

# Management of International Students Policy

## Introduction

This policy is current as of 15 June 2015.

## Scope

This policy is applicable to Kaplan Higher Education Pty Ltd, trading as Murdoch Institute of Technology (“School”).

## Purpose

The purpose of this policy is to provide:

- a framework for managing international student matters;
- a fair, equitable and confidential means of managing international student matters; and
- guidance to other relevant School policies that may impact international students.

There are a range of issues for international students studying with the School. The administration of those issues is outlined below.

## Reporting students to DIBP for breaches of student visa conditions

International students studying with the School must comply with the conditions of their student visas. The Department of Immigration and Border Protection (DIBP) will be advised of any non-compliance with the conditions of an international student’s visa with regard to academic progress, attendance and/or failure to advise of change of address – via PRISMS. Students will be reported where they:

- did not commence their studies
- complete their program before the original expected completion date
- do not fulfil the attendance requirements of their visa
- do not fulfil their academic progression requirements
- enrol in another program within the School
- transfer to another institution
- defer their studies
- cancel their program enrolment
- are unable to study in a program because it has been cancelled or suspended.

## Late arrival to course

A student who fails to arrive at their designated address, or fails to attend classes, during the first two weeks of any trimester, should be contacted, directly or via an agent, to warn them that the consequence of such absence could be termination of their enrolment.

In the first instance, the student should be advised to inform the School immediately in writing of their intention to defer their studies for the current trimester, indicating the intended date of their return to the course and their reason(s) for non-arrival on the expected date.

If the School does not hear from the student within five working days of making contact with the student or their agent, their enrolment will be terminated prior to the relevant Census Date.

## Student visa information

All international students studying in Australia on a student visa are required to comply with their student visa conditions. If a student does not comply with these conditions then they risk having their visa cancelled and having to return home.

Below is a list of conditions relating to student visas. Individuals may have additional conditions attached to their visa, for further information on other conditions you can check your visa label, refer to the Department of Immigration and Border Protection (DIBP) website at [www.immi.gov.au](http://www.immi.gov.au) or contact DIBP.

### Attendance

Students must remain enrolled as a full-time student and attend at least 80% of their classes at the School if they are studying in ELICOS or MUPC courses. If the School attendance records show that your attendance is below 80% then the School may be required to notify DIBP.

### Academic Progress

Students must achieve satisfactory academic results as per the business rules. Students who fail to achieve satisfactory results in their course may be reported to DIBP. Please refer to the progression policy for more information on satisfactory academic progress.

### Providing home address details and notifying of change of address

Students must provide their home address to the School within 7 days of arriving in Australia and they must notify the School within 7 days of any change of address. Students should notify the administration staff of any change of address. Failure to notify the School of any changes could lead to a breach in Visa requirements, and may result in the School reporting the student to DIBP.

### Students under 18 years

You must have approval to change your accommodation and welfare arrangements in accordance with the student welfare and accommodation (under 18) policy. Students who are under 18 and not being cared for in Australia by a parent or nominated relative, must remain in accommodation approved by the School. If you wish to change these arrangements you will need written permission from the School. Please talk to the relevant staff member if you have any concerns or wish to change your accommodation.

### Changing Education Provider

You must stay with the School for the first six months of your principal course. You can apply for a letter of release from the School (or the issuing institution) within the first six months but these are only issued under exceptional circumstances. Please speak to Student Services at the School or the issuing institution regarding changing courses or Education Providers.

### Health Insurance

You must maintain Overseas Student Health Cover (OSHC) for the duration of your stay in Australia. You should note the expiry date on your OSHC and make sure that you renew it before it expires. Please see the relevant staff member for further information.

### School Aged Dependents

International students with school aged dependants accompanying them to Australia must ensure that their dependants are enrolled in and attend school. School aged dependants are charged full fees at both government and non-government schools.

## Permission to work

Student visas granted on or after 26 April 2008 will receive permission to work with their visa grant. As a result, most student visa holders will no longer need to apply separately in Australia for permission to work. You are still not allowed to work until you have started your course. You **cannot** work more than 40 hours per fortnight\* when your course is in session (other than work which has been registered as a part of the course).

You **cannot** undertake work until you have commenced your course in Australia.

No work limits apply during recognised periods of vacation offered by your education provider.

People granted visas before 26 April 2008 can still apply separately for permission to work. To find out more go to [http://www.immi.gov.au/students/students/working\\_while\\_studying/how-to-apply.htm](http://www.immi.gov.au/students/students/working_while_studying/how-to-apply.htm).

The School recommends that you only work up to 8 hours per week because of the demands of full-time study.

\*A fortnight means any period of 14 days commencing on a Monday and ending at the end of the second following Sunday.

## Applying for a new visa or extending your visa

Your student visa has an expiry date. Note carefully what that date is and make sure that your visa does not expire without renewing. If you are changing courses you may need to apply for a new visa – DIBP will be able to advise whether you need to lodge an application for a new student visa. You can apply to the local DIBP office to extend your visa or to apply for a new student visa. Please see Student Services for further assistance.

## Related policies

This policy should be read in conjunction with the following related School policies:

- Access and Equity Policy
- Assessment Policy
- Attendance Policy
- Complaints and Appeals Policy
- Critical Incident Policy
- Drug, Alcohol and Prohibited Substances Policy
- Student Welfare and Accommodation (Under 18) Policy

## Responsible Officer

The responsible officer for the implementation and relevant training of this policy is the Vice President, Academic.

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