



CAMBERWELL

GRAMMAR SCHOOL

INTERNATIONAL INQUIRIES

Enrolment Information For Overseas Students

Camberwell Grammar School is a registered provider (No.00134G) on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

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TABLE OF CONTENTS

INTRODUCTION..... 4

LOCATION..... 5

CURRICULUM AND ACADEMIC PERFORMANCE..... 5

ADMISSIONS POLICY AND COURSE CREDIT 6

AGE LIMIT 6

FEES 6

LANGUAGE REQUIREMENTS AND ENGLISH LANGUAGE PREPARATION (ELICOS)..... 7

ORIENTATION 7

COUNSELLING AND SUPPORT SERVICES..... 7

HEALTH COVER 8

ACCOMMODATION & GUARDIANSHIP..... 8

ATTENDANCE AND COURSE PROGRESS 9

FEE REFUND POLICY 9

EDUCATION AGENTS 10

APPLICATION PROCEDURE..... 11

CONTACT DETAILS..... 11

DEFERMENT, SUSPENSION AND CANCELLATION POLICY..... 12

THE ESOS FRAMEWORK – PROVIDING QUALITY EDUCATION AND PROTECTING YOUR RIGHTS 15

INTRODUCTION

Camberwell Grammar School is a registered provider (No.00134G) on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

Founded in 1886, Camberwell Grammar School is an Anglican day school for boys from Pre-Preparatory to Year 12 with an enrolment of over 1300 students, including 300 studying the Victorian Certificate of Education at Year 11 and 12 levels. We are an independent, non-government school.

The school has extensive experience enrolling and educating overseas students. The information in this document covers the main areas of interest for those families considering an education for their sons in Australia. It refers to the specific requirements for overseas students studying in Australia on a student visa (sub-class 571).

Some families applying from overseas hold either temporary or permanent residency visas. In these cases sections of this document such as accommodation and guardianship do not apply although other enrolment requirements, for example English language proficiency, are still relevant.

The Australian Government Departments responsible for overseas students are the Department of Education & Training/Australian Education International (AEI) and the Department of Immigration and Border Protection (DIBP). Contact details for visa application forms and regulations relevant to overseas students wishing to study in Australia can be found at the end of this booklet.

Please note that a summarised version of this document is also available as part of the school's prospectus brochure and on our website www.cgs.vic.edu.au (go to Prospective Parents / International Students) Families should also consult the school's *Privacy Notice* and *Terms of Enrolment* on the reverse side of the *Application for Admission* and which complement the information contained in this booklet.

LOCATION

Camberwell Grammar School is located on one campus in the inner eastern Melbourne suburb of Canterbury, 12 kilometres to the east of the central business district. Melbourne is a city of 3 million and is the capital of the southern state of Victoria, Australia.

The school prospectus brochure and the website both have location maps of the school. The local area is part of a group of well-established family suburbs and is home to a large number of independent and government schools. The school has ready access to public transport and well-serviced shopping districts.

Tram, train and bus services are within easy reach and give ready access to surrounding suburbs and central Melbourne and details are available in the school prospectus brochure.

Local shopping in Balwyn and Kew is extensive while Camberwell Junction has one of the largest shopping strips outside the central city area. Major retail outlets, restaurants, theatres and service providers are therefore all within easy reach of the school. For more information visit Tourism Australia <http://www.australia.com/en> and Study in Australia <http://www.studyinaustralia.gov.au> For more information about Melbourne visit <http://www.citysearch.com.au/> and the Camberwell area visit <http://www.boroondara.communityguide.com.au/> . Information about the Welcome Desk at Melbourne Airport is available at www.studymelbourne.vic.gov.au

CURRICULUM AND ACADEMIC PERFORMANCE

The school offers the Victorian Certificate of Education (VCE) and only enrolls students into full-time courses. A wide range of subjects is offered with emphasis on the key learning areas in the primary and early secondary years beyond which a range of elective subjects is available. Mandarin Chinese is taught in the primary school and is also available together with Bahasa Indonesian in the secondary years. More detailed information about curriculum and facilities is readily available from the school prospectus brochures. More detailed curriculum outlines are available on request. Please note that the schools does not offer the International Baccalaureate.

