

INTENTION TO REPORT (ITR) POLICY

1. Purpose

The purpose of this policy is to ensure that The Lan-Grove Office Training Centre Pty Ltd trading as The Sydney Business and Travel Academy and The Sydney English Language Academy herein known as “The Academy” international students who do not meet the requirements of The Academy’s Course Progress Policy and Attendance Policy as required are reported to the Department of Home Affairs within the required timeline as per the National Code of Practice 2018 and ESOS Act 2000

2. Policy Intent

The intention of this policy is to ensure that The Academy has effective monitoring process in place to ensure that students comply with the administrative and legislative requirements. This policy and procedure outlines what transpires if a student does not meet its obligations under the National Code 2018 and Standards for RTOs.

3. Procedure

3.1 Sending students, a notice of Intention to Report (ITR) for visa breaches

- a) If a student is in breach of their visa conditions, they will be emailed a notice of “Intention to Report (ITR)” by the Student Services Coordinator.
- b) The ITR will clearly identify whether the student has either breached their visa conditions in relation to course progress for VET students under Standard 10 or attendance requirements for ELICOS students under Standard 11 of the National Code 2018.
- c) ITR notices will be emailed to the student followed by an SMS requesting the student to check their emails regarding their academic progress and to get in touch with the Student Services Coordinator urgently.
- d) As per Standard 10.6 and 11.6, The Academy will ensure that it will:
“... inform the student that he or she is able to access The Academy’s complaints and appeals process as per Standard 8 (Complaints and Appeals) and that the student has 20 working days in which to do so.”

2.1 Reporting

If the student does not respond to the ITR within 20 days, the following action will be taken:

- a) The Student Services Coordinator will email the names of the students who are due to be reported and the reason for reporting to the marketing team, Registrar, Registrar’s Assistant, and the Principal.
- b) The marketing team will inform the agents of our Intention to Report the students.
- c) Once the agents are informed of our Intention to Report the students, the marketing team will give authority to the Registrar’s Assistant to report the students.

- d) The Registrar’s Assistant will notify the Student Services Coordinator and the reported student via email and close the reporting process.
- e) Student might be reinstated and new COE may be re-issued on a case by case basis at the discretion of the Principal.

4. Associated documents

- Course progress policy
- Orientation information
- Student handbook

5. Related Standards

- National Code 2018 Standards 8, 10 & 11
- ESOS Act 2000
- Standards for RTOs
- The Migration Act 1958
- Student visa conditions 8202

Approved by: Jane Koch, Chief Executive Officer

Date: 21 February 2018

Signature: *Jane Koch*

Version Control

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4	CEO	8/1/2018	Changes made by Administration team	21/02/2018