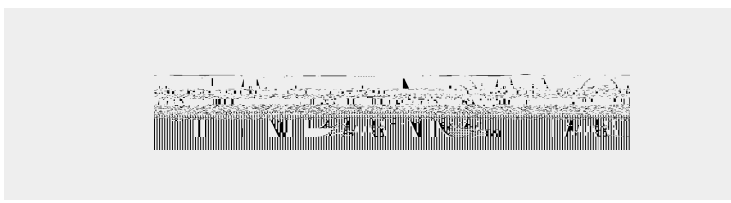
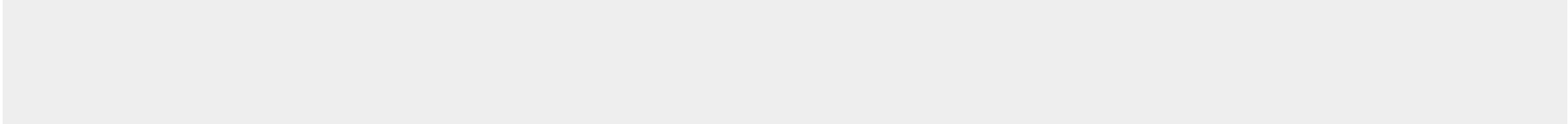


# INTERNATIONAL STUDENTS

VISA CONDITIONS



STUDY LOAD



SET PROGRESS COURSE

EMPLOYMENT

## REQUIREMENTS

CHC has requirements for attendance at on campus units and engagement in online units

## MONITORING

Attendance at and engagement in units is monitored; may fail units if requirements are not met

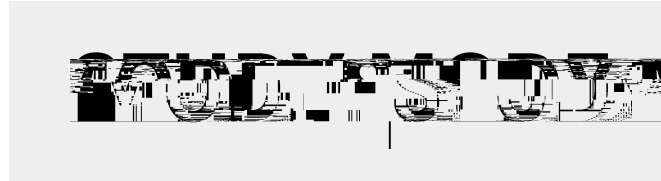
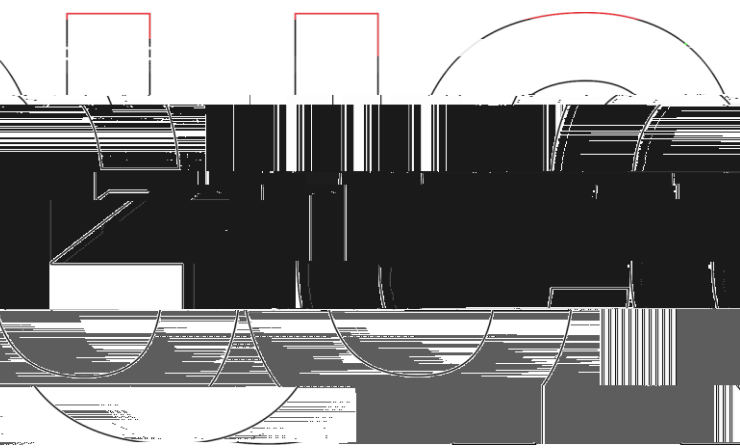
## CONTACT

You must attend all scheduled classes (on campus & virtual) unless special

## **DURATION**

Each course has a duration as stated on your CoE and Written Agreement (includes credit transfer)

## **FULL-TIME**



## ON CAMPUS

International students are required to enrol in on campus units for the majority of their studies

## ONLINE

A maximum of 1/3 of your course can be done by online mode (eg 80cp in a Bachelor degree of 240cp)



You cannot enrol exclusively in online units in Semester 1 or Semester 2; there is no limit in Semester 3



