



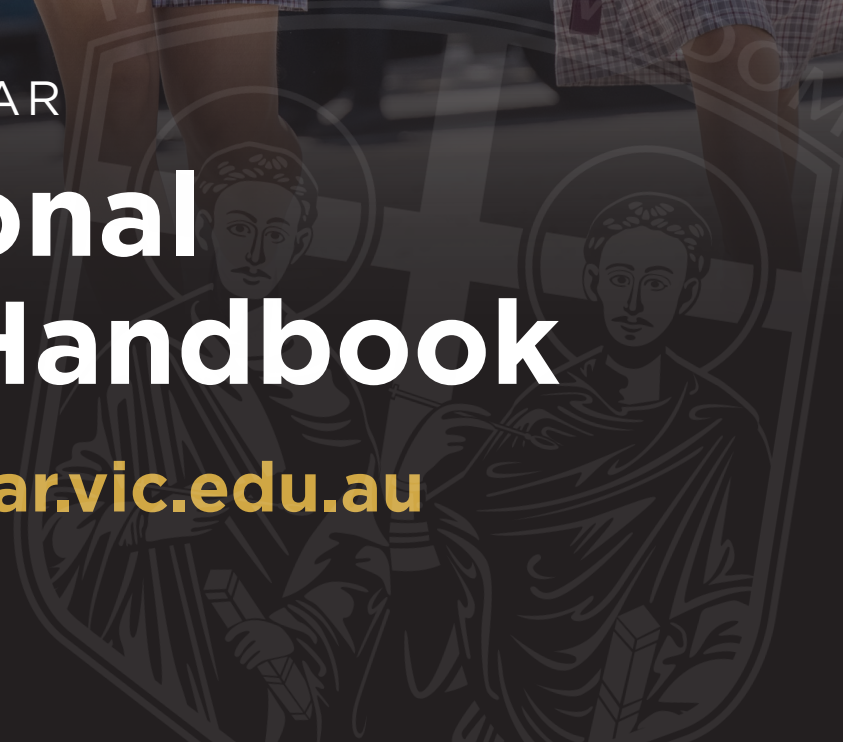
**OAKLEIGH
GRAMMAR**
Empowering young minds



OAKLEIGH GRAMMAR

International Student Handbook

oakleighgrammar.vic.edu.au





Contents

Welcome	2
About Oakleigh Grammar	2
International Student Program Overview	2
Enrolment Process	3
Pre-Departure & Arrival Information	5
Customs	5
Arrival & Airport Pickup	5
After Arrival Arrangements	5
Orientation Program	6
Accommodation	7
Homestay	7
Boarding Accommodation Arrangements	10
Important School Policy	11
Attendance Requirements	11
Course Progress and Behaviour	12
Complaints & Appeals	12
Student Visa Conditions	14
ESOS framework Information	14





Welcome

Welcome to Oakleigh Grammar. Oakleigh Grammar is a Kinder to Year 12 co-educational Christian school that has been empowering young minds since 1983. At the core of our identity is our diverse, inclusive and family-oriented culture that welcomes students and their families with open arms. We believe in nurturing strong relationships built on respect, trust and empathy in an environment where diversity is celebrated and inclusion is encouraged.

Our vision is to provide quality education at an international standard and develop globally minded students who contribute meaningfully to society.

About Oakleigh Grammar

Oakleigh Grammar aims to develop the whole child through a wide range of academic, co-curricular and extra-curricular programs, including:

- Academy Program to support student passions and talents
- Accelerated Learning Programs for high-achieving students
- School musical and drama performances
- Sport competitions (basketball, table tennis, soccer, volleyball, etc.)
- Annual camps from Year 3 to Year 12

We provide personalised and targeted care through:

- Specialised language aides to support learning
- After-school study club (Years 10–12)
- On-campus counsellor access
- Careers Resource Centre and Career Pathway Advisor

International Student Program Overview

Oakleigh Grammar provides dedicated support for international students to ensure a smooth transition and successful learning experience:

- Careful homestay screening and matching process
- Boarding House accommodation
- International Student Coordinator for day-to-day support
- Buddy program with local students
- Cultural celebrations such as Chinese New Year and Cultural Diversity Week
- Regular communication with parents regarding student progress
- Excursions to explore Melbourne's multicultural environment





Enrolment Process

The enrolment process for international students at Oakleigh Grammar is designed to ensure that students meet the academic and welfare requirements prior to commencing their studies. Throughout this process, students and families are supported by the International Student Specialist, who provides guidance, answers enquiries, and assists with communication between the school, students, parents and agents to ensure a smooth and well-informed enrolment experience.