VCE performance at Camberwell Grammar School has been particularly strong over many years and 95 per cent of our students proceed to tertiary education. Final year results for university entrance are available in the school prospectus. On average over half our students achieve results that put them in the top 10% of all candidates for the Victorian Certificate of Education. The most popular tertiary destinations for our students are the University of Melbourne and Monash University.

Because there can be difficulties for international students coping with a new academic environment, the school requires evidence that a student will be sufficiently strong in his performance to cope with the program on offer. Also, as tertiary entrance has become increasingly difficult each year, our policy is to accept those secondary enrolments who will have a chance of tertiary entrance.

Camberwell Grammar School is a member of The University of Melbourne's Schools Partnership International (MSPI). Please visit the MSPI website at <http://futurestudents.unimelb.edu.au/info/school-students/mspi> which explains the benefits of this link between our school and the university.

In keeping with the school's philosophy of education, all boys are required to participate in school sporting and co-curricular activities, including Saturday mornings when required. This is a condition of continuing enrolment at the school up to and including the final year of study.

ADMISSIONS POLICY AND COURSE CREDIT

Camberwell Grammar School offers one Pre-Preparatory or pre-school year for four year old boys. In the State of Victoria there are thirteen years of schooling – seven years of primary from Preparatory to Year 6 followed by six years of secondary from Years 7 to 12. The final two years of schooling, Years 11 & 12, are the Victorian Certificate of Education (VCE) and performance in this certificate, particularly the final year, form the basis for entrance into tertiary institutions.

Although the school's major intake of students is at the Year 4 and Year 7 level , most overseas students enrol for subsequent years and in particularly Years 9 to 11. Because boys generally require a year to settle into the school, they would only be accepted directly into the final Year 12 from an overseas school in exceptional circumstances where language readiness and academic performance clearly show an ability to cope with the program. The school does not normally accept overseas students who already attend a school in Melbourne and wish to transfer. We strongly encourage those students to complete the educational pathway at their existing school.

Entry into any year level is subject to the assessment of the school. Course credit may only be offered as follows: For students transferring from interstate or overseas up to Year 10, the school does not offer course credit and entry into any course is subject to the assessment of the school. For students transferring from interstate or overseas in Year 11 and the beginning of Year 12, the student may receive course credit for units completed based on the assessment of the Victorian Curriculum Assessment Authority (VCAA) <http://www.vcaa.vic.edu.au/vce/vcerecognition/index.html> .

While teaching and learning all takes place in classrooms at the one campus in Canterbury, there are some subjects offered as electives to senior students off-campus by other providers. Examples of these are Vocational and Educational Training (VET) subjects such as hospitality and building construction. There are also some University Enhancement subjects such as Literature and History. This learning usually takes place in venues close to the school.

It is difficult to predict the exact number of vacancies ahead of time so applicants should check directly with the Registrar's Office as to the availability of places in a particular year. The School does not have a set number of places for overseas students. Each overseas application is considered individually. Please consult the *Terms of Enrolment* in the school prospectus for further information regarding admissions criteria.

AGE LIMIT

The School does not accept students who will reach 20 years of age before completing their Year 12 studies.

FEES

Fees charged to the families of boys holding overseas student visas are higher than the local fee. This is because local students receive government funding which is not made available by the government to overseas students. A schedule of current overseas fees and charges is available as part of the prospectus brochure and on the school website. Fees for overseas students are charged two terms in advance in January and July. Please note that fees are revised annually in October and therefore subject to increase over time. Contact the Registrar's Office at the school for further details.

LANGUAGE REQUIREMENTS AND ENGLISH LANGUAGE PREPARATION (ELICOS)

English is the language of instruction in all subjects at Camberwell Grammar School and applicants are required to have proficiency in this language. Before being offered a place by the school, a student is usually required to undertake tests of English proficiency and general ability. The preferred test is conducted by Australian Education Assessment Services (AEAS) and the test in 2016 cost AUD\$480. Details of this testing are available at <http://www.aeas.com.au/> . Most of the school's agents can conduct this test and they should be contacted for details. The AEAS test will recommend the appropriate level of entry and the number of weeks of intensive English (ELICOS) required prior to entry into the school. The Australian government also requires testing and, if necessary, ELICOS as part of the process of visa approval.

