated to communicating these various policies. Though the language used in these policies is sometimes difficult to understand, this is because the use of legal terminology and phrasing is required given the nature and importance of the policies they represent.

It is important that every student considering applying to attend TKIS should carefully read and ensure they understand the implications of these policies. If you need assistance with understanding the various policies, we suggest you seek translation services which are available from many sources, including the Australian Embassies and Consulates.

Appendix A

Refund Policy
Deferment, Suspension, Cancellation, Complaints and Appeals Policy
Behavioural Policy/Code of Conduct
Student Transfer Policy
Welfare and Accommodation Policy
Course Progress and Attendance Policy
Appendix A - TKIS Refund Policy

A copy of this policy is provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed or an amount is paid for a registered course, whichever happens first.

1) This refund policy applies to all course monies paid to the school and includes any course monies paid to an education agent to be remitted to the school.
2) Fees for services paid to education agents by students (or parent(s)/legal guardian if the student is under 18) are not covered by this refund policy.
3) The application fee is non-refundable.
4) Payment of Course Fees and Refunds
   a. Fees are payable 12 months in advance.
   b. All fees must be paid in Australian dollars.
   c. If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student’s fees for the duration of that year.
   d. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant’s home country unless otherwise requested in writing.
   e. Refunds will be paid to the person who enters into the written agreement unless the school receives written advice from the person who enters the written agreement to pay the refund to someone else.
5) All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Bursar.
6) Unsuccessful Enrolment/Visa Rejection
   a. The school will refund within four weeks all course monies paid where the student’s application for enrolment is refused by the school. [Applicable only if payment of fees has accompanied the application/enrolment form and lodgement of the written agreement.]
   b. The school will refund within four weeks all course monies paid where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.
7) Student Default
   a. Refunds for student default apply to tuition fees only. Course monies (excluding tuition fees) will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.
   b. If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, only one term’s (or ten weeks) tuition fees will be refunded from the annual tuition fee.
   c. The school will refund within four weeks of the receipt of written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed below.
      i. If written notice is received up to four weeks prior to commencement of the course, the school will be entitled to retain an administration fee of $400
      ii. If written notice is received less than four weeks prior to commencement of the course 70% of the tuition fee will be refunded.
      iii. If written notice is received within six months of the commencement date of the student’s course, only one term’s (or ten weeks) tuition fees will be refunded from the annual tuition fee.
      iv. If written notice is received more than six months after the commencement date of the student’s course no refund of tuition fees will be made.
   d. No refund of tuition fees will be made where a student’s enrolment is cancelled for any of the following reasons;
      i. Failure to maintain satisfactory course progress (visa condition 8202)
         Please see [School Refund Policy]
      ii. Failure to maintain satisfactory attendance (visa condition 8202)
         Please see [School Refund Policy]
      iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
      iv. Failure to pay course fees
      v. Any behaviour identified as resulting in enrolment cancellation in The Kooralbyn International School’s Behaviour Policy/Code of Conduct. [Students are required to act in a legal, courteous, respectful manner in keeping with the high expectations of behaviour, dress and work rate of a TKIS student.]
8) School Default
   a. If for any reason the school is unable to offer a course, a full refund of fees paid will be made within 14 days of the agreed starting day.
   b. If for any reason the school is unable to continue offering a course after student commencement, a full refund of fees paid, including for the portion of the course already taught, will be made within 14 days of the day the course ceased to be delivered.
9) This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.
10) Definitions
    a. Course money – includes tuition fees, any amount received by the school for Overseas Student Health Cover (OSHC) and any other amount the student has to pay in order to undertake the course.
Appendix A - Deferment, Suspension and Cancellation Policy

1) Deferment of commencement of study requested by student
   a) The Kooralbyn International School will only grant a deferment of commencement of studies for compassionate and com-   pelling circumstances. These include but are not limited to:
      i) illness, where a medical certificate states that the student was unable to attend classes
      ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
      iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
      iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
   b) The final decision for assessing and granting a deferment of commencement of studies lies with the [insert position].
   c) Deferment will be recorded on PRISMS depending on the students CoE status.

2) Suspension of study requested by student
   a) Once the student has commenced the course, The Kooralbyn International School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to;
      i) illness, where a medical certificate states that the student was unable to attend classes
      ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
      iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
      iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
   b) Suspensions will be recorded on PRISMS.
   c) The period of suspension will not be included in attendance calculations.
   d) The final decision for assessing and granting a suspension of studies lies with the Principal.

