



# International Student Written Agreement 2023

## FAMILY DETAILS

### Father / Guardian 1

Title  Given Name (in full)  Nationality

Surname  Relationship to Student

Home Address

Post Code

Home Telephone  Mobile  Home Email

Postal Address ('As Above' if the same)

Occupation  Employer  Work Phone

### PLEASE NOTE, THE FOLLOWING INFORMATION IS REQUIRED BY THE AUSTRALIAN GOVERNMENT

Country of Birth  Language spoken at home (other than English)

#### What is the highest year of primary or secondary school you have completed? (Please tick the appropriate box)

Year 9 or equivalent or below  Year 10 or Equivalent  Year 11 or equivalent  Year 12 or equivalent

#### What is the level of the highest qualification you have completed? (Please tick the appropriate box)

Bachelor degree or above  Advanced Diploma/Diploma  Certificate I to IV (incl. Trade certificate)  No school qualification

#### What is your Occupation Group? (Refer to List of parental Occupation Groups included with application information.)(Please tick the appropriate box)

Description of Parental Occupation groups on page 28 – please fill this in with accuracy as it affects our government funding.

Not currently in paid work  Senior management and qualified professionals

Business managers, arts/media/sport, associated professionals  Tradesmen/women, clerks, skilled office, sales, service

Machine operators, hospitality, assistants, labourer, etc.

### Mother / Guardian 2

Title  Given Name (in full)  Nationality

Surname  Relationship to Student

Home Address

Post Code

Home Telephone  Mobile  Home Email

Postal Address ('As Above' if the same)		
Occupation	Employer	Work Phone

**PLEASE NOTE, THE FOLLOWING INFORMATION IS REQUIRED BY THE AUSTRALIAN GOVERNMENT**

Country of Birth

Language spoken at home (other than English)

**What is the highest year of primary or secondary school you have completed? (Please tick the appropriate box)**

- Year 9 or equivalent or below     Year 10 or Equivalent     Year 11 or equivalent     Year 12 or equivalent

**What is the level of the highest qualification you have completed? (Please tick the appropriate box)**

- Bachelor degree or above     Advanced Diploma/Diploma     Certificate I to IV (incl. Trade certificate)     No school qualification

**What is your Occupation Group? (Refer to List of parental Occupation Groups included with application information.)(Please tick the appropriate box)**  
**Description of Parental Occupation groups on page 28 – please fill this in with accuracy as it affects our government funding.**

- Not currently in paid work     Senior management and qualified professionals  
 Business managers, arts/media/sport, associated professionals     Tradesmen/women, clerks, skilled office, sales, service  
 Machine operators, hospitality, assistants, labourer, etc.

**AGENT DETAILS**

Name of Agency  Name of Principal

Name of Representative  Principal's mobile no.

Postal Address

Street Address

Phone  Mobile  Fax:

Email

**RELIGION:**  **(It is compulsory to answer this question)**

Name of Church/Fellowship

Denomination:  Please describe your attendance: Nominal  Regular

Church Address

**CHRISTIAN FAITH AND CHURCH ATTENDANCE**

**Are you of Christian Faith? (Father or Mother?)** Yes  No  **If No please continue to page 3**

FATHER/MOTHER/GUARDIAN to answer the following questions.

Who is Jesus to you and how does he impact the way you live?



How do you view the Bible and what value does it have in your life at present?

What does attending church mean to you?

Why do you support Christian Education?

## STATEMENT OF FAITH

- The Constitution of the Association upholds the following Statements of Faith:
- One God eternally existent in three Persons: Father, Son and Holy Spirit.
- The sovereignty of God in creation, providence, redemption, revelation and final judgment.
- The Divine inspiration of the original documents of the Bible (66 books); its entire trustworthiness, sufficiency and supreme authority in all matters of faith and conduct.
- The Deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death on the cross as our representative and substitute, His bodily resurrection, His ascension to the right hand of the Father, His mediatorial work and in His personal, visible return in power and glory.
- The sinfulness and guilt of all mankind, rendering them subject to God's wrath and condemnation.
- Justification of the sinner by the grace of God through personal faith in Christ alone, and regeneration by the Holy Spirit.
- The receiving and indwelling of the Holy Spirit at conversion, and His continuing work in the heart and life of the believer.
- The one holy universal church, the body of which Christ is the Head, to which all true believers belong.
- The resurrection and judgment of all mankind; the believer to life everlasting, and the unbeliever to eternal separation from God.

Signature of Father/Parent/Guardian 1

Date

Signature of Mother/Parent/Guardian 2

Date

**STUDENT DETAILS – (Please note it is compulsory to complete all questions)**

Surname  Gender (M)  (F)

Given Name  Date of Birth

Second Name  Place of Birth

Preferred Name  Country of Birth

Main Language spoken at home  Nationality

Are any languages other than English spoken at home? Yes  No

If yes which other languages?

How many years has your child been regularly exposed to English?  Child's strongest language

Telephone  Mobile

Home Address

Boarding Address

Present or Previous School (if applicable)

Present Year Level  Expected Academic Year of Entry  Calendar Year of Entry   
(Example Year 10) (Example 2025)

Does the child have any of the following conditions?

Speech or Language Impairment. Yes  No  Learning Difficulty of disability diagnosis. Yes  No

Physical disability Yes  No  Visual impairment Yes  No

Hearing Impairment Yes  No  Emotional Concerns (e.g. high anxiety) Yes  No

Behavioural Concerns Yes  No

Trauma, isolation or difficulties associated with resettlement Yes  No

Does your child have any other specific condition? Yes  No

If yes please provide details and attach separate documentation if you have it.

