Code of Practice, Information and Policies for Overseas Students

Lutheran Church of Australia Queensland District
Trading as Good Shepherd Lutheran College

CRICOS Provider: 02357K

Course Codes

CRICOS COURSE CODE: 055154E Primary Grades Prep-7 Boys and Girls
CRICOS COURSE CODE: 055155D Secondary Grades 8-9 Boys and Girls
CRICOS COURSE CODE: 042580E Junior Secondary School Program Years 10 Boys and Girls
CRICOS COURSE CODE: 042579J Senior Secondary School Program Years 11-12 Boys and Girls

Good Shepherd Lutheran College does not offer an International School or ELICOS program.
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A. Code of Practice

Introduction

Good Shepherd Lutheran College (‘the College’) is a Christian co-educational day school, centrally located 130 kilometres from the centre of Brisbane city, situated on a 9.5 hectare campus at 115 Eumundi Road, Noosa, Queensland, Australia. The College has a total enrolment of approximately 810 students from Kindergarten to Year 12. Kindergarten and Preparatory years are not CRICOS-registered for enrolment of overseas students; therefore we only enrol overseas students from Year 1 – Year 12. A map of the schools location and buildings are located on our website www.gslc.qld.edu.au Good Shepherd Lutheran College is owned and operated by the Lutheran Church of Australia, Queensland District ABN 48 313 148 724.

The College is a registered and approved educational institution with both the Queensland and Australian Federal Government. The College is registered in Queensland to provide primary, lower secondary and senior secondary education. Courses in senior secondary are approved and monitored by the QSA in Queensland. It is the intention of the College to admit up to 15 full fee paying overseas registered students into mainstream programs currently offered from Year 1 – Year 12 students.

1. Educational Standards

Good Shepherd Lutheran College is committed to providing and maintaining the highest professional standards in both the marketing and delivery of its education program. This includes safeguarding the welfare and interests of all students, providing adequate facilities and resources and using appropriate and effective methods of instruction. These principles are embedded within the College’s Mission Statement:

Mission Statement

Good Shepherd Lutheran College exists to provide quality Christian education in a caring environment.

In our curriculum we endeavour to provide a broad and appropriate range of subjects and promote innovation and excellence in teaching, learning and pastoral care. We wish to operate in partnership with families and the community and prepare students for further studies and careers. Our school should provide a student-centred environment in which students feel safe and are encouraged to serve others and their community with confidence. In our holistic approach to students we value equity, diversity, individuality and multiculturalism.

2. Marketing

Good Shepherd Lutheran College will market its programs with integrity, professionalism and accuracy, avoiding vague or misleading statements. Students will be given accurate information about the courses offered and the facilities provided. When providing information to prospective students no false or misleading comparisons will be drawn with any other institution or course. Applications are processed, as with all enrolment applications to the College, along the guidelines of the Enrolment Policy.
3. Student Information

At the time of receiving enrolment forms from the College, students will be provided with the following:

Good Shepherd Lutheran College Code of Practice,
Information and Policies for Overseas Students (including admission procedures and entry criteria)
Information on total fees for the course and what is included in those fees
Information about the Queensland Certificate of Education and university entry requirements as per the Course Planning Booklet.
A copy of the College prospectus

Just prior to commencement, students will have appointments with the Head of Primary or Principal, Classroom teacher and/or Student and Curriculum Coordinators and Uniform Coordinator

4. Recruitment

Recruitment of students will be conducted in an ethical and responsible manner at all times, consistent with the requirements of the curriculum
Good Shepherd Lutheran College does not actively recruit overseas students, and does not engage agents to represent the College. Prospective overseas students at Good Shepherd learn about the College through word of mouth or general website enquiry. Appropriately qualified staff will assess the extent to which the applicant is likely to achieve the outcomes of the course based on the applicant’s level of English and academic results.

5. Refunds

Good Shepherd Lutheran College will have a fair and clearly explained Refund Policy (see Information and Policies section 4, Payment and Refund of Fees and Charges).

6. Student Grievances and Complaints

Good Shepherd Lutheran College has a fair and transparent process for dealing with student grievances. In the event that such grievances cannot be resolved internally, Good Shepherd Lutheran College will advise students of the appropriate bodies from which they can seek further assistance (see Information and Policies section 7, Dispute Resolution Policy).

