



## Maintaining Enrolment During COVID-19 Policy

### Attendance and Progression

It is important that during this time of the Pandemic that you maintain your attendance and progression of your course. Australasia International School (AIS) continues to offer Student Support to all students enrolled into a course.

### FAQ

#### What are my options if I am a continuing student affected by the COVID-19 restrictions?

1. AIS defines an affected student as a student who cannot travel from an affected area . In this case the student is required to send an email to [enrolment@aischool.edu.au](mailto:enrolment@aischool.edu.au)
2. If you are affected by COVID–19 and a continuing student you will be able to suspend your studies. In this case the student is required to send an email to [enrolment@aischool.edu.au](mailto:enrolment@aischool.edu.au)
3. If you arrive late and enrol in Term 2 by Week 3 of the term, you should be aware of possible drawbacks:
  - a. Assessable items - some courses have a requirement that you must get at least 50% in all assessments. This means that if you miss an assessment (even if the weight is small) you will unfortunately fail the unit of competency. Details for the assessments and relevant dates can be found in the course outline (available in Moodle).
  - b. Travel restrictions - if there are changes to the travel restrictions and, despite your best efforts, you do not commence. In this case the student is required to send an email to [enrolment@aischool.edu.au](mailto:enrolment@aischool.edu.au)

#### What about my assessments and feedback?

- All your assessments for theory units will continue be done through Moodle and your tutorials will be conducted via Zoom, a video class platform. You will need a computer or smart device and an internet connection.
- During the program your trainer will provide you with feedback about your progression and assessments.
- You are required to complete a **Zoom Session Student Feedback Survey** at the end of each week (this will be a separate Moodle page where you will be reminded each week to complete via an email and your trainers re-enforcing you to complete the feedback).
- This feedback is an analysis of your training and assessment and the management team.
- AIS Student Support and Academic Team and will assist you where there is an identified need.

#### What are my options if I am a commencing student affected by the COVID-19 restrictions?

- AIS defines an affected student as a student who;
  - Cannot travel due to government travel restrictions because of COVID-19 or,
  - Cannot leave their place of residence due to self-quarantining or,
  - Cannot leave their place of residence for fear of contracting COVID-19 due to their own underlying medical conditions.
- Affected students may defer for Term 2 2020. The pandemic situation will be re-evaluated by the end of Term 2 to determine if students can return to face to face classes in Term 3.
- Affected students who choose to defer for Term 2 are not subject to any financial penalties.



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- Affected students who choose to defer for Term 2 must discuss this with their respective immigration agent or lawyer to consider the cost of adjusting their visas and extending their CoE.
- The flexibility of our four-term calendar means you can catch up on subjects you have missed in Term 1 and Term 2 and you do not incur additional cost.

#### **Can I take any courses online whilst off-shore?**

- Affected international students who are unable to return to Australia can academically progress in their course using the AIS Online delivery mode. Please speak to our Student Service Officers for more information.

#### **What will happen to my student visa if I defer until Term 2?**

- Commencing students may choose to defer until Term 2, 3 and 4 of 2020.
- The student's visa will stay in place. However, the deferral process (for commencing students) results in the cancelling of the current Certificate of Enrolment (COE). A new offer must be accepted before a new COE is processed.
- Students need both a valid COE and visa to gain entry into Australia.
- AIS advises students to check the [Visa Entitlement Visa Online](#) (VEVO) system for updated visa details and conditions.

#### **What will happen to my student visa if my enrolment is suspended or deferred?**

- Deferral is available for continuing students.
- Deferral will be granted as compassionate and compelling. Your Confirmation of Enrolment will remain active, which means there will be no impact on your student visa. You can check your visa status through [Visa Entitlement Visa Online](#) (VEVO).
- If you have questions about Deferral and your COE and visa, please email student [enrolment@aischool.edu.au](mailto:enrolment@aischool.edu.au)

#### **Attention:**

All emails must be sent to: [enrolment@aischool.edu.au](mailto:enrolment@aischool.edu.au)

Please ensure you:

- Indicate your full name
- Student Identification number
- Brief explanation of your enquiry
- Add attachments to your email which supports your enquiry