

# International Student Handbook



## The Kooralbyn International School



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Kooralbyn Campus Inc trading as The Kooralbyn International School 79C Ogilvie Place KOORALBYN

QLD 4285 CRICOS Registration: 02759C Telephone +61 7 5544 5500

Email: [admin@qld.edu.au](mailto:admin@qld.edu.au)

Website: <https://www.tkis.qld.edu.au/>

Interim Principal / Interim Principal Executive Officer: Ian Macpherson Admissions Coordinator: Maria Pettett

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# Table of Contents

Page 4	Message from the Interim Principal
Page 5	The Kooralbyn International School Overview
Page 6	School Contact Details and Key Personnel
Page 7	Campus Map
Page 9	TKIS as a Provider of International Education
Page 10	Registration and Accreditation
Page 11	Courses offered at TKIS
Page 12	Enrolment Process
Page 15	Schedule of Fees
Page 19	Entry Requirements for International Students
Page 20	Academic Requirements
Page 21	Qualifications Gained from Courses Offered by TKIS
Page 23	Campus Location
Page 24	Cost of Living and Accommodation Options at TKIS
Page 25	Adjusting to a New Environment
Page 26	Phases of Culture Shock
Page 28	Living in Australia
Page 30	Additional Information for Health and Wellbeing Services
Page 35	Visa Information
Page 37	International Student Policies
Page 37	School and Student Policies
Page 38	Appendix A1

# Message from the Interim Principal



## Welcome to the Kooralbyn International School

Dear Student,

We are thrilled to welcome you to TKIS! We are excited that you have chosen to embark on your educational journey with us in Australia. This is an exciting new chapter in your life, and we're honored to be part of it. We are here to support you every step of the way, so please feel free to reach out with any questions, both before and after your enrolment.

From the moment you arrive, our dedicated team will be by your side to support you. Whether you have questions before you start or need assistance during your studies, we are here to help, don't hesitate to reach out.

This handbook is your go-to resource for everything you need to know about TKIS; our policies, facilities, staff, and helpful information about living and studying in Australia. You will also find it on our website. We recommend keeping it handy throughout your time with us as a quick reference guide.

We want your experience at TKIS to be rewarding and memorable. Make connections, embrace new opportunities, and fully immerse yourself in your educational program. Your active engagement in school life is the key to achieving your learning goals.

Your voice matters to us. We value your feedback and encourage you to share your thoughts and experiences as you progress through your studies. Your insights help us enhance the quality of education and support we offer to all our students.

We look forward to being part of your educational journey at TKIS and we cannot wait to see what you will achieve!

Kind Regards,

Ian Macpherson  
Interim Principal

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# The Kooralbyn International School Overview

The Kooralbyn International School (TKIS) is a coeducational Prep to Year 12 school, located in the picturesque Scenic Rim Region of Queensland, Australia, approximately 90 minutes from Brisbane and the Gold Coast.

As a registered independent school, TKIS provides comprehensive Primary and Secondary education to students

aged 4 to 18 years. Despite its intimate size, the school has achieved remarkable success in developing accomplished graduates who excel in their chosen fields.

## **Our School Community**

TKIS currently educates over 460 students, with more than 90% being local Australian students. Operating as both a day school and boarding school, TKIS is CRICOS-registered to enrol international students from Years 7 to 12. International students may attend as day students while living with a parent or through TKIS' Homestay program delivered through Eastern Shores International Ltd.

## **A Unique Learning Environment**

TKIS' location in a beautiful, peaceful valley on the Gold Coast hinterlands provides students with a safe and secure learning environment. The school's semi-rural setting offers students the unique experience of seeing native Australian wildlife, including kangaroos, wallabies, and possums, throughout the school grounds.

## **Excellence Through Mastery Programs**

TKIS has earned international recognition for its exceptional Mastery Programs. Situated between an 18-hole golf course and a full equestrian park, with extensive sporting fields and pristine country surroundings, the school provides outstanding facilities for athletic and artistic development.

Our distinguished alumni include Olympic Gold Medallist Cathy Freeman, internationally acclaimed golfers Adam Scott and Jason Day, Young Australian of the Year recipient Scott Hocknull, and Australia's youngest university student Michael Kelly, along with numerous state and national representatives in athletics, equestrian, and golf.

## **Academic Excellence**

TKIS maintains strong academic standards, with over 90% of Year 12 students transitioning to tertiary studies. International students attain the Queensland Certificate of Education and can qualify for an Australian Tertiary Admissions Rank (ATAR), enabling them to seek entry into any Australian university.

## **Our Standards and Values**

As an independent school, TKIS maintains high standards for student dress and behaviour. School uniforms are compulsory, and students take great pride in their presentation. TKIS fosters a culture of mutual respect, academic diligence, and personal excellence. The school maintains a strict substance-free environment, with cigarettes, vapes, alcohol, and all drugs prohibited. Students are expected to demonstrate exemplary behaviour and dedication to their studies at all times.

## **International Student Opportunities**

International students can participate in select Mastery Programs while completing their high school studies. Available programs include Golf, Equestrian, and various arts-based disciplines such as Drama, Media, Design, Music, and Dance.

# School Contact Details and Key Personnel

## School Details:

The Kooralbyn International School, 79C Ogilvie Place, KOORALBYN QLD 4285 Australia

Telephone: +61 7 5544 5500

Email: [admin@qld.edu.au](mailto:admin@qld.edu.au)

Email: (International Enrolment Enquiries): [pettett\\_1@tkis.qld.edu.au](mailto:pettett_1@tkis.qld.edu.au)

Website: <https://www.tkis.qld.edu.au/>

## KEY PERSONNEL

Principal (Interim)	Mr Ian Macpherson	<a href="mailto:principal@tkis.qld.edu.au">principal@tkis.qld.edu.au</a>
Deputy Principal	Mr Jason Wynne-Markham	<a href="mailto:deputyprincipal@tkis.qld.edu.au">deputyprincipal@tkis.qld.edu.au</a>
School Bursar	Mrs Jo Mohr	<a href="mailto:mohr_1@tkis.qld.edu.au">mohr_1@tkis.qld.edu.au</a>
Head of Secondary School	Mrs Jessica Milford	<a href="mailto:milford_1@tkis.qld.edu.au">milford_1@tkis.qld.edu.au</a>
Head of Primary School	Mrs Kirsty Baldwin	<a href="mailto:baldwin_4@tkis.qld.edu.au">baldwin_4@tkis.qld.edu.au</a>
Curriculum Coordinator	Mrs Nia Tilley	<a href="mailto:tilley_3@tkis.qld.edu.au">tilley_3@tkis.qld.edu.au</a>
Curriculum Coordinator	Mr Michael Skelton	<a href="mailto:skelton_1@tkis.qld.edu.au">skelton_1@tkis.qld.edu.au</a>
Admissions Coordinator	Mrs Maria Pettett	<a href="mailto:pettett_1@tkis.qld.edu.au">pettett_1@tkis.qld.edu.au</a>
Welbeing Officer	Mrs Ikky Furruta	<a href="mailto:i_furuta@tkis.qld.edu.au">i_furuta@tkis.qld.edu.au</a>

## EMERGENCY ASSISTANCE

The nominated contact persons at TKIS for 24-hour emergency assistance to International students are the Interim Principal, Mr Ian Macpherson - 0401 315 506 and the Deputy Principal, Mr Jason Wynne-Markham – 0412 712 391.