7. Code of Ethics

8. Student Services

Good Shepherd Lutheran College will ensure that students have access to: orientation on arrival, assistance and information about their academic progress, information regarding entry to further study ongoing counselling as required in relation to health and family matters a designated student officer who will assist the student to adjust to life and study at an Australian institution and to help resolve problems and all relevant policies and procedures.

9. Privacy of Personal Information

Good Shepherd Lutheran College will meet all requirements of the Privacy Act 2001 in relation to the way it handles personal and sensitive information about students.

10. Agents

Good Shepherd Lutheran College does not enter into agreements with education agents, nor does the College use agents to recruit overseas students.

11. Sanctions

Good Shepherd Lutheran College recognises that if it should not meet the obligations of Code of Practice or supporting regulatory requirements, it may have its registration as a provider withdrawn.

Anthony Dyer
Principal
B. Information and Policies

1. Accreditation

Good Shepherd Lutheran College is an approved school under the Accreditation of Non-State Schools Act 2001 and the Education (Overseas Students) Act 1996.

Good Shepherd Lutheran College is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The College’s CRICOS Provider Number is 02357K.

1.1 Teacher Registration/Blue Card Suitability Clearance
All teachers at Good Shepherd are Registered Teachers. This means that they hold full registration, provisional registration or permission to teach under the Education (Queensland College of Teachers) Act 2005.

All other staff at Good Shepherd hold a Positive Notice Blue Card (referred to as a ‘Blue Card’) for Child Related Employment issued by the Commission for Children and Young People and Child Guardian under the Commission for Children and Young People and Child Guardian Act 2000.

2. Courses

Good Shepherd Lutheran College offers Year 1 to Year 12 courses for Overseas Students. Please note that students will need to reside with a parent/guardian as Good Shepherd Lutheran College does not have boarding accommodation. Please see section 5 Policy and Procedures for more details. All Overseas Students are eligible for the Queensland Studies Authority Queensland Certificate of Education at the end of Year 12. Only those students who are eligible for an Overall Position (OP) will receive a Tertiary Entrance Statement at the end of Year 12. From 2008, students are eligible for the Queensland Certificate of Education.

Important Note: To be eligible to receive a Queensland Certificate of Education, the Queensland Studies Authority requires students to be in attendance at school until the date specified as the end of Year 12.

3. Entry Requirements

Good Shepherd Lutheran College will consider enrolment applications from students wishing to apply for a student visa, subject to compliance with conditions set by the College, and with legislative requirements of the State of Queensland and the Commonwealth of Australia.

Applications for enrolment must be made on the Good Shepherd Lutheran College Enrolment Application Form. This application must be fully and correctly completed, signed by the student’s parent/s or legal guardian and be submitted together with the following documents to support the application:
Certified academic reports (translated into English) for the previous two school years, together with an explanation of reporting procedures applied at the student’s current or most recent school.

A completed Reference Form from the student’s current or most recent school principal is also required if student academic reports do not record student behaviour, attendance or commitment to studies.

A completed Subject Choices Form if appropriate.

Copies of current Passport, Birth Certificate and any previous student visa(s) held for study in Australia.

A LETTER OF RELEASE from the current school, together with academic reports, must be attached. If the student’s conduct is not mentioned in the academic report, a letter of reference from the student’s current school will be required. Please refer to section 8 in the Information and Policies section for more information.

The Enrolment Application Fee must be paid in Australian currency. The College is unable to proceed with the application until this fee is received in full. Payment of the Enrolment Application Fee does not guarantee a place at the College.

Minimum academic and English language requirements - the College requires evidence of the completion of an International English Language Testing Standard (IELTS) test or its equivalent, to a standard equal to, or above, for the year level applied for as outlined below. English Language Tests can be arranged in most overseas countries. Please email the Enrolment office at registrar@gslc.qld.edu.au for further information.

Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant. An application for enrolment can only be processed when all of the above are in the hands of the Enrolment Registrar. Applications from Overseas Students are processed according to established policy and procedures, and are dealt with on their merits.

Assessment procedures include an evaluation of reports from previous schools in the applicant’s home country and an evaluation of the applicant’s English language proficiency (either age-appropriate or sufficient for entry to the level of education applied for).

Once all information is provided with the enrolment application and the College advises they will proceed with the application, a personal interview with the student and parent/s will be required at the College. The student may also be required to take an academic assessment at this time. A comprehensive tour of College facilities will also be provided, together with an introduction with key staff members.