Do you feel that your child needs further assessment? Yes  No

Do you have any concerns regarding your child's speech, language or communication skills? Yes  No

My child is currently attending speech pathology

Yes  No

My child has attended speech pathology in the past

Yes  No

If your child is currently attending speech pathology or has done so in the past, which areas were worked on?  
(e.g. speech / articulation, comprehension, word / sentence structure, basic concepts)

**Specialist Contact Details:**

Name

Phone

Dr's Email Address

**Visa Details**

Visa Class

Visa Expiry Date

Exchange Student: Name of Exchange Organisation

Passport Number

Arrival Date

**Originals of Visas and Birth Certificates must be sighted prior to enrolment.**

**Photo Permission**

*Please confirm below (✓):*

Level 1 External Media, including website (Student surnames not used without consultation)

Level 2 Permission for school publications, including official class photos in college magazine is a requirement, except in special circumstances.

## OVERSEAS HEALTH COVER

Visa length Overseas Student Health Cover is the responsibility of the student. Confirmation that this health cover has been purchased must be received at the College before a Confirmation of Enrolment letter will be processed with the Department of Home Affairs.

Overseas Student Health Cover can be purchased from the Medibank Private Health Insurance website located at the following website: <https://www.medibank.com.au/overseas-health-insurance/> or at one of the websites below:

Australian Health Management <https://www.ahmoshc.com.au/>

BUPA Australia [www.overseasstudenthealth.com](http://www.overseasstudenthealth.com)

Allianz Global Assistance <https://www.oshcallianzassistance.com.au/>

It is the responsibility of the parent to ensure their insurance policies offer adequate medical, personal property and liability insurance cover, and are kept current. The College cannot accept responsibility for medical expenses arising from accident or illness, loss of or damage to personal effects.

In an emergency, if required, a student will be taken by ambulance to a public hospital. It is therefore advisable that Overseas Student Health Cover includes ancillary cover.

Parent/s of students under 18 years of age must complete and sign a Medical Deed of Release Form and return it with the International Student Written Agreement.

Note: if your student is residing in Homestay Accommodation, their personal possessions will not be covered under the insurance policy of the Homestay family. Insurance to cover loss or damage must be arranged prior to arriving in Australia and must cover the full duration of your intended stay.

## MEDICAL INFORMATION (Please note it is compulsory to complete all questions)

Medicare Card Number	<input type="text"/>	Ambulance Cover	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Private Health Fund	<input type="text"/>	Blood Group (If known)	<input type="text"/>	
Doctor's Name	<input type="text"/>	Telephone	<input type="text"/>	
Paediatrician's Name	<input type="text"/>	Telephone	<input type="text"/>	
Reason for Referral	<input type="text"/>			
Child Development Centre	<input type="text"/>			
Reason for Referral	<input type="text"/>			

### Emergency Contact Details (1) (Other than Parent/Guardian)

Name	<input type="text"/>	Relationship to student	<input type="text"/>
Telephone	<input type="text"/>	Mobile	<input type="text"/>
		Work Phone	<input type="text"/>

### Emergency Contact Details (2) (Other than Parent/Guardian)

Name	<input type="text"/>	Relationship to student	<input type="text"/>
Telephone	<input type="text"/>	Mobile	<input type="text"/>
		Work Phone	<input type="text"/>





Is your child on regular medication, and if so, for what reason?  
 \_\_\_\_\_

We have St John's Ambulance cover/insurance  Yes  No  
 (Note that in an emergency, an ambulance will be called at parent/guardian expense, but where possible we will try our best to contact you first)  
 Overseas Student Private health cover (refer to page 4)  Yes  No

**Student's Individual Needs**

The Education Act 1999 requires the provision of details of any condition that may call for special steps to be taken for the benefit or protection of the enrollee or other persons in the school – Section 16.1(g).

To assist the College to respond to individual requirements, please detail any special needs your child has in the following area(s) that may affect learning participation or welfare.

Special Needs: gifted/learning difficulties. Please attach all relevant reports

Will staff members be required to provide medical/health care services during College hours? YES  NO

If yes, please provide written authority with details of health care required and a signed authorisation by relevant practitioner, along with Medical Plan.

**External Service Provision (e.g. Speech Therapist/Occupational Therapist, Psychologist, Tutoring)**

Does your child receive any services from an external agency which may affect educational arrangements: YES  NO

If so, please give details and name and contact number of service provider.

Name  Telephone

Address

Postcode

*\*If evidence is received subsequent to this application that demonstrates that this student's English language ability is insufficient, the College has the right to cancel any previous offers of admission that may have been made. \*\*Depending on the student's English language ability, the student may be required to successfully complete an ELICOS course or additional weeks in a current ELICOS course.*

- a. As a condition of enrolment, the student agrees to abide by all school policies for the duration of their enrolment and to disclose any medical or health conditions that may affect studies or student welfare. These include:
  - Homestay Accommodation Policy
  - Complaints and Appeals Policy
  - Course Progress and Attendance Policy
  - Behaviour Policy/Code of Conduct
  - Student Transfer Request Assessment Policy
  - Deferment, Suspension and Cancellation Policy
  - Refund Policy

- b. As a condition of enrolment, the student authorises Kingsway Christian College to check visa entitlements electronically via Visa Entitlement Verification Online (VEVO) on the Department of Home Affairs website:
 

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/check-conditions-online>

## Course fees and other charges (course monies)

- a. Tuition Fees: as per the Kingsway Christian College International student fees, charges and Refund information below:

### 2023 INTERNATIONAL STUDENT FEES, CHARGES AND REFUND INFORMATION

#### 1. FEES AND CHARGES

All fees, charges and costs associated with the enrolment of an International Student are subject to annual increases as endorsed by the Kingsway Christian Education Association (Inc.) which is the Governing Body of Kingsway Christian College and advertised on PRISMS. Invoices will not be issued until after this Written Agreement has been signed and returned by the relevant parties. Payment will usually be due in 14 days from invoice date unless stated.

#### 2. APPLICATION FEE

A non-refundable application fee of \$250 must accompany an application for enrolment of an International Student.