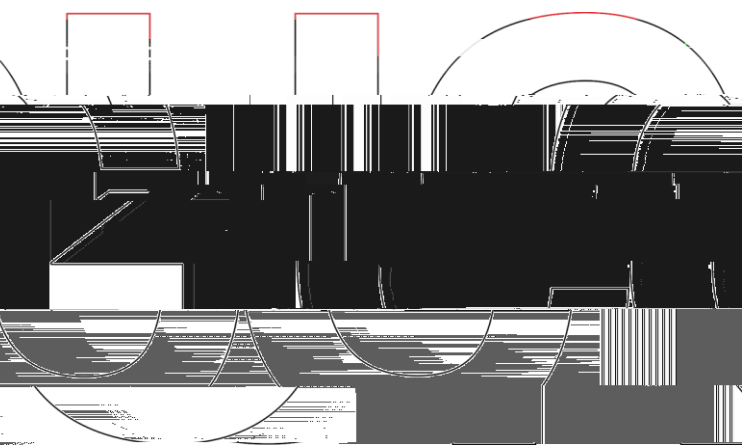
If you are completing your final semester, you can enrol in online units (if available) in your home country

This condition is being relaxed during the COVID-19 pandemic to allow more online study.

International students  
are required to  
maintain satisfactory  
course progress

**AT RISK**

If you fail 2 or more  
units in a semester  
you are at risk and  
must engage in an  
intervention strategy



## EMPLOYMENT

### HOURS

International students can work a maximum of 40 hours in any 2-week period while the course is in session



The maximum of 40 hours applies only to Semester 1 and Semester 2; there is no limit in Semester 3

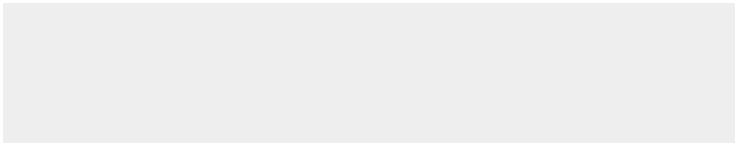
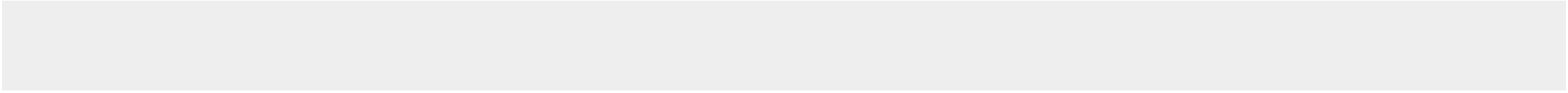
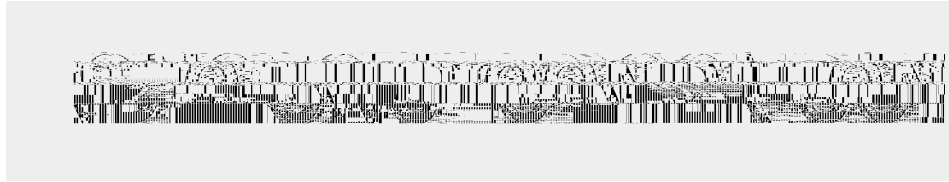
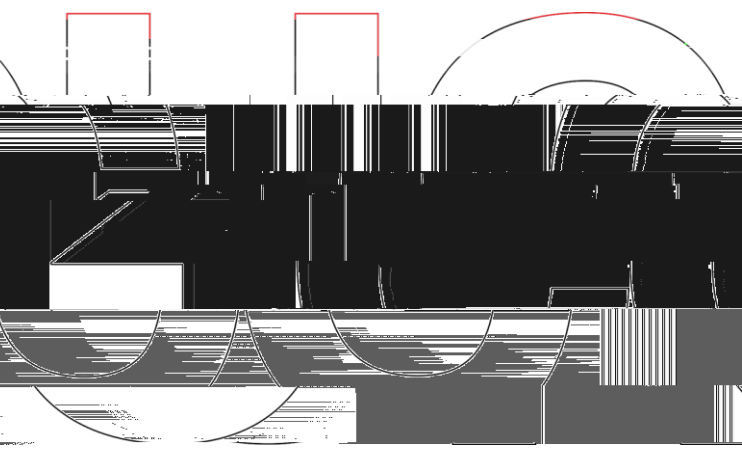
### MONITORING

