

# International Students on Student Visas compliance with the ESOS Act Procedure

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## Associated Policy

These procedures have been developed in conjunction with the International Students on S4 (tud)5 (u.ÆTQqis750 0 5





the student's pathway of study will be affected, ie. the student has a packaged offer with another provider on completion of studies with CIT (CIT plus University of Canberra); or

the student is transferring to a study path resulting in a lower AQF qualification; or

the student's duration of studies in Australia will be increased; or

the student's COE with CIT has been reported for the student not studying, e.g. non-commencement of studies, prior to the request for release being assessed; or

the student will be paying higher tuition fees; or

CIT considers the request for transfer is to avoid the student being reported to the Department of Home Affairs for poor academic progress or attendance.

If the application is successful:

The release from studies will be recorded in PRISMS and evidence of this will be emailed to the student with the relevant student course variation/s;

the student will complete a subject variation form withdrawing from the program if required;

the process should be completed within 14 days of the application being received by the International Student Advisor.

If the application is unsuccessful:

An email explaining why the application has been unsuccessful is provided to the student. The email should note the decision, the reasons for the decision, the factors taken into consideration and reflect the student's individual circumstances. The reasons for refusal should be sufficiently detailed to enable the student to make an informed decision as to whether to appeal the decision.

the process should be completed within 14 days of the application being received by the International Student Advisor

Information on applying for an appeal against the decision is forwarded to the student and a copy of this information is to be kept on the student's record. The student has 20 working days from the date of the decision email to request to appeal this decision. Please see the

Student needs to transfer to another provider, as:  
7.1.1 The releasing provider, or the course in which the overseas student is enrolled, has ceased to be registered  
7.1.2 The releasing provider has a sanction imposed on its registration

Student wants to transfer to another registered provider, as:  
7.1.4 Any government sponsor of the student considers the change to be in the student's best interest

Student wants to transfer to another provider, but Standard 7.1.1, 7.1.2 or 7.1.4 does not apply

CIT gives refund in accordance with the terms and conditions of the st

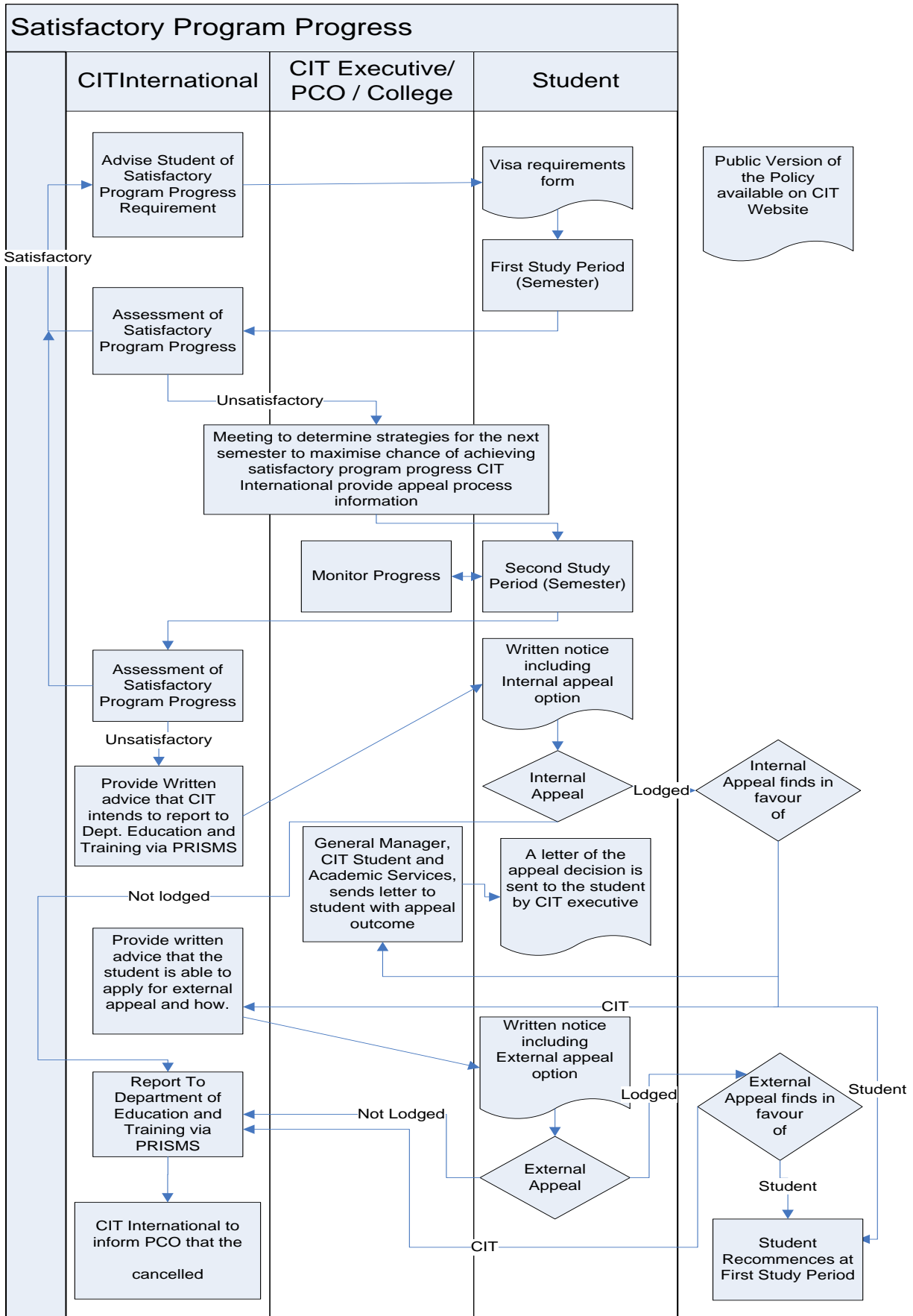
## Completion within the expected duration

