


# Information for student visa holders



## ATTENDANCE →

If you have a student visa you are required by the Australian Government to attend a minimum of 80% of your classes. If your attendance falls below 80%, ELC may be required to inform the Australian Government that you have not met attendance requirements.

What happens if your attendance is not satisfactory?

- 1. Attendance below 90%** > receive first warning letter. We will invite you to discuss your attendance with the Director of Studies. You may bring a support person with you to this meeting.
  - 2. Attendance below 85%** > receive second warning letter. We will invite you to discuss your attendance with the Director of Studies. You may bring a support person with you to this meeting.
  - 3. Attendance below 80%** > receive intention to report letter. We will advise you that we intend to report you to the Australian Government.
- > Appeal? On receipt of the intention to report letter you may make an appeal through ELC's complaints and appeals process within 20 days. Make an appointment with the Director of Studies to discuss this. You may bring a support person with you to this meeting. Medical certificates will be considered in the appeal process but they do not alter a student's attendance.
  - > If your appeal is not successful, ELC will report you to the Australian Government. This may result in the cancellation of your student visa.

## PROGRESS →

ELC is required by the Australian Government to check that you are doing well with your studies. You will make good progress if you use English as much as possible, participate actively in classes and complete all of your tests, homework and class activities.

Every 5-6 weeks your teacher will complete a progress check for you and give you the opportunity to have a tutorial to discuss your progress. Progress assessment includes speaking, listening, reading and writing skills as well as grammar and vocabulary. It is based on your weekly test results, classroom participation and homework as well as formal assessment.

- 1.** If your teacher thinks that you are not making satisfactory progress he/she will meet with you to discuss your progress or ask you to talk to the senior teacher. You may be given the chance to move to a more suitable class or to complete extra activities to help your progress.
  - 2.** If your course progress does not improve during the next course module, ELC will issue you with a letter of warning and ask you to discuss your progress with the Director of Studies. ELC will continue to do everything we can to help you make satisfactory progress.
  - 3.** If you still do not make satisfactory progress during your next course module, ELC will issue you a letter to inform you that we intend to report you to the Australian Government.
- > On receipt of this letter you may make an appeal through ELC's complaints and appeals process within the next 20 days. You will need to make an appointment with the Director of Studies to discuss this. You may bring a support person with you to this meeting. Medical certificates will be considered in the appeal process but they do not alter a student's attendance.
  - > If your appeal is not successful, ELC will report you to the Australian Government. This may result in the cancellation of your student visa.