The nominated contact person at Eastern Shores International is Ms Margaret Hili – 0423 374 908

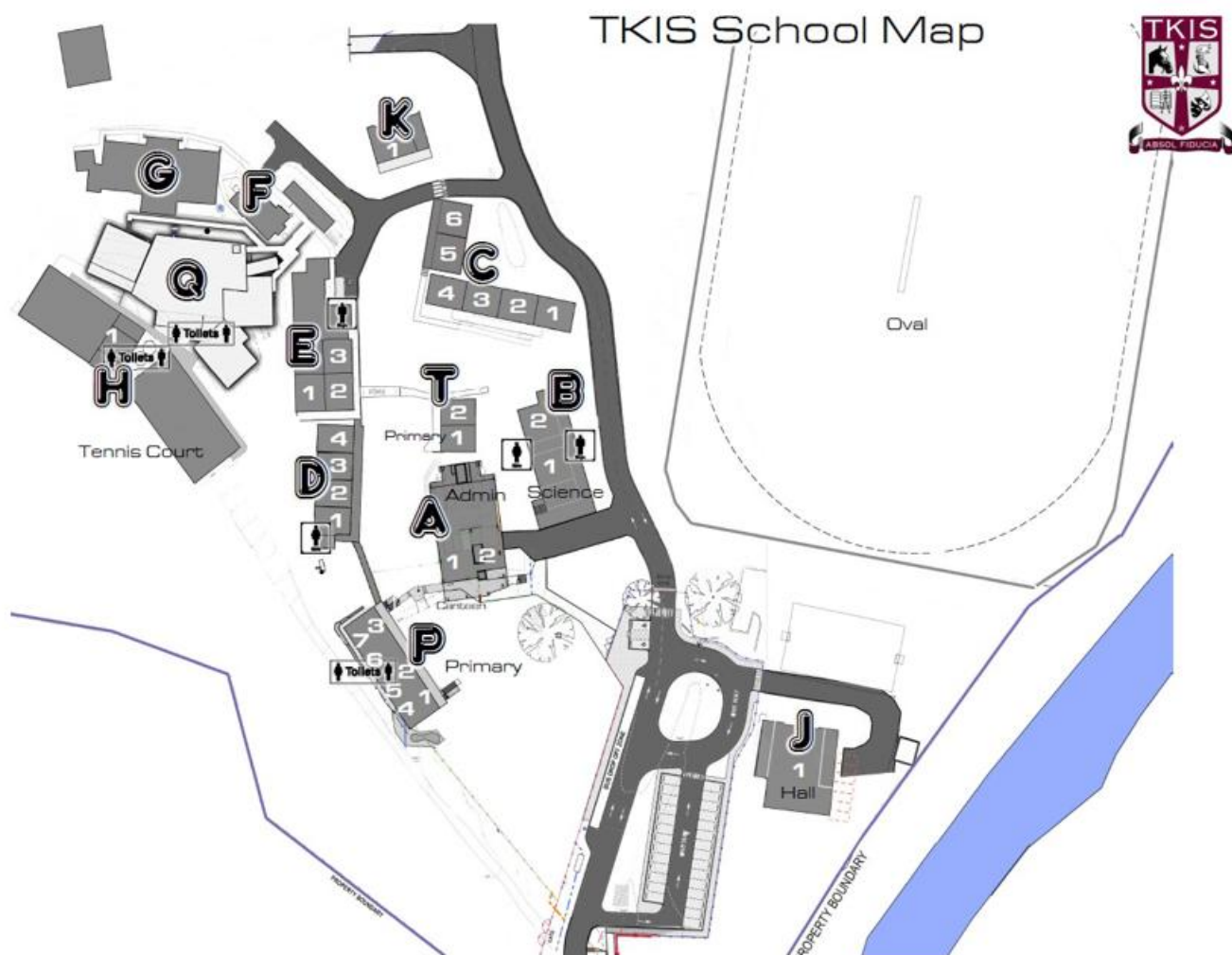
The Triple Zero (000) service is the quickest way to get the right emergency service to help you. You can contact Police, Fire or Ambulance in life threatening or emergency situations

NOTE: The above people may be contacted after hours but only if an urgent matter cannot wait to be resolved the next day.



## Campus Map

The Kooralbyn International School is a single campus school with academic and sporting facilities located together on Ogilvie Place, Kooralbyn Queensland 4285 Australia.



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## TKIS as a Provider of International Education

TKIS is bound by the provisions of the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students (The National Code) 2018.

The ESOS Act 2000 is the primary Australian Government legislation governing international student education in Australia. The Department of Education administers the ESOS Act and The state and territory authority's role, via the Designated State Authority, is to recommend school providers for registration and monitor schools' compliance under the ESOS Act.

The National Code provides nationally consistent standards for the conduct of registered international education providers and the registration of their courses. These standards set out specifications and procedures to ensure that providers of education and training courses can clearly understand and comply with their obligations under the National Code.

TKIS is required to ensure that international students are provided with relevant provisions of the ESOS framework throughout the span of the student's enrolment. Please refer to the <https://www.education.gov.au/esos-framework> for more information.

## Being an International Student in Australia

### What you need to know:

The ESOS Act covers a range of information you have a right to know about and the services that must be offered to you by Australian education providers.

These include:

- Orientation to help you understand the course and about the place you are studying, as well as access to support services that can help you study and adjust to life in Australia.
- The education provider's contact officer or officers for international students.
- The education provider's requirements are for satisfactory attendance.
- The education provider's requirements are for satisfactory progress in the courses that you are studying and what support is available if you are not progressing well.
- If you can apply for Course Credit and the circumstances in which your enrolment can be deferred, suspended or cancelled.
- The education provider's internal and external Complaints and Appeals process for international students.
- All other relevant rules, regulations and policies that are implemented by the education or course provider.

### Your responsibilities:

As an international student on a student visa (sub-class 500), you are responsible for:

- Complying with your student visa conditions.
- Ensuring you have and continue to maintain your Overseas Student Health Cover (OSHC) for the duration of your enrolment as an international student in Australia.



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- Ensuring that you always maintain a valid passport and current student visa and are updating your education or course provider of any changes in a timely manner.
  - Informing your course provider of any change of address or change of emergency contact details.
  - Adhering to the terms of the Written Agreement with your education or course provider.
  - Ensuring that you meet the requirements when applying to transfer between registered education or course providers, or the requirements when you intend to cancel your enrolment with your education or course provider.
  - Maintaining satisfactory course progress.
  - Maintaining satisfactory attendance, where applicable (please note that early departures and late arrivals in the school term will affect your course attendance and may compromise your student visa).
  - Refer to the Department of Home Affairs [website](#) for more information about your subclass 500 student visa condition.

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# Registration and Accreditation

## CRICOS Registration Details

<b>Organisation Name:</b>	Kooralbyn Campus Incorporated
<b>Trading Name:</b>	The Kooralbyn International School
<b>Organisation Type:</b>	Education Provider
<b>Registered State:</b>	Queensland
<b>ABN:</b>	22 449 947 887
<b>CRICOS Provider Code:</b>	02759C

The Principal Executive Officer (PEO) appearing on the [CRICOS website](#) in School Contact Details is: Mr Ian Macpherson, Interim Principal.

The following staff members have access to PRISMS:

Mr Jason Wynne-Markham, Deputy Principal

Mrs Maria Pettett, Admissions Coordinator

## Obligations

In order to be registered on CRICOS, TKIS is required to:

- a) Have the principal purpose of providing education; and
- b) Clearly demonstrate capacity to provide education of a satisfactory standard.

## Reporting

Evidence of TKIS' ability to meet these requirements is provided in:

- a) TKIS' Annual Report to Commonwealth and State governments, available at <https://www.tkis.qld.edu.au/>
- b) Non-State Schools Accreditation Board documentation via TKIS' Cyclical Review Report and NSSAB confirmation letter.

The Kooralbyn International School is registered to enrol a maximum of 25 Full Fee Paying subclass 500 student visa.

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## Courses offered at TKIS

The CRICOS-registered courses offered to International students at TKIS are as follows:

CRICOS Code	CRICOS Course Name	Course Level
087651A	Secondary Junior Years (Years 7 - 10)	Junior Secondary Studies
087657F	Secondary Senior Years (Years 11 – 12)	Senior Secondary Certificate of Education

TKIS ensures that all subjects and courses offered to international students have stated educational outcomes as specified in curriculum documents and individual work programs. A summary of subjects and courses are available to international students to assist them in mapping out their academic path. TKIS operates under the legislative framework which comprises of the Education Services for International Student (ESOS) Act 2000 and the standards of the National Code of Practice for Providers of Education and Training to International Students (The National Code) 2018.

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## Enrolment Process

TKIS conducts its enrolment of international students in an ethical and responsible manner, consistent with the requirements of the National Code of Practice for Providers of Education and Training to Overseas Students (the National Code) 2018.

Enquiries for enrolment are directed to the **Admissions Coordinator**. Enquiries regarding student welfare during a student's enrolment are directed to the **Deputy Principal**. Students can apply to enrol at TKIS as a Day student either living in TKIS approved Homestay or live with an accompanying parent/guardian who enters Australia with the student on a Student Guardian visa.

