

International Students Handbook

2022

CRICOS PROVIDER NO: 03704K

The College
of **St. Paul's**



WELCOME

Thank you for your interest in St Paul's College Walla Walla.

St Paul's is a Christian College in the Lutheran tradition – specialising, and renowned for its programs in equine, physical education, academics, agriculture, and boarding.

We are a unique educational setting, and community, that is committed to the core values of Love, Humility, Justice, Hope, Courage, Compassion, Service, Forgiveness, Appreciation and Quality.

Our staff are committed to ensuring our students are engaged in their learning in all areas of the curriculum. We are also committed to the well-being of every student so that their experience at St Paul's is both positive and productive.

I believe we owe it to our students to do everything possible to empower them for a life of worth; that is,

- To be effective communicators with all members of society
- To be resilient through having the capacity to bounce back from adversity
- To be problem solvers; to be a part of the solution rather than a part of the problem
- To be willing to use the gifts that God has given them for the service of others
- To be receptive to change, wherever, whenever and however that might look

St Paul's College provides a residential learning experience (boarding) for boys and girls in single sex facilities.

International Students are attracted to St Paul's because of our rich and diverse curriculum. We offer a unique environment within a nurturing and supportive community.

As part of a unique community, it is the responsibility of all residents to respect the positive traditions of our great school. Take comfort in the knowledge that every resident at St Paul's College has an unequalled opportunity to learn. Choose to spend your time wisely – find those things that you are passionate about and pursue these interests with great vigour. Above all, make the most of those opportunities available to you – get to know your peers and forge life-long friendships that will stand you in good stead, now and into the future.

Learning to live in community is a vital skill and research teaches us that boarders develop close friendships and values, such as resilience, tolerance and independence, often much earlier than others who are not given the same educational opportunities. Living at school offers many advantages – time that would otherwise be allocated to travel can be better utilised, enabling residents to be fully engaged in their school work, sporting endeavours and other co-curricular activities. Our residents have access to academic support from a selection of academic staff who are available throughout the day and in the evenings.

A message to all our prospective International Students: an incredible and exciting adventure awaits you at St Paul's – get involved, enjoy all that is on offer, and make the most of this amazing opportunity to engage in a unique curriculum in a unique setting.

Yours in Christ

Ms Anita Morton
PRINCIPAL

1. ABOUT ST PAUL'S COLLEGE

1.1 Administration of the College

Governance

St Paul's College is a company limited by guarantee and a member school of Lutheran Education Australia (LEA). The Lutheran Church is a mainline Protestant denomination that emerged during the Reformation period in the 16th Century.

The NSW District Church Council of the Lutheran Church of Australia (LCA) appoints the College Board, which is the ultimate authority on all College matters. The College Board is responsible for policy and the strategic direction of the College. The day-to-day management of the College is delegated to the Principal, who is appointed by the College Board.

Management - College Executive

<i>Principal</i>	Ms Anita Morton
<i>Deputy Principal, Students</i>	Ms Caroline Clancy
<i>Deputy Principal, Staff</i>	Mr Peter O'Neill
<i>Business Services Manager</i>	Mr David Walsh
<i>Director Teaching & Learning</i>	Ms Kym Armstrong
<i>Director, Boarding</i>	Mr Kris Wheeler
<i>Director, Learning Technologies</i>	Mr Sean Cook
<i>College Pastor</i>	Pastor John Borchert

1.2 College Philosophy and Aims

Our Vision

St Paul's College seeks to be a Christ-centred community valuing people and learning.

Aims and Purposes

Lutheran schools aim to encourage and support students, informed and sustained by the Word of God, to develop their God given talents so that they may shape and enrich their world.

As a Lutheran school, St Paul's College was established in the conviction that '*unless the Lord builds the house, its builders labour in vain*' (Psalm 127:1). This means that the gospel of Jesus Christ must inform all learning, teaching, human relationships and activities so that young people can be prepared for their fullest and best lives.

St Paul's College aims to provide an education that is complete, distinctive and of quality by:

- Promoting and nurturing the Christian faith.
- Educating students in body, mind and soul.
- Developing excellence in each child.
- Actively demonstrating that each person is of worth and has dignity.
- Equipping students to be good citizens of St Paul's and their communities.

