

Management of International Students Policy

Scope

This policy applies to Kaplan International Languages schools (each a “School” and collectively the “Schools”)

Purpose

The purpose of this policy is to provide a framework for managing international student matters that may arise during a student’s life cycle. Implementation of this policy is consistent with the obligations and standards of the:

- CRICOS registration requirements outlined in the Education Services for Overseas Students Act 2000 (the ESOS Act),
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code), and other relevant national legislation.

External reporting requirements

International students studying with the School must comply with the conditions of their student visas. The School will advise the Department of Home Affairs (DHA) of any non-compliance with the conditions of an international student’s visa with regard to course progress, attendance and/or failure to advise of change of address – via PRISMS. The School is also obliged to report to relevant Government Departments, where a student:

- did not commence their studies
- completes their program before the original expected completion date
- enrolls in another program within the School
- transfers to another institution
- defers their studies
- cancels their course enrolment
- is unable to study a course because it has been cancelled or suspended.

Late arrival to course

The School will contact a new student who fails to arrive at their designated address, or fails to attend classes, during the first week of any study period, directly or via an agent, to check on their welfare as well as to advise that continued absence may lead to termination of the student’s enrolment.

The student may be asked if they intend to defer their studies for the current study period. If so, the student will be advised to immediately notify the School in writing of their intention to defer their studies, 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 5 working days of making contact with the student or their agent, their enrolment will be terminated according to the Deferrals, Suspension and Cancellation Policy..

Student visa information

Below is a list of conditions generally included in international student visas. For specific information on the conditions of a student's visa, refer to the DHA website at <https://www.homeaffairs.gov.au> or contact DHA directly.

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 an ELICOS course. If the School attendance records fall below 80% then the School may be required to notify DHA.

Course Progress

Students within ELICOS courses must achieve satisfactory course progress as outlined in the Course Progress Monitoring and Intervention Policy. Students who fail to achieve satisfactory progress in their course may be reported to DHA. Please refer to the Course Progress Monitoring and Intervention Policy for more information on maintaining satisfactory course 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, if there is a change in address, must notify the School within 7 days. Notifications should be made to the School's administration staff of any change of address. Failure to notify the School of any changes could lead to a breach of visa requirements and may result in the School reporting the student to DHA.

Students under 18 years

Students who are under 18 that are not being cared for in Australia by a parent or nominated relative, must remain in accommodation approved by the School. If a student wishes to change their accommodation and welfare arrangements, they will require written permission from the School in accordance with the School's Under 18 Policy.

Changing Education Provider

Students must stay with the School for the first six months of their principal course but may apply for a letter of release from the School (or the issuing institution) within the first six months where there are exceptional circumstances. Please refer to the International Student Transfer Policy for further information.

Health Insurance

Students must maintain Overseas Student Health Cover (OSHC) for the entire duration of their stay in Australia. Please see the School's Student Services staff for further information.

Applying for a new visa or extending your visa

Each student visa has an expiry date. Where a student changes courses they may need to apply for a new visa – DHA or the student's agent will be able to advise the student as to whether they need apply for a new student visa.

Related policies

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

- Course Progress Monitoring and Intervention Policy
- Course Attendance Monitoring and Intervention Policy
- Under 18 Policy
- Critical Incident Policy
- International Student Transfer Policy

Other Kaplan policies and/or procedures associated with this policy can be found at following link:
<https://kaplaninternational.com/terms-and-conditions>

Relevant Legislation

- Education Services for Overseas Students (ESOS) Act 2000
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Regulations 2019
- ELICOS Standards 2018
- Department of Home Affairs
<https://www.homeaffairs.gov.au/>

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Policy Category	Academic			
Responsible Officer	Vice President, Academic			
Implementation Officer	KI Languages Principal Executive Officer			
Review Date	December 2023			
Approved by				
VP, Academic on behalf of the Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Quality, Regulations and Standards Team	New policy Based on Kaplan Group Policy	28.08.2020	11.09.2020