

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 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.
- **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 the school noticeboard near L1 reception.**
- **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 Department of Home Affairs (DHA). You must continue to attend classes.
- You will have 20 working days to appeal (please read Hawthorn's Complaints and Appeals Procedure at <http://www.hawthornenglish.edu.au/policies> or on student noticeboards).
- 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 DHA.

If your attendance falls below 70% for that COE:

- You will be reported to DHA irrespective of any evidence provided. There is no opportunity for further appeal through Hawthorn-Melbourne.
- 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 DHA to explain your absences.