



INFORMATION FOR INTERNATIONAL STUDENTS

- The International Students Program at VCASS is auspiced by DET CRICOS code 00861 and is subject to students living in Melbourne with a parent or Immigration Approved relative. Any changes to living arrangements must be approved by VCASS International Students Coordinator and DET International Education Division.
- VCASS classes begin at 8:30 am and finishes at 3:45 pm. After school specialist classes run from 4.00 to 5.30pm
- Students are expected to attend school in neat, casual clothing.
- Students who are absent or running late are to ask their parent or guardian to ring the office (8644 8644) and log this information on COMPASS.
- When students arrive late to school, they must sign in at the VCASS office.
- Students must not leave the school without permission from the Year Level Coordinator or Dr Richards.
- Students should ensure that their parent or guardian knows where they are at all times. If students are delayed leaving VCASS they must notify their parent or guardian.
- Students are not permitted to smoke or drink alcohol at any time.
- Students participating in evening performances for the VCA Secondary School please see the office or Dr Richards for a taxi voucher.
- Students are reminded that the school has a 90% attendance policy.
- If students wish to spend any time away from home, even for a night, their parents must inform the International Student Coordinator.

REMEMBER

If you make *any changes* to your VISA,
or
If you are *going home* for the holidays,
or
If you are *returning late* from your holidays,
or
If you wish to *obtain a work VISA*,
or
Just going *away on holidays*.
or
*Staying with anyone other than your
parent/guardian* for any length of time,

You **MUST** see Dr Richards,
International Student Manager
before you take any of these actions

Please remember, one of your objectives is to learn English, thus speak and read it as much as possible – *we insist that English is spoken in all classes.*