1. An initial enrolment enquiry can be made via email, in-person at the office or by phone. An initial review is completed by the Admissions Coordinator for a placement opportunity at TKIS.
2. If you wish to proceed with an application for enrolment, you can access the International Student Application for Enrolment Form on the [TKIS International webpage](#). Please complete the Application form (including sections that must be completed by your parents/guardians if you are under 18 years of age) along with supporting documents and send this via email to [admin@qld.edu.au](mailto:admin@qld.edu.au) or by post to:

**TKIS Admissions**  
**79C Ogilvie Place, Kooralbyn, QLD 4285 Australia**

The following supporting documents are required as part of your enrolment application:

- a) Copies of Student Report Cards from the previous 2 years of study, including a copy of the latest Student Report. Note: Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
- b) A completed Reference from the student's current or most recent school Principal is also required if student Report Cards do not record student behaviour or commitment to studies.
- c) A completed Subject Choices Form if appropriate.
- d) Appropriate proof of identity and age.
- e) Written evidence of proficiency in English as a second language.
- f) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date.
- g) Letter of Offer from another registered provider if applicable.  
[Other documents may also be required, e.g. Copies of any support documents submitted to a previous provider]
- h) Completed Homestay Application Form, if applicable.
- i) Enrolment Application Fee of AUD\$205.00 (non-refundable).
- j) International Student Confirmation of Enrolment Fee AUD\$1000.00 (one off non-refundable unless in the event of a visa refusal).
- k) Application to the Queensland Assessment and Curriculum Authority (QCAA) for relaxation of completed Core requirements if applicable.
- l) If the student has own private Overseas Student Health Cover (OSHC) then details of this must be provided.
- m) Assessed written pieces of work in English may also be requested.

3. A secondary review is completed by the Admissions Coordinator to ensure the required documents are provided and the student meets TKIS' minimum entry requirements, detailed in our International Student Entry Requirements Policy.

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4. Applications from overseas students are processed according to established policy and procedures and are dealt with on their merits. Failure to disclose details required as part of the application process, such as full details of any medical or psychological condition that requires medication or medical supervision, and any learning difficulties or special needs a student may have, may later result in cancellation of enrolment.
  5. Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application.
  6. Onshore applications for Years 11-12, where the student is transferring from another CRICOS registered provider, will only be considered where the transfer, if accepted, allows the student to achieve a successful study outcome at the end of the enrolment.
  7. Offshore applications for enrolment in Years 11-12 will not be considered after the Year 11 course has commenced / unless the student can complete course assessment before the end of the first semester of Year 11.
  8. TKIS requires evidence that the applicant's academic ability and English proficiency is sufficient to successfully meet the entry, and curriculum demands of the intended course. Students undertaking a package of courses will have their academic and English language capabilities re-assessed prior to the commencement of each course in their enrolment package. This is a requirement under the 2018 National Code of Practice Part B St 2.
  9. If the student meets the entry requirements, they will be interviewed either in person or via online video communication by the Heads of Senior School. The purpose of this interview is to discuss school and student expectations, converse with the student in English, assess their suitability for TKIS's curriculum, and address any questions from the student or parent.
  10. Following approval from the Interim Principal, TKIS issues:
    - i. Letter of Offer
    - ii. Written Agreement
    - iii. Invoice for 6 months tuition.
  11. The parent/legal guardian/s complete, sign and return the Letter of Offer and Written Agreement and pays the international student enrolment confirmation fee and invoiced amount to confirm the enrolment.
  12. On receipt of payment and return of the signed Letter of Offer and Written Agreement, TKIS will issue a Confirmation of Enrolment (CoE) and if applicable, Confirmation of Accommodation and Welfare (CAAW) via PRISMS for the period the student is to be enrolled at .
- NOTE:** Before signing and returning the Letter of Offer and Written Agreement or paying any fees, you should make sure that you are fully aware of TKIS' [international policies](#), and the relevant course costs are. This information can be found within this handbook, in the Written Agreement and on the [international page](#) of the school website.
13. On receipt of the CoE and CAAW (if applicable), parents should apply for a student visa and notify TKIS once it has been granted. Enrolment forms are sent for completion.
    - i) TKIS International Student Application Form
    - ii) TKIS Student Medical Information Form

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14. Student then notifies TKIS of travel plans and arrival date. Arrangements are made for student arrival and commencement, such as airport pick-up or Homestay transfer, and organising outstanding school resources.

**IMPORTANT NOTE:** Students must commence studies on the first day of the relevant term. Unless otherwise approved by TKIS, late arrivals will impact course attendance and compromise visa conditions.

15. The student arrives at TKIS to begin their studies. The student will receive a TKIS Secondary Student Handbook, and other relevant information when they commence. These outline in detail essential things that students need to know relating to uniform, expectations and behaviour, daily school routines, cocurricular activities and opportunities for getting involved in school life. Students will participate in an orientation program to assist with settling in, meeting other students and generally help them to feel part of the school community.

Please refer to TKIS International Student Orientation Program/Checklist in Appendix A1.





# Schedule Of Fees



## International Fees 2026

### 2026 SCHOOL ACADEMIC CALENDAR

Term 1: 27 January to 2 April

Term 2: 19 April to 25 June

Term 3: 12 July to 17 September

Term 4: 5 October to 10 December

### Enrolment Application Fee **AUD\$205.00**

A non-refundable fee is payable per student at the time of submitting a formal Application for Admission

### COMPULSORY TUITION FEES

Tuition Fees per annum is equivalent to two study periods.

A semester is one study period. One term is half a study period.

A study period is no more than 24 weeks of study. Initial tuition fees are billed per semester upon enrolment and then each term thereafter.

Year Level	Per Term	Per Semester	Per annum
Years 7-10	\$5500	\$11000	\$22000
Years 11-12	\$6250	\$12500	\$25000

The Kooralbyn International School (TKIS) does not have an all-inclusive fee policy. The above fees cover tuition fees only. Separate fees are dependent on the activity undertaken, such as, Mastery, technology, year group camps, class and sporting excursion. School fees do not include health care insurance, stationary, specialised equipment/materials or optimal activities such as co-curricular sporting camps and tours, overseas tours or private music/speech and drama lessons or instrument hire, all of which are the parent's responsibility. Please note, international students are not eligible for VET courses. All international students will complete the mainstream QCE Program.

**Capital Expenditure Fund AUD\$876 Per Annum** (For capital development such as buildings, grounds and equipment)

### COMPULSORY NON-TUITION FEES

#### Enrolment Confirmation Fee / (Compulsory non-tuition fees)

**AUD\$1000.00**

A non-refundable confirmation fee is payable per student at confirmation of enrolment. No refund of this fee shall be made by the school. This fee is not deducted from the total tuition fees. (Non-refundable except in the event of a visa refusal). Should a visa application be refused, the fee will be refunded. Refer to TKIS International Student Refund Policy.

### Third Party Fees

#### QCAA

**AUD\$860 Per Annum**

The Queensland Curriculum and Assessment Authority charges a service fee for an international full fee paying student to participate in the Queensland Senior Assessment process. This fee will need to be finalised prior to commencement of study.

**Overseas Student Health Cover Levy:**From: **AUD\$665 per Annum**

All overseas students are required to hold overseas student health cover provided by an Australian insurer for the duration of their student visa. An annual Private Health Insurance Levy must be secured by the applicant family prior to the commencement of study. Confirmation of insurance should be submitted to the TKIS prior to commencement. Failure to complete this action will result in the withdrawal of the Letter of Offer.

**Homestay Accommodation and Monitoring**

TKIS' homestay placements are provided by Eastern Shores International (ESI). Please note that the Homestay Placement Fee and Accommodation, Transport and Monitoring Fees will be invoiced by ESI. All homestay fees are payable directly to ESI and are paid one study period in advance. one month prior to arrival in Australia TKIS will require confirmation of from ESI of the homestay payment to continue enrolment process.

All enquiries relating to Homestay fees and charges should be referred to Eastern Shores International Ltd as follows:

Office Hours: Monday to Friday, 9:00am to 4:00pm

Mobile: +61 423 374 908 Margaret & Meryl

Phone: +61 7 5554 5656 Bronwyn

Email: [info@esinternational.com.au](mailto:info@esinternational.com.au)

[www.esinternational.com.au](http://www.esinternational.com.au)

**Homestay Fees**

	<b>Fee Type</b>	<b>2026 Fee</b>
<b>Homestay Fees</b>	Per Term This includes transfers to and from school each day and all meals	AUD\$4300
<b>Homestay placement Fee</b>	One off	AUD\$250
<b>Holding Fee/Holiday Period</b>	Per Night	AUD\$30.72
<b>Airport Transfer Fee</b>	Per Term and includes transfers to and from the airport	AUD\$380 return. AUD\$1520 per Annum

**Estimated Cost of uniform**

	<b>Year Levels</b>	<b>2026 Estimated Costs</b>
<b>All Students</b>	7-12	From AUD\$823.45

**NB.** See attachment for itemised uniform costs

**Estimated Cost of Textbooks/Stationery**

	<b>Year Levels</b>	<b>2026 Estimated Cost</b>
<b>All Students</b>	7-10	AUD\$600 per Annum
<b>All Students</b>	11-12	AUD\$750 per Annum

**Additional Voluntary charges**

- Golf Mastery (if chosen) **AUD\$500**
- Music, tennis and swimming lessons tuition – by private arrangement between instructor and parents.
- External Music teachers may be employed for students wishing to pursue this pathway but it is a process and cost that will be taken on by the parent.

