



OVERSEAS STUDENT COURSE PROGRESS POLICY AND PROCEDURES

1. PURPOSE

Fintona Girls' School (the School) is committed to adhering to the *Education Services for Overseas Student Act 2000* (ESOS Act) and meeting Standard 8: Overseas student visa requirements of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) by ensuring it implements the following procedures for monitoring notifying and assisting overseas student course progress and visa requirements.

2. SCOPE

This policy applies to all of the School's, overseas students, their parents/legal guardian, and all school staff and any other persons supporting our overseas students for the School.

3. POLICY

This policy set out the School's requirements for overseas students to achieve satisfactory course progress and the procedures for monitoring, supporting and reporting of students who do not meet satisfactory course progress and visa requirements.

4. COURSE PROGRESS

The School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

The course progress of all students will be assessed at the end of each semester of enrolment or earlier should concerns be raised.

Overseas students who commence part way through a semester will be assessed after one full semester.

To demonstrate satisfactory course progress overseas students will need to achieve competency in all subjects/units of study in any semester.

If the student does not demonstrate competency in 60% or more of the course requirements the Head of Learning, Teaching & Development/Deputy Principal will meet with the student to develop an intervention strategy for academic improvement. This may include:

- supervised study periods;
- tutorial assistance;
- other intervention strategies as deemed necessary.

In the case of the student not demonstrating an appropriate level of English language competency, the School may require the student to undertake additional English language classes with a tutor approved by the School. This will occur outside the normal curriculum requirements and would be at the expense of the parents/legal guardian, over and above the normal tuition fees.

A copy of the student's individual strategy for achieving academic improvement and progress reports will be forwarded to parents/legal guardian.

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The student's individual strategy for academic improvement will be monitored over the following semester by the Head of Learning, Teaching & Development/Deputy Principal and records of student response to the strategy will be kept.

If the student does not show a sufficient level of academic improvement and achieve satisfactory course progress by the end of the next assessment period, the School will advise the student and their parents/legal guardian in writing of its intention to report the student for breach of visa condition, and that they have 20 working days in which to access the School's internal complaints and appeals process.

The School will report via the Provider Registration and International Student Management System (PRISMS) as soon as practicable that the student has not achieved satisfactory course progress if one of the following occurs:

- the student does not access the complaints and appeals process within 20 working days;
- the student withdraws from the complaints and appeals process by notifying the School in writing; or
- the complaints and appeals process results in favour of the School's decision.

5. COURSE COMPLETION WITHIN EXPECTED DURATION OF STUDY

The School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their course within the expected duration of the course.

The School will only extend the duration of the student's study where the student will not complete their course within the expected duration due to:

- compassionate or compelling circumstances;
- student participation in an intervention strategy, as outlined above; or
- an approved deferment or suspension of study has been granted in accordance with the School's Overseas Student Deferment, Suspension and Cancellation Policy.

If the School extends the duration of an overseas student's enrolment and the student's visa will expire prior to completion of the course the student will need to apply for a new student visa to complete their study. More information about the student visa (subclass 500) is available on the Department of Home Affairs website at: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>.

6. IMPLICATIONS FOR PRACTICE

AT PRINCIPAL LEVEL

To properly implement this policy, the Principal must ensure:

- that this policy is reviewed every two years;
- ensure the School Leadership Team implements this policy and its procedures.

AT OTHER LEVELS

To properly implement this policy, all the School's employees must abide by this policy and assist the Deputy Principal in the implementation of this policy.

7. REFERENCES

- ESOS Act (2000) – Obligations of registered providers
- ESOS National Code Standard 8: Overseas student visa requirements (Fact Sheet 14 July 2022)

8. RELATED SCHOOL POLICIES

- SW10.00 Overseas Student Attendance Policy
- SW11.00 Overseas Student Complaints and Appeals Policy
- Overseas Student Welfare and Support Policy

9. DEFINITIONS

Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:

- serious illness, where a medical certificate states that the student was unable to attend classes;
- bereavement of a close family member such as a parent or grandparent;
- major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies;
- a traumatic experience which has impacted on the student (these cases should be, where possible, supported by police or psychologist reports);
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

Expected duration – the length of time it takes to complete the course studying full- time. This is the same as the registered course duration on CRICOS.

Intervention Strategy - An individual plan to provide course support and/or assistance to an overseas student identified 'at risk' of achieving satisfactory course progression.

School day – any day for which the School has scheduled course contact hours.

10. ACCESSIBILITY

This document is available on:

- Fintona Website>Overseas Students
- inFintona>Staff Services>Policies
- inFintona>Parent Services>Policies