#### 3. PAYMENT OF ACCOUNTS

International student accounts can be paid EITHER:

- (a) In full, upon receipt of the Invoice forwarded to parents with the Letter of Offer of a position,  
OR:
- (b) In two instalments:  
1st instalment by the due date but not later than 30 November in the preceding year; and  
2nd instalment by the last day in Term 1, date to be determined according to the official College calendar.
- (c) For a new student commencing, payment of at least the first instalment as set out in the Letter of Offer, must be received before a Confirmation of Enrolment letter will be processed with the Department of Home Affairs;
- (d) For a continuing student, payment of at least the 1st instalment must be made by 30 November for the following year's fees. Failure to make this payment is likely to result in the enrolment being cancelled for the following academic year.
- (e) Fees may be paid by: MASTERCARD,  
OR VISA; OR by Electronic Funds transfer:

Account Name: **Kingsway Christian Education Assoc Inc – Kingsway Christian College**

Account Type: **KCC MAIN**

Account Address: **Shop 2 Woodvale Boulevard Shopping Centre, WOODVALE WA, 6026**

Bank Name: **Westpac Bank Corporation**

Country: **AUSTRALIA**

Account Currency: **AUD**

Account number: **180411**

Swift/BIC: **WPACAU2S**

Bank Code/ Bank State Branch (BSB): **036237**

Branch Name: **Westpac banking Corporation, WOODVALE WA, 6026**

**NOTE: Please ensure you quote your family & student name when making a payment.**

The written agreement must be signed and returned to the College, prior to, or at the same time as we accept payment of tuition or non-tuition fees (excluding the \$250 application fee). We will send you an invoice and state the time you have to pay it, which is typically 2 weeks.

#### 4. CONCESSIONS ON TUITION FEES (ONLY)

A reduction of 7.5% will be made for the 2nd child in a family, and a 10% reduction for a 3rd child in a family.

Concessions are forfeited if fees are overdue. Concessions are not available for students who are already in receipt of a Bursary.

#### 5. CANCELLATION OF ENROLMENT

The school reserves the right to cancel a student enrolment when fees are unpaid which may have implications on your Australian visa, as we are required to report this to The Department of Home Affairs.

## 6. REFUND POLICY

The Refund Policy for International Students enrolled at Kingsway Christian College is in accordance with the minimum specifications covered by the ESOS Act and National Code 2018, as set out below.

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

- 1) This refund policy applies to all course monies paid to the school and includes any course monies paid to an education agent to be remitted to the school.
- 2) Fees for services paid to education agents by students (or parent(s)/legal guardian if the student is under 18) are not covered by this refund policy.
- 3) The application fee is non-refundable.
- 4) Payment of Course Fees and Refunds

Fees are payable one semester (6 months) in advance on or before the due date of the relevant invoice. All fees must be paid in Australian dollars.

- a. If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student's fees for the duration of that semester.
  - b. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country or agent unless otherwise requested in writing.
  - c. Refunds will be paid to the International Student or their parent, legal guardian or agent, or other person specified in their written agreement.
- 5) a. All notification of withdrawal from a course must be made in writing and submitted to the Director of Community Engagement.
  - 6) b. All applications for refunds must be made in writing and submitted to the Director of Community Engagement.

### Refund of course monies

Kingsway Christian College's refund policy applies to all course monies paid to the school and includes any course monies remitted to the school via an education agent.

Notification of withdrawal from a course, or application for a refund, must be made in writing and submitted to the Director of Community Engagement, one Semester (6 months) in advance. Please note that written notice needs to be received *before the start* of the student's last full semester of enrolment.

The school will refund within 28 days all course monies paid where the student's application for enrolment is refused by the school or the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.

**Note: For education services longer than 20 weeks, refunds must be calculated on the fees applicable to 20 weeks (a semester) as the maximum unit of time. Where the education service is less than 20 weeks, the refund should be calculated against the fees applying to that shorter education service.**

## REFUND TABLE

Reason for Refund	Notification Period	Refund
Student's Application for a visa unsuccessful.	There is no timeframe for you to apply for a refund if your visa application is unsuccessful.	Full refund (less \$250 for administrative expenses).
Student with a visa withdraws.	More than 10 weeks before semester/education service commences.	Full refund (less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses).
	More than 4 weeks and up to 10 weeks before semester/education service commences.	70% of a semester's fee (less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses).
	4 weeks or less before semester/education service commences.	40% of a semester's fees (less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses).
	During the first 4 weeks of semester/education service commencement.	20% of a semester's fees (less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses).
	After the fourth week of the semester/education service.	No refund available.
If Kingsway Christian College withdraws an enrolment offer to a student, or terminates an education course.	Before semester/education service commences.	Full refund (less maximum of \$250 for administrative expenses, unless offer had been based on incorrect information from the student, then Kingsway Christian College can retain up to \$600).
	After semester/education service commences.	Refund on a pro-rata basis (less maximum of \$250 for administrative expenses, unless offer had been based on incorrect information from the student, then Kingsway Christian College can retain up to \$600).
If Kingsway Christian College withdraws a student from an education course because the student has seriously breached international student visa conditions, or the College rules.	After semester/education service commences.	No refund of the semester's fee and not less than 40% of fees applicable to a subsequent semester*

*\*This applies to a maximum of two semesters only. For example, a student who has paid for more than two semesters in advance and withdraws during semester 1, more than four weeks before the commencement of semester 2, would expect no refund of semester 1 fees, at least 40% of semester 2 fees and full refund of fees paid for any subsequent semester.*

## Provider Default

- a. If for any reason the school is unable to offer a course, a full refund of tuition fees paid will be made within 14 days of notification of course cancellation.
- b. If for any reason the school is unable to continue offering a course after commencement, a full refund of fees paid, including for the portion of the course already taught will be made within 14 days of notification of course cancellation.
- c. If the student chooses placement in an alternative course over a full refund, they (or their registered agent or guardian) have to sign a letter or form to that effect.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

## Definitions

*Course Fees – (includes tuition and non-tuition fees)*

- *includes tuition fees and any amount the student (or their guardian or registered agent) has to pay in order to undertake the course.*

## 7. CHANGE IN VISA STATUS & CHANGES TO FEES

A change to visa status, i.e. changing from an International Student Visa (500) to a temporary resident visa or a permanent resident visa, WILL NOT REDUCE FEES for International Students unless the new visa status meets the criteria for Australian Government funding.

