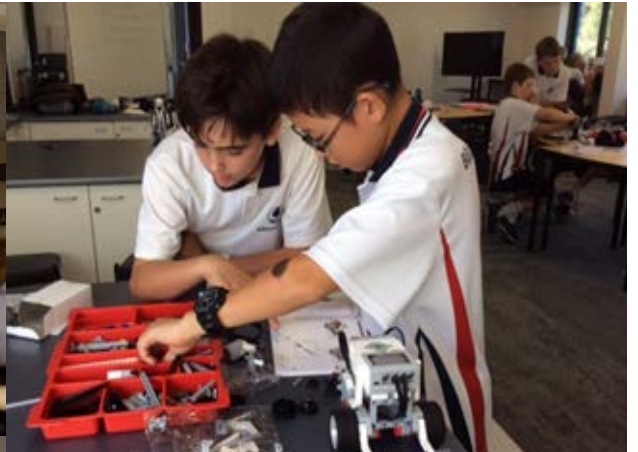


# Billanook College

## Summer School Program





# Summer School Program 2018

## Introduction

Billanook College invites students from other nations to enrol in our Summer School Program where they will experience learning in a genuine Australian High School educational setting. Billanook College is a leading Independent School in the eastern suburbs of Melbourne, Australia.

**The commencement date of the Summer School Program is Monday 23 July 2018 for a four Week Program concluding on Friday 17 August 2018.**

## Educational Components

**The key educational components of the Summer School Program are:**

- **English Language Skills (EAL) Tuition**

The four principles of reading, writing, listening and speaking delivered by an experienced English Language VIT Registered Teacher. These classes will occupy between **25% – 30%** of the Summer School Program class time with a focus upon:

- A Short Text Study or Film Study
- Vocabulary Building Tasks
- Reading Comprehension Strategies / Summarisation Skills
- Technical Writing Skills
- Oral Presentation / Public Speaking Confidence
- Strategies for Improving Listening Comprehension Skills.

Summer School Students will be required to complete assigned homework tasks related to the program and class learning.

## The key educational components:

- **Thematic Research Project**

Through the undertaking of a Thematic Research Project, students will enhance and develop skills as Independent Learners under the direction of Billanook College Teachers. This research project will occupy **10% – 15%** of the allocated Summer School Program class time and will involve the use of modern E-Learning facilities and resources at Billanook College.

Optional research fields include:

- A contemporary cultural issue in Australia.
- A comparative study of a social / economic / environmental issue of interest exploring differences between Australia and their home country on that area of interest.
- A detailed investigation of a hobby interest.
- An investigation of future study opportunities in Australia at University level including personal exploration of vocational pathways / goals.

Summer School Students will be expected to undertake additional homework time to complete their research project. All Summer School Students will be required to give an oral and visual presentation on their research project at the completion of the four weeks to a gathering of all Homestay Parents at the Graduation Evening.

- **Integrated Learning Activities**

Summer School Students will have the opportunity to learn through interaction and engagement with local students of a similar age on specially designed learning tasks in subject fields such as Science / Mathematics / Geography / Information Technology / Art and 3D Visual Communication and Design.

The opportunity to learn with local students enhances the social connection between the students and is aimed at immersing the Summer School Students in a truly integrated learning environment.

These Integrated Learning Activities will occupy **15% – 20%** of the allocated Summer School Program time.

## The key educational components:

- **Practical Classes**

- Food Technology - Cooking
- Practical Science Experiments
- Inter-school Sport
- Physical Education

These Practical Classes will occupy between **15% – 20%** of the allocated Summer School Program time.

- **Cultural and Educational Incursions**

Summer School Students will benefit from the knowledge and skills of contracted specialists invited onto the College campus to deliver Information and Skill Acquisition on topics of interest.

These Incursions will occupy **10%** of the allocated Summer School Program time.

- **Cultural and Educational Excursions**

Summer School Students will be accompanied by teachers to visit places of educational merit in the wider community. Excursions will occupy **10% - 15%** of the allocated Summer School Program time but may extend into after-school hours where necessary.

Excursions may include:

- Visiting Australian Animal Conservation Centres – up close encounters with some of Australia’s wonderfully unique animals.
- Visiting some iconic sites to enjoy Australia’s natural environment.
- Melbourne City – famous places to see and things to do.
- Outdoor Adventure and Activities.
- Watching Professional Sport in Melbourne.
- A tour of the world famous Melbourne University campus.

**The educational components of the Summer School Program will occur within regular school hours 8:30am – 3:30pm from Monday to Friday. The Cultural Excursions may include a weekend (Saturday or Sunday) activity in consultation with Homestay Families.**

**Billanook College undertakes to publish a complete and detailed schedule / timetable of the Summer School Program for July - August, 2018 by 31 May, 2018.**

