

## Hawthorn-Melbourne Attendance Policy

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

### Attendance for 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 CoEs; otherwise, we may need to inform the Department of Home Affairs (DHA).
- You must attend at least 80% of your classes for that CoE. We record your attendance every hour.
- If you are absent from class for more than 15 minutes, 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. We may ask to see them later.**
- **You can check your attendance on Moodle.**
- **If your attendance falls under 90% for that CoE, we will send you ONE WARNING LETTER ONLY.**

### If your attendance falls under 80% for that CoE:

- We will send you a letter telling you that we intend to report you to the Department of Home Affairs (DHA). You must continue to attend classes.
- You will have 20 working days to appeal (please read Hawthorn-Melbourne Complaints and Appeals Policy and Procedure at <http://www.hawthornenglish.edu.au/policies>).
- You must appeal in writing and provide evidence of compelling or compassionate circumstances, such as a death in your immediate family, a natural disaster in your home country, a serious illness or injury, being a victim of serious crime or experiencing trauma.
- If you believe errors have been made in your attendance record, you can request that Hawthorn-Melbourne review this. If errors are found, your attendance will be recalculated.
- If your appeal is successful, you must continue to keep your attendance above 70% on that CoE.
- If your appeal is not successful after following all the steps in the Complaints and Appeals Procedure, you will be reported to the DHA.

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

- You will be reported to the DHA irrespective of any evidence provided. There is no opportunity for further appeal through Hawthorn-Melbourne.
- The DHA will then review your case and make a decision about whether your visa status will be affected.
- You may be asked to present evidence to the DHA to explain your absences.