

Griffith English Language Institute
NOTICE TO STUDENTS - HOW ATTENDANCE IS MONITORED

1. It is a Department of Home Affairs (DHA) requirement that GELI monitors your attendance and sends a report to DHA if your attendance falls below 80%.
2. The GELI Attendance policy for students is available through the orientation program, the Student Information Book, new student information sessions, the GELI student noticeboards and GELI website.
3. GELI English classes are 20 hours per week.
4. Attendance is recorded by class teachers for each session (twice per day).
5. If you are late for any class or leave the classroom you will have the number of minutes that you are absent recorded on the class attendance rolls.
6. If you are absent from class due to illness, you should attend a medical consultation with a Doctor as soon as possible to receive medical advice. You should request an authentic medical certificate at this appointment, which is free of charge, and the certificates should clearly state the date(s) of the absence. Medical certificates issued by Allianz Doctors on Demand Medical service are the only accepted website doctor certificates.
7. If you have a medical certificate that covers a period of absence you must give the certificate to GELI Student Centre staff as soon as you return to class after the period of absence. Staff will date stamp the medical certificate and return a copy to you. If the medical certificate is found to be falsified it will be rescinded and the Student Misconduct policy will be enacted and your ELICOS enrolment will be cancelled.
8. GELI calculates student attendance on a daily and weekly basis.
9. You can check your attendance, up to the previous week, on the student notice board from Thursday each week. The attendance shown is the in-class attendance up to the previous Friday. It is the best percentage that you can achieve, projected to the end of your enrolment or reporting period of 25 weeks, if your enrolment is longer than 25 weeks. Satisfactory attendance is a minimum **80%** class attendance.
10. You can make appointments with the Student Advisor or the Student Administration staff to discuss absences from class.
11. If you receive Warning Letter 1 you can make an appointment with the Student Administration staff to discuss your attendance.
12. If you receive Warning Letter 2 you are required to meet with the Student Advisor or Student Administration staff.
13. If you receive Warning Letter 3 you are required to meet with the Student Administration Manager or Student Administration staff.
14. If your attendance falls below 80%, you will be issued with a Notification of Intention to Report (ITR).
15. You may apply for review of this decision to the Director GELI, within 20 working days of receiving the ITR. The application for review is to be made using the Review of a Decision Form (including the Declaration form) in accordance with the Student Review and Appeals Policy and Procedure.
<http://policies.griffith.edu.au/pdf/Student%20Review%20and%20Appeals%20Policy.pdf>
The decision of the Director GELI is final.
16. If the review is unsuccessful, GELI will advise the availability of the external appeal process, i.e. via the Office of the Queensland Ombudsman. You must advise GELI by email to geliadmin@griffith.edu.au that you are submitting an appeal within 10 working days.
17. If you receive an ITR, GELI will maintain your enrolment, during the review and appeal process, until your current program (as outlined on your eCoE) has finished. It is important that you continue to attend class.
18. GELI is required to report you to DHA for breaching attendance regulations if at the conclusion of the review and appeal process your review and appeal is unsuccessful, you do not lodge a request for review or you choose not to access the review process.
19. GELI will correspond with you via your Griffith University student email.
20. If you are absent for 5 consecutive days (without prior notice or approval) and have not contacted GELI or responded to contact from GELI staff you will be advised in writing and phone that your ELICOS enrolment will be cancelled due to passive withdrawal.
21. GELI reserves the right to refuse further enrolments from any student who has shown unsatisfactory attendance and has subsequently been reported to DHA.

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Attendance Review and Appeal Process

It is a student visa requirement that student visa holders maintain above 80% attendance during their program.

