



Overseas Student Complaints and Appeals (Grievance) Policy and Procedures

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at the School makes a complaint to the Director of Marketing and Admissions, International Students Coordinator or member of staff of the School.

Overseas Students

[Complaints and Appeals Form](#). Any complaint will be brought to the attention of the Director of Marketing and Admissions.

- Where the internal complaints and appeals process is being accessed because the student has received notice from the School that the School intends to report the student for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of receipt of notification in which to lodge a written appeal.
- The formal internal complaints and appeals process will commence within 10 working days of lodgment of the complaint or appeal and the School will finalise the outcome as soon as practicable.
- The Director of Marketing and Admissions and International Students Coordinator will meet with the Head of the School in order to assess the complaint and determine the best way of resolving the complaint. Grievances brought by overseas student against another student will be dealt with under the School's Code of Conduct.
- The complaint will be assessed in a professional, fair and transparent manner.



- The overseas student's support person and parent/legal guardian will be informed of the complaint and can participate in the resolution of the complaint if the student wishes to be accompanied by a support person
- Mediation will then occur, with the formality of the process dependent on the nature of the complaint. It is most likely that the Director of Marketing and Admissions, International Students Coordinator, Head of the School and Dean of Students, will meet with the parties concerned. This allows the parties to explain the nature of the complaint
- The parties will then be brought together in a more formal setting in an effort to come to an agreeable resolution. The Dean of Students/ Head of the School /International Students Coordinator will mediate during the discussions. Each party will be able to have their own say. The overseas students may be accompanied and/or assisted by a support person if necessary.
- Instances that relate directly to overseas student visa conditions (such as performance and attendance) where procedures to assist the overseas student have already been exhausted (and well documented) shall be referred by the Director of Marketing and Admissions and International Students Coordinator, directly to the Head of the School.
- The School will provide a written statement of the outcome to the student, including details and reasons for the decision. It will also ensure that the processes are completed as soon as practicable.
- The School will also keep a written record of complaints or appeals on the overseas student's file, including a statement of the outcome and reasons for the outcome.
- If a successful resolution has not been achieved, then it may be necessary for the matter to go before the Principal for settlement. If a positive resolution is then reached, the School will immediately implement the decision and any corrective and preventative action required. Regular monitoring of the situation by the Deputy Principal would take place to ensure the problem does not occur again. It may be that alternative arrangements would be to ensure the satisfaction of all parties concerned.

External complaints

If a successful resolution is not achieved and where the overseas student remains dissatisfied and would like access to an external counselor or other independent body, the School will provide assistance with contact details for referral within 10 working days of their right to access an external appeals process. The external appeals process can be accessed for minimal or no cost. The providers available are:

Commonwealth Ombudsman
 GPO Box 442 Canberra ACT 2601
 Phone: 1300 362 072 (within
 Australia)
 Phone: +61 2 5117 3600 (outside
 Australia)

Department of Justice and Community Safety Victoria
 GPO Box 4356 Melbourne VIC 3001
 Phone: 1300 365 111 (regional callers)
 Phone: +61 3 8684 0000

In most cases, the purpose of the external appeals process is to consider whether the School has followed its policies and procedures, rather than make a decision in place of the School.



Procedure - Overseas Student Reporting

- The School will maintain the enrolment of the overseas student until the complaints and appeals process is completed. To 'maintain the overseas student's enrolment' means the School does not notify the Department of Home Affairs of any change to the overseas student's enrolment status through the Provider Registration and International Student Management System (PRISMS).
- The School will maintain the overseas student's enrolment throughout the internal appeals process for all types of complaints or appeals. However, depending on the nature of the claim, the overseas student may not be allowed to attend classes during this time.
- If the appeal is against the School's decision to report the overseas student for:
 - Unsatisfactory results; and/or
 - Unsatisfactory attendancethe School will maintain the overseas student's enrolment (i.e. not report the overseas student for unsatisfactory attendance or performance) to the extent that is permitted.
- If the appeal is against the School's decision to:
 - Defer or suspend overseas student's enrolment due to misbehavior; and/or
 - To cancel overseas student's enrolmentthe School will await the outcome of the external appeals process before notifying Department of Home Affairs through PRISMS of the change to the overseas student's enrolment.
- The School will only report the overseas student for unsatisfactory course progress or attendance in PRISMS after
 - The internal and external complaints processes have been completed and the breach has been upheld;
 - The overseas student has chosen not to access the internal complaints and appeals process within the 20 working days' period;
 - The overseas student has chosen not to access the external complaints and appeals process; or
 - The overseas student withdraws from the internal or external appeals process, notifying the registered provider in writing.
- If the appeals process finds in the overseas student's favour, the School will immediately implement any decision and /or corrective / preventative action required and, advise the overseas student of the outcome.