3) Assessing requests for deferment or suspension of studies
   a) Applications will be assessed on merit by the Principal.
   b) All applications for deferment or suspension will be considered within 14 working days.

4) Exclusion from class (1 – 28 days)
   a) The Kooralbyn International School may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in The Kooralbyn International School's Behaviour Policy/Code of Conduct.
   b) Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.
   c) Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.
   d) Exclusions from class will not be recorded on PRISMS.
   e) Since periods of ‘exclusion from class’ will not exceed 2% of course time, they will be included in attendance calculations as per The Kooralbyn International School’s Course Progress and Attendance Policy

5) School initiated suspension of studies (28 days+)
   a) The Kooralbyn International School may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in The Kooralbyn International School’s Behaviour Policy/Code of Conduct.
   b) Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the [insert position].
   c) Students who have been suspended for more than 28 days may need to contact DIAC.
   d) If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.
   e) Suspensions will be recorded on PRISMS.
   f) The period of suspension will not be included in attendance calculations.

6) Cancellation of enrolment
   a) The Kooralbyn International School will cancel the enrolment of a student under the following conditions;
      i) Failure to pay course fees
      ii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
      iii) Any behaviour identified as resulting in cancellation in The Kooralbyn International School’s Behaviour Policy/Code of Conduct.
   b) The Kooralbyn International School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC which will result in automatic cancellation.
7) Complaints and Appeals
   a) Student requested deferment and suspension are not subject to The Kooralbyn International Schools Complaints and Appeals Policy.
   b) Exclusion from class is subject to The Kooralbyn International School’s Complaints and Appeals Policy.
   c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to The Kooralbyn International School’s Complaints and Appeals Policy.
   d) For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
   e) If students access The Kooralbyn International School’s complaints and appeals process regarding a school initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.
   f) Extenuating circumstances include;
      i) the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
      ii) the student is missing
      iii) the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student’s wellbeing
      iv) the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
      v) is at risk of committing a criminal offence, or
      vi) the student is the subject of investigation relating to criminal matters
   g) The use of extenuating circumstances by The Kooralbyn International School to suspend or cancel a student’s enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
   h) The final decision for evaluating extenuating circumstances lies with the Principal.

8) Student Advice
   a) Deferment, suspension and cancellation of enrolment can have an effect on a student’s visa as a result of changes to enrolment status. Students will be informed to contact the Department of Immigration for advice.

9) Definitions
   a) Day – any day including weekends and public holidays in or out of term time
Appendix A - Behavioural Policy/Code of Conduct

The Kooralbyn International School provides every student with a Student Diary which includes detailed explanations of the school’s Behavioural Management Strategies and itemises the standards of dress, behaviour, respect and work ethic that are expected of a student of TKIS.

Appendix A - Student Transfer Policy

1) Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study.

2) Students can apply for a letter of release to enable them to transfer to another education provider. However, if a student is under 18 years of age, conditions apply.

3) Students under 18 years of age MUST also have:
   a) Written evidence that the student’s parent(s)/legal guardian supports the transfer
   b) Written confirmation that the new provider will accept responsibility for approving the student’s accommodation, support, and general welfare arrangements where the student is not living with a parent / legal guardian or a suitable nominated relative
   c) Evidence that the student is always in DIAC approved welfare and accommodation arrangements

4) The Kooralbyn International School will only provide a letter of release to students in the first six months of their principal course in the following circumstances:
   a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school
   b) It has been agreed by the school the student would be better placed in a course that is not available at The Kooralbyn International School.
   c) Any other reason stated in the policies of The Kooralbyn International School

5) The Kooralbyn International School will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:
   a) The student’s progress is likely to be academically disadvantaged
   b) The Kooralbyn International School is concerned that the student’s application to transfer is a consequence of the adverse influence of another party
   c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer
   d) The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services

6) In order to apply for a letter of release, all students must first have a letter of offer from the receiving provider.

7) Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Immigration and Citizenship office as soon as possible to discuss any implications. The address of the nearest Office is:
   Gold Coast Office, Level 1, 72 Nerang Street, Southport QLD 4215
   Other contact details are: Tel: 131 881
   E: student.centre@immi.gov.au

8) It is a requirement under Queensland legislation that letters of release, whether provided by this School or by another registered provider, give information about whether the student has demonstrated a commitment to studies during the course, had a good attendance record for the course, and paid all fees for the course.

