

## STUDENT VISAS POLICY

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**Purpose** The purpose of this policy is to describe the College's approach to arranging and monitoring student visas.

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**Applicability** The policy applies to all part-time, full-time and casual College employees in The College of Law Limited's (College) delivery of Practical Legal Training Programs. It also applies, where appropriate, to students for whom visas have been arranged.

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**Introduction** The Australian government makes available visas for overseas students to come to Australia for the purpose of fulltime study. All such visas must be arranged and monitored in accordance with the requirements of the Education Services for Overseas Students Act (ESOS) and cognate rules.

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**CRICOS** The College is listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) which is a precondition for being able to arrange student visas for eligible students.

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**PLT Program** Overseas students may apply for a student visa in order to enroll in the full time, onsite version of the PLT Program. No other Program is permissible as visa students must be full time face to face.

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**ECoE** Visas are arranged via the PRISMs website. When an overseas student submits an application for enrolment (including the tuition fee) and indicates that they wish to apply for a student visa, we must apply for an Electronic Confirmation of Enrolment (ECoE) via PRISMs.

Once the ECoE is issued the enrolment is complete and the student details have been entered on PRISMs. Students are given 11 months to complete the PLT Program. This period covers the 15 weeks full time Coursework, plus an extended period to find and complete the 15 weeks Work Experience.

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<b>Name of Policy</b>	Student Visas	<b>Document Type</b>	Policy
<b>Category</b>	Academic Policy & Quality	<b>Information Classification</b>	OPEN
<b>Policy Owner</b>	Adrian Deans	<b>Last Updated (version)</b>	27 May 2014

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**Monitoring Visas** Students are required to attend all classes and perform academically at an adequate level. If a student fails to attend or falls behind academically, we are required to report this via PRISMs as it may affect the visa.

We are also required to report via PRISMs if a student completes the Program early as this may also affect the visa.

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**Incidental Responsibilities** The College is required to comply with the National CRICOS Code, which has certain fundamental academic and infrastructural rules and also requires us to publish certain information to assist the overseas students to make an informed choice regarding the College's Program.

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**PRISMs** Student details need to be maintained accurately on PRISMs at all times. This is particularly important in January when the annual CRICOS fee is determined on the basis of ECoEs issued. There are fines and other consequences for failing to maintain proper records for the purposes of ESOS.

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**Note:**

If there is a related Procedure that your Policy relates to please insert the name of the procedure within the document as a ["hyperlink"](#).

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