It must be noted that following the interview and assessment, the College may recommend a year level other than the year requested on the enrolment application as more appropriate for the student. If this recommendation is accepted by the student/parents, then no change to the College’s recommendation will be considered after the student commences.
3.1 Minimum Academic and English Language Requirements

Good Shepherd Lutheran College requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This evidence may be presented as evidence of previous study in English as the medium of instruction, or as results of an acceptable English language proficiency test. For acceptable tests and results, see below.

Primary Grades – Years 1 to 7

Overseas students applying for entry to the Primary School will require a personal interview at the College with the Head of Primary. English language assessment and academic ability assessment is required. This will assist the College to determine whether intending students have age-appropriate achievement in literacy/numeracy areas of our curriculum and to determine their level of English.

Homestay is not available for students; therefore applications will only be accepted for students who will be residing permanently with a parent in the surrounding Noosa area. See Sections 5 Student Accommodation Policy.

Secondary Grades – Years 8 and 9

Students applying for entry to the Secondary School in Year 8 or 9 will require an English Language Test result equivalent to 2 on the International Second Language Proficiency Rating (ISLPR) scale. Applicants must provide academic records for the previous two school years that indicate application to schoolwork and age-appropriate academic achievement (a pass level of B grade or better for core subjects).

Junior Secondary School Program – Years 10

Year 10: Students will require an English Language Test result equivalent to a minimum of IELTS 5.5 or ISLPR 2+. Applicants must provide academic records for the previous two school years that indicate application to schoolwork and age-appropriate academic achievement (a pass level of B grade or better for core subjects).

Senior Secondary School Program – Years 11-12

Years 11-12: Students will require a minimum result of IELTS 6+ for consideration for entry to Year 11.

All applicants should note that if their English language proficiency is below that outlined above, they may be required to undertake an intensive English language course (at their own cost) before beginning mainstream studies. Applicants must provide academic records for the previous two school years that indicate application to schoolwork and age-appropriate academic achievement (a pass level of B grade or better for core subjects).

The Queensland academic program for the tertiary pathway (Years 11 and 12) requires students to complete four semesters of study over two years. Applicants should note that success in senior secondary studies in Queensland requires a high level of English language proficiency and a high academic standard.
Students must attend all applicable lessons and examinations for the duration of the course. They are expected to submit all assignments as required by their selected subjects. Students who do not have full attendance or do not submit assignments as required risk having their student visa cancelled. For further information, see Sections 9.1 Monitoring of Attendance and 9.2 How the College Deals With Overseas Students Who Are At Risk of Breaching Their Student Visa Conditions For Non-Attendance and Unsatisfactory Performance under Section 9, Other Conditions.

Homestay is not available for secondary students, therefore applications will only be accepted for students who will be residing permanently with a parent/guradian in the surrounding Noosa area. See Sections 5 Student Accommodation Policy.

4. Payment and Refund of Fees and Charges

4.1 Fees Policy

Good Shepherd Lutheran College requests that all fees, levies and charges including enrolment confirmation fees, tuition fees and levy’s be paid in Australian currency. Refunds will be paid in Australian currency. Amounts quoted are for 2012 and may be adjusted annually.

4.2 Fees Structure

A 5% discount will be granted to parents who pay the full years school fees by the date as advised in the Fees Statement Notice for the appropriate year. Otherwise, school fees are due and payable for each term on the dates advised on the Fees Statement Notice for the appropriate year. A service fee will be charged to parents if school fees are not paid by the due date.

A student shall not be allowed to commence a new term at the school if the fees for the previous term has not been paid and an extension of time for payments has not been entered into. The College reserves the right to withhold school reports and/or Year 12 exit certificate if fees remain unpaid a the end of the semester.

a) Enrolment Application Fee

A non refundable application fee of $100 is to be forwarded with each Enrolment Application Form. This does not guarantee a place at the College.

b) ENROLMENT CONFIRMATION FEE

If the application is approved, an offer of a place is made. Parents must complete and sign a Student Enrolment Contract, pay an Enrolment Confirmation Fee of $1,500. The Enrolment Confirmation Fee is made up of two components:

I. a non refundable amount of $250; and
II. a refundable amount of $1,250.
III. the refundable amount of $1,250 will be refunded only in the following circumstances:

- The enrolment application is cancelled due to visa rejection.
- Three months’ notice in writing is given to the Principal of the student’s intention to leave the College, and provided there is no money owing to the College.
The refundable amount of $1,250 will be forfeited in the following circumstances:

- The student does not commence at the College and notice of cancellation of the place is received in writing less than three months prior to commencement.
- The student is withdrawn from the College without giving the required 3 months notice in writing to the Principal.
- The student is asked to leave the College.