Step 1: Application Submission

Students (or their agents) are required to submit a completed application form along with supporting documents, which may include:

- Recent academic reports
- English proficiency results (if applicable)
- Copy of passport
- Any other relevant documentation

Step 2: Assessment of Academic and English Proficiency

The school will assess the application to ensure the student meets the entry requirements. This may include:

- Review of academic history
- Evaluation of English language ability
- Additional testing or interview (if required)

Step 3: Letter of Offer Issued

If the application is successful, the school will issue a Letter of Offer outlining:

- Course details
- Tuition fees and payment schedule
- Conditions of enrolment
- Accommodation and welfare arrangements (if applicable)

Step 4: Acceptance and Payment of Fees

To accept the offer, students must:

- Sign and return the acceptance agreement
- Pay the required fees as outlined in the Letter of Offer (including tuition fees, OSHC, and accommodation fees if applicable)





Step 5: Confirmation of Enrolment (CoE)

Once the acceptance and payment are received, the school will issue a Confirmation of Enrolment (CoE). This document is required for the student visa application and confirms that the student is enrolled in a registered course.

Step 6: Student Visa Application

Students must apply for a student visa through the Department of Home Affairs. Students are responsible for ensuring they meet all visa requirements, including:

- Maintaining enrolment
- Meeting attendance and academic progress requirements
- Complying with visa conditions at all times





Pre-Departure & Arrival Information

Customs

Before travelling to Australia, students are advised not to carry large amounts of cash for safety reasons. If you are carrying more than AUD \$10,000, you are required by law to declare this to Customs officials upon arrival.

Australia has strict biosecurity regulations. Students must declare any food, plant material, or animal products upon entry. Failure to declare these items may result in fines or penalties.

Students are also encouraged to bring a bilingual dictionary, as it may be useful for classroom learning and examinations.

Arrival & Airport Pickup

Students will receive an Arrival Support Pack. Homestay providers will arrange airport pickup and ensure safe transfer to accommodation. Parents will be notified upon arrival.

Alternatively, students may arrive with their parents and stay in a hotel for a few days prior to commencing school. Students can then transition into their allocated homestay at a later agreed date.

If parents wish to visit the homestay or the school, an appointment must be arranged in advance. This allows the school to coordinate with the homestay family, confirm availability, organise staff schedules, and, where required, arrange translation support to ensure a smooth and welcoming experience.

After Arrival Arrangements

Upon arrival, students will receive support from their homestay family and the school to assist with settling into life in Australia. The homestay family will introduce students to the local area, including nearby shopping centres and public transport options. Students will also be shown how to travel to and from school safely.

Students are required to obtain a Myki card for public transport (bus, train and tram) prior to starting school. If immediate travel is required, homestay families will assist students in purchasing and using the card. Homestay families will provide all essential living arrangements, including bedding, bedroom furniture and a study desk. They will also assist students in purchasing daily necessities if required.





Students are required to attend an orientation session one day prior to the commencement of the school term. Prior to arrival, students will be provided with a Welcome Pack outlining the schedule and arrangements for orientation, as well as other important information, including uniform requirements, laptop purchasing, and school bus services etc.

Orientation Program

All students will attend an orientation program covering:

- Introduction to school staff and facilities
- Student expectations and responsibilities
- Emergency contacts and safety procedures
- Living in Australia and cultural adjustment
- Academic and wellbeing support services





Accommodation

Oakleigh Grammar ensures that all international students have appropriate accommodation and welfare arrangements in place. For students who are not residing in Australia with a parent or an approved eligible relative, the school must approve suitable accommodation and welfare arrangements.

These approved arrangements may include homestay placements or boarding accommodation, both of which are monitored by the school in accordance with the requirements of the National Code 2018.

Homestay

Homestay is a key accommodation option providing students with a safe environment to live, study and experience Australian culture. All host families are inspected and approved. Students are carefully matched and may be placed with another student for support.

Fees

Approx. \$460 per week including:

- Private room
- Three meals daily
- Utilities (electricity, water, internet)

Additional conditions:

- No extra charges from host families
- Students pay personal expenses when dining out
- Students must notify school before travel plans

Expectations

Students will be provided with Homestay Guidelines at the time their placement is confirmed by the school. These guidelines outline the expectations and responsibilities of students living in a homestay environment.