College Symbols

Our crest proclaims to the wider community that the students of St Paul's College attend an Australian Lutheran school. Included in the design of our crest is the gold cross, Luther's coat of arms (often referred to as the Luther Rose) the sword representing St Paul the apostle and the Southern Cross representing Australia. The words of the College motto, '*NISI DOMINUS FRUSTRA*' are from the Latin version of Psalm 127, V1. In English, this verse reads: '*Unless the Lord builds the house, its builders labour in vain.*'



These words describe the belief that life only has meaning in and through Christ, and that, without Him, we can do nothing worthwhile.

1.3 Christian Faith

St Paul's College is open to all students who are willing to experience its Lutheran Christian ethos. Although our hope and prayer is that our students will embrace the Christian faith and come to know Jesus Christ, faith responses are not demanded from students. Nonetheless, the College enrolls students on the understanding that students participate in Christian Studies lessons, are respectful during devotions and chapel, and that their behaviours are consistent with our Christian values (see Section 1.4).

1.4 Our Values

The ten core values common to all Lutheran Schools are listed below:

<i>Love</i>	<i>Humility</i>	<i>Justice</i>	<i>Hope</i>	<i>Courage</i>
<i>Compassion</i>	<i>Service</i>	<i>Forgiveness</i>	<i>Appreciation</i>	<i>Quality</i>

These values encompass and go beyond the values frameworks required by the Commonwealth and the NSW State Governments and manifest themselves in the three 'pillars' of a St Paul's education, namely;

- Christian education
- Quality teaching and learning
- A safe and caring community

2. COMMUNICATION AND CONTACTS

2.1 Contact Information St Paul's College Walla Walla

CRICOS Provider No. 03704K

The College Office is staffed Monday to Friday between 8:00am and 4:30pm.

Address: St Paul's College
3 Klemke Ave
Walla Walla NSW 2659

Telephone: +61 2 6029 2200
Email: international.enrolments@stpaulscollege.nsw.edu.au
Website: www.stpaulscollege.nsw.edu.au

2.2 Contact Information (Boarding)

Girls' Boarding **Phone:** +61 2 6029 2405
 Fax: +61 2 6029 2137
 Email: girlsboarding@stpaulscollege.nsw.edu.au

Boys' Boarding **Phone:** +61 2 6029 2112
 Fax: +61 2 6029 2372
 Email: boysboarding@stpaulscollege.nsw.edu.au

2.3 Whom to Contact

Contacts for

Coordinator, International Students	Mr Jesse Wellington
Updates on your child's general progress at school	Care Group Teacher
General concerns about your child	Care Group Teacher
Your child's academic progress in a particular subject	Subject Teacher
Spiritual matters, family support and counselling	College Pastor
Pastoral care and Student Welfare/Behaviour Management	Deputy Principal, Students
Curriculum and subject selections	Director, Teaching & Learning
Fee Accounts	Business Services Manager
Complaints against a staff member or student	Principal
Complaints against the Principal	College Board Chair
Family matters	Principal
Health matters	College Nurse
Boarding matters	Director, Boarding

3. STUDYING AT ST PAUL'S COLLEGE WALLA WALLA

1. History of the College

When the Lutheran forefathers of Walla Walla moved to the area in 1869, they established their church and a day school. However, in 1885 this school was handed over to the NSW Department of Public Instruction. The desire of the local community in the 1930s for Christian secondary education led Pastor JTP Stolz to begin the planning what would lead ultimately to the establishment of St Paul's College.

On Tuesday 10 February 1948, twenty-eight foundation students answered the roll called by Mr Werner Hebart, the founding Headmaster. Thirteen of these students were

boarders and they resided with local families. In the first few years children from the Bonegilla migrant camp became boarding students of St Paul's.

The College moved onto its current premises from its temporary location in Zion Lutheran Church in 1950. Since that time there has been extensive development and refurbishment of buildings and facilities, as well as the establishment and modification of curricula and programs. Although the College's fortunes have waxed and waned, and educational emphases have changed, the vision of our founders for a Christian secondary education has remained constant.

