

# Overseas Student Prospectus



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## APPLICATION FOR OVERSEAS STUDENT ENROLMENT

Students wishing to study in Australia are invited to make application for enrolment at Heathdale Christian College, a multi-denominational Christian School in Melbourne, Victoria, Australia.

Enquiries regarding applications can be made by contacting the College's enrolments team on [enrol@heathdale.vic.edu.au](mailto:enrol@heathdale.vic.edu.au) or calling the College on +613 9749 1522

It is the College's policy that we do not engage with Education Agents to represent Heathdale Christian College. All applications for enrolment must be made directly with the College and signed by the relevant biological parents/legal guardians of the applicant.

Applications can be made for students studying in Year 3 onwards, subject to requirements outlined in this document and related policies and procedures.

## COLLEGE INFORMATION

Since commencing in 1982, Heathdale Christian College's mission has been to glorify God through Christ-centred education that helps children develop their God-given potential. Being part of the Heathdale community has meant being part of God's bigger story, enjoying a safe and secure place to belong, making long-lasting friendships and engaging in deep learning that enables students to pursue excellence in their areas of passion.

Focusing on the development of the whole child, Heathdale also seeks to foster the spiritual, physical and emotional flourishing of its students through a Biblical worldview that sees each child created with unique purpose. As students progress through their schooling journey, the College facilitates the varied passions and talents of students by delivering a large selection of strong subject areas to choose from, providing vibrant and purposeful facilities and engaging highly skilled, nurturing staff.

Our well-informed curriculum and co-curricular programs nurture students' skills, providing opportunities for them to develop their gifts to become who God has called them to be.

### COLLEGE WEBSITE

Further information, including enrolment information and policies, can be found on the College's website: [www.heathdale.vic.edu.au](http://www.heathdale.vic.edu.au)

## FACILITIES

### WERRIBEE CAMPUS

**Location:** 175 Derrimut Road, Werribee VIC 3030

**Phone:** +613 9749 1522

Heathdale Christian College's Werribee campus offers three-year-old kindergarten to Year 12. It is situated in a residential suburb to the West of the Melbourne city centre and is accessible from the city by road (approximately 40 minutes) and train (approximately 35 minutes). The nearest station (Hoppers Crossing) is a 20-minute walk from the Werribee campus.

Our Werribee campus has many facilities including a gymnasium with two basketball courts, Creative Arts building, and multi-outdoor play spaces and sporting facilities on a site 9.5 hectares in size.

There are three fully equipped science laboratories and specialist facilities for studying Visual Communication and Design, Studio Art, Food Technology, Music, Drama and Physical Education.

Class sizes aim to have a maximum of 26 students.

## COURSES OF STUDY

Overseas students are only eligible to enrol in full-time studies leading to the award of the Victorian Certificate of Education. This certificate requires a minimum of two years study over the two final years (Years 11 and 12) of secondary schooling and a minimum number of units to be achieved.

A minimum of 80 percent attendance is required as a condition of enrolment. Students satisfactorily completing the Victorian Certificate of Education (VCE) at the end of Year 12 are issued with a certificate from the Victorian Curriculum and Assessment Authority (VCAA).

Overseas students are advised to commence their studies at least in Semester 2 of Year 10, as this additional time assists them in the development of English proficiency.

## CURRICULUM

At Heathdale Christian College, our Prep – Year 10 students study a common curriculum based on the Australian Curriculum, while in Years 11 and 12 our students complete the VCE. As students move into Secondary School their curriculum choices widen in preparation for VCE.

- In Year 7 and 8 students study a common curriculum, including six Arts and Technology subjects over the course of the academic year. Students study French, Latin and Chinese before selecting which language they may wish to proceed with.
- Year 9 and 10 students continue with the common curriculum and can continue with a Language as an optional academic elective. Students also choose from a wide range of Arts and Technology subjects as electives.
- In Years 11 and 12, in line with the requirements of the VCE, students must select either English, English as Another Language, English Literature or English Language as a compulsory subject. Otherwise, they may choose freely from the subjects offered.

