

FULL FEE PAYING INTERNATIONAL STUDENTS INFORMATION AND POLICY DOCUMENT

In accordance with
The Education (Overseas Students) Act 2000

St Ignatius Catholic Primary School
Toowong, Australia



St Ignatius Catholic Primary School is located in Toowong, a suburb of Brisbane 4 kilometres from the City centre. Costs of goods and services in Toowong are similar to those in other parts of Brisbane and are moderate in comparison with other large Australian cities. We are a registered school administered by Brisbane Catholic Education, the authority responsible for 135 Catholic schools in the Archdiocese of Brisbane. Facilities, equipment and resources are maintained at the high standards required by Brisbane Catholic Education.

1. Entry Requirements
2. Attendance and Academic Requirements
3. Fees
4. Refund Policy
5. Dispute Resolution
6. Student Accommodation Policy
7. Policy for Transfer to and from Other Educational Institutions
8. Support Services

1. Entry Requirements

- ***St Ignatius School*** will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with conditions set by the School, and with legislative requirements of the State of Queensland and the Commonwealth of Australia.
- Applications for enrolment must be made on the approved Application for Enrolment Form. This must be correctly completed, and must be accompanied by the following documents to support the application:
 - Copies of Student Report Cards from the previous one year of study, including a copy of the latest Student Report;
 - A completed Reference Form from the student's current or most recent school Principal is also required if student Report Cards do not record student behaviour or commitment to studies;
 - Appropriate proof of identity and age;
 - Written evidence of proficiency in English as a second language
- Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant. An application for enrolment can only be processed when all of the above are in the hands of the Principal.
Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.
Enrolment at ***St Ignatius School*** is conditional upon the acceptance of, and adherence to the 'Conditions of Entry' listed on the Application for Enrolment, and in other school publications.

Academic Requirements

Students must provide evidence of academic performance appropriate to entry to the Year level requested on the Application for Enrolment or offered as an alternative point of entry by the school in a Letter of Offer. Evidence of application to school work and age appropriate achievement in literacy and numeracy areas of the curriculum is required.

English Proficiency Requirements

St Ignatius School requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the National Code of Practice, Section C 28.

Students wishing to enter the school are assessed individually based on the contents of their report cards and personal references, and may also be required to undertake a language proficiency test set by the school.

2. Attendance and Academic Requirements for Overseas Students

Student Visas for overseas students are granted subject to a number of conditions, one of which is Condition 8202 - *Satisfaction of Attendance/Academic requirements*.

Satisfaction of attendance in full time courses:

Students are required to attend classes each day of the school week for the entire day.

Attendance Information

Your attendance at college should not fall below 80% (National Code 39.6), however students are encouraged to attend 100% at all times. School Rolls and Late Arrival Book are checked every two weeks. If you arrive late to school, you should sign in at the student counter. If your absences reach 15%, we will issue you with a warning notice and the school counsellor will be notified. Once your absence reaches 20% we are obliged to inform Department of Immigration (DIMIA) via Prisms. Rolls are collected and checked every term.

DIMIA may ask you to explain your absences to them and produce any medical certificates etc. that may be the reason for your absences.

Satisfaction of Academic Requirements:

An overseas student will need to meet the majority of the following criteria to be assessed as achieving *Satisfactory Academic Performance* at St Ignatius School, Toowong.

- Demonstrated improvement in the use of the English language, based on the National Language & Literacy Institute of Australia ESL Bandscales
- Demonstrated academic improvement in all subjects being studied
- Active involvement in all subject classes
- Meeting (or at least attempting to meet) all Assessment and homework deadlines
- Utilisation of support services provided by the school
- Evidence of self discipline and time-management (correct textbooks/exercise books/equipment/school diary to be taken to all lessons).

Fair, appropriate, and objective measures are employed for the correction and/or discipline of students, including detention, suspension of, and/or termination of enrolment, after each individual case has been carefully considered. School expectations of behaviour are given in the *School Handbook*.

The school authority may suspend or terminate an enrolment at its discretion for failure to comply with the 'Conditions of Entry', or other serious breaches of the school's rules and regulations.

In the event of termination of enrolment by the School, the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) will be notified immediately, and arrangements will be made for the return of the student to parental/custodial care as soon as possible, with expenses to be met by the person with whom the School has a signed Agreement.