In general, students are expected to:

- Follow the house rules established by the homestay family
- Respect the privacy of all household members
- Maintain cleanliness and care for their living space
- Communicate in a polite and respectful manner
- Comply with the designated curfew, which is 6:00pm on weekdays and 9:00pm on weekends, unless otherwise approved by the school

Conflict Resolution





Living in a homestay environment may involve adjusting to different lifestyles, cultural expectations and communication styles. If students experience any concerns or difficulties with their homestay family, they are encouraged to follow the steps below:

- 1. Communicate with the Homestay Family**
Students should first raise their concerns respectfully with the homestay family. In many cases, issues arise from misunderstandings or cultural differences, and open communication can help resolve the matter quickly.
- 2. Seek Support from the School**
If the issue is not resolved or the student feels uncomfortable addressing it directly, they should contact the school's International Student Coordinator. The school will provide guidance and support.
- 3. School Intervention and Mediation**
The school may facilitate a discussion between the student and the homestay family to help clarify concerns and reach a mutual understanding. This may include meetings, phone discussions, or a formal homestay conference.
- 4. Ongoing Monitoring and Support**
Following intervention, the school will continue to monitor the situation to ensure the student's wellbeing and that agreed actions are followed.
- 5. Alternative Arrangements (if required)**
If the issue cannot be resolved or the homestay arrangement is no longer suitable, the school will assess the situation and, where appropriate, arrange for the student to be relocated to another approved homestay.

Overnight Stay Arrangements

In accordance with student visa conditions and the school's duty of care obligations, international students are not permitted to stay overnight away from their approved accommodation without prior approval.

Students may only stay overnight elsewhere under the following conditions:

- The school is notified at least five (5) working days in advance
- Written approval is provided by the student's parent or legal guardian
- Approval is granted by the school

If students intend to stay overnight with their parents (e.g. in a hotel), prior notification to the school is still required.

Failure to comply with these requirements, including leaving homestay accommodation without notice or staying overnight without permission, will be considered a breach of visa conditions. Such breaches are treated seriously and may result in reporting to the Department of Home Affairs, which could lead to visa cancellation.





Changing Homestay

Oakleigh Grammar is committed to ensuring that all homestay arrangements meet appropriate standards of care and responsibility. In the event that a homestay family breaches its obligations, the school will prioritise the student's wellbeing and make arrangements to relocate the student to an alternative homestay as soon as practicable.

In general, students are expected to remain in their allocated homestay for a minimum period of six (6) months, unless exceptional circumstances apply. The school conducts regular monitoring of homestay arrangements to ensure compliance with ISP guidelines and to support students in adapting to life in Australia.

Students who wish to request a change of homestay must consult with the International Student Coordinator at the school. Where appropriate, students will be provided with available homestay options, including information such as:

- Household members
- Presence of pets
- Estimated travel time to school

If a student is approved to move out of their current homestay, a minimum of two (2) weeks' notice must be provided to both the school and the homestay family. Failure to provide sufficient notice may result in the student being charged an additional two (2) weeks' homestay fee.





Boarding Accommodation Arrangements

Oakleigh Grammar partners with the Melbourne Intercultural Learning Centre (MILC), a registered boarding facility located in Brighton, Victoria, to provide accommodation and welfare support for international students, particularly those under 18 years of age.

MILC offers a safe, secure and supportive residential environment designed specifically for international students. The facility is regularly reviewed by Oakleigh Grammar to ensure compliance with all relevant regulations, including Child Safe Standards and the National Code 2018.

Boarding Fee

Approx. \$780 per week including:

- Fully furnished shared accommodation with study spaces
- Three meals per day, seven days per week (dietary needs accommodated where required)
- 24/7 supervision by trained and qualified staff
- Secure access and monitored entry systems
- Access to indoor and outdoor recreational and common areas
- Bilingual support (Mandarin and English)
- Secure, unlimited internet access
- Self-service laundry facilities
- Pastoral care and student wellbeing support

Boarding Expectations

Students residing in boarding accommodation are expected to:

- Follow all boarding house rules and policies
- Respect staff and fellow students
- Comply with supervision and sign-in/sign-out procedures
- Maintain appropriate behaviour at all times

Placement and Agreements

Prior to placement, students and parents will be provided with a boarding agreement outlining:

- Eligibility and acceptance conditions
- Fees and payment arrangements
- Student responsibilities and code of conduct
- Welfare, supervision and emergency procedures
- Refund and cancellation conditions





Important School Policy

International students are expected to all general school policies and expectations, which can be found on their student diary. They are expected to follow the below policies specific to international students.

Attendance Requirements

International students are required to maintain:

- Satisfactory attendance (minimum 80%),
- Active participation in all scheduled classes and school activities

Attendance is monitored daily and reviewed regularly by the International Student Coordinator. Failure to maintain satisfactory attendance may result in intervention and reporting to the Department of Home Affairs via PRISMS.