A student is accepted on condition that he undertakes the required number of weeks of ELICOS considered necessary for him to cope adequately with his mainstream academic studies. He must then demonstrate that he has satisfactorily completed his ELICOS course sufficient to enable him to cope with the Camberwell Grammar School academic program. This is verified by course reports and or further testing conducted by the school. In the event that the student does not successfully complete his ELICOS course, the school reserves the right to refuse entry. The student or his parents meet the cost of ELICOS at a local language centre. The school is able to recommend an appropriate language school such as Melbourne Language Centre <http://www.melblang.com.au/> to arrange enrolment.

ORIENTATION

In the period prior to enrolment, the school remains in contact with either the family or appointed agents to ensure a smooth transition. When the boy is receiving language support (ELICOS) from a recommended provider prior to enrolment, the school will be in regular contact with the language school to monitor the boy's progress. It is usual during this period for the boy to visit the school and meet staff to discuss subject choices and, if required, sit the school's language test. When advice on a homestay and guardianship is required the school will provide the contact details of our preferred provider. In the immediate days prior to the start of school the boy's Head of School or Head of House will meet with the boy and his family or guardian to explain daily routines and arrangements for pastoral care. Those overseas students who require ongoing language support are assisted by a specialist teaching unit. The Registrar's Office and an Overseas Student Co-Ordinator also help new students with overseas health cover, the extension of student visas and other specialist advice relating to their stay in Australia.

COUNSELLING AND SUPPORT SERVICES

The school places a strong emphasis on the pastoral care of the individual student. The formal structure for this is the Grade Teacher in the primary area, Form Teacher in Years 7 and 8 and the House system in the Senior School (Years 9 - 12), where each boy is assigned a House Tutor overseen by a Housemaster who is responsible for a boy's progress and welfare each year. Students also have access to well-qualified psychologists who, as well as providing personal counselling services, are available to advise on study skills and tertiary courses. In addition, the services of the school Chaplain are available to boys of all religious backgrounds.

HEALTH COVER

The Australian Government requires full-fee paying students to contribute to Overseas Student Health Cover (OSHC) which will help cover the costs of medical and hospital care needed in Australia. The premium is forwarded to Medibank Private which is the designated health insurer currently used by the school. The annual premium must be paid to the school with the first semester's tuition fees before an electronic Confirmation of Enrolment can be issued for the purpose of obtaining a visa. The school holds details of the cover provided by Medibank Private and can act as the default address for the collection of the annual card issued by the insurer. The school will automatically renew the annual premium and invoice the family along with term fees. Further details about Medibank Private are available at <https://www.medibank.com.au/overseas-health-insurance/>

ACCOMMODATION & GUARDIANSHIP

The School does not provide boarding facilities.

It is a condition of enrolment that overseas students seeking enrolment below Year 9 are eligible for a place only if they live with a parent who remains with them in Melbourne on a carer's visa. In other words only a parent can be the guardian for these younger boys and we do not accept other forms of guardianship such as relatives or family friends.

However, for older boys entering Year 9 and above approved accommodation can include living with a family member or a local homestay arranged through the school using Bellcare International www.bellcare.com.au. If the latter then school will bear the cost of the location service but remains at arms length while the family negotiates the terms and conditions of the rental agreement.

For boys entering Year 9 and above the school requires that all students, including those aged over 18, must have a local guardian approved by the Registrar's Office. A guardian would normally be a responsible adult aged at least 21, related to or well-known to the family, who is able to regularly communicate with the boy, the family and the school. If it is not possible for the family to nominate a direct relative as guardian when applying for the student visa, then the school will complete the appropriate form in support of the visa. For students enrolled this way the school will organise both an approved homestay and a guardian.

At the time of writing homestays close to the school range in cost from A\$220 to A\$250 per week according to the style of accommodation. Most homestays require a holding deposit and payment in advance. To help planning, living costs around A\$1500 per month should be budgeted which includes accommodation costs. The Study in Australia website has more information <http://www.studyinaustralia.gov.au/global/live-in-australia/living-costs>. This is an indicative estimate only. Guardianship costs are additional and may range from A\$20-\$30 per week if the homestay provider agrees to act as guardian or considerably more if the guardian is outside the homestay or the family employs a professional guardianship service.

