

## Essential Support People

While you engage in the International student program at Chancellor State College, a team of people will be key to your day-to-day operations. Their role will be to ensure and support your academic learning integration, ensure your school work, attendance and support structures are progressing well, and assist in any homestay or school issues that may arise. The team of people include:

Mrs. Melissa Jarvis - Japanese Teacher and International Coordinator  
mjarv24@eq.edu.au

Melissa Jarvis' role is in the day-to-day support of the international program. This support also extends to policy and procedure development to support the program.

Ms Wendy Machin - English as a Second Language (ESL) Teacher and Senior English and History Teacher  
wmach1@eq.edu.au

Wendy Machin's role is in the day-to-day support of the international program. This support also extends to policy and procedure development to support the program.

Mrs. Heidi Barnett - Home Stay Coordinator  
hbarn37@eq.edu.au

Heidi Barnett's role is to coordinate and match hme stays, manage family/student programs, pick up students at the airport and manage the organisation relevant to homestay.

Mrs. Sue Bray - Student Liaison Officer  
sbray8@eq.edu.au

Sue Bray's role is in the administration office of International Students. She tracks paperwork and individual files, and works closely with the administration team.