The original documentation provided from the Department of Home Affairs, which advises the new visa has been *approved and granted*, must be supplied to the Director of Community Engagement ONE FULL SEMESTER (6 months) prior to any change in school fees being granted.

**NOTE: A bridging visa is not eligibility for a reduction in school fees.**

## 8. LENGTH OF STUDENT VISA

The maximum period for a Student visa in the school sector is five years with the exception of Primary school aged students where a maximum of two years applies. The shorter grant period for Primary school students is an important safeguard for younger and more vulnerable students. If a student is enrolling into Year 5 or above a visa can be granted for up to five years because the Primary school component does not exceed 2years.

## 9. GOODS & SERVICES TAX (GST)

The College reserves the right to pass on any GST that may be applicable to the fees and charges.

## 10. SCHOOL CURRICULUM & STANDARDS AUTHORITY CHARGES

School Curriculum & Standards Authority charges an administration fee to all students enrolled in Year 7 to Year 12 subjects. This charge is subject to change each year. The College may forward a separate invoice to cover this charge.

## 11. ITEMS NOT INCLUDED IN THE TUITION FEES

Travel costs; excursions, camps & cadet membership; stationery and texts; uniform items; insurance cover; accommodation and board.

## 12. WITHDRAWAL OF A STUDENT

A semester's notice in writing addressed to the Director of Community Engagement must be given prior to cancelling an enrolment. Failure to give this notice will result in a financial penalty. Verbal notice is not accepted. Written notice should be addressed to:

Attention: Director of Community Engagement  
Kingsway Christian College  
157 Kingsway  
DARCH WA 6065

## 13. BELIEFS & VALUES

All students at the College are expected to participate in all aspects of the school's programmes, including Christian Life Studies, devotions, etc. No student is exempt from such programmes.

## 14. CONTACT DETAILS

It is the responsibility of the parent/student to keep the College informed of any change in the student's contact details, i.e. Australian residential address and telephone number. This will enable the College to comply with S21 of the ESOS Act 2000 to maintain a record of an international student's current residential address. From 1 January 2018 the National Code requires that the college is notified of a change within 7 days, but earlier advice is preferred. It is a requirement to notify the College of any changes of who to contact in an emergency situation.

## 15. USE OF INFORMATION PROVIDED BY THE PARENT/STUDENT

The information provided by the parent/student may be made available to Commonwealth and State agencies e.g. Tuition Protection Service (TPS), pursuant to obligations under the ESOS Act 2000 and the National Code 2018. Refer to ESOS Framework. <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

## 16. BREACH OF VISA CONDITIONS

The College under s19 of the ESOS Act 2000 is required to disclose to the necessary Government department information relating to:

- (a) Certain changes to a student's enrolment; and
- (b) Any breach by the student of their visa conditions relating to attendance or satisfactory academic performance. Students must demonstrate that they are working hard to achieve academically. Attendance that drops below 80% is a breach of a student's visa conditions and will be reported to government authorities. Warnings will be triggered by the College when student attendance falls to set thresholds: e.g. at 90% and students will be encouraged to increase their attendance and be reminded of their responsibilities.

## 17. GOVERNMENT REGISTRATION

The Kingsway Christian Education Association Inc. holds registration with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Provider No: 01855M, to enrol students in Pre-primary to Year 12. However, please note that the Department of Home Affairs places restrictions on students under 6 from obtaining a visa and therefore enrolment of International Students is usually from Years 1-12.

20 The student is responsible for keeping a copy of this written agreement, which the college will supply, as well as any receipts of any payments of tuition fees or non-tuition fees related to their study.

21 The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- Complete their studies in another course or with another education provider or
- Receive a refund of their unspent tuition fees.

## **MUSIC FEES AND CHARGES**

**Private Music Instrument Tuition charges are an optional extra and additional cost and are charged each quarter for students enrolled into the Music Programme.**

- TUITION (private or small group) is billed based on the duration of the lesson. Rates published in Music Handbook
- INSTRUMENT HIRE: - Rates published in the Music Handbook  
When a student is intending to withdraw from a music tuition agreement, 5 weeks' notice in writing must be given by the parent, or full terms tuition will be charged.

Credits/Refunds are in accordance with the Music Department Tuition Policy.

(Please see the Music Department Handbook for full details.)