In the event of termination of enrolment by the School, a refund, less any relocation expenses for the student and/or monies owed by the student, will be due as per the Refund policy.

Please refer to the *School Policy* for further details of the School's Behaviour Management Policy.

3. Fees

Fees are charged in accordance with Government requirements and reflect the full average cost of education services for each child. They are reviewed annually.

All fees are to be paid one semester in advance.

Fees are comprised of the following elements:

- Tuition
- Administration
- Overseas Student Health Cover

An administration charge is included within the fees to cover administration costs incurred by the school. However, additional costs where necessary (e.g. translation services) will be charged to the family of the student.

Overseas Student Health Cover (Medibank Private) fees are paid by the family to the school. The school then registers the student/s with Medibank Private for health cover.

4. REFUND POLICY

All applications for a full or part refund of course money should be made in writing to the Head of School/Principal by the person who has a signed agreement with the School. The Head of School should receive the refund application within 30 days of either the student's failure to start the course or withdrawal from the course.

Payment of any refund due will be made within 4 weeks of receiving the written application for refund in the same currency that the fees were paid. If a refund is due, but no written application is received within 2 months of the agreed starting date or withdrawal date of the student, a cheque for the amount owing in AUD will be sent to the person who had a signed agreement with the School, at the last known address.

If there are exceptional circumstances for a student's failure to start a course, or withdrawal from a course, a written explanation of the circumstances should be made to the Head of School. The Head of School may approve a greater amount of refund than defined below in some cases. Each individual case will be decided on merit.

Unless there are approved exceptional circumstances, course money paid to the school will be refunded in the following manner:

1. In all cases, if there is a balance owing from OSHC, the school will make application to the OSHC fund on behalf of the student for the refund of any advance premiums paid.

2. If a student does not start a course on the agreed date:
 - (i) *If 4 weeks' notice of cancellation has been received:*
 - *Any transaction fees associated with transfer of funds will be deducted.*
 - *100% of all other fees or payments will be refunded.*
 - *Application and Enrolment Fees (if applicable) will not be refunded.*
 - (ii) *If less than 4 weeks' notice of cancellation has been received:*
 - *No Tuition Fees will be refunded.*
 - *100% of all other fees or payments will be refunded.*
 - *Advance payment of uniform and textbook costs will be refunded.*
 - *Application and Enrolment Fees (if applicable) will not be refunded.*
3. If a student withdraws from a course before the completion date:
 - *No refund of the current Semester's Tuition Fees will be made.*
 - *Application and Enrolment Fees (if applicable) will not be refunded*
4. If a student does not complete an enrolled course because of failure to comply with School conditions of enrolment or student visa conditions, Point 3, including the 10 weeks' notice provision above, applies.
5. All refunds will be paid directly, and only to the person with whom the School has a written Agreement, unless written advice to do otherwise is received from this person.. Fees and Charges will not be refunded through an agency.
6. If *St Ignatius School* is not able to provide a course for which the student has enrolled, provisions of the ESOS Act 2000 and the ESOS Regulations 2001 apply, and any refund owing will be made to the person with whom the School has a signed Agreement within two weeks, unless an arrangement to provide an alternative course is made under Part 3 Division 2, Section 31 of the ESOS Act 2000.
7. Under the National Code of Practice, Section C 43.3, a person holding a written Agreement with the School should be aware that the School's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
8. This Agreement does not remove the right to take further action under Australia's consumer protection laws.

9. It is an Enrolment Condition of the School that all School Policies, including the Refund Policy, be fully understood by the person signing an Agreement with the School, prior to signing the Agreement.

5. Dispute Resolution

In the event of a dispute or grievance, students should first try to solve problems through the School's internal dispute resolution processes. Students should follow this process:

1. The student's guardian should contact the appropriate staff member for an appointment to discuss the issue. Written notes of the discussion will be kept for the student's record.

