

Policy and Procedure Register updates – Summary of changes to:

Student management – subclass 500 (schools) visa procedure (formerly “Ongoing enrolment”)

1. Reason for new/updated policy or procedure (<i>select all that apply</i>)		
<input type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>This procedure supports school staff and EQI staff to monitor and manage the overseas student for the duration of their enrolment, including the management of unpaid fees, enrolment variations, student discipline and cancellation, where required.</p>		
2. Summary of changes		
<ul style="list-style-type: none"> • Ongoing enrolment procedure renamed to Student management procedure to better align with the functions included in the procedure and to provide better clarity for quick reference. • Expansion on duties relating to debt recovery • Implementing language of “variation” to align with legislation • Re-structured content of the process section to reflect chronological actions, rather than role groups • Behaviour management process refined, and redirected to the Student Discipline procedure • Removal of show cause (intent to cancel- behaviour/exclusion) process, redirecting to the Student discipline procedure • Removal of wellbeing monitoring processes, relocating this process to the Welfare management procedure • Addition of non-payment of student fees process steps, implementing a timeframe to manage unpaid fees, and a process leading to cancellation for unpaid fees • Addition of letter templates: <ul style="list-style-type: none"> ○ Outstanding fees template letter ○ Overdue fees first notice template letter ○ Overdue fees final notice template letter ○ Intention to cancel for unpaid fees template letter • Amendment of processes relating to short and long disciplinary suspensions, referral to attendance procedure 		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way</i> ?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities <input checked="" type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
Position title	Summary of change	Page #
Overseas student	New requirement for overseas student to request assistance to manage their enrolment and to comply with intervention strategies implemented by the school	2, 5, 6

All roles	Consolidation of responsibilities to provide better clarity (removing detail from responsibility points and ensuring this is covered in the process actions)	2, 3
4. Communication and support for implementation		
Routine internal communication channels – OneSchool Homepage, OnePortal Bulletin Board, DoE News, DDG SS to RDs email, ISP News to principals.		
Procedure contact: International Student Programs Department of Education International Phone: 1800 316 540 (inside Australia) +61 7 3513 5301 (outside Australia) Email: EQInternational@qed.qld.gov.au		