## **Administrative Matters**

### **Accommodation and Student Welfare**

- Billanook College will enter into a contractual agreement with the parent/guardian of all Summer School Students outlining the services to be provided by the College. Billanook College requires the parents/guardians to agree to the Code of Conduct for their child as a participant in the Summer School Program.
- Billanook College requires a complete Medical Profile of each Summer School Student participating in the program to be submitted with the Application for Participation. This Medical Profile will include an “Authority to Treat” agreement signed by the parents/guardians.
- Billanook College will facilitate accommodation of all Summer School Students with College approved Homestay families, consistent with the requirements of legislative Child Safe Standards.
- Billanook College will facilitate safe and convenient transport arrangements to and from the College campus each school day.
- Regardless of age, Summer School Students agree that they are not to undertake any independent travel arrangements during their stay, that being apart from travel to and from the College campus each day. At all other times the Summer School Students shall be under the direct supervision and authority of the Homestay Parent (or responsible appointed delegate) or the supervision and authority of a Contracted Staff member of Billanook College, reporting to the manager of the Summer School Program.
- Billanook College will have on-call bi-lingual assistance should there be a need to communicate with a parent/guardian of the student on any matter of Student Welfare at any time.
- Billanook College will facilitate all airport transfers on arrival to Australia and for departure from Australia including accompanied assistance with Departure Check-in and Immigration Departure procedures.
- It is understood that Billanook College shall accept no responsibility for flight arrangements into or out of Australia, nor travel documentation including Passports and Entry Visas for Summer School Students.

## Administrative Matters

- It is a requirement of participation that Billanook College receives a copy of the Travel Insurance documentation for each participant prior to arrival.

## Application and Acceptance Procedure

1. Submission of initial Application Documentation by Monday 16 April, 2018 inclusive of :
    - Application Form
    - Academic Transcript for the previous two completed years
    - Parent signed “Summer School Student Code of Conduct”
    - Medical Profile
    - Summer School Student Profile
  2. SKYPE Interview of Applicant by Manager – International Programs by 30 April, 2018
  3. Billanook College to issue Offer Letter to parent by 7 May, 2018
  4. Return of Acceptance Offer to Billanook College with proof of payment into the College bank account via Electronic Funds Transfer no later than May 14, 2018.
  5. Confirmation of flight details and copy of Travel Insurance documentation to be received by Billanook College no later than 28 May, 2018.
  6. Billanook College to communicate Homestay Allocation and Airport Greeting arrangements to parents no later than 22 June, 2018.
- It is understood that Billanook College reserves the right to accept or reject an application of a place in the Summer School Program without consultation nor justification for the decision at any time.
  - Applications may be made either directly by parents or through an appointed agency.
  - Where any agency involved has an existing Agency Agreement with Billanook College – Billanook College agrees to pay a Commission Fee of 10% of the tuition component being a sum of \$320 AUD for placement of the student.

## **Administrative Matters**

### **Financial Considerations**

Billanook College is offering one Summer School Program block of four weeks duration for the all inclusive price of \$5,500 per participant.

On-land elements include for this price:

- Airport Greeting on arrival and transfer to Billanook College.
- Orientation program and Homestay Family introduction.
- Provision of Transport Arrangements to the Billanook College campus: Monday – Friday.
- Homestay Accommodation either on a single or same gender dual allocation basis with each student having their own bedroom facility. Provision of breakfast, lunch and dinner seven days per week as required with reasonable access to healthy snacks/refreshments between meals.
- An agreed schedule of educational opportunities at Billanook College between the hours of 8:30 am and 3:30 pm Mondays – Fridays inclusive of access to all Billanook College facilities and learning resources.
- Welfare support and supervision by an appointed Summer School Program Manager, assisted by a full time College specialist as required.
- Access to the support and consultation with a bi-lingual advisor at all times for the Summer School Students and parents as required.
- Transport costs and entry fees associated with any cultural excursions within school hours or on weekends.
- Farewell / Graduation function with Award of Certificates of Participation.

Summer School Students will be expected to have access to sufficient personal funds for purchase of additional refreshments, souvenirs and other discretionary expenditure during their stay at parent discretion.

## Administrative Matters

### Terms of Payment and Refund Policy

1. One payment on or before 14 May, 2018 of the complete Summer School Program fee is required to secure the placement.
2. Cancellation of a place after that initial payment and up to the arrival date regardless of reason shall result in forfeiture of 50% of the fees paid to Billanook College.
3. Once the student has arrived in Australia and commenced the Summer School Program there shall be no claimable refund of fees.
4. In the event that a placement in the Summer School Program is terminated prematurely by either parent/guardian request or by the college in consideration of a Student Welfare Serious Breach of the Code of Conduct, Billanook College shall accept no responsibility for costs associated with change of flight details to facilitate the early return of the student to the home country.
5. Billanook College reserves the right to cancel the Summer School Program due to unforeseen and unavoidable circumstances at any time, but in so doing agrees to provide:
  - In the event of cancellation being before commencement, a refund of 100% of the pre-paid Summer School Fees to the parents within 28 days of that decision.
  - In the event of cancellation after commencement, a calculated equitable refund of redeemable pre-paid Summer School Fees as per documented explanation to parents at that time.

#### **Please Note:**

Every effort will be made by Billanook College to fulfil contractual obligations to parents of Summer School Students once the program has commenced. Cancellation of the Program would only be considered as the last option in extreme circumstances. In any circumstance of Cancellation of the Summer School Program by Billanook College shall not impose any liability upon the College for costs incurred in changing flight details for the return of students to their home country.





Billanook College

For a detailed explanation of the Cancellation and Refund Policies please read the Terms and Conditions for Summer School Program 2018 located in the International section of the College website or available to on request.