
Management of International Students Policy

This policy is current as of 1 January 2014 and will be reviewed at least annually by Kaplan.

Scope

This policy is applicable to Kaplan Business School Pty Ltd.

Purpose

The purpose of the Management of Students policy is to provide:

- a framework for managing international student matters
- a fair, equitable and confidential means of managing international student matters
- provide guidance no other relevant Kaplan policies that may impact international students.

There are a range of management issues for international students studying with Kaplan. Management of these issues is outlined below.

Reporting students to DIBP for breaches of Student Visa conditions

International students studying with Kaplan must comply with the conditions of their student visas. The Department of Immigration and Border Protection (DIBP) will be advised of any non-compliance with the conditions of an international student's visa with regard to academic progress, attendance and/or failure to advise of change of address – via PRISMS and in accordance with policy relating to Notice of Intent to report. Students will be reported where they:

- did not commence their studies
- complete their program before the original expected completion date
- enrol in another program within Kaplan
- transfer to another institution
- defer their studies
- cancel their program enrolment
- are unable to study in a program because it has been cancelled or suspended.

Late arrival to course

A student who fails to arrive at their designated address, or fails to attend classes, during the first two weeks of any trimester, should be contacted, directly or via an agent, to warn them that the consequence of such absence could be termination of their enrolment.

In the first instance, the student should be advised to inform Kaplan immediately in writing of their intention to defer their studies for the current trimester, indicating the intended date of their return to the course and their reason(s) for non-arrival on the expected date.

If Kaplan does not hear from the student within five working days of making contact with the student or their agent, their enrolment will be terminated prior to the relevant Census Date.

Student Visa Information

All international students studying in Australia on a student visa are required to comply with their student visa conditions. If a student does not comply with these conditions then they risk having their visa cancelled and having to return home.

Below is a list of conditions relating to student visas. Individuals may have additional conditions attached to their visa, for further information on other conditions you can check your visa label, refer to the Department of Immigration and Border Protection (DIBP) website at www.immi.gov.au or contact DIBP.

Attendance

Students must remain enrolled as a full-time student and attend at least 80% of their classes at Kaplan. If the School attendance records show that your attendance is below 80% then Kaplan may be required to notify DIBP.

Academic Progress

Students must achieve satisfactory academic results as per the business rules. Students who fail to achieve satisfactory results in their course may be reported to DIBP. Please refer to the Progression policy for more information on satisfactory academic progress.

Providing home address details and notifying of change of address

Students must provide their home address to Kaplan within 7 days of arriving in Australia and they must notify Kaplan within 7 days of any change of address. Students should notify the administration staff of any change of address. Failure to notify Kaplan of any changes could lead to a breach in Visa requirements.

Students under 18 years

You must have approval to change your accommodation and welfare arrangements. Students under 18 years must remain in accommodation approved by Kaplan. If you wish to change these arrangements you will need written permission from Kaplan. Please talk to the relevant staff member if you have any concerns or wish to change your accommodation.

Changing Education Provider

You must stay with Kaplan for the first six months of your principal course. You can apply for a letter of release from Kaplan (or the issuing institution) within the first six months but these are only issued under exceptional circumstances. Please speak to Student Services at Kaplan or the issuing institution regarding changing courses or Education Providers.

Health Insurance

You must maintain Overseas Student Health Cover (OSHC) for the duration of your stay in Australia. You should note the expiry date on your OSHC and make sure that you renew it before it expires. Please see the relevant staff member for further information.

Permission to work

Student visas granted on or after 26 April 2008 will receive permission to work with their visa grant. As a result, most student visa holders will no longer need to apply separately in Australia for permission to work. You are still not allowed to work until you have started your course. You **cannot** work more than 40 hours per fortnight* when your course is in session (other than work which has been registered as a part of the course).

You **cannot** undertake work until you have commenced your course in Australia.

No work limits apply during recognised periods of vacation offered by your education provider.

People granted visas before 26 April 2008 can still apply separately for permission to work. To find out more go to http://www.immi.gov.au/students/students/working_while_studying/how-to-apply.htm.

Kaplan recommends that you only work up to 8 hours per week because of the demands of full-time study.

*A fortnight means any period of 14 days commencing on a Monday and ending at the end of the second following Sunday.

School Aged Dependents

International students with school aged dependants accompanying them to Australia must ensure that their dependants are enrolled in and attend school. School aged dependants are charged full fees at both government and non-government schools.

Applying for a new visa or extending your visa

Your student visa has an expiry date. Note carefully what that date is and make sure that your visa does not expire without renewing. If you are changing courses you may need to apply for a new visa – DIBP will be able to advise whether you need to lodge an application for a new student visa. You can apply to the local DIBP office to extend your visa or to apply for a new student visa. Please see Student Services for further assistance.

Accommodation

Kaplan will undertake the following processes in relation to the student's accommodation needs and ongoing accommodation support:

- Ascertain the student's accommodation arrangements and whether or not the student will require an accommodation placement, homestay or whether the student will stay with a guardian that has been nominated, in writing by a parent.
- Where available, if the student pays for an accommodation placement, they are automatically placed into appropriate accommodation in line with Kaplan's requirements for under 18 students, suitable health, welfare and safety circumstances—airport pickup is compulsory.
- If a homestay is required, Kaplan will ensure the safety and suitability of that homestay and evidence of the suitability of all occupants of the property who are over 18 years of age.
- If the student has made their own arrangements, and they are under 18 years of age, parents must return a signed accommodation consent form to show their acceptance of and responsibility for these accommodation arrangements. The nominated caregiver and student must also sign and return the receipt of information form. A recorded visit is made to the student's accommodation to ensure that the living standard is acceptable and safe, that the

care-giver/guardian is appropriate and provide the care-giver/guardian with information regarding Kaplan's under 18s policy. The nominated care-giver/guardian must meet the following criteria:

- must be over the age of 21 and eligible to remain in the student's city of study until the student turns 18 or their visa expires and provide relevant personal details
 - is a blood relative of the student (family member)
 - holds a valid passport and visa for Australia
 - has undertaken a Working with Children Check and provided a copy to Kaplan
 - accepts the responsibilities to act as the primary care-giver for the above student and ensure that the student resides with him/her until the student turns 18
 - understand that as the care-giver is responsible for the general well-being and welfare while the student is under the age of 18 and studying in Australia
 - agree to maintain contact with Kaplan and the student's parent/s on a regular basis and to contact Kaplan if the student is unable to attend class or return home overnight
 - liaise with Kaplan as required to ensure the student understands and abides by the rules and regulations of Kaplan and the DIBP.
 - agree for Kaplan to visit his/her house to ensure that Kaplan is satisfied with the arrangement
 - agree to inform Kaplan within 2 working days if any of the caregivers' contact details change.
- Record details of this accommodation visit and outcomes on the student's database record and add the signed accommodation consent form from the student's parents to the student's records.
 - Kaplan will determine whether or not the student will be accompanied to their place or residence by a parent or properly appointed guardian. If this is not the case, the student must be met at the airport and accompanied to his/her accommodation placement/homestay.
 - Kaplan will endeavour to visit/contact each homestay/hostel with students under the age of 18 regularly to ensure that the accommodation is suitable.
 - Kaplan will advise DIBP, using the pro-forma letter available through PRISMS, of the dates for which Kaplan accepts responsibility for the accommodation, support and welfare arrangements made for the under-age student.
 - If the student changes his/her living arrangements, or if Kaplan no longer approves of the arrangements for the student, they should advise DIBP within 7 days of the new arrangements and address for the student. This can be done using the pro forma letter available through PRISMS.
 - Where a student is missing from their Homestay accommodation, or their approved carer's accommodation, and cannot be contacted, Kaplan will implement its Critical Incident Policy and inform the student's parents and place a missing person report with police if requested by the parents if students do not contact the parents/Kaplan within 5 working days. Kaplan will report under National Code Standard 5.1.d that it can no longer approve of the arrangements for the student in such circumstances.

Guidelines for students in accommodation

While rules will be established by the homestay provider, please find below some general guidelines for homestay accommodation.

- Students must be considerate and take good care of the accommodation they are in.
- Students should not ask to use the home telephone, except in an emergency. Students should ensure that their family and friends are aware of the time difference between their home country and where they are living, and ask them not to call on the home telephone at a time when it will disturb other people in the house.
- Students must get permission from their host before inviting friends into their homestay. No student should expect their homestay host to provide meals for their friends.
- Please discuss any special dietary requirements, and your food likes and dislikes, with your host as soon as possible after moving into the homestay accommodation.
- Students are expected to keep their own room clean and tidy and also to tidy the bathroom every time they use it. Students may also be expected to assist with small tasks around the house.
- Please discuss with your host how long you may spend in the shower and what times, and how often you may use the laundry facilities. Some homestay hosts will do the student's laundry for an additional \$20 per week.
- Students are expected to turn off all electrical appliances and lights when they are not in use.
- Students are responsible for their own door keys and for shutting doors, windows and setting the security system (if fitted) when they leave the house. If a student loses their house keys they are responsible for replacing them and for the replacement costs for new locks.
- Students **MUST NOT** smoke inside any homes in Australia – not even in their own bedrooms.
- It is illegal in Australia for anyone under the age of 18 to: go to a Casino, or any clubs or bars where alcohol is sold (unless supervised by an adult), buy cigarettes; buy or drink alcohol.
- It is a criminal offence for anyone to be in possession of any illegal substances (this includes marijuana), or drugs, other than those prescribed by a doctor for personal use.
- Students must never take a pet into a homestay without the host's permission.
- Payment arrangements to their homestay should be established and students are advised to ensure that they receive a receipt from their hosts for all money paid. Students may be required to pay in advance a percentage of the weekly Homestay fee whenever they are away from the homestay for periods of 7 days or longer in order to retain their room.

If Kaplan becomes aware that the under-18 student is found to be not well looked after, actions below will be taken by Kaplan:

- the student will be asked to make an alternative suitable arrangement in 5 working days. The student is advised that Kaplan can organise a Homestay if the student cannot make alternative suitable arrangement.
- if no action is taken by the student in 5 working days, a letter of intention to report for non-approval of welfare and living arrangement will be sent to students and parents will be informed.

- if the student has not moved into Homestay accommodation within 1 week, Kaplan will inform the student that his/her living arrangement in writing is not approved and advise the relevant Commonwealth department via PRISMS

Related policies

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

- Attendance policy
- Access and Equity Policy
- Assessment Policy
- Critical incident policy
- Drug, Alcohol and Prohibited Substances Policy
- Complaints and Appeals Policy
- Transfer to another provider policy
- Under 18 student policy

Responsible Officer

The responsible officer for the implementation and relevant training of this policy is the Vice President, Higher Education Australia.