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**NOTICE OF WITHDRAWAL FROM ACTIVITIES** - One full term's notice of withdrawal is required, or one term's tuition fees will be charged in lieu of notice.

## **PAYMENT TERMS**

School fee statements issued for the semester are due for payment two weeks prior to commencement of each semester.

**NOTE:** It is the intention of the School Board to set fees once each year; however, TKIS reserves the right to revise fees at any time.

TKIS cannot provide education to the students where tuition or homestay fees remain unpaid. It is the policy of TKIS that a student may not take their place at the school or homestay at the start of the semester where fees are unpaid. Scholarships are not open to international students.

### **Due Dates for Payments**

Semester 1: 13 January 2026

Semester 2: 29 June 2026

### **Late Payment Fee**

All payment must be made by the due date. Late payments will attract a late payment fee of AUD\$80 per month.

### **Dishonoured Payment Fee**

Dishonoured payments will attract a fee of AUD\$15 per transaction.

## **Payment Methods**

**Cash** We no longer accept cash payments. Contact the Finance office if you need assistance making a payment.

**Credit Card** TKIS accepts VISA, MasterCard and American Express (surcharges apply to credit card payments). Diners card is not accepted.

**Telegraphic** Where this method is used, it is requested that parents email a copy of the Transfer receipt to the School immediately.

Telegraphic Transfers may be made directly to the School Bank Account:

<b>Account Name:</b>	The Kooralbyn Campus Incorporated
<b>Bank Name:</b>	Westpac Bank
<b>Branch Address:</b>	490 Ipswich Road, Annerley
<b>BSB:</b>	034-033
<b>Account Number:</b>	175398
<b>Swift Code:</b>	WPACAU2SXXX

### **Refund Policy**

A full copy of the refund policy can be found on the school website and is provided within the written agreement.

### **Notice of Withdrawal**

TKIS requires ONE FULL TERM'S WRITTEN NOTICE to the Interim Principal of a student's withdrawal from the school, or one term's fees will be charged in lieu of notice.

### **Other matters relating to fees**

Please note: A detailed fee schedule, including all terms and conditions, will be forwarded with your fee statement.

### International Student Uniform Costs

	<b>BOYS</b>			<b>GIRLS</b>	
<b>FORMAL</b>	Blazer	\$ 194.40		Blazer	\$ 194.40
	Formal Shirt	\$ 51.90		Stiped Blouse	\$ 51.90
	Grey Shorts	\$ 44.70		Grey Pleated Skirt	\$ 60.30
	Grey Trousers	\$ 56.10		Grey Trousers	\$ 56.10
	Grey TKIS Socks	\$ 11.40		White TKIS Socks	\$ 10.30
	School Tie	\$ 23.90		School Tie	\$ 23.90
	Felt Hat	\$ 72.70		Straw boater Hat	\$ 64.40
	Knit Jumper	\$ 59.95		Knit Jumper	\$ 59.95
<b>SPORTS</b>	Sports Polo	\$ 41.50		Sports Polo	\$ 41.50
	Maroon Shorts	\$ 29.10		Maroon Shorts	\$ 29.10
	Sports Socks	\$ 10.30			
	Sports Cap	\$ 28.00		Sports Cap	\$ 28.00
	Bucket Hat	\$ 19.70		Bucket Hat	\$ 19.70
	Soft Shell Jacket	\$ 75.90		Soft Shell Jacket	\$ 75.90
	Maroon Half Zip Jumper	\$ 41.50		Maroon Half Zip Jumper	\$ 41.50
	School Bag from	\$ 66.50		School Bag from	\$ 66.50
	<b>Total</b>	<b>AUD\$827.55</b>		<b>Total</b>	<b>AUD\$823.45</b>

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## Entry Requirements for International Students

1. TKIS will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by TKIS, and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.
2. Applications for enrolment must be made on approved Application for Enrolment form. This must be correctly completed, and must be accompanied by the following documents to support the application:
  - a. Copies of Student Report Cards from the previous 2 years of study, including a copy of the latest Student Report
  - b. A completed Reference Form from the student's current or most recent school Principal is also required if student Report Cards do not record student behaviour or commitment to studies
  - c. A completed Subject Selection Form if entering into Year 11 or 12
  - d. Appropriate proof of identity and age
  - e. Written evidence of proficiency in English as a second language
  - f. Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
  - g. Letter of Offer from another registered provider applicable.

The following documents may also be required:

- h. Enrolment Application Fee
  - i. Application to the Queensland Assessment and Curriculum Authority (QCAA) for relaxation of completed Core requirements if applicable.
3. Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
4. An application for enrolment can only be processed when all of the above are in the hands of the Admissions Coordinator.
5. Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.
6. Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, TKIS may require relevant testing of the applicant to assess the application.
7. Onshore applications for Years 11-12, where the student is transferring from another CRICOS registered provider, will only be considered where the transfer, if accepted, allows the student to achieve a successful study outcome at the end of the enrolment.
8. Offshore applications for enrolment in Years 11-12 will not be considered after the Year 11 course has commenced/ unless the student can complete course assessment before the end of the first Semester of Year 11.

TKIS requires evidence that the applicant's academic ability and English proficiency is sufficient to successfully meet the entry and curriculum demands of the intended course. This is a requirement under the 2018 National Code of Practice, Part B Standard 2.

Minimum academic and English language requirements are as follows:

## Academic Requirements

1. Students must provide evidence of satisfactory academic performance appropriate to entry to the year level requested on the International Student Application for Enrolment Form or offered as an alternative point of entry by TKIS in a Letter of Offer.  
requires a minimum academic performance standard of C or pass for all subject areas.
  - a. For Primary School:
    - i. Evidence of application to schoolwork and age-appropriate achievement in literacy and numeracy areas of the curriculum
  - b. For Year 7 – 12 students:
    - i. A pass level or C year level or better for the majority of core subjects

## English Language Proficiency Requirements

1. Applicants 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 TKIS. Please refer to Appendix A1 – TKIS International Student Policy on Entry Requirements for International Students.
2. If supplied, The Kooralbyn International School will assess evidence of English language proficiency presented by a student at the time of application but reserves the right to confirm the student's English language proficiency through additional tests.
3. If not presenting appropriate evidence of English language proficiency at the time of application, TKIS will assess the student's application for entry based on satisfactory test results as follows:

Year Level Entry	Examinations		
	AEAS	IELT	NILLA
7 & 8	61-70%	4-5	4+
9	70%	5-6	4+
10	75%	6	5
11-12	80%	6+	6

4. 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.
5. If undertaking an intensive English language course before beginning mainstream studies, English language proficiency will be reassessed at the conclusion of the language course to ensure the student's level of proficiency is sufficient to allow them to commence their mainstream course.



## Qualifications Gained from Courses Offered at 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 is usually an English and another a Mathematics subject).

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

School based traineeships offered by external organisations are not available to International Students.

Grade	Course Duration	General Content (Subjects)
7	1 Year (40 weeks)	English or ESL, Maths, Science, HaSS, LOTE (Japanese), Technology, HPE, Arts (Art, or Drama) OPTIONAL SUBJECTS: Mastery (see separate information)
8	1 Year (40 weeks)	English or ESL, Maths, Science, HaSS, LOTE (Japanese), Technology, HPE, Arts (Art or Drama ) OPTIONAL SUBJECTS: Mastery (see separate information)
9	1 Year (40 weeks)	English or ESL, Maths, Science, HaSS, LOTE (Japanese), Technology, HPE, Arts (Ar or, Drama) OPTIONALSUBJECTS: Mastery (see separate info)
10	1 Year (40 weeks)	English or ESL, Maths A or Maths B, Science or Drama or HaSS, ICT (Technology) or Art or LOTE (Japanese), HPE or Film Studies, Mastery (see separate information)
11 and 12	2 Years (80 weeks)	General English or Essential English, General Maths or Mathematical Methods, or Essential Maths. Physics or Legal Studies or Physical Education; Chemistry or Drama or Business/Accounting; Biology or Psychology or Design

## **Masteries**

At TKIS we ask our high school students to work really hard in their normal academic classes Monday to Thursday and then the pay-off is, that they get to do something really awesome that they're passionate about ALL-DAY-FRIDAY: THAT's their Mastery. The school offers a wide range of Mastery Programs covering many sporting, artistic, academic and even vocational disciplines and pathways\*. So, when a young golfer in Sydney (for example) learns that they can play golf all day Friday at a school up in Queensland, or a young artist or musician learns that they can pursue their passion all day Friday at Kooralbyn, they start to gravitate towards our small school. The next thing we know, we have LOTS of great young golfers or artists or musicians at the school...inspiring and motivating each other to 'be the best that they can be.

