

*Overseas Students:
Marketing Information and
Practices Policy*

CRICOS 01256A



ST ANDREWS
CHRISTIAN COLLEGE

INSPIRED BY
FAITH

DISTINGUISHED BY
CHARACTER

LEADERS BY
INFLUENCE



Overseas Students: Marketing Information and Practices Policy

PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

“To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.”

POLICY DOCUMENT INFORMATION

TITLE:	Overseas Students: Marketing Information and Practices Policy
AUTHORS:	P. Connolly; M. Lepileo
ACKNOWLEDGEMENTS:	
PURPOSE:	To provide policy and direction for all the College Community.
RELATED DOCUMENTS:	

KEY DATES

ISSUE DATE:	August 2016
REVIEW DATE:	2019



1. MAINTAINING INTEGRITY AND REPUTATION

1.1 Professional Integrity

At St Andrews Christian College we will ensure that the marketing of our education and training is professional, accurate and that it maintains the integrity and reputation of the education industry and registered provider.

1.2 Provision of a Registered Providers Name and CRICOS Number

The College will clearly identify the legal name of the College (The Presbyterian School of St Andrews Limited) and the CRICOS number of the College (CRICOS Number 01256A) on all written material distributed to students and their families.

This includes the distribution of materials via electronic media.

1.3 Maintenance of Integrity

The College will not provide false or misleading information or advice in relation to:

- Any claims of association between St Andrews Christian College and other providers.
- Any employment outcomes associated with courses offered by the College.
- Automatic acceptance into another course offered by the College.
- Any possible migration outcomes associated with the course.
- Any other claims relating to St Andrews, the course or outcomes associated with the course.

1.4 Transfer of Full Fee Paying Overseas Students between Registered Providers

The College will not actively recruit students prior to their completing 6 months of the principal course of study in accordance with documented procedures (see Standard 7 of the National Code of Practice).

2. MARKETING

In developing and maintaining a promotional package for overseas students we need to ensure that all information (including web based data) is updated on a regular basis.

The following key information must be included:

- Requirements for acceptance into the school (visa, English language proficiency).
- The course content and duration.
- Modes of study.
- Assessment methods.
- Campus location.
- Description of facilities, equipment, learning and library resources.
- Details of arrangements of other providers.
- Indicative course-related fees, including advice on the potential for fees to change during the student's course and applicable refund policies.
- Information about the grounds on which the student's enrolment may be deferred, suspended or cancelled.
- A description of the ESOS framework made available electronically by DEST.
- Relevant information on living in Australia including indicative costs of living and accommodation options.