9) All applications for transfer will be considered within 5 working days and the applicant notified of the decision.

10) Students whose request for transfer has been refused may appeal the decision in accordance with The Kooralbyn International School’s complaints and appeals policy. The complaints and appeals policy is available at Student Counter.
APPENDIX A - Student Welfare and Accommodation Policy

The Kooralbyn International School approves the following accommodation options for overseas students:

- The student will live with a parent or relative as permitted by DIAC. In this case the School does not provide a welfare letter (CAAW) via PRISMS. The student’s family provides proof of relationship to DIAC for the purposes of visa application.

- The student will live in school approved accommodation and the School will generate the welfare letter (CAAW) via PRISMS to accompany the student’s Confirmation of Enrolment (CoE).

- School approved accommodation options for FFPOS under 18 years of age include: [Delete any which do not apply]
  - School Boarding House
  - Private accommodation arrangements approved by the School which meet all requirements under relevant state and commonwealth legislation

- For School vacation periods, the following accommodation options are available to FFPOS under 18 years of age:
  - Student returns home to parents
  - Student continues to live in / is placed in Homestay arranged and approved by the school
  - Student may spend vacation with friend’s family or relatives if all requirements are met in order to attain school approval and written approval has been received from BOTH sets of parents/guardians
  - Student may attend a supervised excursion, camp, etc..., if all requirements are met in order to attain school approval

- If the School has taken responsibility for approving arrangements for student care and welfare, should the School not approve requests for changes to agreed arrangements, and the student refuses to maintain the approved and agreed arrangements, the School will advise the student this will be reported to DIAC via the pro forma letter in PRISMS and the student may have his/her visa cancelled. DIAC will contact the student directly to ensure visa implications are understood. This includes any requests by students under 18 years of age to attend “Schoolies Week” on completion of Year 12.

- Accommodation options for FFPOS 18 years and older include:
  - School Boarding House
  - Private accommodation arrangements

- For School vacation periods, the following accommodation options are available to FFPOS 18 years or older:
  - Student returns home to parents
  - Student continues to live in / is placed in Homestay, details of which are recorded by the School
  - Student may spend vacation with friend’s family or relatives, provided details are given
  - Student may attend a supervised excursion, camp, etc..., provided details are given
  - Student may travel unaccompanied during vacation periods, provided details are given and written approval has been obtained from student’s parents/guardians.

All students are required to notify the School of a change of address while enrolled in the course, and students who live in school approved accommodation must not change agreed arrangements without prior approval of the School.
APPENDIX A - Course Progress and Attendance Policy

1) Course Progress
   a) The school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
   b) The course progress of all students will be assessed at the end of each semester of enrolment.
   c) Students who have begun part way through a semester will be assessed after one full period of attendance.
   d) To demonstrate satisfactory course progress, students will need to achieve competency in at least 40% of units in any study period.
   e) If a student does not achieve competency in at least 40% of units studied in an assessment period, the Principal will meet with the student to develop an intervention strategy for academic improvement. This may include:
      i) additional supervised study periods
      ii) tutorial assistance
      iii) other intervention strategies as deemed necessary
   f) A copy of the student’s individual strategy and progress reports in achieving improvement will be forwarded to parents.
   g) The student’s individual strategy for academic improvement will be monitored over the following semester by the Principal and records of student response to the strategy will be kept.
   h) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, The Kooralbyn International School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school’s internal complaints and appeals process.
   i) The school will notify DEEWR via PRISMS of the student not achieving satisfactory course progress as soon as practicable where
      i) the student does not access the complaints and appeals process within 20 days, or
      ii) withdraws from the complaints and appeals process, or
      iii) the complaints and appeals process results in favour of the school

2) Completion within expected duration of study (course progression)
   a) As noted in 1.a., the school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
   b) Part of the assessment of course progress at the end of each semester will include an assessment of whether the student’s progress is such that they are expected to complete their course within the expected duration of the course.
   c) The school will only extend the duration of the student’s study where the student will not complete their course within the expected duration due to:
      i) compassionate or compelling circumstances
      ii) student participation in an intervention strategy as outlined in 1.e.
      iii) an approved deferment or suspension of study has been granted in accordance with The Kooralbyn International School’s Deferment, Suspension and Cancellation Policy.
   d) Where the school decides to extend the duration of the student’s study, the school will report via PRISMS and/or issue a new COE if required.