TKIS' rich tradition of Mastery Programs links right back to the world-famous golf, athletics, sporting and technology initiatives of the original Kooralbyn International School whose Mastery and Excellence programs started back in the 80s and 90s and which produced such illustrious alumni as Cathy Freeman, Adam Scott, Jason Day and many other famous Australians...through to today's modern success stories, who keep the flame burning.

\*NB. Vocational disciplines and pathways are not being offered to international students.

## **Modes of Study**

All year levels at TKIS are delivered through standard classroom instruction that aligns with the contact time requirements prescribed by the QCAA. In the event that a student wishes to undertake a subject in Year 10 to 12 that TKIS doesn't currently offer (e.g. a LOTE subject other than Japanese), the subject may be available through the Brisbane School of Distance Education or similar 'remote learning' mode of study. For more information on this option, you should contact TKIS Interim Principal directly.

## **Assessment Methods**

All assessments conducted at TKIS are in accordance with the curriculum and syllabus requirements of the respective subjects as defined by the QCAA (Queensland Curriculum & Assessment Authority). These are typically a mixture of written assessments (formal tests and written assignments) and practical work. All Year 12 General subjects include a standardised External Exam at the end of the year.

## Campus Location

TKIS operates from its campus located at 79C Ogilvie Place in Kooralbyn, about an hour's drive from either Brisbane or the Gold Coast.



## 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 indoor tennis/basketball court), gymnasium and a wide range of specialised and general classrooms.

TKIS has its own wireless Internet network, most classrooms are air-conditioned and TKIS has adequate computer and technology resources to meet today's demanding needs.



## Cost of Living and Accommodation options at TKIS

The Homestay Program operated by TKIS, which is run by Eastern Shores International (ESI), meets Queensland legislative requirements for child protection as well as Standard 5 of the National Code 2018. TKIS can also, in special circumstances, approve a private accommodation arrangement requested by the international student's parent(s).

### Homestay Program

If the International student is not accompanied onshore by an approved guardian, the International student will be cared for and accommodated in a homestay arrangement through Eastern Shores Ltd (ESI). ESI makes arrangements with families across the South Eastern Corner to provide international students with an authentic cultural and social experience. During school holidays, if International students are not returning home, they have the option to remain in Australia and continue with their Homestay host family. If they return home a holding fee will ensure that their room and belongings are maintained and safe in their current homestay.

Each time a student is placed in Homestay either through ESI or in school-approved private accommodation arrangement, TKIS will do a home visit as part of their accommodation and welfare requirements. TKIS will check-in with students in Homestay twice a term via face-to-face meetings with the Deputy Principal/Admissions Coordinator.

Please refer to Appendix A9 for the [Eastern Shores Ltd – Homestay Manual with Policy and Procedure document](#). All resources that relate to costings and policies can be found on the [TKIS website](#).



# Adjusting to a New Environment

Living in a new country is sometimes very difficult. You may have to learn a new language whilst also adapting to a new culture. Remember that everybody goes through some form of culture shock. It is okay to feel a little lonely or homesick after the initial excitement of arriving in Australia ends. The first few days and weeks of living in Australia will probably make you very tired. Not only do you have to function in English, but you will also be settling into a whole new routine. Try the suggestions below to help make your time here easier and more enjoyable. Remember if you are feeling sad or homesick, there is always someone you can talk to.

When you move to a new country, it is normal at some point to experience culture shock. Culture shock can be described as the anxiety felt by a person who moves to a new environment or country and is in an unfamiliar environment.

## Understanding culture shock

How do you know you have culture shock?

- You feel frustrated and anxious.
- You feel that you have a lack of direction.
- You don't know what to do or how to do things.
- You don't know what is right or wrong in the new country/environment.

Culture shock can be unpleasant; however, it can provide you with the opportunity to learn and acquire new perspectives and live new experiences.

## What are the symptoms of culture shock

- Sadness, loneliness, melancholy.
- Preoccupation with health.
- Aches, pains, and allergies.
- Insomnia, desire to sleep too much or too little.
- Changes in temperament, depression, feeling vulnerable, feeling powerless
- Anger, irritability, resentment, unwillingness to interact with others.
- Identifying with the old culture or idealizing the old country loss of identity.
- Trying too hard to absorb everything in the new culture or country.
- Unable to solve simple problems.
- Lack of confidence.
- Feelings of inadequacy or insecurity.
- Developing stereotypes about the new culture.
- Developing obsessions such as over-cleanliness.
- Longing for family and feeling home sick.
- Feeling lost and overlooked.



## Phases of Culture Shock

Culture shock can be described as consisting of at least one of four distinct phases: honeymoon, negotiation, adjustment and adaptation.

### 1. Honeymoon phase

The first stage of culture shock is usually positive. During the honeymoon phase the differences between the old and new culture are seen in a romantic light. For example, in moving to Australia to study, you might love the new food, the pace of life, and the locals' habits. During the first few weeks most students are fascinated by the new culture.

### 2. Frustration/ Distress phase

After some time (usually around three months, depending on the individual), differences between the old and new culture become apparent and you may feel uneasy. Excitement may eventually give way to unpleasant feelings of frustration as a person continues to experience unfavorable events that may feel strange. Language barriers, traffic safety and food differences may heighten the sense of disconnection from the surroundings.

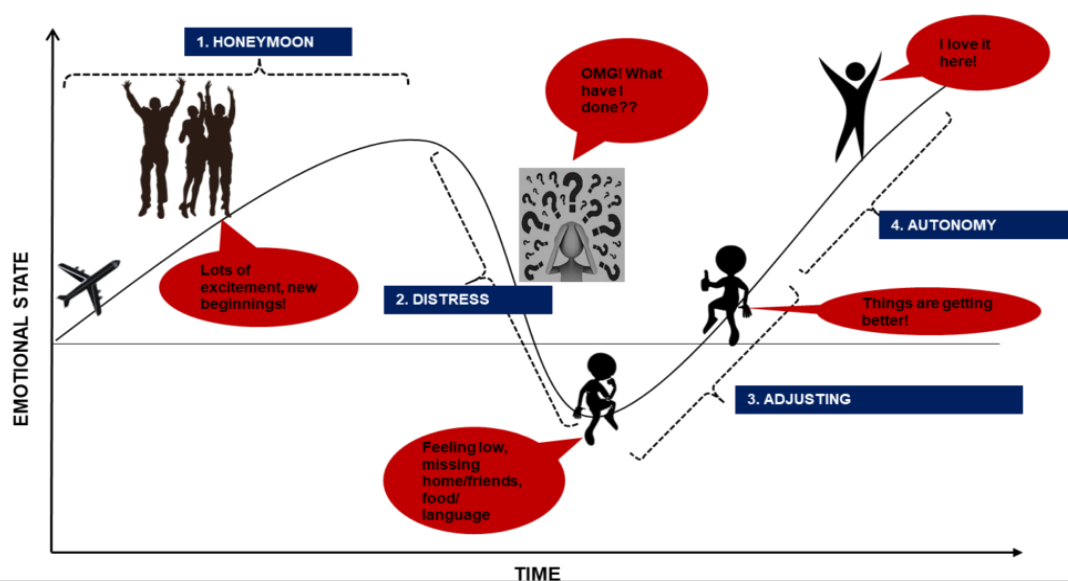
During this phase students adjusting to a new culture may feel lonely and homesick because they are not yet used to the new environment and new people they are meeting.

### 3. Adjusting phase

After some time (usually 6 to 12 months), a person grows accustomed to the new culture and develops routines. During this phase a person knows what to expect in most situations and the host country no longer feels very new. During this phase people develop problem-solving skills for dealing with the culture and begins to accept the culture's ways with a positive attitude. The culture begins to make sense, and negative reactions and responses to the culture are reduced.

### 4. Acceptance/ Autonomy phase

Individuals in the acceptance phase are able to participate fully and comfortably in the host culture. Mastery does not mean total conversion; people often keep many traits from their earlier culture, such as accents and languages.





