

Draft SV500 Student Visa Requirements Policy

1. RATIONALE

The SV500 Visa Requirements Policy addresses the obligations and responsibilities of students, which are conditions of their student visa, and the support services available at The Friends' School to assist students generally and to meet the conditions of their visa. In the case of students under the age of 18, parents will bear some responsibility for the visa conditions.

2. SCOPE

This policy includes the following:

- 2.1. Principal
- 2.2. Deputy Principal
- 2.3. K-12 International Student Coordinator
- 2.4. Enrolments Manager
- 2.5. Director of Residence
- 2.6. Heads of School (Morris, High School, Clemes)
- 2.7. SV500 students
- 2.8. Parents of SV500 students
- 2.9. Homestay host parents

3. POLICY

As a condition of a Student Visa 500 (SV500) students must meet the following conditions:

3.1. International Student Orientation Program

- 3.1.1. The Friends' School offers a comprehensive Orientation Program for all international students.
- 3.1.2. As a condition of their visa, all SV500 must attend the International Student Orientation Program.
- 3.1.3. Orientation Programs will be scheduled to coincide with whatever point in the school year that a student's commences at Friends', and also in the case of only one student commencing at any given time.
- 3.1.4. All international students and their parents will be invited and expected to attend the International Student Orientation Program, which will be scheduled within the few days prior to the student commencing at the School. Students will be given advance notice of the date of the International Student Orientation Program and must plan to arrive in Hobart prior to the Program.

3.2. Attendance Requirements

- 3.2.1. SV500 students are required to maintain satisfactory attendance. Attendance requirements for SV500 students attending The Friends' School are detailed in the School's *Attendance Policy*.
- 3.2.2. Satisfactory attendance at Friends' is based on the expectation of 100% attendance with exceptions for circumstances which the School acknowledges may prevent the student from attending school, and in some cases it may be the recommendation of the School that the student does not attend e.g. a students diagnosed with an infectious disease such as Measles or Influenza
- 3.2.3. Satisfactory attendance includes that the student is present and attending school from the commencement (1st day) of each school term until the formal completion of the school term (last day of term). This requires students to

- arrive in Hobart at least one day prior to the commencement of the new school term and
- to book flights to depart Hobart following the completion of the last day of School term.

Any variation to these expectations requires a written request from parents to the Principal, who will respond in writing to the request. Requests must be submitted at least three weeks prior to the commencement date or completion date in question. See SV500 Attendance and Absence Procedures

3.3. Satisfactory Course Progress

3.3.1. SV500 students are required to achieve satisfactory course progress while a student at The Friends' School. Unsatisfactory Course Progress will result in the student being reported to immigration and may pose a threat to the student's Student Visa 500. Please see the *SV500 Course Progress Policy* for further detail.

3.3.2. Satisfactory course progress will be assisted by students:

- seeking assistance from subject teachers or tutors, in the first instance, if in doubt, or having difficulty in any particular subject. It is the norm at The Friends School for students to seek assistance and teachers are very willing to offer assistance to students
- seek assistance from tutors, subject teachers and boarding staff for both academic and personal concerns, including but not limited to study habits, organisation, settling into life in Australia and The Friends' School, general health and happiness, homesickness and homework.

3.2.3 The Friends' School is committed to the pastoral care of students and offers an extensive range of support services for international students. See *Boarding Policy*, *International Student Welfare Policy* and *International Student Support Services Policy*.

3.3 International Student Staff Contacts

3.3.1 The School has designated staff contacts on each campus for all international students. International students and their parents will be provided with the email and telephone contacts of these staff members and are encouraged to contact them regarding any concerns about the student's progress and wellbeing. These include:

- Deputy Heads of School, Morris Campus
- International Student Coordinator, High School
- Dean of Students, Clemes

3.3.2 The Director of Residential and boarding staff offer 24/7 care to boarders. Students and their parents will be provided with the telephone and email details of the Director of Residential and boarding staff. Boarding staff are experienced and dedicated to the wellbeing of all boarders. This includes managing students' health, wellbeing, attendance and study matters. International students and their parents are both expected and encouraged to communicate directly with the Director of Residence or boarding staff about any of the following matters:

- Medical and health concerns, including diet and nutrition, sleep habits etc.

- Personal wellbeing, including homesickness, friendships, engagement in the school's co-curricular program
 - Study/homework habits
 - Family matters which may impact on the student such as an illness of a family member.
- 3.3.3 Emergency Contacts
- All boarders and their parents will be provided with the mobile number of the duty staff member, to be used respectfully, including in an emergency.
 - All international students will be provided with the mobile number of three staff members, to be used respectfully and only in the case of an emergency. Students will be provided with the numbers at the beginning of the academic year or students commencement.
 - Students in homestay accommodation and their parents will be provided with 3 emergency contacts, valid only for the period of the student's enrolment at the School.
- 3.4 **SV500 Student Contact Details**
- 3.4.1 SV500 students are required to provide both the Department of Home Affairs and The Friends' School with current address and contact details of both the student and the student's parents.
- 3.4.2 Changes to the Hobart contact and address details of SV500 students must have the Principal's permission and must be discussed and approved prior to the student moving. See *International Student Accommodation Policy* and *International Student Welfare Policy*.
- 3.4.3 Changes to the contact and address details of parents should be provided to the School, prior to the event, and failing this, within 24 hours of the change occurring.
- 3.5 **Overseas Student Health Cover (OSHC)**
- 3.5.1 All SV500 students are required to have (OSHC) as a condition of their Visa. OSHC must be arranged and prepaid for the duration of the student's course of study at Friends', prior to the School issuing the CoE and CAAW. See *International Student Health Management Policy*.
4. **DEFINITIONS**
- 4.1. See definitions documents
5. **LEGAL AND OTHER REQUIREMENTS**
- 5.1. ESOS Act 2000
- 5.2. National Code 2018
- 5.3. National Code 2018 Factsheets
- 5.4. Education Act 2016 (Tasmania)
6. **ASSOCIATED POLICIES, PROCEDURES , GUIDELINES, FORMS AND SUPPORT DOCUMENTS**
- ❖ **SV500 Procedure: Communicating Student Visa Requirements to Students and Parents**
 - ❖ **SV500 Procedure: Updating Student Contact Details 6 monthly**
 - ❖ Attendance Policy
 - ❖ Boarders' Handbook
 - ❖ Boarding Policy

- ❖ Critical Incident Management Policy
- ❖ Homestay Policy
- ❖ International Student Handbook
- ❖ International Student Orientation Program (PP Notes)
- ❖ International Student Accommodation Policy
- ❖ International Student Health Management Policy
- ❖ International Student Support Services Policy
- ❖ SV500 Complaints and Internal Appeals Policy
- ❖ SV500 Course Progress Policy
- ❖ SV500 Deferring, Suspending or Cancelling Enrolment Policy
- ❖ SV500 External Appeals Policy