Absence Due to Illness

If a student is unwell:

- The student must inform their parent/guardian or homestay provider or boarding house supervisor
- The school must be notified via the attendance line or designated contact (e.g. ISC) on the same day

It is expected that 2 days consecutive absence from School will be accompanied by a medical certificate.

Lateness

Students are expected to arrive at school and all classes on time.

- Lateness of more than 10 minutes to a class may be recorded as an absence
- Repeated lateness will result in counselling and may lead to behaviour monitoring (e.g. behaviour card system)

Ongoing Poor Attendance

Where a student's attendance is identified as at risk, the student may be placed on a monitoring process. If concerns persist, the school will implement counselling and appropriate intervention strategies to support improvement. Parents or guardians will be notified at each stage of the process. Where attendance falls below 80%, the school is required to report the student to the Department of Home Affairs. This may result in visa cancellation





Course Progress and Behaviour

In addition to attendance requirements, international students are also required to maintain satisfactory course progress and demonstrate appropriate behaviour in accordance with their student visa conditions and school expectations. This includes actively engaging in learning, completing all required coursework and assessments, and participating positively in the school community.

In accordance with visa condition 8516, students must:

- Maintain satisfactory academic progress
- Complete all required classwork and assessments
- Demonstrate appropriate behaviour

Where concerns arise:

- Students will receive academic support and counselling
- Behaviour monitoring may be implemented
- Escalation to Senior Leadership may occur if no improvement is demonstrated

Failure to meet course progress or behaviour expectations may result in:

- Formal intervention
- Reporting to the Department of Home Affairs
- Possible visa implications

Complaints & Appeals

The complaints process consists of a number of stages and may involve various members of the Oakleigh Grammar staff and Leadership team, depending on the nature of the complaint.

Students and their parents / guardians may have concerns or grievances regarding but not limited to:

- The management by the School of Student Conduct & Welfare Matters
- Delivery of Educational Services & Academic Programs
- Homestay Accommodation Matters
- Financial and Contractual Issues
- Attendance and Reporting

Students / Parents should, in the first instance, report the concerns to the Deputy Principal of School, the International Student Coordinator, or the International Student Admissions Officer for direction on the most appropriate avenue for clarification of the issue and lodging of an informal complaint.

Where the complaint is not resolved informally to the student's satisfaction, then it is recommended that a Formal Complaint be lodged in writing to the Principal of School.





Students will be given three written warnings from the school based on attendance/behaviour/and or scholastic achievements. Once this process has been followed, if the student has still not amended their ways the Department of Home Affairs will be notified, and further action may be taken which may result in the student's enrolment at Oakleigh Grammar being cancelled.

All students have a right of appeal both internally and externally and the internal action must be taken by the student within 20 days of the first warning.

External appeals can be made by the student, guardian or parent through the agencies below:

Overseas Student Ombudsman Dispute Settlement Centre of Victoria Melbourne Office

Phone Contact: 1300 362 072

Phone Contact: 1300 372 888

Website: www.ombudsman.gov.au

Website: www.disputes.vic.gov.au





Student Visa Conditions

All international students enrolled at Oakleigh Grammar must comply with the conditions of their Student Visa (Subclass 500) as set by the Department of Home Affairs (DHA).

Students are required to:

- Maintain enrolment in a registered CRICOS course
- Achieve satisfactory course progress and maintain regular attendance
- Keep the school informed of their current residential address, contact details and emergency contacts at all times
- Maintain valid Overseas Student Health Cover (OSHC) for the duration of their stay in Australia
- Comply with Australian laws, school policies and visa work limitations

Failure to comply with these conditions may result in the student being reported to the Department of Home Affairs, which may affect the student's visa status.

ESOS framework Information

The ESOS Framework (Education Services for Overseas Students) is a set of Australian Government laws and regulations that protect international students and ensure the quality and integrity of education providers in Australia. It includes the ESOS Act 2000, the National Code of Practice 2018, CRICOS and PRISMS, and outlines the responsibilities of both students and providers. Under this framework, schools must provide accurate information, monitor student progress, attendance and welfare, and ensure appropriate accommodation arrangements for students under 18, while students are required to comply with their visa conditions and actively engage in their studies.

For more information, please visit the official Australian Government website

<https://www.education.gov.au/esos-framework>





OAKLEIGH GRAMMAR

Empowering young minds

oakleighgrammar.vic.edu.au

CRICOS Registration Number: 03423G

