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## Student Visa Requirements Policy and Procedures

### Purpose:

This policy outlines the St George & Sutherland Community College (SGSCC)'s approach to ensuring compliance with student visa requirements for overseas students. It aligns with the Education Services for Overseas Students (ESOS) Act 2000, the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018), and the requirements of the Department of Home Affairs (DHA).

SGSCC is committed to supporting international students in meeting their visa conditions while ensuring compliance with Australian immigration laws.

### Scope

This policy applies to:

- All international students enrolled at SGSCC under a student visa (subclass 500).
- All SGSCC staff involved in student enrolment, support, and compliance.
- Education agents and third-party representatives responsible for student recruitment.

### Policy Statement

SGSCC ensures that all international students:

- Understand and comply with their student visa conditions.
- Maintain full-time enrolment and satisfactory course progress.
- Adhere to attendance requirements and academic integrity.
- Have appropriate Overseas Student Health Cover (OSHC).
- Are informed about any changes in visa conditions that may affect their study.

SGSCC maintains accurate student records in the Provider Registration and International Student Management System (PRISMS) and notifies relevant authorities of any visa breaches.

### Key Student Visa Requirements

#### 1. Full-Time Study Requirement

**SGSCC - St George & Sutherland Community College Inc.**

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RTO: 7091 • CRICOS Provider No: 03122K • NDIS Registered Provider: 4050004600 • ABN: 89 753 440 576

International students must be enrolled in a full-time registered CRICOS course.

SGSCC ensures students complete their studies within the expected course duration unless:

- A deferral or extension is approved due to compassionate or compelling circumstances.
- The student has academic difficulties and requires an adjusted study load.

## 2. Satisfactory Course Progress

Students must maintain satisfactory academic progress as per SGSCC's Course Progress Policy.

SGSCC monitors progress and implements intervention strategies for students at risk of failing.

Failure to meet course progress requirements may result in:

- A written warning.
- A requirement to attend support sessions.
- Reporting the student to DHA via PRISMS for unsatisfactory progress.

## 3. Attendance Requirements

- Students must meet minimum attendance requirements (80% attendance per study period).
- SGSCC tracks attendance and implements an intervention strategy for students failing to meet requirements.
- If a student's attendance falls below 80%, SGSCC may report them to DHA via PRISMS.

## 4. Overseas Student Health Cover (OSHC)

- International students must maintain valid Overseas Student Health Cover (OSHC) for their entire stay in Australia.
- SGSCC provides information and assistance in obtaining OSHC but does not issue policies.
- Students who fail to maintain OSHC may breach their visa conditions.

## 5. Work Restrictions

- Students can work up to 48 hours per fortnight while their course is in session.
- During official course breaks, students can work unlimited hours.
- Students must comply with Fair Work Australia laws and not rely on work income to pay tuition fees.

## 6. Change of Address and Contact Details:

- Students must notify SGSCC of any changes to their address, phone number, or email within 7

days of the change.

- SGSCC updates the information in PRISMS as required.
- Failure to update contact details may result in visa cancellation.

## 7. Deferral, Suspension, or Cancellation of Enrolment

SGSCC may approve a deferral or suspension of studies due to:

- Compassionate or compelling circumstances (e.g., medical issues, family emergencies).
- Misconduct or failure to meet SGSCC's Code of Conduct.

SGSCC notifies DHA via PRISMS if a student's enrolment is deferred, suspended, or cancelled.

Students must consult DHA about how changes in enrolment affect their visa status.

## Compliance Monitoring and Reporting

### 1. PRISMS Reporting

SGSCC monitors and reports student visa breaches to DHA via PRISMS for:

- Unsatisfactory course progress or attendance.
- Deferral, suspension, or cancellation of enrolment.
- Failure to comply with student visa conditions.

### 2. Intervention Strategies

SGSCC implements early intervention strategies for students at risk of:

- Failing course progress requirements.
- Falling below attendance requirements.
- Experiencing personal or financial difficulties affecting their studies.

Support may include:

- Academic assistance and tutoring.
- Student counselling and welfare services.
- Referral to external support agencies.

### 3. Student Responsibilities

Students must:

- Attend and participate in their enrolled course.

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- Monitor their visa conditions through DHA's website: [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au).
- Seek support if facing difficulties affecting their studies.

## Consequences of Non-Compliance

Failure to meet student visa conditions may result in:

- Intervention strategies to help the student comply.
- Formal warnings or academic probation.
- Reporting the student to DHA via PRISMS, which may lead to visa cancellation.

SGSCC provides guidance and support but does not guarantee visa approvals or renewals.

## Continuous Improvement

SGSCC ensures continuous compliance with student visa regulations by:

- Reviewing this policy annually or as required by legislative updates.
- Providing training for staff and education agents on visa compliance.
- Seeking student feedback to improve support services.

## Contact Information

For any inquiries related to recruitment and enrolment, contact:

**George Da Silva – Program Manager International**

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