For Academic/Subject concerns

↓
Class teacher/Principal
(8.00am - 3.30pm)
Monday - Friday

For Personal Problems

Class Teacher
Or
Guidance Officer
Mrs Sasha Lynn
or ↓
Fiona Keatinge
Learning Support Teacher
(8.00am - 3.00pm)
Tuesday - Thursday

2. If there is no resolution, the student should make an appointment to discuss the issue with *Miss Rachelle Gibson, Assistant Principal*. The student should take a written statement outlining any issues or concerns to this meeting. The *Assistant Principal* will refer to previous notes from the student's record.
3. If there is a resolution, the student should make an appointment to discuss the issue with the Head of School/Principal (Mrs Roycelyn Wilden).
4. If there is a resolution, details will be noted on the student's record. If there is no resolution, the student will be made aware of other steps available to him/her, and his/her rights under legislation in the State of Queensland and the Commonwealth of Australia.

Students should also be aware:

1. He/She may nominate a support person to accompany him/her at any stage of the dispute resolution process.
2. Education providers must allow overseas students to participate in a timely, appropriate and inexpensive grievance resolution process.
3. The grievance policy must be provided to students prior to signing a contract, and must be provided again, within 7 days of commencing the course.
4. Outside assistance may be requested if it is not possible to resolve the dispute internally, via the process above. In this case, the student may discuss further options with the Principal, or approach the Dispute Resolution Branch, Department of Justice and Attorney-General, to look at possibilities for mediation. There are six Dispute Resolution Centres throughout Queensland. The Brisbane Centre is located on the

13th Flr, Central Courts Building, 170 North Quay, QLD 4000. Contact details are: Tel: +61 7 3239 6269; Fax: +61 7 3239 6284.

5. Nothing in the School's Dispute Resolution Policy negates the right of any overseas student to take action under Australia's consumer protection laws in the case of financial disputes.
6. Nothing in the School's Dispute Resolution Policy negates the right of any overseas student to pursue other legal remedies.
7. If all other attempts at resolution prove unsuccessful, the student may approach the Registering Authority, which has the power to cancel the school's registration of a course if a breach of registration provision is proved. Concerns about the conduct of the School should be addressed to The Senior Education Officer, Queensland Department of Education, Office of Non-State Education, PO Box 10533, City East, QLD 4002 Tel: +61 7 3237 1883; Fax: +61 7 3237 0004.
8. The Director General of the Department of Education,(or the Registering authority)), has the power to suspend or cancel the School's registration or registration of a course.

6. Student Accommodation Policy

It is a student visa condition that students under 18 years of age live with

- A parent, or
- A person who has legal custody of them, or
- A relative aged at last 21 (as defined by DIMIA), of good character and with permission to reside in Australia for the duration of the student's visa or until the student turns 18, nominated by either the parent or person having custody of them, or

Students moving to a new address must inform the school in writing and complete the appropriate forms advising of their new address within 7 days of taking up residence at that new address. Students will be advised in writing, on arrival, of the need to comply with this requirement as a condition of their student visa.

7. Policy for Transfer to and from Other Educational Institutions

- An overseas student wishing to transfer to another educational institution or School after one year will be provided with a 'Letter of Release' detailing attendance, payment of fees and an assessment of attitude and behaviour whilst a student at ***St Ignatius School***.
- ***St Ignatius School*** will not accept enrolment of a student from another school if that student does not have a 'Letter of Release' confirming that he/she has demonstrated commitment to their studies, has a good attendance record and has paid all required fees.
- Applicants should note that from 1 November 2000, the Department of Immigration and Multicultural Affairs applies Condition 8206 to all initial student visas. This condition requires students to remain with the educational provider with whom they originally enrolled for the first 12 months of their course, or, if the course is less than 12 months, for the duration of the course. If the overseas student does wish to change education

provider within the first 12 months of study, he/she needs to obtain written approval from the Department of Immigration and Multicultural Affairs or where exceptional circumstances exist (eg. education provider ceases operations).

8. Support Services

- (a) Contact person/Support officer - responsible for provision of services to overseas students:

Mrs Roycelyn Wilden
Principal/Head of School
Ph: 3371 1094 or mob: 0437 806 120
(First point of contact)

- (b) Guidance Officer/School Counsellor:

Mrs Sasha Lynn
Ph: 33711094
A Guidance Officer/School Counsellor is employed at the school to monitor student's social/emotional/spiritual welfare and any effects it may have on their academic learning. He/she may work with the student on a one-one basis, in small group situations or through whole class programs. Students are referred to the Guidance Officer through the Principal/Head of School by classroom teachers or parents/guardians.

