

3.12.1 STUDENT SUPOPORT SERVICES ORIENTATION PROGRAM

CRICOS PROVIDER CODE 01751G

INTERNATIONAL STUDENTS PROGRAM

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Tenison Woods College
PO Box 965
Mount Gambier
South Australia 5290

ORIENTATION PROGRAM

Student Name:	
Date:	

Student services available to students including:

1. Reporting to the main administration office if they fall ill, or arrive late or leave early
2. Where to hand in assignments or excises that are due.
3. Where the Enrolment Registrar is located.
4. Where the school counsellors are located.
5. Where the College facilities and resources are located and key local institutions such as the library. Supply a map of the College grounds to the student for future reference.

How to go about attending to health issues by:

1. Reporting to the Enrolment Registrar and Parent.
2. How to use their Private Health Insurance card in cases of need.

The complaints and appeals process including:

1. Homestay issues being reported to the Enrolment Registrar.
2. Curriculum or study issues being reported to the Homegroup Teacher and then to the Wellbeing Coordinator (making sure they are identified for the student).
3. The ability to meet with the Principal if they are still not satisfied with the outcomes.

Student Visa conditions, course progress and attendance requirements (80%).