## INTERNATIONAL 2023 FEES AND CHARGES

Course Code	Title of Course	Years	Duration In weeks	Annual Charge Per Student in Australian Dollars	GST
<b>Primary Education</b>					
<b>029263E</b>	(Accompanied by a non-student parent)				
	Year: Pre-Primary	1	52	\$16,600	GST exclusive
	Years: 1 & 2	2	104	\$16,675	
	Years: 3 & 4	2	104	\$16,695	
Years: 5 & 6	2	104	\$16,737		
<b>Secondary Education</b>					
<b>096105G</b>	Secondary Education Years 7-9	3	156	\$24,168	GST exclusive
<b>096107F</b>	Senior Secondary Certificate of Education Years 10-12	3	156	\$24,295	
<b>Additional Compulsory Fees</b>					
	Application Fee, (Non-refundable compulsory fee)			\$ 250	GST inclusive
	Administration Fee per annum per student – (compulsory fee)			\$ 800	GST exclusive
	Early Learning Screening (Pre Primary only)			\$ 105	No GST
	Swimming Lessons (Years 1 – 6)			\$ 85	No GST
	Surfing Lessons (Year 6)			\$ 85	No GST
	Year 5 Swan Valley Adventure Camp			\$ 430	GST not Applicable
	Year 6 Busselton Camp Balance ** (Compulsory)			\$ 600	GST not Applicable
	Year 6 Busselton Camp Acceptance Deposit ** (Compulsory)			\$ 120	
	Year 7 Ern Halliday Camp (Compulsory)			\$ 320	GST not Applicable
	Year 9 Albany Camp (Compulsory)			\$ 600	GST not Applicable
	Year 9 Sydney Canberra (optional)			\$1,800	
	Year 11 Ningaloo Camp (Compulsory)			\$1,600	GST not Applicable
	College Diary Year7 – Year 12			\$ 13	

	Junior Student Leadership Camp (Years 7 – 9)	\$ 120	
	Senior Student Leadership Camp (Years 9 – 12)	\$ 120	
	National Leadership Camp (Year 11)	\$1,110	
	River Cruise (Year 10)	\$ 75	
	Bibbulmum Track (Year 11)	\$ 160	

The below are charges that form part of the booklist but that are managed by the College in order to pass on savings to our families. These items will be supplied to your child in class at the start of the year.

<b>PRIMARY</b>		
Stationary Resource Levy PP – Year 6	\$ 100	No GST
Bible Curriculum Resources Years 1 – 6	\$ 20	No GST

## SECONDARY

SECONDARY	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
KCC Study Guide (only New Students Yr8 & Yr9)		34	34			
Christian Life Studies Resources	40	40	40	40	40	40
Mathspace	30	30	30	30	30	30
Education Perfect (English)		30				
Jacaranda Digital (English)	30					
Education Perfect (Science)	30	30	30	30		
Health and Phys Ed e-Book	30	30	30	30		
<b>Subject Specific Charges:</b>						
Music Production			42			
Education Perfect (French)	30	30	30	30		
Education Perfect (Italian)	30	30				
Education Perfect (ATAR French)					35	35
Resource Booklet (Human Bio. General)					40	40
Physical Education WACE Practical Workbook					40	
Sports Science - eBook				30		
Revise Online (ATAR Biology)					37	37
Revise Online (ATAR Chemistry)						37
Revise Online (ATAR Human Biology)					37	37
Revise Online (ATAR Physical Education)					37	37
Revise Online (ATAR Physics)					37	37
Revise Online (ATAR Psychology)					37	37
Revise Online (General Physical Education)					26	26
Bronze Medallion Qualification Fee (Sport)				20		
Uni. Ready					550	
External VET Fee (payable per CERT)					550	550
Specialist Basketball	470	760	470	470	470	470
Sport and Rec (per semester)	50	100	100	100		

## FEES

### Fee Paying Mother/Agent/Guardian 1

Full Name (incl. Second name)	<input type="text"/>		
Address	<input type="text"/>		
Pension Card Number	<input type="text"/>	Expiry Date	<input type="text"/>
Drivers Licence No.	<input type="text"/>	Date of Birth	<input type="text"/>

### Fee Paying Father/Agent/Guardian 2

Full Name (incl. Second name)	<input type="text"/>		
Address	<input type="text"/>		
Pension Card Number	<input type="text"/>	Expiry Date	<input type="text"/>
Drivers Licence No.	<input type="text"/>	Date of Birth	<input type="text"/>

1. I/We agree to pay Kingsway Christian College such fees and charges for the education of my/our first child and all subsequent children I/We enrol under the terms of this application as shall be determined by the Association and conveyed to me/us in writing. I/We further agree to pay those fees and charges within the time determined by Kingsway Christian Education Association Inc.
2. I/We acknowledge that the Board or the Board's delegate may refuse re-entry of my/our child/children into Kingsway Christian College if any fee remains unpaid for a period over 30 days from when it is due and there is no agreement in writing in place with the College to repay the fees.
3. **I/We agree to give the College at least one semester's notice (6 months) in writing prior to the withdrawal of my/our child/children from the College.** I/We agree that Failure to give this notice will result in a financial penalty. This payment is a genuine pre-estimate by the College of the loss that it would suffer if parents have not provided the full notice period of withdrawal. I/We have referred to the College's Refund Policy on pages 7-9 and agree to be bound by it.
4. I/We acknowledge that I am liable/We are jointly and severally liable for all fees, interest and charges stated in each school account relating to the child/children covered under this application.

Name of fee payer 1 in full	<input type="text"/>		
Signature of fee payer 1	<input type="text"/>	Date	<input type="text"/>
Name of fee payer 2 in full	<input type="text"/>		
Signature of fee payer 2	<input type="text"/>	Date	<input type="text"/>

### Please Note

- All fees are annual
- Fees are payable one semester (6 months) in advance.
- Acceptable methods of payment are:

B Pay

Credit Card

Cash or Cheque

Eftpos at Business Services or the Cashier

## PERTH LIVING ARRANGEMENTS

1. If a student's living arrangements change from the Homestay details listed below, the Enrolments Department must be notified in writing within 7 days. [enrolments@kcc.wa.edu.au](mailto:enrolments@kcc.wa.edu.au).
2. Each year the College will issue a Student Contact update during February to be approved/amended and returned within a week.
3. Where Kingsway Christian College has approved the student's welfare and accommodation arrangements, the student is required to have both the College's and his/her parent's approval for any changes made to those arrangements.

Please tick one box below and attach certified copies of the documents as listed opposite:

### HOMESTAY HOST ARRANGEMENT

#### Parent or Blood Relative

WA Address \_\_\_\_\_

The parent or blood relative must complete this whole Written Agreement.