Milestones in our history include:

- 1948 Founding of St Paul's College
- 1950 Movement onto the present campus
- 1955 Enrolments pass 100
- 1963 Emergence of a heightened focus on Agriculture
- 1966 Enrolment of the first second generation student
- 1978 Introduction of the Equine program
- 1979 Commencement of an extensive building program
- 1985 Establishment of Vertical Care Groups
- 2000 Enrolment of the first third generation student
- 2005 Commencement of an extensive program of refurbishments
- 2008 60 years anniversary celebrations
- 2018 70 years anniversary celebrations

3. REGISTERED COURSES FOR INTERNATIONAL STUDENTS

St Paul's College Walla Walla is registered and accredited as a non-government school in New South Wales under the Education Act 1990 and is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), to deliver courses to overseas students. Our registration number is 03704K

Courses	Course Code	Course Duration
Junior Secondary Year 7 to 10	097680B	208 Weeks
Senior Secondary Year 11 to 12	097681A	104 Weeks

International students are included in mainstream classes. All courses are full time courses with lessons conducted from Monday to Friday during term time and are generally taught face-to-face onsite at St Paul's College, Klemke Avenue Walla Walla. Some courses will involve compulsory off-campus excursions and other activities.

Entry Level and Intake

International students can be enrolled at St Paul's College Walla Walla at any year level if a vacancy exists. The most common time for students to commence their course is at the beginning of the school year in late January. However it is possible for students below Year 10 to commence their studies later in the year where a position is available.

Entry is usually at the start of the academic year in late January, although for students applying in Year 9 and below it is also possible to commence later in the year if a position is available.

Students applying for entry directly into Year 10 or above must commence at the start of the academic year to meet NSW Education Standards Authority (NESA) requirements.

The School Year

The school day commences at 8:45am and finishes at 3:15pm with 5 lessons throughout the day.

The school year is divided into two semesters each with two terms. The academic year commences in late January and finishes in early December with school holidays between each of the four terms.

Term 1 – late January to mid-April followed by a 2-week holiday

Term 2 – late April to late June followed by a 3 week holiday

Term 3 – mid July to late September followed by a 2 week holiday

Term 4 – mid October to early December followed by a 7-week holiday

Course Credit

For students entering up to Year 10, St Paul's College Walla Walla does not offer course credit and entry into any course is subject to the assessment of each student by the Principal or delegate. This also applies to on-shore school transfers, either from within New South Wales or from interstate.

Students transferring to the School during Year 11 or at the start of Year 12 may be accepted into the Higher School Certificate course and receive course credits for units completed according to the policies and guidelines of the New South Wales Board of Studies.

Academic Entry Requirements

Students applying for entry into Year 10 or below are assessed individually based on the contents of their school reports, their character references, their interview and any other supporting documents.

Students applying for entry into the Senior Secondary Course (Years 11-12) are required to provide evidence that they have completed at least 4 years of high school to a standard of education to enable them to successfully undertake studies for the Higher School Certificate.

Direct entry into Year 12 is only permitted where the student has completed Year 11 at an Australian curriculum school and where they are able to continue with their previous subject choices.

English Language Entry Requirements

Our overseas students are valued members of our community and are encouraged to participate in all academic and non-academic opportunities available to them. A satisfactory standard of English and a good academic record of achievement are indicators of likely success.

St Paul's College requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the 2007 National Code of Practice, Section D Standard 2.

It is a condition of enrolment that students applying for Years 7-12 complete an assessment through Australian Education Assessment Services (AEAS) which interviews the student and tests the student's English language proficiency, general ability and

mathematical reasoning. Costs of testing are to be met by parents and they or the education agent must organise the testing prior to submitting the application.

St Paul's College requires different levels of English ability for students entering at different levels. In general terms, the older the student, the better his or her English must be. **For students entering Years 7-10, the minimum level of English proficiency required is an Upper Intermediate score of 61-70 in the Australian Education Assessment Services (AEAS) test or an IELTS score of 5.0. For Years 11 and 12, it must be IELTS score of 5.5 or equivalent.** However achieving this does not guarantee a place.

St Paul's College will consider the feedback from the AEAS tests plus the interview and may require the Student to attend a full-time intensive language course and review the results from the course before a letter of offer is made for mainstream classes at St Paul's.

When new international students arrive at St Paul's, staff will conduct a series of tests to confirm their level of academic and English ability.