(c) TUITION FEES

Tuition fees are quoted as an annual amount and are billed, in total, prior to commencement. The annual tuition fees are payable for each student prior to commencement. Payments can be made by international telegraphic transfer or by a bank cheque drawn in Australian currency.

Tuition fees will be refunded in full in the event that the visa application is rejected. If the student cancels after commencement of the course, the tuition fees will be refunded on a pro rata basis. This will be based on a forty week year, each week representing one fortieth of the annual fee.

<table>
<thead>
<tr>
<th>2012 Academic Year</th>
<th>Years 1-5</th>
<th>Years 6-7</th>
<th>Years 8-9</th>
<th>Year 10</th>
<th>Years 11-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fees</td>
<td>$13,200</td>
<td>$14,700</td>
<td>$17,600</td>
<td>$18,700</td>
<td>$18,700</td>
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<tr>
<td>Overseas Health Cover</td>
<td>$480</td>
<td>$480</td>
<td>$480</td>
<td>$480</td>
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<tr>
<td>Student Welfare</td>
<td>$300</td>
<td>$300</td>
<td>$300</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>QSA Charge</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$350</td>
</tr>
<tr>
<td></td>
<td>$13,980</td>
<td>$15,480</td>
<td>$18,380</td>
<td>$19,480</td>
<td>$19,830</td>
</tr>
</tbody>
</table>

(d) OTHER ITEMS

Stationery, Uniforms, and Private Music Tuition are not included in tuition fees.

(e) OVERSEAS STUDENT HEALTH COVER LEVY

The overseas student health cover levy as required by the Commonwealth Government is payable prior to commencement and is not refunded by the College. The responsibility for seeking a refund from the medical insurance authority lies with the student.

(f) QUEENSLAND STUDIES AUTHORITY LEVY

The charge of $350 or as required by the QSA is payable prior to commencement for Years 11 and 12 and is included in other levies and charges. This charge is refundable only if cancellation is received prior to commencement at the College.

4.3 Refund of Fees

A copy of the relevant policies will be provided prior to entering into any contract with the college or making any payments in relation to a registered course.

The refund policy applies to all course monies paid to the school. The application fee is non-refundable.
(a) Payment of Course Fees and Refund

Refunds will be reimbursed in Australian dollars and the payment sent to the applicant. Refunds will be paid to the person who enters into the written agreement. All notification of withdrawal from a course, or applications for refunds, must be made in writing and addressed to the Principal.

(b) Unsuccessful enrolment/Visa Rejection

The College will refund within four weeks all course monies paid where the students application for enrolment is refused by the school. The school will refund within four weeks all course monies paid where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.

(c) Student Default

(i) Refund due to delayed start to studies:
If a student does not start at the College on the agreed date and one terms notice of cancellation has been received.
- any transaction fees associated with transfer of funds will be deducted for the current term will be refunded.
- 100% of any advance payment of tuition fees and levies for future terms will be refunded.
- the enrolment application fee will not be refunded

(ii) Refund due to withdrawal from the College:
If a student withdraws from the college before the completion date:
- Tuition fees and levies paid in advance of the current term will only be refunded if a terms notice has been given. Additionally, the amount of discount allowed by the college in paying the full years tuition fees and levies in advance by the first week of the first term shall be deducted from the amount refunded on a pro-rata basis
- The enrolment application fee will not be refunded.

(d) School Default

(any default by the college must be compliant with the provisions of the ESOS Act 2000 and the ESOS regulations 2001 (as amended).
- If for any reason the school is unable to offer a course, a full refund of fees paid will be made within 14 days of the agreed starting date.
- If for any reason the school is unable to continue offering a course after student commencement, a full refund of fees paid, including for the portion of the course already taught will be made within 14 days of the day the course ceased to be delivered.

5. Student Accommodation Policy

It is a student visa condition, that students under 18 years of age live with;
- a parent; or
- a person who has legal custody of them; or
- a relative (as defined by the Department of Immigration and Citizenship, ‘DIAC’ ) aged at least 21, of good character and with permission to reside in Australia for the duration of the
student’s visa or until the student turns 18, nominated by either the parent or person having custody of them; or in College-approved care arrangements.

Good Shepherd Lutheran College is a day school and therefore provides no accommodation for overseas students. It will be necessary for the parent/s or guardian/s to make separate application/s for a visa to enter Australia to care for their child and Good Shepherd will require a copy of the parent’s visa and passport prior to the student commencing. The College must be advised of the student’s and parents’ residential details prior to the student commencing and thereafter within seven days of each change.

