

Hawthorn-Melbourne Attendance Policy

Your attendance is very important for your course progress and we expect all students to attend all their classes.

Attendance Student Visa Holders

The Australian Government and Education Services for Overseas Students Act 2000 requires Hawthorn-Melbourne to check, monitor and report on each student visa holder's attendance. Attendance is monitored per Confirmation of Enrolment (COE) which can either be:

- One course per COE
- Multiple courses grouped together under one COE

Hawthorn-Melbourne requires all student visa holders to maintain minimum attendance levels on all COE's otherwise we may need to inform immigration.

- You must attend at least 80% of your classes. We check your attendance every hour.
- If you are absent from class for more than 15 minute, you will be marked absent for that hour.
- **You will not be excused for any reason.**
- **If you are sick, go to the doctor and ask for a medical certificate. Keep your medical certificates. Do not give them to your teacher.**
- **You can check your attendance on the Student Intranet or noticeboard.**
- **If your attendance is under 90%, we will send you ONE WARNING LETTER ONLY.**
- If you defer, your attendance will continue from the previous study period.

If your attendance is under 80%:

- We will send you a letter telling you that we intend to report you to the Department of Immigration and Border Protection (DIBP). You must continue to attend classes.
- You will have 20 working days to appeal (please read Hawthorn's Complaints and Appeals Procedure at www.hawthornenglish.com/policies.html or on student noticeboards).
- You must appeal in writing and provide evidence of compelling or compassionate circumstances: a death in your immediate family, a natural disaster in your home country, a serious illness or injury, victim of serious crime or trauma.
- If your appeal is successful, you must continue to attend at least 70% of your classes.
- If your appeal is not successful after following all the steps in the Complaints and Appeals Procedure, you will be reported to DIBP and you will be sent a Section 20 letter.

If you appeal successfully and your attendance later falls below 70%:

- We will send you a letter telling you that we intend to report you to the Department of Immigration and Border Protection (DIBP). You must continue to attend classes.
- You will have 20 working days to appeal (please read Hawthorn's Complaints and Appeals Procedure at www.hawthornenglish.com/policies.html or on student noticeboards).
- You may only appeal against errors in your attendance record.
- If your appeal is successful, your attendance will be recalculated.
- If your appeal is not successful after following all the steps in the Complaints and Appeals Procedure, you will be reported to DIBP and you will be sent a Section 20 letter.