

ORIENTATION

Student visa requirements

As you are aware there are few things required by Australian Government (in this case Department of Home Affairs) to maintain a student visa such as:

1. Attendance, minimum 80%
2. Academic progress – must be satisfactory
3. Notify the college any changing of address within 7 days

We do monitoring attendance and academic progress, so we expect students to attend the class regularly and complete the assignment on time.

In relation to this matter, there will be warning letters sent to students whose academic progress is not satisfactory.

Attendance

It is very important that you should notify us every time you cannot attend the class. If you are sick then you need to provide us with medical certificate/any supporting documents. Although we do not give attendance for sickness but we will use the medical certificate to decide whether or not we should issue a warning letter for you.

Unsatisfactory academic progress

There are 2 warning letters will be sent to students that has unsatisfactory academic progress. Warning letters for unsatisfactory academic will be given if within 1 term student cannot finish at least 50% of unit completion.

There will be an intervention strategy to be initiated by Academic Coordinator for students received a warning letter academic.

Holidays

Usually we will not grant you any holidays except for special circumstances.

If you want to apply for holidays (usually we just approve for 2 weeks under special circumstances) then you need to apply for it in advance (at least 3 weeks before the holidays).

1. Filling in a request form for holiday with the date you want to have holidays and the reason.
2. Supporting document such as a copy of airline ticket and a medical certificate (if you go back to your country for a medical reason).

Attendance will be given if holidays have been approved, we will take your attendance and academic progress for consideration whether or not to approve the holidays.

Holidays MUST be applied in advance, NO attendance will be given if you just leave without any notice and then apply for holidays after come back. If NO holidays approve then we will calculate your attendance as absence that can result in receiving warning letter of attendance.

If you really need to go back to your country for holidays, please use the time during college term break.

Deferment/suspension

Student can apply for deferment/suspension of the course but you need to be aware that deferment/suspension must be under compassionate/compelling reason such as:

- Sickness
- Death/sickness of close relatives
- Natural disaster at your home country (flood, earthquake, tsunami etc)

Because Department of Home Affairs can cancel your visa if they find out that the deferment/suspension of the course is not under compassionate/compelling reason.

Complaints/Appeals

Student can lodge any complaint/appeals formally or informal. For more information, please read your handbook.

Contact details

According to your visa requirement, it is your responsibility to notify the college if there is any changing of address/contact details within 7 days from the event occurs

Any student request, you have to fill in a request form (from reception).