3) Course attendance
   a) Satisfactory course attendance is attendance of 90% of scheduled course contact hours.
   b) Student attendance is:
      i) checked and recorded daily
      ii) assessed regularly
      iii) recorded and calculated over each semester.
   c) Late arrival at school will be recorded and will be included in attendance calculations.
   d) All absences from school should be accompanied by a medical certificate, an explanatory communication from the student’s carer or evidence that leave has been approved by the Principal/Head of School.
   e) Any absences longer than 3 consecutive days without approval will be investigated.
   f) Student attendance will be monitored by Student Services Officers every 4 weeks over a semester to assess student attendance using the following method.
      i) Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester e.g. number of study days x contact hours x 10%. [For example, a ten week semester with 5 contact hours a day would equal 250 contact hours. 10% of this is 25 hours.]
      ii) Any period of exclusion from class will not be included in student attendance calculations. [See Standard 13 – Deferring, suspending and cancelling enrolment for an explanation of this item]
   g) Students at risk of breaching The Kooralbyn International School’s attendance requirements will be counselled and offered any necessary support when they have absences totalling 25 hours during any assessment period.
   h) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, The Kooralbyn International School will advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school’s internal complaints and appeals process except in the circumstances outlined in 3.]
i) The school will notify DEEWR via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
   i) the student does not access the complaints and appeals process within 20 days
   ii) withdraws from the complaints and appeals process
   iii) the complaints and appeals process results in a decision for the school.

j) Students will not be reported for failing to meet the 80% threshold where:
   i) the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate, and
   ii) has not fallen below 70% attendance.

k) The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change: number of study days x contact hours x 30%.

l) If a student is assessed as having nearly reached the threshold for 70% attendance, the Principal will assess whether a suspension of studies is in the interests of the student as per The Kooralbyn International School’s Deferment, Suspension and Cancellation Policy.

m) If the student does not obtain a suspension of studies under The Kooralbyn International School’s Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.h. – 3.i

4) Definitions

a) Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student’s progress through a course. These could include:
   i) serious illness, where a medical certificate states that the student was unable to attend classes
   ii) bereavement of close family members such as parents or grandparents
   iii) major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
   iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists’ reports)
   v) where the school was unable to offer a pre-requisite unit
   vi) inability to begin studying on the course commencement date due to delay in receiving a student visa

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student’s progress through a course.

b) Expected duration – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.

c) School day – any day for which the school has scheduled course contact hours
APPLICATION FOR ENROLMENT OF A NEW STUDENT

STUDENT DETAILS
(Please complete all details in block letters)

Family Name: __________________________________________ Given Names: ________________________________________

Preferred Name: ________________________________________ Previous Surname: ____________________________________

Date of Birth: ____/____/____ Gender: M/F Religion (Optional): ________________________________________________

Cultural Background (Optional): __________________________ Country of Birth: ________________________________

International Student: YES NO Permanent Australian Resident: YES NO

If International, Date of Arrival in Australia: ____/____/____

STUDENT HOME DETAILS

Home Address: _______________________________________________________________________________________
______________________________________________________________________________________________

Postal Address: __________________________________________________________________________________

Travel details: ☐ Bus ☐ Car ☐ Other: __________________________

STUDENT ENROLMENT DETAILS

Proposed Commencement Date: ____/____/____

Proposed Grade of Entry: ____________ Day Student or Boarder? ___________________

STUDENT’S ORIGIN DETAILS:

Origin: ☐ Qld ☐ Interstate ☐ Overseas Previous School: ________________________________

From which Sector: ☐ Preschool ☐ Primary ☐ Secondary ☐ Home School / Other ____________________________

Is the student of Aboriginal or Torres Strait Islander origin?
(For persons of both Aboriginal and Torres Strait Islander origin mark both “yes” boxes)
☐ No ☐ Yes – Australian Aboriginal ☐ Yes – Torres Strait Islander

Passport No: __________________________

Country of Passport: __________________________

P/Port Expiry Date: ____/____/____

Visa Type: __________________________ Expiry Date: ____/____/____

(Enter ‘Applying’ if a Visa has not yet been approved.)
PARENT/GUARDIAN 1 DETAILS:

Family Name:____________________________________ Given Names:______________________________________

Actual Address:___________________________________________________________________ Post code:_________

Postal Address: ___________________________________________________________________ Post code:_________

Occupation:____________________________________ Work Location:_______________________________________

Work Phone: ___________________________________ Work Mobile Phone: _________________________________

Home Phone: ___________________________________ Home Mobile Phone: _________________________________

Country of Birth: _________________________________ Interpreter Required: □ YES □ NO

Home Language (if other than English): ________________________ Percentage used at home: ________%

Relationship to student: □ Mother □ Father □ Guardian □ Other (please specify below):

____________________________________________________________________________

Email Address: ______________________________________________________________________________________

PARENT/GUARDIAN 2 DETAILS: (Optional)

Family Name:____________________________________ Given Names:______________________________________

Actual Address:___________________________________________________________________ Post code:_________

Postal Address: ___________________________________________________________________ Post code:_________

Occupation:____________________________________ Work Location:_______________________________________

Work Phone: ___________________________________ Work Mobile Phone: _________________________________

Home Phone: ___________________________________ Home Mobile Phone: _________________________________

Country of Birth: _________________________________ Interpreter Required: □ YES □ NO

Home Language (if other than English): ________________________ Percentage used at home: ________%

Relationship to student: □ Mother □ Father □ Guardian □ Other (please specify below):

____________________________________________________________________________

Email Address: _____________________________________________________________________________________

ACCOUNT DETAILS:

Who is responsible for payment of school fees: _________________________________________________________

(REQUIRED)

AGENT DETAILS (International Students Only):

If using an Education Agent, please indicate their Full Name, Company Name and contact details.

Agent’s Name: _________________________________ Agent’s Company Name: _________________________________

Agent’s Phone : ______________________ Agents Email Address : _________________________________

Does your Education Agent have authority to act on your behalf? □ YES □ NO
EMERGENCY CONTACT DETAILS:

CONTACT 1 (other than Parent/Carer):

Family Name:_____________________________  Given Names:_____________________________

Work Phone: ____________________________  Work Mobile Phone: _________________________

Home Phone: ____________________________  Home Mobile Phone: _________________________

Relationship to student: _______________________

CONTACT 2 (Optional : other than Parent/Carer):

Family Name:_____________________________  Given Names:_____________________________

Work Phone: ____________________________  Work Mobile Phone: _________________________

Home Phone: ____________________________  Home Mobile Phone: _________________________

Relationship to student: _______________________

MEDICAL DETAILS:
Please list any illnesses, disabilities or any medication student may be on:

<table>
<thead>
<tr>
<th>Doctor’s Name :</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor’s Phone Number :</td>
<td></td>
</tr>
<tr>
<td>Health Insurance Provider/Number :</td>
<td></td>
</tr>
<tr>
<td>Medicare Number (Local Students) :</td>
<td></td>
</tr>
</tbody>
</table>

OFFICE USE ONLY

Date Admitted: ___/___/___  Year Level : ___________  Roll/Class : ___________  ESL

☐ REPEATING  ☐ LEARNING DIFFICULTY  ☐ GIFTED STUDENT  ☐ SPECIAL ED SUPPORT

☐ MEDICAL CONDITION  ☐ COURT ORDER SIGHTED  ☐ BIRTH CERT. SIGHTED  ☐ BOARDING STUDENT

☐ O/S STUDENT FULL FEE  ☐ FOUNDATION SCHLRSHIP  ☐ BURSARY SCHLRSHIP  ☐ OTHER SCHLRSHIP

☐ LOCAL STUDENT  ☐ MASTERY STUDENT  ☐ ATSI

☐ ATSI
ENROLMENT ::

- An application enrolment fee of $295 should accompany this application. This fee is not refundable. The application does not guarantee entry into the school but places your child on an interview list.
- Entrance to the school is at the discretion of the Principal. An interview, previous school reports and date of receipt of application are all factors which may be taken into account in offering places at the school. Preference is given where possible to siblings of children already attending the school or children of alumni (former students) of the school.
- Entry (Local Students): Unless otherwise requested to do so, the school will contact you prior to commencement date for an interview. Successful applicants will be advised at time of interview.
- Entry (International Students): Unless otherwise requested to do so, the school will contact you (or your Education Agent) approximately 6 weeks before the time of proposed entry for an interview. It is following this telephone interview that the Principal will offer successful applicants LETTER OF OFFER at the school. Upon receipt of your Letter of Offer, all fees (as outlined in the letter) must be paid in full for the first year. Once the school receives your payment, an official ELECTRONIC CONFIRMATION OF ENROLMENT (eCoE) will be provided to you. International Students should use this eCoE to apply for their Student Visa from the Australian Immigration Dept.