All Heathdale students, from Prep to Year 12 also participate in Christian Life Studies classes each week.

## STUDENT WELFARE

The College recognises the special circumstances of young people who enrol as overseas students and has developed a set of policies designed to safeguard their rights and welfare. Responsibility for the security and welfare of students rests with the Executive Principal. The International Student Coordinator has overall responsibility for the enrolment, induction, welfare and monitoring of overseas students.

Specific oversight of counselling and support programs is exercised by the Sub-school Principals. They are assisted in this by Year Level Coordinators and the Student Pastoral Carers.

The Home Group teacher, who meets with students at the start of each day (and end of each day in Primary school), has a broad pastoral responsibility for all students in their class.

## ORIENTATION

The Sub-school Principal and International Student Coordinator acknowledge a specific responsibility for the orientation of the overseas student from the time of first contact with the College. This includes provision of information, advice and often encouragement in areas such as school philosophy, rules, procedures, general ethos and local geography and culture.

## STUDY SKILLS

Guidance in a general approach to study and specific advice with respect to study skills are provided by the Sub-school Principal, the Heads of Learning Module, the International Student Coordinator and the Home Room Teacher.

## COUNSELLING AND CAREERS GUIDANCE

Information to students about school curriculum, course selection, career choices and pre-requisites for tertiary studies is provided regularly by the Heads of Learning Module, International Student Coordinator and Home Group Teacher, in cooperation with the Student Pathways Coordinator.

The College has a well-resourced Careers Room and Library. The provision of accurate information and the need for students and their families to make well considered decisions in career and course selection are taken very seriously.

## EMERGENCY AND HEALTH SERVICES

Overseas Students are required to hold Private Health Insurance which covers Hospital and Ambulance cover at all times. Details must be provided to the College prior to the student commencing.

The College has dedicated First Aid rooms that provide first aid during the course of the school day. This facility is overseen by a College Nurse and relevant policies are available upon request.

In an emergency first aid situation, the relevant Teacher provides immediate first aid and contacts First Aid or Emergency Services for additional support and elevation, in line with First Aid policies.

There are two local hospitals that provide emergency departments, in proximity to each of our Campuses.

- **Werribee Hospital:** 300-310 Princes Hwy, Werribee, Victoria 3030. (03) 8754 3000.
- **Sunshine Hospital:** 176 Furlong Road, St Albans, Victoria 3021. (03) 8345 1333.

## ENGLISH LANGUAGE AND STUDY ASSISTANCE PROGRAMS

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### Melbourne Language Centre (Acknowledge Education)

**Phone:** 03 9663 3399

**Website:** [www.acknowledgeeducation.edu.au](http://www.acknowledgeeducation.edu.au)

Please contact the College for additional study assistance and English language help for students.

## COMPLAINTS AND APPEALS

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If an overseas student has an internal complaint, they should make the complaints to the International Student Coordinator or member of staff of the College through the use of the Complaints, Compliments and Feedback form linked in the International Students Complaint Handling Policy.

If a successful resolution is not achieved, an overseas student can appeal to the International Students Ombudsman or the Department of Justice.

## INTERNATIONAL STUDENTS OMBUDSMAN

GPO Box 442 Canberra ACT 2601

**Phone:** 1300 362 072 (within Australia)

**Phone:** +61 2 6276 0111 (outside Australia)

**E-mail:** [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

**Web:** [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## DEPARTMENT OF JUSTICE (DSCV) DISPUTE SETTLEMENT CENTRE OF VICTORIA

Level 4, 456 Lonsdale Street Melbourne VIC 3000

**Phone:** 1300 372 888 (within Australia)

**Web:** [www.disputes.vic.gov.au](http://www.disputes.vic.gov.au)

## LEGAL SERVICES

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If at any time an International Student requires legal support, they can contact:

### STUDY MELBOURNE STUDENT CENTRE

**Phone:** 1800 056 449 (from within Australia)

**Phone:** +613 9623 1512 (from outside Australia)

**Web:** [studymelbourne.vic.gov.au](http://studymelbourne.vic.gov.au)

### VICTORIAN LEGAL AID (OFFICES IN GEELONG AND SUNSHINE)

**Phone:** 1300 792 387

**Web:** [www.legalaid.vic.gov.au](http://www.legalaid.vic.gov.au)

## ACCOMMODATION AND LIVING ARRANGEMENTS

The College is committed to ensure that appropriate welfare and accommodation arrangements are in place for our overseas students under the age of 18.

The College does not take CAAW (Confirmation of Appropriate Accommodation and Welfare) responsibility for students and will only accept enrolment of overseas students who will be residing in Australia with a parent or Department of Home Affairs approved relative.

It is College policy that any Full-Fee Paying Overseas Student (FFPOS) under the age of 18 years must have approved accommodation before enrolment. The College will only approve of the following accommodation arrangements:

- The student must be residing with their mother and/or father who are in Australia on a student guardian visa (mandatory for Year 3 to Year 8 students); or
- The student must be residing with a Department of Home Affairs (DHA) approved close family relative. Where the student is not staying with their parents, the College requires that these DHA approved close family relatives must be of good character and have permission to reside in Australia until the completion of the student's course.

Students wanting to be enrolled in classes up to Year 8 will only be considered if they will be residing with at least one parent. The College does not support children under the age of 15 living away from their parents.

Where overseas students are residing with DHA approved close family relatives, it is a requirement that:

- All persons over the age of 18 who will be living in the same house have at least a Volunteer Working With Children Check (WWCC);
- A WWCC is free of charge and remains valid for five (5) years. Please visit the website for further information <http://www.workingwithchildren.vic.gov.au>
- The International student must stay in this DHA approved close family relative arrangement until at least their course completion date;
- The DHA approved close family relatives MUST attend parent/teacher interviews on behalf of the family, which are conducted numerous times throughout the school year; and
- The DHA approved close family relatives must submit to monitoring to ensure that overseas students have their own room, there is a satisfactory measure of privacy and that the accommodation is of a suitable standard.

## GENERAL WELFARE

As well as the expertise of its staff, including Student Welfare officers, the College has on call the services of local church pastors and Christian counsellors to assist in pastoral care and student welfare.

## FEES AND LEVIES

Tuition fees and levies are shown in Australian dollars below.

The cost of tuition is covered by the tuition fees. The Resources levy includes incidental costs specific to the delivery of curricular and co-curricular programs relevant to the year level such as camps and device loans. Students in Prep to Year 12 must purchase their own textbooks and stationery. Lists are provided prior to commencement at the College.

Payment is to be made in AUD by International draft or direct debit.

### 2025 OVERSEAS STUDENT TUITION FEES

Fees are for the 2025 school year and indicative of future years only.

Year Level	Tuition Fees
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Year 3	\$21,980
Year 4	\$21,980
Year 5	\$22,911
Year 6	\$22,911
Year 7	\$24,158
Year 8	\$24,158
Year 9	\$24,680
Year 10	\$24,680
Year 11	\$24,922
Year 12	\$24,922

#### ADDITIONAL EXPENSES

The College has a compulsory uniform, where students can choose from a wardrobe of academic and activewear/sports-specific attire. The approximate cost for an initial wardrobe is A\$7-800.

Textbooks and stationery must be purchased for all students and costs vary widely depending on the subjects studied and the year level. Secondary students could expect to pay between A\$300 to more than A\$800 for textbooks and stationery.

A canteen operates each day for students to purchase lunch if desired. Families should allow approximately A\$400 per week for board and general living expenses, including transport to the city on weekends and holidays, clothing and other incidental expenses.