6. Termination and/or Suspension of Enrolment Policy

Fair, appropriate and objective measures are employed for the correction and/or discipline of students, including detention, suspension of and/or termination of enrolment, after each individual case has been carefully considered. The College’s expectations of student behaviour are given in the Parent Handbook. The College may suspend or terminate an enrolment at its discretion for failure to comply with the Conditions of Entry, or other serious breaches of the College’s rules and regulations. In the event of termination of enrolment by the College, the Department of Immigration and Citizenship (DIAC) will be notified immediately, and arrangements will be made for the return of the student to parental/custodial care as soon as possible, with expenses to be met by the person/s with whom the College has a signed Agreement. In the event of termination of enrolment by the College, a refund, less any relocation expenses for the student and/or monies owed by the student, will be due as per the Refund Policy.

Please refer to the Parent Handbook details of the College’s Discipline Policy and Procedures.

7. Dispute Resolution Policy

In the event of a dispute or grievance, students should first try to solve problems through the College’s internal dispute resolution processes. Students should follow the process below.

1. The student should contact the appropriate staff member (see below) for an appointment to discuss the issue. The staff member who handles the student’s concern may hold discussions with the student, the student’s parents or guardians, other students, other staff members and any other relevant persons for clarification and to obtain further information relevant to the student’s concern. The staff member will make written notes of all discussions and any actions taken and these notes will be placed on the student’s file. These notes may be used for reporting to the Year Level Coordinator, Head of Primary/Secondary, Principal of the College or the student’s parents or guardians.

<table>
<thead>
<tr>
<th>Year Levels</th>
<th>For Academic/Subject Concerns</th>
<th>For Personal Problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 – 7</td>
<td>Classroom Teacher</td>
<td>Classroom Teacher</td>
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<tr>
<td></td>
<td></td>
<td>School Counsellor</td>
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<td></td>
<td></td>
<td>School Pastor</td>
</tr>
<tr>
<td>Year 8 - 12</td>
<td>Subject Teacher</td>
<td>School Counsellor</td>
</tr>
<tr>
<td></td>
<td>Secondary Curriculum Coordinator</td>
<td>School Pastor</td>
</tr>
</tbody>
</table>
2. If there is no resolution within seven days, the student should make an appointment to discuss the issue with their Year Level Coordinator. The student should take a written statement outlining any issues or concerns to this meeting. The Year Level Coordinator will refer to previous notes from the student's record. If there is a resolution, details will be noted on the student's record.

3. If there is still no resolution after a further seven days, the student should make an appointment to discuss the issue with the appropriate Head of Primary/Secondary. If there is a resolution, details will be noted on the student's record. If there is no resolution, the student should make an appointment to discuss the issue with the Principal.

4. If there is still no resolution after a further seven days, the student should discuss the problem with the Principal. If there is a resolution, details will be noted on the student’s record. If it is not possible to resolve the dispute internally, within 30 days, via the above process, the student will be made aware of other steps available to him/her and his/her rights under legislation in the State of Queensland and the Commonwealth of Australia. Students should also be aware:

   He/she may nominate a support person to accompany him/her at any stage of the dispute resolution process.

   Outside assistance may be requested if it is not possible to resolve the dispute internally, via the process above. In this case, the student may discuss further options with the Principal, or approach the Dispute Resolution Branch, Department of Justice and Attorney-General, to look at possibilities for mediation.

   At present there is no fee for use of this service, but this may change. Contact details are as follow;

<table>
<thead>
<tr>
<th>South Queensland</th>
<th>(07) 3239 6284</th>
<th>(07) 3239 6007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside Brisbane (toll free)</td>
<td></td>
<td>1800 017 288</td>
</tr>
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</table>

   email: drc.sq@justice.qld.gov.au

   Nothing in the College’s Dispute Resolution Policy negates the right of any Overseas Student to take action under Australia’s consumer protection laws in the case of financial disputes. Nothing in the College’s Dispute Resolution Policy negates the right of any Overseas Student to pursue other legal remedies.

