



# TAFE INTERNATIONAL WESTERN AUSTRALIA

## STUDENT VISA REQUIREMENTS AND OBLIGATIONS

### Your responsibilities

As an overseas student on a student visa, you have a responsibility to:

- > satisfy your visa conditions;
- > maintain your Overseas Student Health Cover (OSHC) for the period of your stay;
- > meet the terms of the written agreement with your provider;
- > inform your provider if you change your address;
- > maintain satisfactory course progress; and
- > if attendance is recorded for your course, maintain satisfactory attendance.

International students must uphold their visa conditions while studying and living in Australia or their visa may be cancelled and they may have to leave Australia.

For detailed information on student visa obligations, go to the Department of Home Affairs website [homeaffairs.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students](https://www.homeaffairs.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students)

### TIWA's responsibilities

TIWA is required to:

- > notify the Secretary of the Commonwealth Department of Education and Training (under Section 19 of the ESOS Act 2000) if a student breaches any conditions of their visa;
- > notify Home Affairs of any other changes to a student's academic status for example, where a student's enrolment is terminated by TIWA or the student, where a student defers their studies, finishes their course early or fails to commence a course; and
- > monitor, record and assess the course progress of each student for the course in which the student is currently enrolled, to ensure that the student completes their course within accepted duration specified on the student's CoE.

### Course progress and attendance

In order to meet the *National Code 2018* compliance requirements in relation to the management of course progress of international students, TIWA and the TAFE colleges monitor course progress and implement student management plans where necessary. TAFE colleges who deliver ELICOS programs also monitor students' attendance and take action where necessary to address poor attendance.

### Monitoring of course progress

TAFE colleges will:

- > outline course requirements for international students during designated orientation sessions and in the first class of each unit of study;
- > regularly monitor the course progress of each international student against the delivery and assessment plan for each unit, and identify any students at risk of not completing a unit(s) in their enrolled program;
- > review the results of international students at the end of each semester and identify students at risk of not completing their enrolled program; and
- > provide TIWA with student management plans for identified "at risk" students.

### VET Students

Students undertaking a VET program are required to successfully complete or demonstrate competency in at least 50% of course requirements in each study period they are enrolled into. If a student is identified as not making satisfactory course progress in a second consecutive compulsory study period in a course, TIWA will notify the student in writing of its Intention to Report the student to Home Affairs for unsatisfactory progress.

### Higher Education Students

For academic progress procedures for students enrolled into a Higher Education course at a TAFE college, please refer to your college's Academic Progress Policy.

**Monitoring of attendance (ELICOS students)**

The International Centre monitors the attendance of students enrolled into an ELICOS program to ensure that:

- > students enrolled in an ELICOS program are maintaining an attendance level of at least 80% during each term;
- > if a student is absent from class for two or more consecutive days, that he/she submits a medical certificate; and
- > students who are more than 20 minutes late or who leave class before the scheduled finish, have this absence recorded.

Students with unsatisfactory attendance (ie. less than 80% of scheduled classes) will be required to attend an interview with the International Centre Manager. If the reasons for the unsatisfactory attendance are not acceptable, the International Centre Manager will send a request for an Intention to Report to TIWA.

Where applicable an Intention to Report letter will be sent to the student informing them that TIWA intends to notify Home Affairs of their unsatisfactory attendance. Students then have 20 working days in which to appeal this decision.

If after this period students have not lodged an appeal, have not withdrawn from the course, or have completed an appeals process resulting in the appeal being denied; TIWA will cancel the students COE within five working days of the end of the appeals period.

The student's enrolment must be maintained throughout the reporting process. TIWA will notify the TAFE college once the cancellation of enrolment occurs.

**Unjustified absences**

Students who have low attendance over a four week period and have not communicated the reason for their absence to their lecturer; will be reported to their International Centre Manager; who will also inform the Manager Student Services and Compliance at TIWA.

The student will be advised in writing that they must meet with the International Centre Manager within five working days, failure to do so will result in an Intention to Report by TIWA.

**Completion within the expected duration of study**

International students must maintain full time enrolment loads in each semester to ensure that their course will be completed within the expected duration of study.

International students enrolled into VET and Higher Education programs only, may be approved for a reduced study load in the following situations:

- > as part of a Student Management Plan; or
- > where there are compassionate or compelling circumstances and there is evidence to support a reduced study load.

Students who are required to re-enrol into units which they did not successfully complete in the previous semester, will only be granted a six month extension to their enrolment in order to complete these course requirements.

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