The College operates a limited bus service to suburbs nearby campus, which can be accessed on a casual or full-time basis. Bus fees are additional and dependent on the zone of travel and number of days accessed. Casual trips start at \$7 and full-time rates start at \$1853/year.

#### FEE INDEMNITY

Fees paid on behalf of overseas students are safeguarded in the unlikely event of the closure or financial collapse of the College. The school's Performance Guarantee Insurance will cover the loss of fees paid in advance by overseas students in the unlikely circumstances of:

- The school being placed under external administration (within the meaning of the corporations law);
- The College being wound up; or
- Unauthorised use or mismanagement of course fees by the directors, officers or employees of the school.

A guarantee certificate issued by the National Australia Bank for each billing period will provide for reimbursement of all fees on a pro-rata (monthly) basis.



Funds will be paid through a managing agent nominated by the College in consultation with the National Australia Bank.

A copy of the current guarantee certificate for each International student will be held by the Registered Schools Board.

## REFUND OF FEES

The College requires that one term's notice be given where the enrolment of a student is to be withdrawn. Where the required notice is given, a full pro-rata refund of fees is made. Where the required notice is not given, a term's fees (25 percent of annual fee) is payable in lieu of notice. The balance of fees will then be refunded.

Where there are pressing personal or family reasons for withdrawal, particularly where withdrawal is sought on compassionate grounds, and the reasons are genuine and reasonable, the College reserves the right to waive the requirement that notice be given.

The College does not anticipate that there will be any dispute with respect to refund of fees. However, should this be the case and the matter not be resolved quickly, the dispute will be referred, as outlined below, to the Director of Business Services and then, if necessary, to an independent arbiter acceptable to both the College and the student.

The College, in all its dealings with overseas students, will respect the provision of the Education Services for Overseas Students (ESOS) Act 2000.

*This agreement does not remove the right to take further action under Australia's consumer protection laws.*

## GRIEVANCES

The International Student Coordinator has responsibility for resolution of any grievance or difficult situation which may arise with overseas students, with the cooperation, advice and assistance of the Sub-school Principal, Head of Learning Module, Year Level Coordinator, International Student Coordinator and Home Group Teacher. The College would anticipate the prompt resolution of any difficult situation or student grievance.

However, should such circumstances arise, the matter will be dealt with in line with our International Students Complaints Handling Policy, which can be found on the College website.

## ENGLISH PROFICIENCY

Students intending to study for the Victorian Certificate of Education Units 1 to 4 must either:

- Satisfactorily complete a one-semester orientation and language program prior to commencing their VCE studies;
- Satisfactorily complete an intensive English language course at a recognised Language school in Melbourne; or
- Have a very high level of English language proficiency as demonstrated by one of the accredited testing agencies listed below.

Current school reports and a character reference are also required on application.

### ENGLISH PROFICIENCY TESTING

All students applying from non-English speaking countries are required to sit for an English language proficiency test through one of the following services, which have testing centres in many countries.

- The International English Language Testing System (IELTS) - [www.ielts.org](http://www.ielts.org)
- Test of English as a Foreign Language (TOEFL) - [www.ets.org](http://www.ets.org)
- Australian Education Assessment Services (AEAS) - [www.aeas.com.au](http://www.aeas.com.au)

Students may also be tested in any of the Australian State capital cities. A list of these testing centres is available upon application.

If this arrangement is impractical for genuine reasons, then the College may approve another accredited way of testing applicants.

When applying for entry into Year 10 to Year 12, applicants must meet the requirements as outlined in the English Proficiency.

## VISA CONDITIONS

The College is required to report students failing to comply with the attendance or academic requirements of their visa to the Department of Immigration and Border Protection. (DIBP).

The following will be reported to DIBP if overseas students:

- Attend less than 80 percent of the scheduled contact hours for the course,
- Apply for approved leave,

- Withdraw from the course of study, or
- Do not obtain satisfactory academic results.

The college must be notified immediately in writing of any changes of accommodation and/or living arrangements and they must only be made with the College's approval.