**DEPARTMENT OF HOME AFFAIRS Approved relative** I nominate a Department of Home Affairs approved relative to provide accommodation, welfare, and arrival support (refer to the Kingsway Christian College Handbook for International Students <http://www.kingsway.wa.edu.au/enrolments/international-students>)

**National Accommodation Provider** I will be contacting the following to arrange Homestay and arrival support for my child:

**Australian Homestay Network (AHN)**  
[www.homestaynetwork.org](http://www.homestaynetwork.org)

(+61) 08 6141 8690 Manager  
[perth@homestaynetwork.org](mailto:perth@homestaynetwork.org)

### DOCUMENTS TO ACCOMPANY THIS AGREEMENT

Certified copy of parent's/nominated guardian's identification with photo and signature (e.g. passport, driver's license or official ID Card).

Certified copy of Working with Children card of family friend and all adults aged 18 years or over living in the same accommodation as the younger student *plus* identification with photo and signature (e.g. passport, driver's license or official ID Card).

Certified copy of Working with Children card of family friend and all adults aged 18 years or over living in the same accommodation as the younger student.

Obtain Homestay Profile form from AHN.

### **Confirmation of Appropriate Accommodation and Welfare (CAAW) letter**

Kingsway Christian College is not required to create a Confirmation of Appropriate Accommodation and Welfare (CAAW) form where students are over 18 years of age, or students under 18 years of age are staying with a parent or close relative.

- For students under 18 years of age who are not staying with a parent or close relative original documents (if submitting in person) or certified copies must be submitted along with this Written Agreement form before an electronic Confirmation of Enrolment (CoE) can be issued to the student. If Homestay arrangements are yet to be confirmed, please note that if the College does not approve of these arrangements your child's enrolment will be affected.
- For a student who is under 18 years of age and staying with a non-relative, the College is responsible to the Department Of Home Affairs for overseeing the suitability of the accommodation and welfare arrangement and therefore requires you to use one of our approved Homestay agencies with whom we have a working relationship. The College creates a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter, made available when the student's CoE is approved.
- Whilst Kingsway is the provider named on the CAAW a Letter of Release will not be provided by Kingsway for the student's release to a new provider until the new provider agrees to take responsibility for the CAAW from the specified date of the student's release from Kingsway.

### **Change of Address**

The student is obliged to notify the school of any change of address while enrolled at the school. This is to ensure that any notifications sent to the student advising of visa breaches are sent to the student's current address. Where Kingsway Christian College has approved the student's welfare and accommodation arrangements, the student requires both the school's and the parents' approval for any changes to welfare and accommodation arrangements.

### **Privacy**

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally.

The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. (refer to ESOS Framework) <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx> Information collected about you during the enrolment process can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme or state and territory agencies, in accordance with the Privacy Act 1988. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. The College collects personal details, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. The main purpose of collecting this information is to enable the College to provide schooling for students.

## Declaration

All students and parent(s)/legal guardian (if student is under 18 years of age) must read and sign this written agreement.

- I confirm I have received and understood information from the school regarding the following:
- The course(s) in which I am to be enrolled
- Conditions on enrolment in the course(s)
- All course and course-related fees
- Kingsway Christian College's Refund Policy
- The sharing of personal information
- Change of address obligations
- Grounds on which my enrolment may be deferred, suspended or cancelled
- I hereby declare that the information supplied by me is true and correct
- I agree to pay all fees owing and by the due date
- I have read, understood and agree to be bound by the above conditions of enrolment

Signed (student)	Date
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Signed (parent(s)/legal guardian)	Date
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## Contact persons for International Student Liaison

### Year 7 – 8 Head of Students

Mr David Ruck

Email: [Dave.Ruck@kcc.wa.edu.au](mailto:Dave.Ruck@kcc.wa.edu.au)

Phone: 08 9302 8777

### Year 9 – 10 Head of Students

Mr Matthew Elliott

Email: [Matt.Elliott@kcc.wa.edu.au](mailto:Matt.Elliott@kcc.wa.edu.au)

Phone: 08 9302 8777

### Year 11 – 12 Head of Students

Mrs Carin Havinga

Email: [Carin.Havinga@kcc.wa.edu.au](mailto:Carin.Havinga@kcc.wa.edu.au)

Phone: 08 9302 8777

**Emergency After Hours Contact Number: 0449 258 504**

## DEFERRING, SUSPENDING OR CANCELLING ENROLMENT

- 1) **Deferment of commencement of study requested by student**
  - a) Kingsway Christian College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
    - i) Illness, where a medical certificate states that the student was unable to attend classes.
    - ii) Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
    - iii) Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies.
    - iv) A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).

- b) The final decision for assessing and granting a deferment of commencement of studies lies with the Principal.
- c) Deferment will be recorded on PRISMS depending on the students CoE status.
- d) A deferment can only be granted up to a maximum of six months.

**2) Suspension of study requested by student**

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

**3) Assessing requests for deferment or suspension of studies**

- a) Applications will be assessed on merit by the Principal.
- b) All applications for deferment or suspension will be considered within five working days.

**4) Cancellation of enrolment**

- a) Kingsway Christian College will cancel the enrolment of a student under the following conditions:
  - i) Failure to pay course fees
  - ii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
  - iii) Any behaviour identified as resulting in cancellation of enrolment in Kingsway Christian College's Behaviour Management Policy.
  - iv) Enrolment has been granted based on false, incorrect, or misleading information. Such incidents are regarded as a serious breach of College rules.
- b) Kingsway Christian College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DEPARTMENT OF HOME AFFAIRS which will result in automatic cancellation.

**5) Complaints and Appeals**

- a) Student requested deferment and suspension are not subject to Kingsway Christian College's Complaints and Appeals Policy.
- b) Exclusion from class is subject to Kingsway Christian College's Complaints and Appeals Policy.
- c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to Kingsway Christian College's Complaints and Appeals Policy.
- d) For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal. The relevant Head of Students will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If students access Kingsway Christian College's complaints and appeals process regarding a school initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.