- (c) Learning Support Teacher

Mrs Fiona Keatinge
Ph 33711094

A part-time Learning Support Teacher is employed at the school. This specialist teacher is involved in diagnosing learning difficulties in children referred by the parent or class teacher. When learning needs have been defined, the Support Teacher, in consultation with the class teacher and specialist staff from Brisbane Catholic Education, prepares an Individual Education Program (IEP) to support the child's learning.

St Ignatius School

Toowong

CODE OF PRACTICE INFORMATION & POLICIES FOR OVERSEAS STUDENTS

A. CODE OF PRACTICE

Introduction

St Ignatius School was established by the Sisters of Mercy in 1903, and is part of the St Ignatius Parish at Toowong. It offers a faith centred approach to life long learning within a supportive and pastoral environment. St Ignatius School has an attractive, well-resourced and welcoming environment for learning with state of the art technology, well-appointed classrooms and an engaging and well-resourced library.

As well as the key curriculum areas, students participate in art, physical education, music, swimming and Italian lessons. Children are also given opportunities to compete in inter-school sport, sporting carnivals and attend camps and excursions.

1. EDUCATIONAL STANDARDS

St Ignatius School is committed to providing and maintaining the highest professional standards in both the marketing and delivery of its education program. This includes safeguarding the welfare and interests of all students, providing adequate facilities and resources and using appropriate and effective methods of instruction. These principles are embedded within the School's mission statement.

Mission Statement

St. Ignatius School Community is a faith community centred on Christ and associated closely with our Jesuit parish. Our community of students, parents, staff and clergy is committed to creating an environment in which the Good News flourishes.

As a Catholic school, gospel values are nurtured and all are encouraged to grow in love and service of their neighbour. We work co-operatively towards an informed, welcoming and caring community where each person comes to self-acceptance and self-respect, and each person, equal and unique, is accepted and respected by others.

Parents and staff acknowledge each other's vital role in the education of students and the need for a strong link between home and school. Together we work to prepare students for their future by providing a supportive and challenging learning environment.

We strive to help all students develop a love of learning, an acceptance and celebration of excellence and effort, and a sense of responsibility so that all may grow to their full potential - spiritually, intellectually, emotionally, socially and physically.

2. MARKETING

St Ignatius School will market its programs with integrity, professionalism and accuracy, avoiding vague or misleading statements. Students will be given accurate information about the courses offered and the facilities provided. When providing information to prospective students no false or misleading comparisons will be drawn with any other institution or course.

3. STUDENT INFORMATION

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

- School Code of Practice, Information and Policies for Overseas Students
- admission procedures and entry criteria
- total fees for the program and what is included within those fees
- a copy of the School prospectus for overseas students

4. REFUNDS

St Ignatius School will have a fair and clearly explained refund policy.

5. STUDENT GRIEVANCES

St Ignatius School will have a fair and transparent process for dealing with student grievances. In the event that such grievances cannot be resolved internally, *St Ignatius School* will advise students of the appropriate bodies from which they can seek further assistance.

6. EDUCATION SERVICES ACT FOR OVERSEAS STUDENTS

St Ignatius School will be bound by the provisions of the *Education Services for Overseas Students Act 2000*.

7. STUDENT SERVICES

St Ignatius School will ensure that students have access to:

- assistance and information about their academic progress
- a copy of the School Dispute Resolution Policy.

8. PRIVACY OF PERSONAL INFORMATION

St Ignatius School will meet all requirements of the *Privacy Act 2001* in relation to the way it handles personal and sensitive information about students.

9. AGENTS

St Ignatius School will not accept or continue to accept students recruited by agents whom they know, or reasonably expect to be:

- Engaged in dishonest practice, including suggesting to overseas students that they come to Australia on a student visa with a primary purpose other than full-time study
- Facilitating the enrolment of overseas students who do not comply with the conditions of their student visas
- Engaged in false or misleading advertising and recruitment practices
- Using the eCoE system other than for bona fide students

10. SANCTIONS

St Ignatius School recognises that if it should not meet the obligations of this code or supporting regulatory requirements, it may have its registration as a provider withdrawn.