If you think you are feeling culture shock, here are some things that you can do:

- Read about the country and culture before you leave.
- Familiarise yourself with the language and local customs.
- Take 'time out' to relax and sleep.
- Be patient with yourself as culture shock is a normal reaction to a changed environment.
- Talk about how you are feeling with your host family, friends or a staff member.
- Keep in contact with your loved ones back home.
- Socialise and make new friends.

It is important to remember the following:

- Culture shock is a perfectly normal part of the study abroad experience.
- It is important to remember that it will pass.
- Use the experience as an important learning opportunity, helping you to become versatile and adaptable to change. It will equip you with valuable life skills that are some of the greatest benefits of studying abroad.
- Step outside of your comfort zone, make new friends, and take full advantage of the once-in-a-lifetime experiences while you can.
- Once your study abroad experience is over, your family and friends will be ready and waiting to hear all about your adventures.

Our staff members are here to support you so that you meet your academic goals and have a wonderful study and homestay experience while at TKIS.

(Adapted from: [www.wikipedia.org/wiki/Culture\\_shock](http://www.wikipedia.org/wiki/Culture_shock))



## Living in Australia

Some useful information about living in Australia is included below:

- **Banking** – To open a bank account in Australia, students will need to present their passport as a method of identification. Banking hours vary, although those in large shopping centres are open 7 days per week. ATM's (Automatic Teller Machines) are located throughout the city, and you can use your card for EFTPOS purchases in stores.
- **Living Costs in Australia** – Parents and students may like to research living costs in Australia as part of your preparation in making an informed decision and knowing what to expect when you arrive. The Australian Government has a website that enables prospective families to estimate potential living costs. Please see visit [Australia Living Costs Calculator](#)
- **Currency** – The currency of Australia is the dollar. There are 100 cents to a dollar and cash consists of both paper notes and coins.
- **Health** – It is a condition of enrolment that all international students hold Overseas Student Health Cover (OSHC) which must be organised independently before commencing in TKIS.
- **Shopping** – Supermarkets in Beaudesert are open seven days per week. Specific opening hours will be available on the store's website.
- **Sun Safety** – Queensland's climate encourages an outdoor lifestyle, but

exposure to the sun comes with risks. Skin damage can occur after 10 minutes exposure when the ultraviolet (UV) index is at 3 or above. In Queensland the UV index is 3 or above all year round, even in winter. For more information, please visit [Sun safety in outdoor settings | Queensland Health](#)

- Surf Safety – Australia’s national identity is closely linked to our beautiful beaches and coastlines; however, Australia’s waters do carry potential risks. Staying safe on our beaches requires knowledge and skills. As a general rule, always swim between the red and yellow flags, and follow all other regulatory signs. For more information, please visit [Australia Surf Safety](#)
- Pool Safety – In Australia, drowning is one of the leading causes of death in children and young adolescents (Royal Life Saving Australia, 2023). Almost all these deaths were caused by a lack of adult supervision. Australia’s Keep Watch Program encourages all adults to Supervise, Restrict, Teach and Respond to keep children safe around water. For further information on this, please visit [Royal Life Saving – Keep Watch](#)
- Car Safety – Australia has some of the toughest laws in the world in relation to car safety. In Australia, it is mandatory that drivers and all passengers wear restraints (i.e. seatbelts) when a vehicle is in motion. Children aged under seven must be fastened in a government approved child restraint at all times. For further information on this, please visit Australia’s National Passenger Safety and <https://streetsmarts.initiatives.qld.gov.au/seatbelts-restraints>
- Personal Safety – be aware of your surroundings when walking alone, or on public transport. Do not give your personal details to strangers in person or online. For further information, please visit [Safety and Support](#).

## **Emergency Services**

- The Triple Zero (000) service is the quickest way to get the right emergency service to help you. You can contact Police, Fire or Ambulance in life threatening or emergency situations.

## Additional information for Health and Wellbeing Services

- Kids Helpline, for 5–25-year-olds, on 1800 55 1800 or [kidshelpline.com.au](http://kidshelpline.com.au) (webchat is also available).
- Lifeline – counselling services on 13 11 14 or [lifeline.org.au](http://lifeline.org.au).
- Beyond Blue on 1300 22 4636 or [beyondblue.org.au](http://beyondblue.org.au).
- [Headspace](http://headspace.org.au) – mental health support for young people.

### Relevant websites for International Students

- Study Australia: <https://www.studyinaustralia.gov.au/english>
- Study Queensland: <http://www.studyqueensland.qld.gov.au>
- Department of Home Affairs: <http://www.homeaffairs.gov.au>
- Overseas Students Ombudsman Contact details: <http://www.ombudsman.gov.au/contact-us>
- ESOS Framework: <https://www.education.gov.au/esos-framework>
- DIBP: <https://www.homeaffairs.gov.au>
- Scenic Rim: <https://www.visitscenicrim.com.au/>

### Overseas Student Health Cover (OSHC)

As an international student it is a requirement to have overseas Student Health Cover (OSHC) for the duration of the student visa. OSHC is health and hospital insurance for Australia. This is a requirement of the student visa and is compulsory. The student must organize their own OSHC and provide the details to TKIS prior to commencement.

When the student visits the doctor or hospital they will be required to pay the consultation fee which is usually \$90. (More if the consultation is for a longer time). A receipt from the receptionist at the doctor's surgery must be obtained so that refund from their OSHC provider can be obtained.


### Absences

If the student is absent from school for any reason, they must ask their parent, homestay parent or guardian to call the school on +61 7 5544 5500. This is VERY important as the safety and wellbeing of the student is paramount. The student must not call the school themselves. The call must be made by an adult. If the school does not receive a call, they will call the student's home to find out where they are.

### Uniform

TKIS has a strict uniform policy. The student must wear the full school uniform every day.

## MIDDLE & SENIOR SCHOOL UNIFORM

	BOYS	GIRLS
F O R M A L	Blazer ( <i>Terms 2 &amp; 3 only</i> )	Blazer ( <i>Terms 2 &amp; 3 only</i> )
	Striped shirt	Striped blouse
	Grey trousers (long)	Grey pleated skirt or grey trousers (long)
	Grey TKIS socks	White TKIS socks
	Black laced leather shoes & belt	Black laced leather shoes
	School tie	School tie
	Felt hat	Straw boater hat
	Maroon school bag with white TKIS crest	
S P O R T	Sports polo shirt	Sports polo shirt
	Maroon shorts	Maroon shorts
	Sports cap	Sports cap
	'Proper' sports shoes* (preferably white and <u>not</u> fashion oriented trainers that don't provide sufficient support) and TKIS sports socks	
		

## Information Technology

Students are NOT permitted to have mobile phones, iPads, tablets, headphones or other personal entertainment devices in their possession on or around school grounds. Smart Watches are to only be used as a watch and not a communication device. If students are found to be using their Smart Watch as a communication or entertainment device, they will have their smart watch confiscated until the end of the day and a demerit will be issued for first offense and triple Demerits for the second or subsequent offences.

### ELECTRONICS POLICY (excerpt)

You are permitted to bring mobile phones and other personal entertainment devices to school.

However, students are to hand in their mobile phones (and/or other electronic devices and equipment that have WIFI connected) upon their arrival to school. There will be a staff

member near the front of the school, to assist students and collect mobile phones. All items must be clearly labelled with the student's name. These items (mobile phone, iPod, etc) are then stored safely during the day and are to be collected from the same area, near the front of the school, at the end of the school day.

Students who are found with a mobile phone or other personal electronic equipment in their possession during school hours will have that equipment confiscated. A single Demerit for the first offence and triple Demerits for the second or subsequent offences will be issued to the person found in possession of the equipment (whether that person is the owner of the equipment or not).

### **OBTAINING THE ITEM AFTER SCHOOL**

When leaving school, students can then retrieve their equipment from the B Block undercroft.

Once collected, the items are to be concealed **immediately** in the student's bag and should **not** be used on or around school grounds unless in an Emergency. Confiscated items can be retrieved from the Student Counter at the end of the school day/week/term, at the discretion of the Principal or School Coordinators.

### **EMERGENCY CALLS**

Students can send or receive emergency calls from the Student Counter. Simply go to the Student Counter and explain the situation.

### **WHY DO WE HAVE THIS POLICY?**

There are many objectives for a good school education. None of these objectives require mobile phones or other personal entertainment devices.

One of the objectives of a good school education is to help all students develop social skills, oral communication, the 'art of conversation' and listening skills. It is the school's opinion that these objectives are hindered by such devices.

