



Overseas Student Visa Conditions (LNS707)

Throughout the duration of the course, the student must comply with the requirements of the Department of Immigration and Citizenship (DIAC) by satisfactorily maintaining academic progress and meeting attendance requirements.

The School's policy in regard to satisfactory progress and attendance is set out below.

Failure to meet the terms of this policy could result in the cancellation of the student's visa.

Course Progress

1. Attendance

DIAC requires that the student attends at least 80% of the scheduled contact hours for the course. This will be measured through the school's attendance system. At the conclusion of each semester, each student's attendance will be calculated.

Any student who is absent for five or more consecutive days without approval, or any student whom the School believes is at risk of not attending for at least 80% of the scheduled contact hours, will be called to a meeting with the Class Guardian, at which he/she will be counselled and assisted to improve his/her attendance. The School will also contact the student's parents/guardians.

A student whose progressive attendance rate falls below 90% will be called to a meeting with the Class Guardian, at which he/she will be counselled, warned of the consequence of falling below 80%, and assisted to improve his/her attendance. If the student's progressive attendance rate falls below 85% he/she will be called to another meeting with the Class Guardian, at which he/she will be counselled, warned of the consequence of falling below 80%, and assisted to improve his/her attendance. The student's parents will be notified in writing of the student's attendance record and of the consequences should attendance fall below 80%.

A student falling below the 80% attendance level in any semester will be called to another meeting with the Class Guardian and the Secondary Studies Coordinator. At this meeting, the student will be issued with written notice of the School's intention to report the student to DIAC for not achieving satisfactory attendance. This notice will inform the student that he/she is able to access the School's complaints and appeals process and that he/she has 20 working days in which to do so. Depending upon documentary evidence provided by the student, the School may choose not to report the student provided that his/her attendance is above 70% and his/her absences are due to compassionate or compelling circumstances (e.g. illness with appropriate medical certificates).

2. Academic Progress

DIAC requires that the student maintains satisfactory academic progress in his/her course. This will be measured each semester. Progress in each subject will be assessed and reported by way of a grading which will appear on the student's end-of-semester report.

Satisfactory progress in each subject is required to be achieved.

At the end of each term, a student who fails to make satisfactory progress in more than one subject will be called to a meeting with the Class Guardian and the Secondary Studies Coordinator. At this meeting, the reasons for unsatisfactory performance will be discussed and an intervention strategy proposed. This strategy may include counselling or a change of subjects or reduction in course load.

At the end of the following term/semester, the student's progress will be monitored. If he/she still has failed to make satisfactory progress in more than one subject, he/she will be called to another meeting with the same staff and will be issued with written notice of the School's intention to report the student to DIAC for not achieving satisfactory academic progress. This notice will inform the student that he/she is able to access the School's complaints and appeals process and that he has 20 working days in which to do so.

3. Monitoring of student progress

The School Coordinator will provide a copy of this policy to all members of staff who are involved with monitoring attendance and academic progress of Overseas students.