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## Full Fee Paying Overseas Student Intervention Strategy Policy

### Reason for Intervention Strategy

Monitoring course progress and attendance is important to ensure full fee paying overseas students are in a position to complete the course within the expected duration specified on the full fee paying overseas students' CoE.

If an full fee paying overseas student is at risk of not meeting their course attendance and progress requirements, the School will implement an intervention strategy to identify, notify and assist them.

An full fee paying overseas student will be identified as needing an intervention strategy when the School's attendance requirements are not met, or are at risk of not being met.

### Identifying When an Intervention Strategy is Required: Attendance

The School checks attendance at least daily. If an full fee paying overseas student has been absent from school for more than five consecutive days without approval, that student will not have met their course attendance requirements.

Non-attendance can be an indication that a student needs additional support and/or referral to other services. Refer to our **Full Fee Paying Overseas Students Support Services Policy**.

### Identifying When an Intervention Strategy is Required: Course Progress

An full fee paying overseas student will be identified as needing an intervention strategy when the School's course progress requirements are not met, or are at risk of not being met.

The School checks academic progress at the end of each school term. If an end of term review shows that an full fee paying overseas student has not satisfactorily completed any of their required assessments, that student will not have met their course progress requirements.

### Notification of Students

If the School determines that an intervention strategy is needed for an full fee paying overseas student to assist them to meet their attendance and/or course progress requirements, the School will contact the full fee paying overseas student directly. The student is informed of their attendance and/or course progress rates.

### Intervention Strategy

The School's intervention strategies normally ensure that:

- the full fee paying overseas student is directly contacted by the Overseas Coordinator and informed of their attendance rates
- counselling is offered to the full fee paying overseas student to help them to address issues which may be contributing to their attendance rates
- extra tutoring is offered to those students who feel that this will help them in meeting their course progress requirements.

### Updating PRISMS

The School must report via PRISMS any student who has not met course progress requirements. Refer to **PRISMS Maintenance Obligations**.

**Records of Course Attendance**

The School keeps records in relation to full fee paying overseas students' satisfactory course attendance. These include:

- records of our attendance monitoring
- any evidence from a student in relation to an absence.

**Records of Course Progress**

The School keeps records in relation to full fee paying overseas students' satisfactory course progress. These include:

- assessment of course progress records for each student
- assessment results (as required by section 21 of the ESOS Act)
- records of contact with students
- notices of intention to report
- complaints and appeals outcomes, and
- other relevant records.

**Record Keeping**

The School maintains records in relation to activities and action taken under this policy including:

- student contact and counselling records (for example, warning letters)
- notices of intention to report
- complaints and appeals outcomes, and
- other relevant records.

Records are maintained in accordance with our **Full Fee Paying Overseas Students Records Management and Retention Policy**.