



trading as



Swan Institute Australia

CRICOS Provider Code: 03376K RTO Number: 40732

ATTENDANCE AND COMPULSORY FRIDAY TESTING

All International students on Student Visa's are required to adhere to the Terms and Conditions of enrolment and Conditions of your visa.

These terms and conditions are contained within in your letter of offer, student handbook and have been explained to you at orientation as evidenced by your signed agreement, as being understood.

The main areas of your responsibility are:

1. Maintain a minimum of **80%** attendance over the duration of their course(s) at SIA. You will receive warning letters if your attendance is less than 100%, and may receive counselling if this is an ongoing issue. Classes begin Daily at 9.00 am and finish at 3.00 pm Monday to Thursday Friday 9.00 am and finish 12.00 noon. Evening Classes begin 5.00 pm and finish at 9.15 pm Monday to Friday.
2. Demonstrate course progress
 - To ensure you show your improvement - Friday is and always has been **COMPULSORY** test day. Test commence as follows:
 - Day classes – 9.15 am promptly
 - Night class 6.15 pm promptly
 - Students failing to attend or late will be marked absent and will have a ZERO result recorded.
 - If you are unable to attend due to illness you are required to provide a Doctor's certificate.
 - If you are unable to attend on a specific Friday you are required to discuss with administration in advance.

Please be aware that SIA is required under our license to report all students to Immigration once their attendance drops below 80% and if they do not demonstrate course progress.

This may affect your student visa.

Responsibility to meet the terms of your Visa and enrolment are your responsibility – do put your visa in jeopardy!
You must attend test day on time!

Communication is the key

- make sure that we know you are unable to attend – a telephone call is required so we know that you are okay and can stop worrying!

I Student number: SIA have read and understood the above information

PRINT NAME

and agree to adhere to the terms.

SignedDate:.....
Signature

Witnessed:..... Date:.....
Signature