Name of Principal: Roycelyn Wilden

Date: 12 February 2014

St Ignatius School Toowong

CODE OF PRACTICE INFORMATION & POLICIES FOR OVERSEAS STUDENTS

B. INFORMATION & POLICIES

1. ACCREDITATION

St Ignatius School is an approved school under the Accreditation of Non-State Schools Act, 2001 and the Education (Overseas Students) Act, 1996.

St Ignatius School is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The CRICOS Provider number is: 01347J

2. COURSES

St Ignatius School offers Years 1 - 7 classes

3. ENTRY REQUIREMENTS

Students wishing to enter the school are assessed individually based on the contents of their report cards and personal references, and may also be required to undertake a language proficiency test set by the school.

4. PAYMENT AND REFUND OF FEES AND CHARGES

Fees are charged in accordance with Government requirements and reflect the full average cost of education services for each child. They are reviewed annually.

All fees are to be paid one semester in advance.

Fees are comprised of the following elements:

- Tuition
- Administration
- Overseas Student Health Cover

An administration charge is included within the fees to cover administration costs incurred by the school. However, additional costs, where necessary (e.g. translation services) will be charged to the family of the student.

Overseas Student Health Cover (Medibank Private) fees are paid by the family to the school. The school then registers the student/s with Medibank Private for health cover.

All applications for a full or part refund of course money should be made in writing to the Principal by the person who has a signed agreement with the School. The Principal should receive the refund application within 14 days of the student's failure to commence on the agreed commencement date.

Payment of any refund due will be made within 4 weeks of receiving the written application for refund. If a refund is due, but no written application is received within 2 months of the agreed starting date, a cheque for the amount owing in AUD will be sent to the person who had a signed agreement with the School, at the last known address.

Each individual case will be decided on merit.

Unless there are approved exceptional circumstances, fees paid to the school will be refunded in the following manner:

- In all cases, if there is a balance owing from OSHC, the school will make application to the OSHC fund on behalf of the student for the refund of any advance premiums paid.
- If a student does not commence school on the agreed date:
 - (i) If 4 weeks' notice of cancellation has been received:
 - Any transaction fees associated with transfer of funds will be deducted
 - 100% of all other fees or payments will be refunded
 - Application and Enrolment Fees (if applicable) will not be refunded
 - (ii) If less than 4 weeks' notice of cancellation has been received:
 - No Tuition Fees will be refunded.
 - 100% of all other fees or payments will be refunded
 - Advance payment of uniform and textbook costs will be refunded
 - Application and Enrolment Fees (if applicable) will not be refund
 - (iii) If a student withdraws before the completion of a term
 - No refund of the current Semester's Tuition will be made
 -

If a student does not complete an enrolled course because of failure to comply with School conditions of enrolment or student visa conditions, point (iii), including the 10 weeks' notice provision above, applies.

All refunds will be paid directly, and only to the person with whom the School has a written Agreement, unless written advice to do otherwise is received from this person. The refund will be paid in Australian dollars. Fees and Charges will not be refunded through an agency.

Under the National Code of Practice, Section C 43.3, a person holding a written Agreement with the School should be aware that the School's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

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

It is an Enrolment Condition of the School that all School Policies, including the Refund Policy, be fully understood by the person signing an Agreement with the School, prior to signing the Agreement.

5. STUDENT ACCOMMODATION POLICY

It is a student visa condition that students under 18 years of age live with

- A parent, or
- A person who has legal custody of them, or
- A relative aged at least 21 (as defined by DIMIA), of good character and with permission to reside in Australia for the duration of the student's visa or until the student turns 18, nominated by either the parent or person having custody of them, or

Students moving to a new address, must inform the school in writing and complete the appropriate forms advising of their new address within 7 days of taking up residence at that new address. Students will be advised in writing, on arrival, of the need to comply with this requirement as a condition of their student visa.

6. TERMINATION AND/OR SUSPENSION OF ENROLMENT POLICY

Fair, appropriate, and objective measures are employed for the correction and/or discipline of students, including detention, suspension of, and/or termination of enrolment, after each individual case has been carefully considered. School expectations of behaviour are given in the *School Handbook*.

The school authority may suspend or terminate an enrolment at its discretion for failure to comply with the 'Conditions of Entry', or other serious breaches of the school's rules and regulations.