CONDITIONS OF ENTRY AND RETENTION OF A PLACE ::

- Students are to attend school throughout the year.
- Students are to abide by all school rules including the proper wearing of the prescribed school uniform.
- The school operates under a strict code of Merits (for good behaviour) and Demerits (for bad, inappropriate, dangerous behaviour). If a student’s ‘net result’ at any time reaches ten (10) Demerits, the student will be expelled from the school. A full explanation of this ‘Honours System’ is provided during induction of every student and parents/carers can obtain copies of the explanation from the school at any time.
- The school is to be advised of any medical condition or special medication required by the student. The Principal is authorised to act on the behalf of the parent/carer in a medical or other emergency if the parent/carer can not be contacted.
- In the case of Boarders, the Principal has the authority to give permission on behalf of parents/carers for students to participate in authorised school excursions and activities.
- The school reserves the right to use any negative, transparency, photographs, films or digital recordings depicting the student for authorised marketing or public relations activities.
- Parents are expected to cooperate with the school concerning matters of discipline, attendance, completion of prescribed homework and the proper wearing of the school uniform. The Rules & Regulations of the school may be altered or added to at any time by announcement at school assembly.
- The Principal (or the Principal’s nominee) reserves the right to discipline, suspend or expel any student whose attitude or behaviour is not conducive to the school's welfare.
- All school fees are payable in advance of each year (or part thereof). An account will be rendered in advance, with the due date for payment being the first day of term/year. A student’s enrolment may be cancelled if the fees have not been paid by the due date, unless arrangements have been made with the Principal regarding late payment. This condition is also applicable to Mastery and Excellence Programs.
- ONE FULL TERM’s notice is required in writing by the first day of the term prior to which a student intends to leave the school, otherwise a full term’s fee is payable in lieu. If the student is forced to leave in an emergency situation, it is at the Principal’s discretion as to whether this full term’s notice will be required or not.
- Information about the residential addresses of all students of federally funded schools in Australia is required under Federal Government funding requirements and parents herein provide their permission for the school to provide such information to the appropriate government agency.
- The school’s Privacy Policy can be viewed in full, online at www.tkis.qld.edu.au

I/We have read and agreed to the above conditions and attached is cheque/Money Order/cash for $295 Application Fee. (Please make cheques/Money Orders payable to: Kooralbyn Campus Incorporated)

Signature of parents/carers/guardians: .......................................................... Date: ....../...../......... .......................................................... Date: ....../...../.........

Please return this form with payment to: The Kooralbyn International School (TKIS)
Ogilvie Place, Kooralbyn QLD 4285
Phone: +61 7 5544 5500 or Fax: +61 7 5544 6108
Email: principal@tkis.qld.edu.au

Office Use Only ::

Payment of Enrolment Fee: Amount: $ Date: Receipt No:
APPLICATION FOR BOARDING

NOTE: If you have not already submitted a FORM A1 (Application for Enrolment of a New Student) and/or FORM A2 (Medical Information Advice), please complete and attach FORMS A1 and A2 together with this application. An optional FORM B2 (Dietary & Other Needs) form should also be submitted.

School Term(s) for which Boarding is required [e.g. Full Year 2006 or Term 2 2005, etc]: .................................................................

Type of Boarding required:     ■ Full Term  ■ Full Term but Monday to Friday Only  ■ Temporary

If TEMPORARY, please explain boarding requirements.

Proposed Arrival Date at Dormitory:......./......./............ (Boarders should arrive ONE DAY prior to commencement of school term.)

Will the student be required to be picked up or collected from an airport or bus or train terminal?  ■ YES  ■ NO

If YES, please provide details of dates, times, location, flight number, etc. NOTE: Basic charge for this service is $220.

