

### Attendance Recording and Reporting

- Student Visa holders must attend a minimum of 80% of classes to meet the visa requirement
- If you are sick, go to a Doctor to receive treatment and ask for a medical certificate (medical certificates are at no extra charge)
- Email the medical certificate to [geliadmin@griffith.edu.au](mailto:geliadmin@griffith.edu.au) and include your student id number, name and dates sick in the subject.

**90% - 86%**

#### Attendance Warning

- Issued by email to your Griffith University email address
- Make an appointment with the GELI Support Services Coordinator or GELI Student Administration staff **NOW**

**85% to 80%**

#### Attendance Final Warning

- Issued by email to your Griffith University email address
- Make an appointment with the GELI Support Services Coordinator or GELI Student Administration Staff **NOW**

**Below 80%**

#### Notification of Intention to Report (ITR) letter

- Issued by email to your Griffith University email address
- Make an appointment with the Student Advisor or GELI Student Administration Staff **NOW**
- You may appeal the ITR by emailing [geliadmin@griffith.edu.au](mailto:geliadmin@griffith.edu.au) required to submit documentation to support any compassionate or compelling circumstances to explain your

#### Unsuccessful Outcome Letter

Will be issued if you have no compassionate or compelling circumstances or if your attendance has fallen below 70%

- Will be issued by email to your Griffith University email address
- Appeals can be submitted in person or by email to [geliadmin@griffith.edu.au](mailto:geliadmin@griffith.edu.au)
- If you do not submit an appeal or your appeal is unsuccessful you will be reported to The Department of Home Affairs and your student visa may be cancelled

Good Attendance is a Department of Home Affairs (HA) requirement

- Check the electronic student noticeboards in [learning@griffith](mailto:learning@griffith.edu.au) each Thursday for your attendance percentage
- You are responsible for checking your own attendance percentage
- We will contact you with any attendance warnings via your Griffith University email address – you must check this daily