In the event of termination of enrolment by the School, the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) will be notified immediately, and arrangements will be made for the return of the student to parental / custodial care as soon as possible, with expenses to be met by the person with whom the School has a signed Agreement.

In the event of termination of enrolment by the School, a refund, less any relocation expenses for the student and/ or monies owed by the student, will be due as per the Refund Policy.

Please refer to the *School Policy* for further details of the School's Behaviour Management Policy.

7. DISPUTE RESOLUTION POLICY

In the event of a dispute or grievance, students should first try to solve problems through the School's internal dispute resolution processes. Students should follow this process:

1. The student's guardian should contact the appropriate staff member for an appointment to discuss the issue. Written notes of the discussion will be kept for the student's record.

For Academic concerns



Class teacher

Conduct/Behaviour
Management



Principal

All Other matters



Principal

2. If there is no resolution, the student's guardian should make an appointment to discuss the issue with the Principal. The guardian should take a written statement outlining any issues or concerns to this meeting. The class teacher will refer to previous notes from the student's record.
3. If there is a resolution, details will be noted on the student's record. If there is no resolution, the student will be made aware of other steps available to him/her, and his/her rights under legislation in the State of Queensland and the Commonwealth of Australia.

Students should also be aware:

- (c) He/She may nominate a support person to accompany him/her at any stage of the dispute resolution process.
- (d) Outside assistance may be requested if it is not possible to resolve the dispute internally, via the process above. In this case, the student may discuss further options with the Principal, or approach the Dispute Resolution Branch, Department of Justice and Attorney-General, to look at possibilities for mediation. There are six Dispute Resolution Centres throughout Queensland. The Brisbane Centre is located on the 13th Flr, Central Courts Building, 170 North Quay, QLD 4000. Contact details are: Tel: +61 7 3239 6269; Fax: +61 7 3239 6284.
- (e) Nothing in the School's Dispute Resolution Policy negates the right of any overseas student to take action under Australia's consumer protection laws in the case of financial disputes.
- (f) Nothing in the School's Dispute Resolution Policy negates the right of any overseas student to pursue other legal remedies.
- (g) If all other attempts at resolution prove unsuccessful, the student may approach the Registering Authority, which has the power to cancel the school's registration if a breach of registration provision is proved. Concerns about the conduct of the School should be addressed to The Senior Education Officer, Queensland Department of Education, Office of Non-State Education, PO Box 10533, City East, QLD 4002 Tel: +61 7 3237 1883; Fax: +61 7 3237 0004.

8. POLICY FOR TRANSFER TO AND FROM OTHER EDUCATIONAL INSTITUTIONS

- An overseas student wishing to transfer to another educational institution or School after one year will be provided with a 'Letter of Release' detailing attendance, payment of fees and an assessment of attitude and behaviour whilst a student at *St Ignatius School*.
- *St Ignatius School* will not accept enrolment of a student from another school if that student does not have a 'Letter of Release' confirming that he/she has demonstrated commitment to their studies, has a good attendance record and has paid all required fees.
- Applicants should note that from 1 November 2000, the Department of Immigration and Multicultural Affairs applies Condition 8206 to all initial student visas. This condition requires students to remain with the educational provider with whom they originally enrolled for the first 12 months of their course, or, if the course is less than 12 months, for the duration of the course. If the overseas student does wish to change education provider within the first 12 months of study, he/she needs to obtain written approval from the Department of Immigration and Multicultural Affairs or where exceptional circumstances exist (eg. education provider ceases operations).

9. OTHER CONDITIONS

Enrolment at *St Ignatius School* is conditional upon full participation in the complete range of the school curriculum and activities, including those of the teaching of Religious Education according to the Roman Catholic tradition.

Enrolment at *St Ignatius School* is conditional upon adherence to School Policies as detailed in this document and *School Policy Handbook*.

All students are required to wear full and correct school uniform during the school day, and when travelling to and from school. - refer to Uniform Policy.

10. FURTHER INFORMATION

Further information regarding enrolment of overseas students at *St Ignatius School* may be obtained from:

46 Grove St
Toowong 4066
Ph: 07 3371 1094
Fax: 07 3870 8685
Email: ptoowong@bne.catholic.edu.au