4. INTERNATIONAL STUDENT ENROLMENT PROCESS

St Paul's College Walla Walla is CRICOS registered to provide education to international student who have obtained a student visa to study in Australia.

Applications are accepted from overseas students 18 years old and younger for positions from Year 7 to Year 12.

It is the School's requirement that students enrol as Boarders in College residences or as Day Students who live with a close relative approved by the Department of Home Affairs.

All applications for enrolment should be submitted to the School to:

Post: Coordinator, International Students
St Paul's College
3 Klemke Avenue
Walla Walla NSW 2659 Australia

Email: international.enrolments@stpaulscollege.nsw.edu.au

Application for Enrolment

To apply for a position at St Paul's applicants should submit a completed International Student Application for Enrolment for together with:

- The application fee of AU\$200 (this application fee is non-refundable)
- A copy of the student's birth certificate, or other evidence of birth (translated into English if necessary)
- One passport sized photo of the student
- Copy of student's passport
- Copy of latest school reports (in English)
- AEAS test results
- Any ESL reports from a language college (if any) and
- Any other documentation pertaining to the student's English levels.

Please note that being registered does not guarantee entry into the School but places the applicant's name on a list for interview.

Enrolment Interview

The School will assess the application and if there is a vacancy and the student is considered to be a suitable candidate, arrangements will be made for an enrolment interview. Where the student is not able to come to the School in person the interview may take place by Skype or telephone.

As part of the interview and application review process, the School will consider any previous school reports, the student's English language ability and other relevant personal experiences such as involvement in cultural, sporting and community service activities and their references will be considered.

Offer of Enrolment

Based on the process outlined above, should the School decide to offer a position to the student a Letter of Offer and a written International Student Enrolment Agreement will be sent to the student.

To accept the offer the student's parents or legal guardians are required to:

- Sign the International Student Enrolment Agreement,
- Return the signed International Student Enrolment Agreement to the School, and
- Pay the initial fees in relation to tuition fees, boarding fees and other specified non-tuition fees

Following receipt of the above, the School will issue a Certificate of Enrolment (CoE) and, where the student is a boarder, a letter approving Confirmation of Appropriate Accommodation and Welfare Arrangements (CAAW) will be provided in order to allow the student to apply for his or her student visa. The parents must immediately notify the School when the Student's visa is issued. If a visa is refused then the School's refund policy will apply. Parents must notify the School that the visa has been refused in order to receive a refund (the process for the refund is set out in the School's International Student Refund Policy.)

International students must advise the Coordinator, International Students of their arrival details in Walla Walla.

Fees

The current Fee Schedule for International Students together with conditions relating to payment of fees is available on our website. It sets out the terms and conditions relating to the payment of fees.

Accommodation

St Paul's College accepts the enrolment of international students who are under 18 years of age.

- a) The student may live with a parent or relative approved by the Department of Home Affairs

or

- b) The student will live in the School's boarding accommodation and care arrangements.

Full details of the requirements are set out in the School's International Student Welfare and Accommodation Policy and Procedures – they are summarised below:

Boarding

Boarding is available for both boys and girls. Boarders live in one of the School's boarding houses. It is the aim of the School's Boarding House Staff to create a secure, happy and homely atmosphere and to help the boarders to be as comfortable as they can be, away from home.

St Paul's will approve the accommodation and welfare arrangements for students and generate the welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE) to accompany the visa application. The CAAW will specify the commencement and finish dates for which the School has accepted the responsibility for the student's accommodation and welfare arrangements.

If a student for whom the School has issued a CAAW refuses to maintain approved arrangements, the School will report this to the Department of Home Affairs and advise the student to contact the Department of Home Affairs to ensure visa implications are understood.

About Boarding

The School maintains two boarding house facilities (in three separate buildings – one Boys' and two Girls') located on the School campus, each with recreation facilities, kitchenettes and access to the School's sporting facilities.

Each house has sleeping areas, common rooms with recreation facilities and televisions, kitchenette and bathrooms. Boarders receive all meals, laundry services, recreation services, health care and supervised study time. Our excellent caterers provide three nutritious meals daily catering for individual dietary requirements i.e. vegetarian, gluten free.

