
Management of International Students Policy

Scope

This policy is applicable to the management of international students at Kaplan Business School Pty Ltd, (Kaplan).

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 2018), and other relevant national legislation.

External reporting requirements

International students studying with Kaplan must comply with the conditions of their student visa. Kaplan will advise the Department of Home Affairs 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 a change of address – via PRISMS. Kaplan is also obliged to report to relevant Government Departments where a student:

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

Late arrival to course

Kaplan will contact a new student who fails to subject enrol or attend classes during the first two weeks of any trimester, 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 trimester. If so, the student will be advised to immediately notify Kaplan 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 Kaplan does not hear from the student within five (5) working days of making contact with the student or their agent, their enrolment will be terminated and the enrolment default reported, as required under section 19 of the ESOS Act.

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, check the visa label in the student's passport, refer to the Department of Home Affairs website at www.homeaffairs.gov.au/ or contact the Department of Home Affairs directly.

Attendance

Students must remain enrolled as a full-time student and attend at least 70% of their classes at Kaplan. If a student's attendance goes below 70%, this may affect the student's ability to maintain satisfactory academic progress which may lead to cancellation of enrolment as outlined in Kaplan's [Academic Success Policy](#).

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 excluded due to poor academic course progress. Please refer to the [Academic Success 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 in the case of change of address. Notifications should be made to Kaplan's administration staff. Failure to notify Kaplan of any changes could lead to a breach of visa requirements.

Changing Education Provider

Students must stay with Kaplan for the first six months of their principal course but may apply for release from Kaplan within the first six months where there are exceptional circumstances. Please refer to the [Transfer to Another Provider Policy](#) for further information.

Health Insurance

Students must maintain Overseas Student Health Cover (OSHC) for the entire duration of their stay in Australia. Please speak to Kaplan administrative staff for further information or assistance.

Permission to work

Students with 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. People granted visas before 26 April 2008 can apply separately for permission to work. To find out more go to the website for the [Department of Home Affairs](#).

Students are still **not allowed** to work until they have started their course of study. Students **cannot** work more than 40 hours per fortnight* when their course is in session (other than work which is formally embedded in their course of study).

Voluntary, unpaid work, is not included in the limit of 40 hours per fortnight if it:

- is of benefit to the community
- is for a non-profit organisation
- is genuinely voluntary (that is, the student is not not paid either in cash or other—board and lodging is acceptable).

If the voluntary work could have been undertaken by an Australian resident who would have received a wage, then this is included in the 40 hours. No work limits apply during recognised periods of vacation.

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

Students who work can find further information on their employment rights and conditions available from the Australian Government's Fair Work Ombudsman website available at <https://www.fairwork.gov.au/>.

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

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 – The Department of Home Affairs or the student's agent will be able to advise the student as to whether they need to apply for a new student visa.

Related policies

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

- Attendance
- Academic Success
- Critical Incident
- Transfer to another provider

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 | | Campus Manager and General Manager, National Operations | | |
| Review Date | | December 2020 | | |
| Approved by | | Vice President Academic under delegation from the KBS Academic Board | | |
| Version | Authored by | Brief Description of the changes | Date Approved: | Effective Date: |
| 1.0 | Quality & Standards Group | Unpacking of one document into existing document | 01.01.2014 | 01.01.2014 |
| 1.1 | Quality & Standards Group | Updating of criteria for care-giver/guardian under Accommodation. Format and wording changes to align across all businesses | 15.06.2015 | 15.06.2015 |
| 1.2 | Academic Quality and Governance Team | <ul style="list-style-type: none"> • Attendance requirements amended to 70% for consistency with other related policies. • Accommodation and Welfare requirements pertaining to student under the age of 18 deleted as KBS will no longer accept students under the age of 18. • Information regarding student employment rights added to policy as per standard 6 of National Code. • Language amended for increased coherency and accountable officers introduced to policy. | 05.12.2017 | 20.12.2017 |
| 1.3 | Kaplan Business School and the Academic Quality & Governance Team | Updated the Department of Immigration and Border Protection to the Department of Home Affairs | 08.03.2018 | 09.03.2018 |