- f) Extenuating circumstances include;
- i) The student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age).
- ii) The student is missing.
- iii) The student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing.
- iv) The student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others;
- v) Is at risk of committing a criminal offence, or;
- vi) The student is the subject of investigation relating to criminal matters.
- g) The use of extenuating circumstances by Kingsway Christian College to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- h) The final decision for evaluating extenuating circumstances lies with the Principal.

#### **6) Student Advice**

- a) Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students will be informed to contact the Department of Home Affairs for advice.

#### **7) Definitions**

- a) Day – any day including weekends and public holidays in or out of term time.

Visit [International Students Factsheet - Department of Education, Australian Government](#) for an International Student government fact sheet.

### **Kingsway Christian College Complaints and Appeals Policy Purpose**

- a) The purpose of Kingsway Christian College's Complaints and Appeals Policy is to provide a student with the opportunity to access procedures to facilitate the resolution of a dispute or complaint.
- b) The internal complaints and appeals processes are conciliatory and non-legal.

### **Complaints against other students**

- c) Grievances brought by a student against another student will be dealt with under the College's Behaviour Policy/Code of Conduct.

### **Informal Complaint Resolution**

- d) In the first instance, Kingsway Christian College requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.
- e) Students should contact their form teacher in the first instance to attempt mediation/informal resolution of the complaint.
- f) If the matter cannot be resolved through mediation, the matter will be referred to the Head of Students and Kingsway Christian College's internal formal complaints and appeals handling procedure will be followed.

### **Formal Complaints Handling Procedure**

- g) The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.
- h) The student must notify the College in writing of the nature and details of the complaint or appeal.



- i) Written complaints or appeals are to be lodged with the Head of Students and copied to the Principal.

Where the internal complaints and appeals process is being accessed because the student has received notice by the school that the school intends to report him/her for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of notification in which to lodge a written appeal.

- j) Internal complaints and appeals processes are available to students at no cost.
- k) Each complainant has the opportunity to present his/her case to the Principal.
- l) Students may be accompanied and assisted by a support person at all relevant meetings.
- m) The formal grievance process will commence within 10 working days of the lodgment of the complaint or appeal with the Principal.
- n) Once the Principal has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome.
- o) If the grievance procedure finds in favour of the student, Kingsway Christian College will immediately implement the decision and any corrective and preventative action required.
- p) Kingsway Christian College undertakes to finalise all grievance procedures within ten working days.
- q) For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal.

#### **Independent Conciliator**

- r) In the event a dispute is not resolved to the satisfaction of either the KCEA or the student, an independent conciliator will be engaged by either the Association representatives or by the student to assist in bringing amicable resolution to a complaint.

#### **External Appeals Process**

- s) If the complaints procedure does not find in favour of the student or the student is dissatisfied with the result of the complaints procedure, he/she will be informed of the external complaints and appeals process available to them at minimal or no cost.
- t) The external body used for Kingsway Christian College's external complaints and appeals processes is Overseas Student Ombudsman.

Contact Details: Website: [www.oso.gov.au](http://www.oso.gov.au),

Email [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au),

Phone: 1300 362 072,

Fax: 02 6276 0123,

Postal: GPO Box 442, Canberra ACT 2601.

## Definitions

- u) Working Day – *any day other than a Saturday, Sunday or public holiday during term time*
- v) Student – *a student enrolled at Kingsway Christian College or the parent(s)/legal guardian of a student where that student is under 18 years of age*
- w) Support person – *a friend/teacher/relative not involved in the grievance*. Lawyers and/or education agents are not acceptable support persons at this stage of the complaints handling process.

## Student Advice

- a) Deferment, suspension and cancellation of enrolment can put a student's Visa at risk as a result of changes to enrolment status.

Students will be informed to contact the Department of Home Affairs for advice.

## Unsuccessful Enrolment/Visa Rejection

- a. The school will refund within 28 days all course monies paid where the student's application for enrolment is refused by the school. [Applicable only if payment of fees has accompanied the application/enrolment form and lodgment of the written agreement.]
- b. The school will refund within 28 days 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.

## STUDENT TRANSFER REQUEST ASSESSMENT POLICY

- 1) Students can apply for a letter of release at no cost to enable them to transfer to another education provider.
- 2) Kingsway Christian College will only provide a letter of release to students in the first six months of their principal course in the following circumstances:
  - a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school.
  - b) It has been agreed by the school the student would be better placed in a course that is not available at Kingsway Christian College.
  - c) Any other reason stated in the policies of Kingsway Christian College.
- 3) Kingsway Christian College will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:
  - a) The student's progress is likely to be academically disadvantaged.
  - b) Kingsway Christian College is concerned that the student's application to transfer is a consequence of the adverse influence of another party.
- 4) In order to apply for a letter of release, students must have a letter from the receiving provider that a valid offer of enrolment has been made.

- 5) Students under 18 years of age MUST also have:
  - a) Written evidence that the student's parent(s)/legal guardian supports the transfer.
  - b) Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not living with a parent(s)/legal guardian or a suitable nominated relative.
  - c) Evidence that the student is always in Department of Home Affairs approved welfare and accommodation arrangements.
- 6) All applications for transfer will be considered within ten working days and the applicant notified of the decision.
- 7) Students whose request for transfer has been refused may appeal the decision in accordance with Kingsway Christian College's complaints and appeals policy. The complaints and appeals policy is available in the International Student handbook. Where an application for release has been refused, Kingsway Christian College will provide reasons in writing for the refusal.