STUDENT/BOARDER DETAILS :: [Information about the student who will be boarding at TKIS.]

Surname:............................................................................................................

Given Names:.................................................................................................

Preferred Name: ............................................................................................

Date of Birth:........../........../............. Gender:................

Nationality:.....................................................................................................

Is this student a continuing Boarder or a New Boarder?

■ Continuing

If the student is a continuing Boarder and there are no changes to details, you can jump to the end and sign and date the reverse side of this form. Alternatively, you can add any new information where appropriate on this form then sign and date the reverse side.

■ New Boarder

If the student is a New Boarder here at TKIS, please continue through this form, answering all questions on both sides of this form. When completed, please sign and date the reverse side of this form.

NOTE: PLEASE ATTACH RECENT PHOTOGRAPH OF STUDENT

Please make sure you read, understand and sign the other side of this form.
CONTACT DETAILS OF STUDENT WHO WILL BE BOARDING ::

<table>
<thead>
<tr>
<th>Authorised Parent/Carer 1</th>
<th>Authorised Parent/Carer 2</th>
<th>Emergency Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL NAME</td>
<td></td>
<td></td>
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<tr>
<td>ADDRESS</td>
<td></td>
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<tr>
<td>PHONE (Business Hours)</td>
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<tr>
<td>PHONE (After Hours)</td>
<td></td>
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</tr>
<tr>
<td>EMAIL Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorised to Collect</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Student from School</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

TELECOMMUNICATIONS ::
Boarding Students at TKIS are permitted to have telephone contact with those persons listed above at any time during FREE TIME (typically afternoons between 4pm and 6pm, evenings after Study Period and on weekends). Telstra Phone Cards can be purchased from the school. A pay phone is available and incoming calls come through the school network.

Though the School's policy is to discourage Mobile Phone (Cellular Phone) use, Boarding Students can be permitted to have access to their own personal Mobile Phone during 'Free Time'.

Do you wish this student to have access to their own Mobile Phone during FREE TIME? YES NO

CONDITIONS OF BOARDING AND RETENTION OF A PLACE ::
- Students are to abide by all Boarding Rules of The Kooralbyn International School and the School is authorised to make decisions regarding the well-being, safety, study practices, leisure activities, language, daily routine and general behaviour of students while in the school’s care.
- Boarders are strictly forbidden from possessing or using drugs, alcohol or cigarettes while Boarding at TKIS.
- The school is to be advised of any medical condition, dietary needs or special medication required by the student. The Principal is authorised to act on the behalf of the parent/carer in a medical or other emergency if the parent/carer cannot be contacted.
- The Principal has the authority to give permission on behalf of parents/carers for students to participate in authorised school or Dormitory excursions and activities.
- The Principal (or the Principal’s nominee) reserves the right to discipline, suspend or expel any student whose attitude or behaviour is not conducive to the school’s welfare.
- Unless otherwise negotiated, all Boarding fees are payable in advance of each term/year. An account will be rendered in advance, with the due date for payment being the first day of term/year.
- One full term’s notice is required in writing by the first day of the term prior to which a student intends to discontinue.
- Unless otherwise negotiated, Boarders are to arrive at the School’s Dormitory ONE DAY prior to commencement of the school term and are to vacate the Dormitory within 24 hours of the last day of the school term.
- Boarders wishing to be absent from the Dormitory on weekends or any other time within the school term, will be required to provide a FORM B3 - BOARDER VACANCY ADVICE which must be signed by the authorised parents/carers.
- Boarders are required to provide their own wardrobe, toiletry and study needs. Dress must be conservative and in keeping with the safety and moral concerns of the school. The School reserves the right to confiscate items of clothing, etc, which the Principal deems as inappropriate for Boarders of TKIS. (Such items will be returned at a later date.)

I/We have read and agreed to the above conditions and declare that any necessary dietary or special needs information will be provided on FORM B2 (attached if required).

Signature of parents/carers/guardians: ___________________________________________________________ Date: 1/1/2023

________________________________________________________ Date: 1/1/2023

Please return this form with RECENT PHOTOGRAPH (new boarders only) and (optional) FORM B2 to:
The Kooralbyn International School (TKIS)
Ogilvie Place, Kooralbyn QLD 4285
Phone: +61 7 5544 5500 Fax: +61 7 5544 6108
Email: admissions@tkis.qld.edu.au