

## STUDENT HANDBOOK

### 1. Appendix – Attendance, Illness & Medical Certificates

It is a condition of your student visa that you maintain satisfactory course progress and attendance.

Based on the National Code for international students, the ALG course progress policy states that students are required to attend at least 80% of all module classes (unless specified).

*Please refer to the International Student Handbook for the full policy.*

#### Can a medical certificate excuse me from missing class?

No. A medical certificate **cannot** excuse your absence from class or give you a class credit.

An absence supported by a medical certificate must still be counted towards the student's total absence when calculating total attendance.

Arriving late or leaving early from a class also counts toward a student's total absence, regardless if a student has a medical certificate.

This means if a student is sick and absent for a period of more than 20% of the course or module, a medical certificate does not influence the standard attendance and course progress policies. This includes any obligation of ALG to report any policy breach to immigration.

#### What happens if I am sick and miss more than 20% of classes?

We do understand that students cannot avoid missing classes due to health conditions. Here is a list of actions recommended for a student take in this situation:

- DO** see a medical practitioner and get a medical certificate as evidence
- DO** provide copies of medical certificates to student services
- DO** keep copies of medical certificates in the event, immigration must be notified
- DO** contact Student Services as soon as you are able to, about your condition and absence to discuss options
- DO** ask Student Services for your attendance status due to the missed classes from illness
- DO** attempt to book in for a catch up class as soon as you can
- DON'T** leave it to the end of term to explain why you missed classes
- DON'T** think a medical certificate is an exemption for missed classes

#### Can I continue my course if I miss more than 20% through sickness?

Depending on each situation, a student should be able to continue their course either based on course progress considerations, catch up classes or to repeat a term of studies which may require an extension to the original visa.

Should students be required to apply for a deferral, including a retrospective deferral, students need to speak with a Student Services team member about their options.

#### Does my attendance breach get reported to immigration if I was sick?

In the event, that the course progress policy is breached due to illness, and no intervention action has been taken by the student e.g. request for deferral, then ALG still has an obligation to report this breach to immigration.

In this event, ALG will advise immigration of the reasons for the breach. We strongly advise students keep copies of medical certificates as supporting evidence for immigration.

Please feel free to seek advice from a Student Services team member should you have any questions.