   If all other attempts at resolution prove unsuccessful, the student may approach the Registering Authority, which has the power to cancel the College’s registration if a breach of registration provision is proved. Concerns about the conduct of the College should be addressed in writing to:

   The Manager
   CRICOS Registration
   Office of Non-State Education
   Queensland Department of Education
   PO Box 15033
   CITY EAST QLD 4002.
8. Policy for Transfer to and from Other Educational Institutions

An Overseas Student wishing to transfer to another educational institution or school after six months will be provided with a ‘Letter of Release’ detailing attendance, payment of fees and an assessment of attitude and behaviour whilst at Good Shepherd Lutheran College. Good Shepherd Lutheran College will not accept enrolment of a student from another school if that student does not have a ‘Letter of Release’ confirming that he/she has demonstrated commitment to their studies, has a good attendance record and has paid all required fees. The Department of Immigration and Citizenship requires Overseas Students to stay with their main education provider for the first 6 months of their course. If the course is less than 6 months, they must stay with their main education provider for the duration of the course. If the Overseas Student does wish to change education provider within the first 6 months of study, he/she needs to obtain written approval from the Department of Immigration and Citizenship. See student.centre@immi.gov.au for more information.

9. Other Conditions

Enrolment at Good Shepherd Lutheran College is conditional upon full participation in the complete range of the College curriculum and activities. Please be aware that as Good Shepherd Lutheran College is a Christian school, all students are expected to participate in Chapel services/devotion. Christian Education is a compulsory core subject and must be completed by ALL students. Enrolment at the College is conditional upon adherence to the College’s policies as detailed in this document and in the Parent Handbook.

All students are required to wear full and correct school uniform during the day and when travelling to and from school. A student will not be permitted to commence if the student has not completed the student visa process. The Enrolment Office will require a copy of the student’s visa before the student is permitted to commence. On receipt of the Enrolment Confirmation Fee and Enrolment Contract, information will be forwarded to the student’s home address outlining details for commencement, together with a medical information request form, which must be completed and returned prior to commencement. The purchasing of school uniforms, textbooks and stationery requirements must also be completed before commencement. On arrival at the College, a familiarisation of the College facilities and grounds will be given to Overseas Students.

Overseas students are required to commence studies on the first day of each term and finish on the last day of each term, participating in school life for the entire school year as per requirements of Good Shepherd Lutheran College and the Department of Immigration and Citizenship (DIAC).

As part of the Christian ethos of Good Shepherd Lutheran College, we strongly encourage families of Overseas Students to become involved with the College community. Communication either by email, fax, phone, letter or interview will enable teachers and supporting staff to communicate on a personal level about your child’s progress while studying in Australia. This communication is very important and we value your participation in this ongoing involvement with your child’s education and development.

All students moving around campus during the day must sign in and out at Student Reception when going to music lessons, sick bay, leaving for appointments, etc, so that their whereabouts can be updated in TASS, the College’s student management program. Attendance must be full-time and academic outcomes must be achieved. Failure to achieve a satisfactory achievement academically or comply with the College’s Behaviour
Guidelines for Students (included in the Parent Handbook) will contravene student visa conditions as per the Department of Immigration and Citizenship (DIAC).

Where a student fails to satisfy course requirements relating to attendance or academic performance, Good Shepherd Lutheran College is required to send a notice informing the student of this to the student’s last known residential address. If this address is not up to date, automatic student visa cancellation could occur without the knowledge of the student. Such cancellation may not be revoked if it has occurred where the student has failed to keep the College informed of their address. Notification for Overseas Student boarders will be sent to the student and to the student’s parents.

9.1 Student Visa Conditions as per [www.immi.gov.au](http://www.immi.gov.au)

**Course enrolment and attendance**

You must remain enrolled in a full-time registered course.

**Important:** You must attend at least 80 percent of the contact hours for each term or semester of your course. If the course is shorter than a term or semester, you must attend 80 percent of the contact hours for the duration of the course.

**Academic results**

You must have satisfactory academic results for each term or semester of your course. If your course is shorter than a term or semester, you must have satisfactory academic results for the duration of the course.

Your education provider will advise the department (DIAC) if your results are not satisfactory. The definition of ‘satisfactory’ is determined by your education provider.

