A. CODE OF PRACTICE

Introduction
Welcome to Mount St. Bernard College. The college is situated in the southern end of the Atherton Tablelands in the ex tin mining town of Herberton approx 150km south west of Cairns. Mount St. Bernard College boasts a proud tradition of providing quality education to generations of Australians since 1921. The college is a day Catholic Co-education College but also provides boarding for girls only.

Opened in 1921, Mount St. Bernard College caters for an enrolment of almost 300 students. Committed and dedicated staff work closely with parents to provide students with the supportive and caring environment essential for their spiritual, academic, social and physical development.

1. EDUCATIONAL STANDARDS

Mount St. Bernard Catholic College 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.

Our mission at Mount St. Bernard Catholic College is to develop a community of faith and as Christian way of life through educating the whole person.

…As staff members within the community we

- Carry out our mission by providing an education that responds to the individual needs and potential of each student.
- Recognise the importance of self in the Mission of the Catholic School.
- Undertake to engage in professional and self development.
- Assist each other to integrate Christian Values across all aspects of the curriculum.
- Respond to emerging developments and trends in education.

2. MARKETING

Mount St Bernard College 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
- information about the Senior Certificate and university entry requirements
- a copy of the School prospectus for overseas students
- a copy of the student accommodation policy for overseas students.

4. RECRUITMENT

Recruitment of students will be conducted at all times in an ethical and responsible manner and consistent with the requirements of the curriculum.

Appropriately qualified staff will assess the extent to which the applicant is likely to achieve the outcomes of the course based on the applicant's level of English and academic results.

5. REFUNDS

Mount St. Bernard College will have a fair and clearly explained refund policy.

6. STUDENT GRIEVANCES

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

7. EDUCATION SERVICES ACT FOR OVERSEAS STUDENTS

Mount St. Bernard College will be bound by the provisions of the Education Services for Overseas Students Act 2000.

8. STUDENT SERVICES

Mount St. Bernard College will ensure that students have access to:

- orientation on arrival
- accommodation information
- assistance and information about their academic progress
- information regarding entry to further study
- ongoing counselling as required in relation to health and family matters
- a contact person who will assist the student to adjust to life and study at an Australian institution, and to help resolve problems
- a copy of the School Dispute Resolution Policy.

9. PRIVACY OF PERSONAL INFORMATION

Mount St. Bernard College will meet all requirements of the Privacy Act 2001 in relation to the way it handles personal and sensitive information about students.
10. AGENTS

Mount St. Bernard College 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

SANCTIONS

Mount St. Bernard College 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.

Hadyn Flynn
Principal

14 July 2005