1. Pastoral Care Officers (PCO) will always ensure that each student's program load and progress is such that the student is in a position to complete their program within the expected duration. The program duration is specified in the New and Continuing student lists provided by CIT International.
2. The expected duration of study for each student must not exceed the CRICOS registered program duration, except in circumstances described in point 3 below.
3. Variations to the student's expected duration may only occur when it is clear that a student will not complete their program within the expected duration as a result of compassionate or compelling circumstances. This could include but is not limited to:
  - a. serious illness or injury, where a medical certificate states that the student was unable to attend classes;
  - b. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
  - c. major political upheaval or natural disaster in the home country requiring emergency travel









## Attendance monitoring

1. CIT International provide each student studying ELICOS programs or the ACT Year 12 Program with the Visa requirements – Attendance document, which advises students on student visas of their responsibilities regarding attendance requirements, before commencement of studies. Students must sign and return this document before the application for studies at CIT is finalised.
2. The CIT English Language Centre (ELC) teachers record attendance in Banner daily. All attendance for Friday sessions should be entered by 3:00pm.
3. CIT International run the 'International Student Maximum Attendance Rate Report' on Banner for each level of English on the Friday afternoon for that week of studies.
4. CIT International check all students' percentage rate for maximum possible attendance for the study period which is generated in the Banner Report.

CIT International provides written advice by email to students whose maximum possible attendance rate is below 80%.



## CIT cancelling a student's enrolment for misbehaviour or non-genuine student

- 1) The student is reported to CIT International for misbehaviour or CIT International has identified the student as a non-genuine student. Students may be identified as a non-genuine student in the following circumstances:
  - a) the student has not attended 70% or more of their classes during a study period.
    - i) A written non-genuine student notification is issued to the student when CIT International receive two or more notification forms for attendance issues from the College, or
  - b) the student has not passed more than 50% of subjects/competencies studied in a study period after successfully completing an intervention study period.
    - i) A written non-genuine student notification is issued during the intervention process. Please refer to the Program Progress procedure.
- 2) The International Student Advisor contacts the student to discuss the process.
- 3) The International Student Advisor refers reports of misbehaviour to College Director for confirmation of the Student Behavioural Risk Procedure being completed.
- 4) The student is sent a letter.

## CIT Cancelling a student's enrolment for non-commencement of studies – initial study period at CIT

1. The student is reported to CIT International for non-commencement of studies by the College or has been identified by the CIT International by the Default process.
2. CIT International Admissions attempts to contact the student or student's education agent if they have not commenced studies by the Default Date.
  - a. If the student's visa has not been issued the student is able to defer the commencement of studies
  - b. If student's visa has been issued and the

Student applying to defer or suspend studies at CIT			
Phase	Approved	Not approved continuing studies	Not approved not continue studies
	<p>Student contacts or meets with International Student Advisor to discuss deferral of studies</p> <p>Student applies in writing to the Lead, International Student Operations including supporting documentation</p> <p>The Lead approves deferral of studies</p>	<p>The Lead does not approve deferral of studies</p>	

CIT cancelling a student's enrolment			
	Successful appeal	Unsuccessful appeal	Student does not appeal
Phase	<div style="border: 1px solid black; padding: 5px; width: fit-content;">                     Student reported to CIT International for misbehaviour, non-commencement of studies or failing to re-enrol by College                 </div> <div style="border: 1px solid black; width: 100px; height: 40px; margin: 10px 0;"></div>		





2. If the PCO is unable to contact the student and the student has not returned to the next scheduled class the circumstances are recorded on the International Student Notification Form, including the last day in each class, and forwarded to CIT International via the [ISAdvisors@cit.edu.au](mailto:ISAdvisors@cit.edu.au) email address.
3. An International Student Advisor will contact the student by email and phone. If they are unable to contact the student directly, they leave a message requesting the student contact CIT International within 2 working days.
4. If the student responds to the email or phone message, they are asked to meet with the International Student Advisor within 2 working days. At the meeting, the International Student Advisor will discuss the attendance issues with the student and refer the student for any additional student support if required.
5. If the student does not respond to the email or phone message the International Student Advisor will email and/or phone the following contacts to try to locate the student and request the student contact the International Student Advisor within the next 24 hours:
  - a. Student's emergency contact person;
  - b. Student's Education Agent;
  - c. Student's family member;
  - d. A friend from class if identified by the PCO.
6. If this is unsuccessful CIT International will contact hospitals in Canberra to see if the student has been admitted.
7. If the student does not contact CIT International, the International Student Advisor and a support person from CIT International will go to the student's address to try to locate the student. If the student is not at home a letter is left at the address advising that the student will be reported to the Australian Federal Police as a missing person if they do not contact the International Student Advisor within a 24 hour period.
8. If the student does not respond, the International Student Advisor will request approval via a minute to the General Manager, CIT Solutions, to report the student as a missing person.