In the past, mobile phones and other personal devices have been lost while at school which caused considerable stress and wasted human resources trying to locate the missing items.

The school has a 'duty of care' obligation to do its best to ensure that all students are safe while on school premises. Your ability to hear instructions from staff, warning bells (fire bells, etc) can be hindered by the wearing of earpieces, headphones, etc.

Mobile phones (even if stored in someone's bag and left unanswered) can disrupt classes by ringing.

## **Assessment Calendar**

Students should regularly check the assessment calendar posted in the Student Café to stay informed of upcoming assessment dates

## **Transport**

As a school in a rural community whose residents are spread out over a large area, we know the importance of an efficient and dependable school bus network and work closely with the local government-approved operators. Areas serviced by the school bus network reach as far as Boonah, Jimboomba, Logan Village, Tamborine, Flagstone and Rathdowney.

## **Student Protection**

TKIS is committed to:

- promoting and striving to provide a safe, supportive and ethical environment for the wellbeing and holistic development of students; and-
- providing a safe secure nurturing environment in which all its students may grow and learn.

Student Protection Officers are persons designated as liaison people to whom students may



refer if they are not feeling safe; or to whom they make complaints of harm, inappropriate behaviour or physical/sexual abuse. The TKIS Student Protection Officers are:

Mr Ian Macpherson	Interim Principal
Mrs Kirsty Baldwin	Head of Primary School
Mrs Jessica Milford	Head of Secondary School

## Privacy of Personal Information

TKIS adheres to the requirements of the Privacy Act 1988 in relation to the way it handles personal and sensitive information about students. Information is collected during your enrolment so that we meet our obligations under the ESOS Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students (the National Code) 2018 and to ensure that the student complies with the conditions of their visas and their obligations under Australian immigration laws relevant to international students.

The authority to collect this information is contained in the Education Services for International Students Act 2000, the Education Services for International Students Regulations 2001 and the National Code 2018. Parents and students must be aware that the information provided by the student to TKIS may be made available to Commonwealth and State agencies in the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code 2018.

TKIS is required, under S19 of the ESOS Act 2000, to inform Department of Immigration and Border Protection (DIBP) about:

- Changes to the student's enrolment
- Changes to the student's visa and/or welfare arrangements
- Any breach by the student of a student visa condition relating to attendance or satisfactory academic performance under Section 19 of the ESOS Act.

For more information on privacy, please refer to [TKIS Privacy Policy](#) located on the school's website at [TKIS International homepage](#).

## Sickness

When the student is sick, they must tell someone immediately. Seeking help early often prevents an illness from becoming more serious. At home tell the parent, if staying with a parent on a guardian visa, or homestay parents, if staying in homestay. If afterhours, the student can go to the homestay host family doctor or here are some options in the local area:

**Doctors at Kooralbyn**

Billabong Shopping Centre  
2 Salisbury Avenue, Kooralbyn  
Telephone: 5544 6231

**Beaudesert Medical Centre**

47 William Street, Beaudesert  
Telephone: 5541 1422

**Beaudesert Family Practice**

38 William Street, Beaudesert  
Telephone: 5541 3111

**Beaudesert Hospital**

64 Tina Street, Beaudesert  
Telephone: 5541 9111



## VISA INFORMATION

### Student Guardian Visas

TKIS requires holders of Student Guardian Visas (visa subclass 590) to:

- maintain Overseas Visitor Health Cover (OSHC) for themselves and any dependent children living with them in Australia
- immediately advise the school of any change to address or contact details
- immediately advise the school if there are any compassionate or compelling reasons to travel overseas or not be at home for an extended period of time to care for the student.

If there is a valid reason for travelling overseas, the guardian visa holder must urgently complete the [157N Form – Student Guardianship Arrangements](#) and submit to the Department of Home Affairs (DHA). Please note, the guardian visa holder must not leave Australia without written approval from DHA, and a copy of this approval must be provided to TKIS.

As part of this process, TKIS may be able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence. In this case, the school will provide documentation approving temporary care arrangements for the student to be submitted to the DHA as part of the 157 form.

If there is not a valid reason for travelling overseas, or if the school is not able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, or if the DHA does not approve the leave request, the student will need to travel overseas with the holder of the student guardian visa. In this case, the school will advise if compulsory attendance requirements will or will not be affected by the student's absence.

### Complying with Student Visa Conditions

As an international student in Australia, it is VERY IMPORTANT that you comply with all of the requirements of your student visa. TKIS has a number of policies in place to ensure that your time spent here is safe, secure and that you reach your academic potential. These conditions will be discussed at orientation and the policies can be found on the school website.

Your visa requirements as an International student are:

- maintain satisfactory course attendance and course progress (see TKIS International Student Progress, Attendance and Course Duration Policy section)
- maintain approved welfare for duration of the course (see TKIS International Student Accommodation and Welfare Policy section)
- maintain Overseas Student Health Cover for duration of the course (see OSHC section)
- comply with all transfer regulations (see TKIS International Student Transfer Policy section)

- pay all school fees as per the TKIS International Schedule of Fees and the invoices issued.

You also have the right to fair and equitable treatment as an International student. Please read the ESOS Framework and the TKIS International Student Complaints and Appeals Policy section.

The above policies will be discussed during your orientation process.

## **Change in Visa Type or Passport**

The student must inform the Admissions Coordinator if their visa type changes or if they have a new passport number so that the student record is updated in PRISMS as well as in TKIS TASS system. The student is also responsible for ensuring their student visa remains current for the duration of their enrolment.

### **1. Change in Visa:**

- If the student visa subclass 500 changes to another temporary or permanent resident visa subclass, such as 101 (Permanent resident), 188 (Business Innovation and Investment visa), 456 (Business Visa), 457 (Temporary Work visa), etc., or they become eligible and granted Australian Citizenship, they cease being a Full Fee Paying Overseas Student and their enrolment type is changed to a domestic student from the following semester and domestic fees would be applied from the following semester.
- At that stage, welfare arrangements with TKIS may cease if the Department of Home Affairs (DHA) is satisfied with new welfare arrangements, but the school will still maintain duty of care for the student until the end of their enrolment.

### **2. Children who were born in Australia may not be granted automatic Australian Citizenship due to reasons such as:**

- At the time of birth, the child's parents were temporary visitors in Australia holding foreign passports, or
  - The child was born in Australia but holds a foreign passport because their parents hold overseas citizenships. In such cases TKIS will deem them as Full Fee Paying Overseas Student until such time they are granted Australian Citizenship or Permanent Residence.
  - Children of parents entering Australia under student visa subclass 500 themselves are also regarded as Full Fee Paying Overseas Students.
  - If the parent is studying in Australia and enrolled in a higher education course which is funded by the Australia Government to complete their studies, then their child may be considered as a domestic student.
- NB: This decision is at the discretion of the Interim Principal.

### **3. Change in Passport Number:**

- The student must inform the Admissions Coordinator about change in passport and present the new passport for sighting or a copy of the photo page for student file and so that PRISMS can be updated.
- The student must also ensure the appropriate requirements of the DHA has been satisfied with regards to the issuing of the new passport.

# Policies

Policies and procedures are reviewed regularly by the Kooralbyn International School (TKIS) Management Committee to reflect legislative and regulatory developments, changes in various systems and processes, and with consideration to a range of educational and cultural factors. At all times, TKIS is committed to ensuring safety and a culture of excellence and support.

## INTERNATIONAL STUDENT POLICIES

[TKIS International Student Accommodation and Welfare Policy](#)

[TKIS Policy on Entry Requirements for International Students](#)

[TKIS International Student Progress, Attendance and Course Duration Policy](#)

[TKIS International Student Refund Policy](#)

[TKIS International Student Complaints and Appeals Policy](#)

[TKIS International Student Deferment, Suspension and Cancellation Policy](#)

[TKIS International Student Transfer Request Policy](#)

## SCHOOL AND STUDENT POLICIES

[TKIS Privacy Policy](#)

[TKIS Student Code of Conduct](#)

[TKIS Behaviour Management Policy](#)

[TKIS Mobile Phone Policy](#)

[TKIS Lockdown Policy](#)

[TKIS Evacuation Policy](#)

## Application Form

TKIS International Student Application Form is published on [TKIS International homepage](#).



