



TAFE INTERNATIONAL WESTERN AUSTRALIA

STUDENT VISA REQUIREMENTS AND OBLIGATIONS

Student responsibilities

Student visa holders have a responsibility to:

- > meet all visa conditions;
- > maintain overseas student health cover (OSHC) during the period of stay;
- > meet the terms as outlined in the acceptance of offer (written agreement) with TAFE International Western Australia (TIWA);
- > inform TIWA of a change in address;
- > maintain satisfactory course progress; and
- > attend all scheduled classes, course related information sessions, supervised study sessions, mandatory and supervised work-based training (where applicable) and examinations.

International students must maintain 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 immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions

TIWA's responsibilities

TIWA is required to:

- > notify the Secretary of the Commonwealth Department of Education and Training (under Section 19 of the *Education Services for Overseas Students (ESOS) Act 2000*) if a student breaches any conditions of their visa;
- > notify the Department of 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 Confirmation of Enrolment (CoE).

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 Customer Services 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 may be approved for a reduced study load in the following situations.

- > As part of a Intervention Strategy, 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 the course requirements.

Scheduled course contact hours

International students are required to be enrolled in a full-time CRICOS registered course to undertake study. All courses available for enrolment through TIWA have been carefully considered to make sure they are suitable for international student delivery. For TAFE courses, a full-time course is a minimum of 20 scheduled course contact hours per week. The scheduled course contact hours per week for international students may include a blend of the following:

- > scheduled classes;
- > course-related information sessions;
- > supervised study sessions;
- > mandatory and supervised work-based training (where applicable); and
- > examinations.

Course timetables for international students may differ from local students. It is a condition of enrolment with TIWA that international students agree to attend and participate in the scheduled course contact hours in their course.

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 training 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/term and identify students at risk of not completing their enrolled program;
- > calculate the enrolment load and advise TIWA if a student is required to retake a unit where additional tuition and resource fees are payable;
- > provide TIWA with intervention strategies for identified "at risk" students; and
- > monitor attendance of all students.

Students undertaking a TAFE course are required to successfully complete or demonstrate competency in at least 50% of course requirements for each study period they are enrolled into.

Students undertaking an ELICOS program are required to successfully complete or demonstrate competency over a maximum of 20 weeks per level.

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 the Department of Home Affairs for unsatisfactory progress.

Monitoring of attendance (ELICOS students)

TIWA 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 ELICOS Centre Manager. If the reasons for the unsatisfactory attendance are not acceptable, the ELICOS Centre Manager will send a request for an intention to report to TIWA.

If a student is identified with unsatisfactory attendance, TIWA will notify the student in writing of its intention to report the student to the Department of Home Affairs for unsatisfactory attendance.