

POLICY

ADMISSIONS FOR OVERSEAS STUDENTS



PREAMBLE

RESPONSIBILITY FOR ACCOMMODATION AND WELFARE OF OVERSEAS STUDENTS

All overseas students for whom a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter has been issued will stay in the School's boarding houses during term time. During holidays and exeats, students under a CAAW letter can only stay in appr

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- h. If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, Scotch College will advise the student and the parents of the student in writing of its intention
- i. The School will notify the Department of Home Affairs via the Provider Registration and International Student Management System (PRISMS) of the student not achieving satisfactory course progress as soon as practicable, where:

the student does not access the complaints and appeals process within 20 days, or
the student withdraws from the complaints and appeals process, or
the complaints and appeals process is completed and results in a decision supporting the College.

4. Completion within Expected Duration of Study (course progression)

- a. As noted in 3.a., the School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b. 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 he is expected to complete his course within the expected duration of the course.
- c. The School will only extend the duration of the student's study where the student will not complete his course within the expected duration, when:

there are compassionate or compelling circumstances
there is student participation in an intervention strategy, as outlined in 3.e., or
an approved deferment or suspension of study has been granted in accordance with Scotch College's Deferment, Suspension and Cancellation Policy.

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- h. If the School has assessed that the student has failed to achieve satisfactory course attendance for the semester, Scotch College will advise the student and the parents of the student in writing of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access the College's internal complaints and appeals process, except in the circumstances outlined in 5.j.
- i. The School will report through PRISMS that the student has not achieved satisfactory course attendance as soon as practicable, where:
 - the student does not access the complaints and appeals process within 20 days, or
 - withdraws from the complaints and appeals process, or
 - the complaints and appeals process is completed and results in a decision supporting the School.
- j. The School may decide not to report a student for failing to meet the 80 per cent threshold, where:
 - the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances; e.g., medical illness supported by a medical certificate
 - he has not fallen below 70 per cent attendance for the semester; and
 - this is consistent with the School's documented attendance policies and procedures.
- k. The method for calculating 70 per cent attendance is the same as that for 80 per cent attendance.

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COMPLAINTS AND APPEALS POLICY FOR OVERSEAS STUDENTS

1. Purpose

- a. The purpose of Scotch College's Complaints and Appeals Policy is to provide an Overseas Student with the opportunity to access procedures to facilitate the resolution of disputes or complaints.
- b. The internal complaints and appeals processes are conciliatory and non-legal.

2. Complaints against other students

Grievances brought by a student against another student will be dealt with as described in the *Guide to Scotch College* handbook.

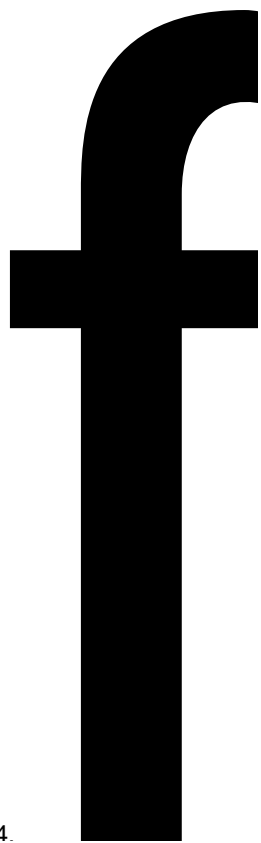
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OVERSEAS STUDENT TRANSFER REQUEST ASSESSMENT POLICY

1. Overseas Students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study.
2. Students can apply for a letter of release to enable them to transfer to another education provider within the six month period providing the conditions in this Policy are met.
3. Scotch College will only provide a letter of release to students in the first six months of their principal course in the following circumstances:
 - the student has changed welfare and accommodation arrangements, and is no longer living within a reasonable travelling time of the School, or
 - the College has agreed that the student would be better placed in a course that is not available at Scotch College,
 - or for any other reason stated in Scotch College's policies.
4. Scotch College will not provide a letter of release to students in the first six months of their principal course in the following circumstances:
 - Scotch College considers that the student's progress is likely to be academically disadvantaged; or
 - Scotch College is concerned that the student's application to transfer is a consequence of the adverse



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DEFERMENT, SUSPENSION AND CANCELLATION POLICY FOR OVERSEAS STUDENTS

1. Deferment of commencement of study requested by student
 - a. Scotch College will only grant a deferment of commencement of studies on grounds of compassionate and compelling circumstances. These include, but are not limited to:
 - illness, where a medical certificate states that the student was unable to attend classes
 - bereavement of close family members such as parents or grandparents. (Where possible, a death certificate should be provided.)
 - major political upheaval or natural disaster in the student's home country, requiring emergency travel that has impacted on studies
 - a traumatic experience which has impacted on the student. (Where possible, these cases should be supported by police or psychologists' reports).
 - b.

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4. Exclusion from class (one to 28 days)

- a. Scotch College may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion may occur as the result of any behaviour identified as resulting in exclusion, as described in the rules, expectations and policies set out in the Guide to Scotch College handbook.
- b. Excluded students must abide by the conditions of their exclusion from studies, which will depend on the welfare and accommodation arrangements in place for each student, to be determined by the Principal or his delegate.
- c. Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.
- d. Periods of 'exclusion from classes will not be recorded on PRISMS.
- e. Periods of ses wi

