

NOTICE TO STUDENTS - HOW ATTENDANCE IS MONITORED

1. It is a Department of Home Affairs (HA) requirement that GELI monitors your attendance and notifies you if your attendance falls below 80%.
2. The GELI Attendance policy for students is available through the GELI electronic noticeboard, GELI website and the Griffith University policy library.
3. GELI English classes are 20 hours per week.
4. Attendance is recorded by class teachers 2 times per day, Monday to Friday.
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 or health professional 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. Back dated medical certificates will not be accepted. 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 email a copy of the certificate to geliadmin@griffith.edu.au as soon as possible. You must keep the original. If the medical certificate is found to be falsified, it will be rescinded and the Student Misconduct Policy will be enacted and your ELICOS enrolment may be cancelled.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 GELI student noticeboard accessed through learning@griffith.edu.au Organisations 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 Support Service Coordinator or the Student Administration staff to discuss absences from class.
11. All written correspondence regarding your attendance will be by email to your university email address.
12. If your attendance falls below 90%, you will receive a Warning Letter. You are required to meet with the Support Services Coordinator or Student Administration staff.
13. If your attendance falls below 85%, you will receive a Final Warning Letter. You are required to meet with the GELI Support Service Coordinator or Student Administration staff.
14. If your attendance falls below 80%, you will be issued with a notification of Intention to Report (ITR) to HA you must meet with Student Administration staff when you receive the ITR. You will have 20 working days to appeal the decision to report you. You must appeal in writing by email to geliadmin@griffith.edu.au directly to the Student Administration staff and provide any information and or documentation that supports absences. The supporting evidence would need to be considered as compelling or compassionate reasons for not attending your scheduled classes. Your appeal will be assessed and you will be notified of the outcome of your appeal.
15. If you provide sufficient evidence of compassionate or compelling circumstances for absences below 80% and if your attendance is above 70%, you will be issued with a successful outcome letter. This will advise that you will not be reported at this stage. It will remind you that GELI only has discretion for decisions regarding compassionate or compelling reasons for attendance above 70%. If you continue to be absent and your attendance falls below 70%, you will be issued with another notification of ITR.
16. If you cannot provide sufficient evidence of compassionate or compelling circumstances for absences below 80% or if your attendance falls below 70%, you will be issued with an unsuccessful outcome letter.
17. If you are not satisfied with this decision you may apply for an informal review of this decision to the GELI Business Manager by emailing geliadmin@griffith.edu.au within 10 working days of receiving the unsuccessful outcome.
18. If you are unsatisfied with the outcome of the informal review of decision, you can apply for a formal review of decision. The application for review is to be made using the electronic Review of Decision form by going to [Review and Appeals form](#) in accordance with the Student Review and Appeals Policy and Procedure. You must advise GELI by email to geliadmin@griffith.edu.au that you are submitting a formal review of decision within 10 working days. The formal review of decision will be reviewed by the Director GELI. The decision of the Director GELI is final.
19. If the review is unsuccessful, GELI will advise the availability of the external appeal process, i.e. by submitting a complaint to the Office of the Queensland Ombudsman. You must advise GELI by email to geliadmin@griffith.edu.au that you are submitting a complaint within 10 working days.
20. 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.
21. GELI is required to report you to HA for breaching attendance regulations. If at the conclusion of the appeal and review process your appeal and review is unsuccessful, you do not lodge a request for review, you choose not to access the review process or you withdraw from the process.
22. GELI will correspond with you via your Griffith University student email.
23. If you are absent for 5 consecutive days in the same week (without prior notice or approval) or if you take leave without approval and have not contacted GELI or responded to contact from GELI staff, this will be deemed to be notification of cessation of studies. You will be advised in writing to your Griffith University email address that your ELICOS enrolment will be cancelled due to passive withdrawal. You may apply to have your enrolment reinstated by emailing geliadmin@griffith.edu.au with a written statement explaining why your enrolment should be reinstated.

Note: GELI reserves the right to refuse further enrolments from any student who has shown unsatisfactory attendance and has subsequently been reported to HA.