If the family or boy wishes to change a guardian or accommodation arrangements then they must consult the Registrar before making any changes and we reserve the right to approve any intended changes. This is important because failure to provide accurate and current contact details to the school can be in breach of visa requirements.

The School reserves the right to withdraw an enrolment should the above conditions not be met.

ATTENDANCE and COURSE PROGRESS

Students must satisfy attendance and course progress requirements as a condition of their visa and continuing enrolment at the school.

Boys must not be absent from school without written notification from their parents or guardian. In cases of absence due to ill-health, a doctor's certificate is required.

Please note that government regulations require that overseas students must attend a minimum of 80% of scheduled course contact hours.

The school will regularly monitor, record and assess the course progress of each boy. Students are required to maintain satisfactory course progress as a condition of their visa and enrolment at the school.

In cases where attendance or course requirements are breached, the school is required, after an appeals process, to notify the Department of Immigration (DIBP) who will request an explanation which, if not satisfactory and forthcoming, may result in the cancellation of the visa.

Students are provided with detailed information about these requirements as part of their orientation on commencement of their course of study.

FEE REFUND POLICY

A. Before a student commences

1. Should the School withdraw a place previously offered, or becomes unable to provide the educational services offered, all fees paid are refundable, except for the initial Application Fee, unless the offer was made on the basis of incorrect or incomplete information being supplied by the applicant/student in which case the institution reserves the right to retain the Application Fee and the Entrance Fee.
2. Where fees for an international student have been paid in advance and the enrolment is subsequently cancelled by the student, his parents or guardian, more than one term prior to the due commencement date, all tuition fees paid will be refundable except for the Application Fee and the Entrance Fee. A deduction may be made from the refundable amount to offset any payments made by the School in respect to the specific student, e.g. Medibank fees, testing fees, fees to agent(s).
3. Where the cancellation is made less than one term prior to the due commencement date, the refund will be as in (2) above, less one term's fees unless the withdrawal is due to - i) inability to obtain a student visa, ii) illness or disability, iii) death or serious illness of a close family member (parent, sibling), iv) political or civil event which prevents the student leaving country. If, in these cases, adequate documentary evidence is provided the refund will be as in (2) above.

B. After a student commences

1. The Terms of Enrolment require that not less than one term's notice must be given if a student is leaving the School and that if such notice is not given, a term's fee will be charged and payable.
2. The amount refundable to an overseas student withdrawing from the School will be the amount refundable as stated in A2 (above) less the tuition fees attributable to completed terms and the current term. Fees for one additional term may be charged by the School in lieu of notice.
3. Should the School terminate a student's enrolment for reasons such as failure to maintain satisfactory course progress (visa condition 8202), failure to maintain satisfactory attendance (visa condition 8202), failure to maintain approved welfare and accommodation arrangements (visa condition 8532) or a serious breach of the School's rules, the refund will be as B2 but without the term's fees in notice.
4. Where a refund is required a written request should be sent to the Business Manager's office at the school as soon as the circumstances giving rise to that requirement are known.

- C. School Default
1. 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.
 2. If for any reason the school is unable to continue offering a course after commencement, a full refund of tuition fees paid, including for the portion of the course already taught will be made within 14 days of notification of course cancellation.
- D. Other
1. Refunds will be paid to the person specified in the written agreement, payable in Australian dollars and sent to the applicant's home country unless otherwise requested in writing.
 2. Refer to the annual Schedule of Fees for a summary of all fees. Fees for overseas students are payable in Australian dollars six months or two terms in advance.
 3. If a student changes visa status (e.g. becomes a temporary or permanent resident) he will continue to pay full overseas student's fees for the duration of the calendar year.

Note: 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.

EDUCATION AGENTS

The school retains a number of educational agents who are our preferred providers.

An up to date list can be found on the school's website at <http://www.cgs.vic.edu.au/prospective-parents/international-students/>

APPLICATION PROCEDURE

It is recommended that offshore families interested in applying for admission should first approach one of the education agents listed on the website. They are able to offer advice about the procedures required to apply both for a place at the school and a student visa. The school pays these agents a commission based on the service they provide to families. Alternatively some families may wish to apply directly to the school.