## The Kooralbyn International School – International Student Orientation Program

### International Student Orientation Checklist

Student Name: \_\_\_\_\_ Homestay / Living with Approved Guardian

Year Level: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Email: \_\_\_\_\_

Previous School: \_\_\_\_\_

### INTEGRATION / WEEK 1

Subject Selection Completed:

Yes / No

☐ Copy to Admissions

### Orientation Week Schedule (International Students)

Day	Activity	Time	Location
<b>Monday</b>	Welcome Tour & Meet the Staff	9:00 AM	Admin Courtyard
<b>Tuesday</b>	Health, Safety & Emergency Procedures	10:00 AM	Wellness Centre
<b>Wednesday</b>	Academic & Language Support Overview	11:30 AM	Library
<b>Thursday</b>	Cultural & Community Programs	1:00 PM	Common Room
<b>Friday</b>	Welfare & Student Support Briefing	9:00 AM	Admin

### POLICIES EXPLAINED

TKIS International Student Refund Policy	Yes / No
TKIS International Student Transfer Request Policy	Yes / No
TKIS International Student Complaints and Appeals Policy	Yes / No
TKIS International Student Progress, Attendance and Course Duration Policy	Yes / No
TKIS International Student Accommodation and Welfare Policy	Yes / No
TKIS International Student Deferment, Suspension and Cancellation Policy	Yes / No
TKIS Student Code of Conduct	Yes / No
TKIS Behaviour Management Policy	Yes / No
TKIS Student Handbook (Student Diary) – Rules and Expectations	Yes / No

TKIS Child and Protection Policy	Yes / No
TKIS ICT Student Policy	Yes / No
TKIS Sun Smart Policy	Yes / No
TKIS Safe School Policy	Yes / No

### Student Understands the Following:

Mobile phone rules at school	Yes / No
ESI Homestay Emergency contact numbers	Yes / No
Emergency numbers for fire, police, etc. is 000 in Australia	Yes / No
Who to contact/see at TKIS in case of an emergency? Names:	Yes / No
Who are the Child Protection Officers in School? Names:	Yes / No
How to travel to and from school – bus information given, if relevant	Yes / No
School IT Policy and Laptop Contract	Yes / No
How to seek assistance on and off campus	Yes / No
Available student support services (see below Key Contacts)	Yes / No
Legal services available to students	Yes / No
Child safety, Cyber-safety, Anti-bullying	Yes / No
Information on compulsory medical insurance (OSHC)	Yes / No
Student visa conditions relating to general obligations, course progress and attendance	Yes / No
Grounds for suspension or cancellation of enrolment	Yes / No
TKIS Assessment Policy	Yes / No
Information about Homestay	Yes / No
Information about EAL (ESL)	Yes / No
Extra-curricular activities and academic support	Yes / No
Information about cultural awareness / culture shock / adjusting to life in a new environment	Yes / No
Orientation to local area	

### Key Contacts

Name	Role	How They Help You
<b>Mr Ian Macpherson</b>	interim Principal	Oversees the school's operations and student wellbeing
<b>Mr Jason Wynne-Markham</b>	Deputy Principal	Discipline, student safety, leadership support
<b>Mrs Jessica Milford</b>	Head of Secondary	Academic and welfare support for Years 7–12 students
<b>Mrs Grace Horne</b>	Medical Support	Health care, first aid, and medical emergencies
<b>Mrs Kylie Gaudron</b>	Learning Support Co-ordinator & Student Welfare Manager	Assists students with learning needs and wellbeing concerns
<b>Mr Michael Skelton</b>	Head of Curriculum – English & Humanities	Academic support in English, History, and Geography



<b>Ms Nia Tilley</b>	Head of Curriculum – Science & Mathematics	Academic support in Maths, Science, and STEM
<b>Mrs Maria Pettett</b>	Admissions Coordinator	Enrolment and visa requirements

## Legal Services & Rights

Understanding your legal rights and responsibilities is important, especially for international students.

### Covered in Orientation:

- Your Rights as a Student in Australia
- Student Visa Conditions (for international students)
- Bullying, Harassment, and Discrimination Laws
- Reporting Misconduct or Unsafe Behaviour

### If you need legal help or advice:

- Speak to Mr Jason Wynne-Markham or Mrs Jessica Milford
- We can connect you with Legal Aid Queensland or external legal services

## Emergency and Health Services

### In-School Medical Support:

- Medical Officer: Mrs Grace Horne
- Location: Wellness Centre
- Available for: First aid, health checks, medication management, mental health support

### Emergency Contacts:

- Dial 000 – For Fire, Ambulance, or Police
- Beaudesert Hospital – Nearest emergency care
- Mental Health Helpline – 1300 642 255 (24/7)

### Safety Drills:

- Fire, lockdown, and evacuation drills will be practised every term

Key Locations	Tick if known
Map of the school	
School Support	
Tuckshop	
Main Reception/Admissions	
Lockers	
Toilets	

Finance department
Multi-Purpose Court
Emergency evacuation
IT department
Bus stops

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## Academic and English Language Student Support

We know every student learns differently. Here's how we support you:

### English Language Support (ESL/EAL):

- Specialised English support classes for non-native speakers (TESOL external consultant)
- Reading & writing workshops
- Available through the Learning Support Team or Mr Michael Skelton

### General Academic Support:

Subject Area	Contact	Where to Find Help
English & Humanities	Mr Michael Skelton	English Block or Library
Science & Mathematics	Ms Nia Tilley	STEM Labs or Library
General Tutoring	Mrs Kylie Gaudron (Learning Support)	Resource Centre
Homework Help	Peer Mentors and Teachers	C1 (AM and PM)

### Resources include:

- Study skills sessions
- Time management strategies
- SEQTA access for assignments and feedback

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## Welfare Support Services

We care deeply about your wellbeing—physically, emotionally, and socially.

### Support Includes:

- 1:1 counselling
- Stress, homesickness, and anxiety support
- Conflict resolution and peer relationships
- Girls' and boys' wellbeing groups
- Pastoral care with your Head of Year or advisor

#### Your main contacts:

- Mrs Kylie Gaudron – Student Welfare Manager
- Mr Jason Wynne-Markham – Deputy Principal

*All welfare conversations are confidential, unless safety is at risk.*

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## Cultural Diversity & Respectful Community

TKIS is proudly multicultural. We celebrate diversity and foster a respectful, inclusive environment.

#### Programs:

- Harmony Day Celebrations
- Cultural Exchange Events
- International Student Dinners
- Cultural Awareness Workshops

#### For Age-Specific Engagement:

Year Level	Key Programs
Years 7–8	Respectful friendships, inclusion activities, identity workshops
Years 9–10	Digital safety, mental wellness, global citizenship
Years 11–12	Leadership development, stress/resilience, preparing for post-school life

We respect different religions, customs, and languages. If you want to share your culture, speak with your advisor or homestay parent.

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## Other Student Support Services

- **Mentoring Program** – Connects new students with senior student mentors
- **Study Skills Workshops** – Focus on exam prep and research skills
- **Leadership Opportunities** – Student Council, House Captains, Event Committees
- **Clubs & Activities** – Drama, Robotics, Sports, Music, Art
- **Careers & Pathways Counselling** – For Years 10–12 (QCE/ATAR support)

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## Safety and Student Protection

At TKIS, your safety is our top priority.

- All staff undergo Child Protection Training
- Clear reporting pathways are provided for concerns
- Anti-bullying policies are enforced strictly

**If you feel unsafe or unsure:**

- Speak to Mrs Gaudron, Mr Wynne-Markham, or a trusted teacher

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## Quick Contact List – Who Do You See If You Need Help

Concern	Staff Member	Location
General Welfare	Mrs Kylie Gaudron	Student Support Centre
Health / First Aid	Mrs Grace Horne	Wellness Centre
Academic Help – English	Mr Michael Skelton	English Block
Academic Help – STEM	Ms Nia Tilley	Science Block
Language/ESL Support	Learning Support	Library
Behaviour or Discipline	Mr Jason Wynne-Markham	Admin Block
Timetable/Class Issues	Mrs Jessica Milford	Admin Office

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## Final Orientation Checklist

- ☐ Registered with the Medical Officer
- ☐ Logged into TASS and school email
- ☐ Attended academic and safety sessions
- ☐ Met your mentor or buddy
- ☐ Know who to contact for support

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## You Are Not Alone

*Every student at TKIS has the right to feel safe, respected, and supported. Don't hesitate to ask for help—we're here for you.*

**Welcome to TKIS. Welcome to your future.**

Student Name:	Signature:
Deputy Principal Name:	Signature:

### Student interviews to check adjustment:

☐ End of Week 2

Staff member:	
Date:	

☐ End of Week 4

Staff member:	
Date:	

☐ End of Week 6

Staff member:	
Date:	

☐ End of Week 8

Staff member:	
Date:	

☐ End of Week 12

Staff member:	
Date:	