Visa cancellation may result if this requirement is not observed.

WHOLE SCHOOL CURRICULUM PLAN - PRIMARY (2025)

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# WHOLE SCHOOL CURRICULUM PLAN – SECONDARY (2025)

Learning Area	Years 7 & 8	Years 9 & 10	Year 11 VCE Units 1 & 2 Werribee	Year 12 VCE Units 3 & 4 Werribee	Vocational Major Year 11 Werribee	Vocational Major Year 12 Werribee
English	English	English	English English Language Literature	English English Language Literature English as an Additional Language	Literacy	Literacy
Languages	French Chinese (Werribee) Latin	French Chinese Cert II (VET) (Werribee) Latin (Werribee)	French Chinese Cert III (VET) Latin	Chinese Cert III (VET) Latin	Personal Development Skills Work Related Skills 1 VCE Subject 1 VET Subject OR School Based Traineeship 1 Additional VCE subject OR School Based Traineeship	Personal Development Skills Work Related Skills 1 VET Subject 1 VCE subject OR School Based Traineeship
Humanities and Social Sciences	History Geography	History Geography Cultural and Environment (Yr 9)	History – Global Empires Geography	History – Revolutions Geography	Personal Development Skills Work Related Skills 1 VCE Subject 1 VET Subject OR School Based Traineeship 1 Additional VCE subject OR School Based Traineeship	Personal Development Skills Work Related Skills 1 VET Subject 1 VCE subject OR School Based Traineeship
	Civics & Citizenship Economics & Business	Commerce	Business Management Economics Legal Studies	Accounting Economics Legal Studies		
Christian Life Studies	Christian Life Studies	Christian Life Studies	Christian Life Studies	Christian Life Studies	Christian Life Studies	Christian Life Studies
Mathematics	Mathematics	Mathematics Maths Jump Start (Yr 9 Werribee) Maths Methods (Yr 10 Werribee)	General Maths Units 1 & 2 General Maths Units 3 & 4 Maths Methods Units 1 & 2	General Maths Maths Methods Specialist Maths	Numeracy	Numeracy
Science	Science	Science	Biology Physics	Psychology Chemistry	Industry Certificates	
Health and Physical Education	Physical Education Health (Year 8)	Physical Education Health Outdoor Recreation (Yr 9 Werribee, Year 9 and 10 Melton)  Sport & Rec – Community or Outdoor (VET) (Yr 10)	Physical Education Health & Human Development Sport & Rec - Community or Outdoor Cert. III (VET)	Physical Education Health & Human Development	Music Creative and Digital Media Hospitality Sport & Recreation Applied Languages: Chinese	
	The Arts	Creative & Practical Art Visual Communication & Design Music Drama	Electives Studio Art (Werribee) Art 2D & 3D (Melton) Film and Photography (Melton) Visual Communication & Design Music Drama Multimedia (Werribee) Textiles (Werribee)	Art: Creating and Exhibiting Visual Communication & Design VCE Music Music Industry (VET) Creative Digital Media (VET)	Art: Creating and Exhibiting Visual Communication & Design Music Industry (VET) Creative Digital Media (VET)	Additional external VET subjects offered through Wyndham/Hobsons Bay VET Cluster
Technologies		Food Technology Digital Technology Engineering Materials (Werribee)	Digital Technology Engineering Systems & Principles (Werribee) Food Technology	Applied Computing Systems Engineering Food Technology Kitchen Operations (VET)		
Other Skills Development		Careers	Administration – careers and work-related soft skills		Industry Skills/Work Experience Administration – careers and work-related soft skills	
General Capabilities	Literacy, Numeracy, Information & Communication Technology Capability, Critical & Creative Thinking, Personal & Social Capability, Ethical Understanding and Intercultural Understanding					
Cross Curricular	Aboriginal and Torres Strait Islander Histories and Cultures, Asia and Australia’s Engagement with Asia and Sustainability					