



ATTENDANCE AGREEMENT FOR INTERNATIONAL STUDENT VISA HOLDERS

1. Our Lady of the Sacred Heart College and the Department of Home Affairs requires a minimum of 80% attendance.
2. If your attendance is below 80% at any stage of the course we must report you immediately to the Department of Home Affairs.
3. If you are reported to the Department of Home Affairs may cancel your visa and ask you to leave Australia.
4. Part of your 500 visa condition is that you can only work for a maximum of 20 hours/week and employment obligations must not at any time interfere with attendance at classes.
5. SICKNESS: If you are sick, you should have a Doctor's certificate. Sickness is also marked as ABSENT. It reduces your attendance.
6. LATE FOR CLASS: If you are late for classes, you must have a good reason. If you do not have a good reason, we will mark you ABSENT. It reduces your attendance.
7. OTHER APPOINTMENTS: You must not have other appointments in your class time. Use time after classes for doctors etc. If you have other appointments in your class time, we will mark you ABSENT. It reduces your attendance.
8. EARLY OR LATE ARRIVAL TO COURSE: You MUST discuss your absences and seek permission from the College by filling out a Leave Request Form BEFORE you make ANY travel bookings. When you arrive after or leave before the published official starting/finishing dates, we will mark you ABSENT. It reduces your attendance.
9. COURSE ATTENDANCE STATEMENT: You will receive an official statement of attendance. If your attendance statement shows less than 80% attendance, Department of Home Affairs may not renew or extend your visa.
10. You are responsible to make sure that your attendance is satisfactory.

Name: _____ Date: _____

I have read and understood the guidelines and policy at Our Lady of the Sacred Heart College. I agree to the conditions and understand that if my conduct is unsatisfactory it may result in dismissal from the OLSH College International Student program and termination of my student visa.

Signature: _____