In either case the agent or the family are asked to initially **sit the AEAS test and submit the test report directly to the Registrar by email** registrar@cgs.vic.edu.au. It is only by reviewing the AEAS report that the school can establish if a place is available

CONTACT DETAILS

**The Registrar
Camberwell Grammar School
PO Box 151 Balwyn
Victoria
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Contact with the Registrar's Office can also be made by

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Web Page: www.cgs.vic.edu.au

DEFERMENT, SUSPENSION AND CANCELLATION POLICY

1) Deferment of commencement of study requested by student

- a) Camberwell Grammar School 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 Headmaster.
- c) Deferment will be recorded on PRISMS depending on the students CoE status.

2) Suspension of study requested by student

- a) Once the student has commenced the course, Camberwell Grammar School 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 Headmaster.

3) Assessing requests for deferment or suspension of studies

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

4) Exclusion from class (1 – 28 days)

- a) Camberwell Grammar School may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in Camberwell Grammar School's Terms of Enrolment
- b) Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Headmaster.
- c) Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.

- d) Exclusions from class will not be recorded on PRISMS.
- e) Periods of 'exclusion from class' will not be included in attendance calculations as per Camberwell Grammar School's Course Progress and Attendance Policy

5) School initiated suspension of studies (28 days +)

- a) Camberwell Grammar School may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in Camberwell Grammar School's Terms of Enrolment
- b) Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Headmaster
- c) Students who have been suspended for more than 28 days are required to return to their home country by the Department of Immigration & Border Protection (DIBP) unless special circumstances exist (e.g. the student is medically unfit to travel).
- d) If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Headmaster.
- e) Suspensions will be recorded on PRISMS.
- f) The period of suspension will not be included in attendance calculations.

6) Cancellation of enrolment

- a) Camberwell Grammar School 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 in Camberwell Grammar School's Terms of Enrolment.
- b) Camberwell Grammar School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIBP which will result in automatic cancellation.

7) Complaints and Appeals

- a) Student requested deferment and suspension are not subject to Camberwell Grammar School's Complaints and Appeals Policy.
- b) Exclusion from class is subject to Camberwell Grammar School's Complaints and Appeals Policy.
- c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to Camberwell Grammar School's Complaints and Appeals Policy.
- d) For the duration of the appeals process, the student is required to maintain their enrolment and attendance at all classes as normal. The Headmaster will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

- e) If students access Camberwell Grammar School'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 Camberwell Grammar School 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 Headmaster.

8) 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 Immigration & Border Protection (DIBP) for advice.

9) Definitions

Day – any day including weekends and public holidays in or out of term time

THE ESOS FRAMEWORK—providing quality education and protecting your rights

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and include the *Education Services for Overseas (ESOS) Act* and the National Code.

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the *Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)* at <http://cricos.deewr.gov.au> . CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course – including its location – match the information on CRICOS.

Your rights

The ESOS framework protects your rights, including:

- your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your provider's agent. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
- your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.
- your right to know:
 - how to use your provider's student support services;
 - who the contact officer or officers are for overseas students;
 - if you can apply for course credit; when your enrolment can be deferred, suspended or cancelled;
 - what your provider's requirements are for satisfactory progress in the courses you study;
 - if attendance will be monitored for those courses;
 - what will happen if you want to change providers; and
 - how to use your provider's complaints and appeals process

Your responsibilities

As an overseas student on a student visa, you have responsibilities to:

- satisfy your student visa conditions;
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay;
- meet the terms of the written agreement with your provider;
- inform your provider if you change your address;
- maintain satisfactory course progress;
- if attendance is recorded for your course, follow your provider's attendance policy; and
- if you are under 18, maintain your approved accommodation, support and general welfare arrangements

Who to contact about studying in Australia

Who?	Why?	How?
Your provider	For policies and procedures that affect you	Speak with your provider (Camberwell Grammar School). Go to your provider's website. - www.cgs.vic.edu.au
Department of Education & Australia Education International	For your ESOS rights and responsibilities	https://www.studyinaustralia.gov.au/global/australian-education/education-system/esos-act Helpline 1300 615 262
Department of Immigration and Border Protection (DIBP)	For visa matters	http://www.border.gov.au/Trav/Stud Phone 131 881 in Australia Contact the DIBP office in your country or go to http://www.border.gov.au/about/contact/make-enquiry

Updated Nov 2016.

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