## **YOUR PRIVACY IS IMPORTANT**

The KCEA as the administrative body of Kingsway Christian College collects information of a personal and sensitive nature as part of the Application process for Association Membership and enrolment of your child/ren at the College. The collection and storage of this information is governed by the Privacy Policy of the KCEA, set down in accordance with the *Privacy Amendment (Private Sector) Act 2000* which regulates the way private sector organisations, including non-government schools and systems, handle 'personal information' of individuals. The information collected may be passed to a third party if required, but only in accordance with the requirements of the Act. The full KCEA Privacy Policy including Privacy Statement is available for the general public at the College main reception, or on the website located at [www.kingsway.wa.edu.au](http://www.kingsway.wa.edu.au). Alternatively, you may request a copy of this to be forwarded to you by post by contacting the Director of Community Engagement at the College on 9302 8777

## TERMS AND CONDITIONS

Please read and initial each condition below as indicated.

1. I/We agree to be bound by the rules of the Kingsway Christian Education Association Inc. (KCEA) as stated in the Constitution, including the Statement of Faith, as set out in Clause 2 of the Constitution, and advise you:

- (i) I/We have studied the Statement of Faith on page 3 and declare that I/We accept, the teaching of this statement to our children.
- (ii) I/We have reviewed and understand the requirements for Enrolment and declare that I/We fulfil, and will abide by, all aspects;
- (iii) I/We have read the Statement of Faith clause and understand that our children will be taught according to it.
- (iv) I/We support and endorse the principle of Christian Education for our child/children as expounded in the College Mission Statement;
- (v) I/We agree to pay all enrolment fees promptly, one semester in advance as invoiced by the College.

(Initial) .....

2. I/We agree to support the Discipline Policy and procedures of Kingsway Christian College and I/We irrevocably authorise the Board and/or its delegate to discipline, suspend or expel my/our child/children (according to the College Discipline Policy) whose behaviour is considered unacceptable.

(Initial) .....

3. I/We acknowledge that I/We are responsible for the punctual attendance of my/our child/children each day.

(Initial) .....

4. I/We agree to ensure that the appropriate College uniform is worn each day in a good and clean condition, and in such a way as to show pride in being identified with the College.

(Initial) .....

5. I/We agree that the College accepts no responsibility for the loss of any personal property brought to the College.

(Initial) .....

6. I authorise for my child / children to attend all school approved excursions, including transportation to and from the venue.

(Initial) .....

7. To respect the significant number of parents who have requested no media coverage of their children and in keeping with current privacy legislation; **Please Note:** it is a condition of entry that any images you capture of students, whether photos, videos or other media are used entirely for your private purposes and may not appear in any public forum such as on websites or social media.

(Initial) .....

8. I/We grant the College permission to check our visa documents via VEVO, Department Of Home Affairs website or by other means as determined by the College.

(Initial) .....

Signature of Mother/Parent/Guardian 1

Date

Signature of Father/Parent/Guardian 2

Date

# CHECK LIST

## Application Fee

A non-refundable application fee must accompany this application.

## Variation of conditions

The Association reserves the right to vary fees and conditions periodically.

For further information regarding the terms and conditions of fees please refer to the fee schedule.

## ENCLOSURES

Please enclose the following with your application for enrolment:

- Evidence of your English proficiency, AEAS or equivalent test results must be forwarded to the College via post or fax +61 08 9409 6179;
- Full Birth Certificate for each child being enrolled;
- Immunisation records for each child being enrolled;
- School reports for the past two years;
- Passport and Visa documentation;
- International Student Application fee
- Proof of Overseas Student Health Cover (OSHC)

Please list other children in the family, their ages, schools they now attend (if appropriate), and present grades (if appropriate).

Name	Date of Birth	Present School (if applicable)	Present Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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## CREDIT CARD PAYMENT FORM

Visa     MasterCard

Card No:

Expiry Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_    CVV: \_\_\_\_\_  
(3 digit # in signature panel)

Print Name on Card \_\_\_\_\_

Authorised Signature \_\_\_\_\_

Amount to be debited \$ 250.00

Application Fee for \_\_\_\_\_ (child/children's surname)

## LIST OF PARENTAL OCCUPATION GROUPS (AS REQUESTED ON PAGES 1 & 2 OF THE APPLICATION FOR BOTH PARENTS)

### Other business managers, arts/media/sportspersons and associate professionals

- **Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist manager** (finance/engineering/production/personnel/industrial relations/sales/marketing)
- **Financial services manager** (bank branch manager, finance/investment/insurance broker, credit/loans officer)
- **Retail sales/services manager** (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)
- **Arts/media/sports** (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)
- **Associate professionals** generally have diploma/technical qualifications and support managers and professionals
- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional
- **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager)
- **Defence Forces** senior Non-Commissioned Officer (NCO)
- 

### Machine operators, hospitality staff, assistants, labourers and related workers

- **Drivers, mobile plant, production/processing machinery and other machinery operators**
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper)
- **Office assistants, sales assistants and other assistants:**
  - **Office** (typist, word processing/data entry/business machine operator, receptionist, office assistant)
  - **Sales** (sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticker seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)
  - **Assistant/aide** (trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendance)
- **Labourers and related workers**
- **Defence Forces** ranks below senior NCO not included above
- **Agriculture, horticulture, forestry, fishing, mining worker** (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- **Other worker** (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)
- 

### Senior Management in large business organisation, government administration and defence, and qualified professionals

- **Senior executive/manager/department head in industry, commerce, media or other large organisation**
- **Public service manager** (section head or above), regional director, health/education/police/fire services administrator
- **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- **Defence forces** Commissioned Officer
- **Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others
- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional
- **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
- **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)
- 

### Tradespeople, clerks and skilled office, sales and service staff

- **Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.
- **Clerks** (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Skilled office, sales and service staff:**
  - **Office** (secretary, personnel assistant, desktop publishing operator, switchboard operator)
  - **Sales** (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)
  - **Service** (aged/disabled/refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor).