

Print this checklist and tick off the actions if you need to consider them

Checklist: Course Progress and Attendance Reporting		
Steps	And what to do	<input checked="" type="checkbox"/>
If you are not achieving satisfactory course progress or attendance, your Education Provider MUST help you.	Read your provider's Course Progress or Attendance Policy (if you do not fully understand it, get advice)	
<ul style="list-style-type: none"> You WILL be reported to the immigration department if you don't progress (and you may lose your visa) Most institutions require you to attend at least 80% of your classes (or risk losing your visa) 	Understand your provider's Course Progress and Attendance rules and policies.	
<p>If you are having problems; get advice</p> <p>If you are worried; get advice</p>	Speak to your student contact officer as soon as possible	
It is important to balance time for study, your friends and work	Learn to recognise when you are spending too much time away from your studies.	
<p>If you receive a letter saying you will be reported for not making course progress or not attending class</p> <p>AND</p> <ul style="list-style-type: none"> if you appeal and the internal appeal fails <p>AND</p> <ul style="list-style-type: none"> if you appeal through the external process, and it also fails <p>your provider CANNOT cancel your CoE until the result of the external appeal is known.</p>	Your provider must have arrangements for an external independent body or person to hear complaints and appeals.	
ESOS Legislation and The National Code	www.aei.gov.au/ESOS Follow the links for The National Code	