9.2 How the College deals with Overseas Students who are at risk of breaching their student visa conditions for non-attendance and unsatisfactory academic performance

<table>
<thead>
<tr>
<th>Non-Attendance</th>
<th>Unsatisfactory Academic Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Attendance checks are carried out daily</td>
<td>a. All students will <strong>complete assessment</strong> on the <strong>due date</strong>, as determined by the teacher. Significant <strong>non-completion</strong> of assessment tasks will be viewed as non-completion of the course and may jeopardise a student being awarded a result in that subject.</td>
</tr>
<tr>
<td>b. Students parents/guardians are required to contact the College by phone on (07 5455 8666).</td>
<td>b. The relevant subject teacher talks to the student to find out if there is a good reason for his/her unsatisfactory academic performance.</td>
</tr>
<tr>
<td>c. If the College has not been advised, a phone call will be made to check the whereabouts of the student.</td>
<td>c. If the issue of unsatisfactory academic performance is not resolved at the above level, the subject teacher will inform the Secondary Studies Coordinator.</td>
</tr>
<tr>
<td>d. Regular unexplained non-attendance is dealt with by Year Level Coordinators, Heads of Primary/Secondary, or may be redirected to a more appropriate member of our staff team in certain circumstances, Chaplain and or College Counsellor.</td>
<td>d. If a student has <strong>failed to complete a task</strong> on the due date, the draft will be required. This will be marked and the achievement level recorded. Parents will be notified. If the student is unable to produce a draft, the student will be required to complete the task under the supervision of the Secondary Studies Coordinator during the first available break.</td>
</tr>
</tbody>
</table>
10. Academic Program

10.1 Primary School (Years 1 to 7)

- Maths
- English
- Science
- Technology
- The Arts,
- Studies of Society and Environment – SOSE
- Health and Physical Education,
- Languages Other Than English – LOTE. (Japanese P-7 and German 5-7)
- Year 1 and 2 – Intensive Literacy Program
- Year 3 Strings Program
- Year 5 – 7 Assignment Writing Program
- Years 4-7 Math Pathways

10.2 Secondary (Year 8)

- Christian Studies
- English
- Mathematics
- Science
- Studies of Society and Environment
- Health and Physical Education
- LOTE: German or Japanese
- English, Maths and Science Learning Enrichment Program

The following subjects are taught for one term each:

- Art
- Ceramics
- Computer Studies
- Design Technology
- Drama
- Graphics
- Home Economics
- Music

10.3 Secondary (Years 9 & 10)

- Christian Studies
- English
- Health and Physical Education
- Mathematics
- Science
- Society and Environment
The following subjects are offered as electives:

- Art
- Business Studies
- Computer Studies
- Design Technology
- Drama
- German
- Graphics
- Home Economics
- Japanese
- Music

10.4 Senior School (Years 11 to 12)
All students in Years 11 and 12 are expected to study English, and preferably at least one Mathematics subject. All students will participate in Christian Studies and the Friday afternoon sports program. Christian Studies is presented in a block each term allowing for extended topics and guest presenters to present specific topics.

These years are a two year course of study. Subject selection is conducted during the year prior to students entering Year 11. Parents and students attend information sessions prior to selecting subjects for the following year. Students will study from two sets of subjects, those compulsory for all students and those from which students can elect to study.

QSA Subjects
The study of these subjects make a student eligible for an OP (Overall Position) and lead on to University, TAFE and other post Secondary School Studies.

QSA Registered Subjects
These subjects do not count towards an OP and do not lead to University Studies, but do lead to TAFE studies and other Post Secondary School Studies.

- English Communication
- Hospitality Practices
- Industrial Technology Studies
- Information Technology
- Pre-Vocational Mathematics
The above subjects are offered subject to demand.

11. Co-curricular Activities

Sport

Introduction
Sport and physical education is a strong element in our curricular and extra-curricular program.

In the Primary Section there are specialist classes in Physical Education at all year levels. The emphasis in the younger classes is in developing fitness and skills. More competitive games are introduced in upper primary.

In the Secondary Section there are specialist Health and Physical Education classes for all students in Years 8 to 10. Students follow a program that uses team and individual activities to develop each student’s physical abilities and awareness. Use is made of local facilities to allow students to gain experience in a wide range of activities including surf awareness, surfing, rowing, sailing and rock climbing.
Students in both sections of the school are involved in house competitions for swimming, athletics, and cross country. The college also fields teams in various carnivals in these sports organised by other associations including Queensland Lutheran Schools and Sunshine Coast Independent Schools. Students also compete in zone, regional, state and national competitions where they qualify.

Students also have a wide range of extra-curricular team sports which train after school and are played during the week, evenings or weekends. These may include rugby, netball, water polo, volleyball, basketball, softball, and touch. Students in the Secondary section may also be involved in rugby union, rugby league and Australian rules.

Good Shepherd is a foundation member of SCISSA (Sunshine Coast Independent Schools Sports Association) for our Primary and Secondary sections of the College. SCISSA allows a large percentage of our students to play in a wide range of sporting events at a relatively high standard. The qualities of teamwork and sportsmanship are encouraged through the competitions.

**Music**

Good Shepherd has an extensive co-curricular music program including choirs, a concert band program and specialist ensembles for those students wishing to extend their talents further.

**Band Program**

The Good Shepherd Lutheran College Band program offers weekly small group lessons on Flute, Clarinet, Saxophone, Trumpet, Trombone, Euphonium, French Horn, Bass Guitar and Percussion. The college currently has three concert bands and a stage band, catering for students from Year 5 to Year 12 and all ability levels. The college bands are renowned for their brilliant performances, and have won many prizes over the years. The bands perform at several concerts, festivals and community events throughout the year. Rehearsals for the bands are held weekly, and group lessons are held on a rotating timetable during the school day. Some instruments are available to hire. Contact the Music Department for more information.

**Year 3 String Program**

All Year 3 Students take part in the String Program as part of their weekly music lessons. Students in Year 3 are provided with a Violin and music book at the start of the year. Lessons are given weekly, and students are encouraged to take their violins home and practice regularly. The opportunity to learn an instrument provides every child the chance to develop musical performance and note reading skills. The students perform in several concerts throughout the year and then have the option to continue lessons in Year 4.

**String Program**

Students in Years 1 – 12 have the opportunity to study Violin, Viola, Cello or Double Bass in weekly small group or private lessons. The college currently has a Primary String Ensemble and a Secondary string ensemble. Both ensembles play an exciting variety of repertoire and perform regularly at concerts at school and in the community. The secondary string ensemble has played to great acclaim at Eisteddfods and Presentation Nights. The String Program is rapidly expanding and continues to provide opportunities for students of all levels, from beginners to advanced. The College has a variety of string instruments available for hire.

**Musicals**

Good Shepherd Lutheran College stages Musicals in both the Primary and Secondary Schools. Being part of a Musical is a fantastic opportunity for students interested in singing and performing. Contact the Music Department for more information.
Instrumental Lessons

As well as the small group Band and String lessons available through the College account system, private lessons are also offered on all instruments. Instrumental Tutors teach private lessons in Piano, singing, guitar, all Woodwind and String instruments. Private lesson fees are paid directly to the instrumental tutor.

To Enrol in Band, String or Private Lessons, or to join an ensemble, please contact the Music Department.

**Googa - Year 10**

During Term 3, each Year 10 student spends four weeks at Googa which is an outdoor education camp set in the ranges outside the township of Blackbutt, about two and a half hours from Noosa.

This is a compulsory part of the Year 10 curriculum at Good Shepherd.

An information evening for all Year 10 parents will be held with the Director of the Googa Outdoor Education Centre early in the year.

Any queries concerning the Googa experience should be directed to the Secondary Students’ Coordinators.

**House Organisation**

The College uses a system of four Houses for organisational and competitive sport purposes. All students enrolling in the College are allocated to a House, and siblings are allocated to the same House.

There are House shields for Swimming, Athletics and Cross Country at both Primary (Years 4-7) and Secondary sections. Various other House sport competitions are held for each section during the year.

There are six Pastoral Care (PC) groups for each House at Secondary level. PC Groups are arranged vertically - that is, a mixture of students from each year level from Year 8 to Year 12 in each PC group. Their PC teacher and their House Leader are important links for parent contact with the College, and in issues relating to behaviour management, personal organisation and social issues.

**House System:**

<table>
<thead>
<tr>
<th>Origin:</th>
<th>Lake</th>
<th>Bay</th>
<th>Point</th>
<th>Creek</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colour:</td>
<td>Yellow</td>
<td>Blue</td>
<td>Green</td>
<td>Red</td>
</tr>
<tr>
<td>Mascot:</td>
<td>Osprey</td>
<td>Dolphin</td>
<td>Wombat</td>
<td>Lizard</td>
</tr>
<tr>
<td>Symbol:</td>
<td>Air</td>
<td>Water</td>
<td>Earth</td>
<td>Fire</td>
</tr>
</tbody>
</table>
12. Further Information

Further information regarding enrolment of Overseas Students at Good Shepherd Lutheran College may be obtained from:

The College Registrar
Good Shepherd Lutheran College
PO Box 1288
Noosaville DC QLD 4566
AUSTRALIA

Phone +61 7 5455 8600
Fax +61 7 5449 8086

Email gslc@gslc.qld.edu.au