Boarders are cared for by the Director of Boarding, supported by live-in boarding staff, who ensure the day-to-day care, supervision, safety and wellbeing of each student. All staff at the School, including all full and part-time staff employed in the boarding house are required to complete the Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012, and complete all required annual Child Protection training.

Students living with a parent or relative approved by the Department of Home Affairs

Where the student lives with a parent or relative approved by the Department of Home Affairs, the School does not accept responsibility for approving the accommodation and welfare arrangements and does not provide a welfare letter (CAAW) via PRISMS. The student's family provides proof of relationship to Department of Home Affairs for the purposes of visa application.

At the time of enrolment, all overseas students not living in School residences are required to provide the School with details of their nominated parent or relative responsible for the care and welfare of the student.

The parent or nominated relative must be an eligible relative, as defined by the Department of Home Affairs, who is

- (i) namely a grandparent, brother, sister, aunt, uncle, niece or nephew, or step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step-niece or step-nephew.
- (ii) at least 21 years of age and
- (iii) of good character

Guardians

St Paul's College Walla Walla requires that all International Students enrolled at the School have a guardian appointed for the duration of their enrolment who can act on behalf of the student's parent and the School and assist the School with all aspects of the student's welfare while in Australia.

The approved guardian is not in any way connected to student visa welfare which is undertaken by the School for student visa purposes.

The student's parent/s must confirm via the Appointment of Guardian issued with the Letter of Offer full names and contact details of the approved guardian and the approved guardian must also confirm agreement to the appointment prior to the student's commencement at the School.

The approved guardian:

- Must be appointed by the parents and approved by St Paul's College.
- Must be over 25 years of age, have a good verbal fluency in English and be living within easy travelling distance to Walla Walla while the student is attending the School.
- Must be a good character and have permission to reside in Australia while the student is at the School.
- May be a family relative or professional Guardian authorised by the parent.
- Must provide documentary evidence from the parents of the student of his/her appointment by completing the Appointment of Guardian form.
- Must provide a statement to the School of his/her acceptance of guardianship for the student, and their obligations in this capacity, by completing the Acceptance of Guardianship form.
- Must provide a confirmation of Working with Children Check – details available at www.kidsguardian.nsw.gov.au/check

The general responsibilities of the Guardian are:

- Maintaining regular contact with the student, his/her parents and the School.
- Informing the School of any absences or any issues related to the family that may affect the Student.
- Acting on behalf of the parent regarding School matters or issues of concern which may mean availability to meet with staff at the School.
- Awareness of School rules and expectations for student, particularly in the area of academic and extracurricular commitments, as well as leave and term dates as outlined on the School website.
- Confirming the suitability of student leave arrangements which includes good knowledge of any activities the student may undertake and of hosts with whom they may be staying.

- Availability to provide support for the student, for example, in regard to health matters, medical emergencies.
- Arranging the students approved travel, accommodation and activities during School holidays, which may include providing temporary accommodation.
- Being actively involvement in providing for the wellbeing of the student, for example, regular visits or telephone contact, or staying over with the Guardian.
- Being interested in, and encouragement of, the student's academic performance and guidance for further support such as tutoring.
- Informing the School of the need for any changes to Guardianship should the Guardian be unable to act in this capacity. Should the Guardian be unavailable for short periods of time, i.e. 4 weeks or less, then a 'proxy' Guardian must be nominated by the Guardian or parents to act during this period and the School informed of these arrangements. For absences where the Guardian would be unavailable for greater than 4 weeks, then a new Guardian must be appointed well in advance and a new Appointment of Guardianship form submitted.

School Holiday Arrangements

The School's boarding houses close during school holidays and students, in consultation with parents and the College, students who board must make alternative arrangements for their accommodation.

Alternative school holidays accommodation approved by the School are that the Student;

- Returns home
- Is in the care of their 'guardian' living in Australia, provided that all travel and contact details and written permission from the parents is provided to the School;
- Is in the care of a close relative of the student living in Australia, provided that all travel and contact details and written permission from the parents is provided to the School'
- Is in the care of a family connected to the School and the Principal has approved the arrangement.

In any event, students will need to advise the Head of Boarding of their holiday plans which will need to be confirmed by the Guardian or parents. They will also need to liaise with the Coordinator, International Students regarding flights, pick up arrangements.

