

InTech Institute of Technology		
Policy: Notification To DEST / DIAC		
Creation Date: 29 Sept 2006	Version: March 2008	Created By: Robin Jaggessar
Justification: Updated in compliance with ESOS National Code 2007		

Policy:

The college undertakes to notify DIAC and DEST when certain events relating to overseas students occur.

Procedure:

The Registrar informs DEST / DIAC via PRISMS if any of the following occurs:

The student completed course early

- When: within 14 days of student completing the course.

Student DID NOT commence course when expected (ie. Simply does not turn up, or has not arranged with the provider for a later start date because of health or compassionate reasons.)

When: within 14 days of expected course commencement date.

Student terminates studies before course completion or student's enrolment is cancelled by the College.

When: within 14 days of the event.

There is any change to the student's enrolment or duration.

- The College will notify DEST within 14 days of The details of each accepted student, including:
- Full name, gender, date of birth, nationality, country of birth
- Amount of money paid prior to confirmation of enrolment'
- Whether premiums have been paid for health insurance
- An estimate of the total amount the student is required to pay to undertake the course The number of the visa if the student holds an Australian Visa
- The office where the student's application for a student visa was made or is expected to be made
- The student's passport number if the student was in Australia when he/she became an accepted student
- The CRICOS course code
- Any English language proficiency test undertaken and the score achieved Stating date
- Day accepted student is expected to complete the course

When: within 14 days of the event.

Information to DEST about an accepted student who does not commence on the nominated date must include:

- Student's full name, gender, date of birth, country of birth nationality
- CRICOS course code
- Agreed starting date and day when course is expected to be completed
- The office where the student's application for a student visa was made and The Current residential address
- Termination of Studies by an accepted student before completion of the course
- Changes to identity or duration of any accepted student's course
- Provider must notify DEST of any breaches by an accepted student of a student visa condition related to attendance or satisfactory academic performance,

InTech will notify an accepted student if attendance falls below the 80% threshold and if student fails to comply with their visa conditions regarding attendance or academic performance.

The notice of breach must contain particulars of breach, state that the student is required to attend before an officer within 28 days in order to explain the breach, state that photographic identification is required at the meeting and such student maybe penalised under sections 1 37J and 137K of the Migration Act 1958.

The Registrar notifies the student within a reasonable time where a student has breached their visa conditions including low attendance rate. The necessary information of the breach and the information about what the student has to do are generated automatically by PRISMS.

The Registrar has been informed of the obligation to report to DEST / DIAC in a timely manner.

The responsible person for reporting (Registrar) has a copy of the PRISMS Manual and is kept informed through updates to the PRISMS manual in the form of "News items" which appear when one logs on to PRISMS.