



<b>Topic:</b>	<b>Full Fee Paying Overseas Students (FFPOS)</b>
<b>Policy No:</b>	<b>D-6</b>
<b>Policy Area:</b>	<b>Community</b>
<b>Date For Review:</b>	<b>2020</b>

## **Use of Personal Information**

Any information (including personal information) provided to the College by the student, parents or guardian, may be made available to State and Commonwealth regulatory authorities pursuant to College obligations under the ESOS ACT 2000.

## **Attendance**

Visa regulations require students to attend the College on a full-time basis. Absences from school are only permitted due to illness or for exceptional compassionate reasons. The College is obliged to advise Commonwealth and state regulatory authorities when a student's attendance falls below 80% of the full-time requirement.

Students who are at risk will be formally advised and counselled by the Overseas Student Coordinator.

The College will make students and parents/guardians aware of the implications (for poor attendance) and their on-going Visa viability. Where the College has assessed the student as not achieving satisfactory attendance, the College must notify the student in writing of its intention to report the student for not achieving satisfactory attendance. The written notice must inform the student that he or she is able to access the College's complaints and appeals process as per Standard 8 (Complaints and appeals) and that the student has 20 working days in which to do so.

Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the College, the College must notify the Secretary of DEEWR through PRISMS that the student is not achieving satisfactory attendance as soon as practicable.

## **Academic Performance**

The College is obliged to advise State and Commonwealth regulatory authorities of a student's unsatisfactory academic performance. International students receive a standard College report in Terms 1, 2 and 4. If it is deemed that a student is 'at risk' of not achieving, they together with their parents/guardian will be sent a 'student at risk' letter and an appointment will be made with the Director of Curriculum or Deputy Principal, who will discuss an appropriate plan of action with them.

Where the College has assessed the student as not achieving satisfactory course progress, the College must notify the student in writing of its intention to report the student for not achieving satisfactory course progress. The written notice must inform the student that he or she is able to access the College's complaints and appeals process as per Standard 8 (Complaints and Appeals) and that the student has 20 working days in which to do so.

Where the students has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the College, the College must notify the Secretary of DEEWR through PRISMS of the student not achieving satisfactory course progress as soon as practicable.