CHC does not monitor international students' employment

### REPORTING

CHC does not report international students' employment; if a breach is found your visa will be cancelled





**REFUNDS**

**LEAVE OF ABSENCE**

**TRANSFERS**

**CANCELLATION**

## TUITION FEES

### DEPOSIT

International students pay a non-refundable deposit that is applied to the tuition fees for their first semester

### ANNUAL FEES

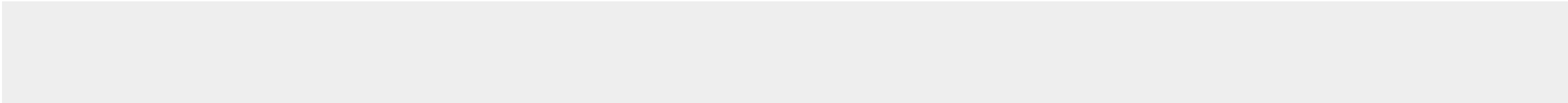
Tuition fees are subject to annual increase; apply to all international students enrolled in that year

### PAYMENT

Fees are based on the number of units in a semester; must be paid by a specified due date

### NON-PAYMENT

If fees are not paid by the due date, CHC can cancel your CoE and report you to the Department



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# REFUNDS



To withdraw entirely from your course at CHC, use an *Advice of Withdrawal* form; emails are not accepted



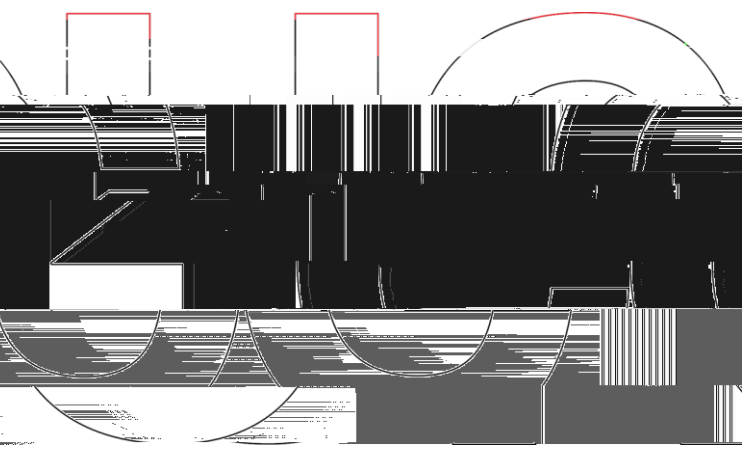
To drop a unit (or units) from your semester study load, use the MyCHC portal; after Week 2, use an *Application for Change to Unit Selection* form; emails are not accepted

## **PROCESS**

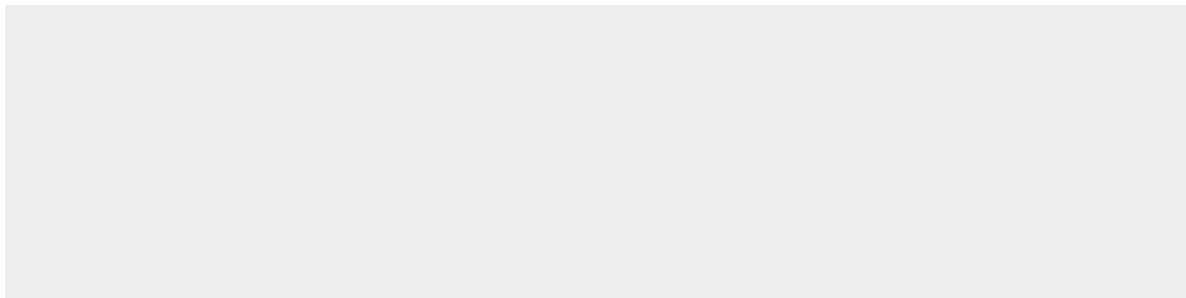
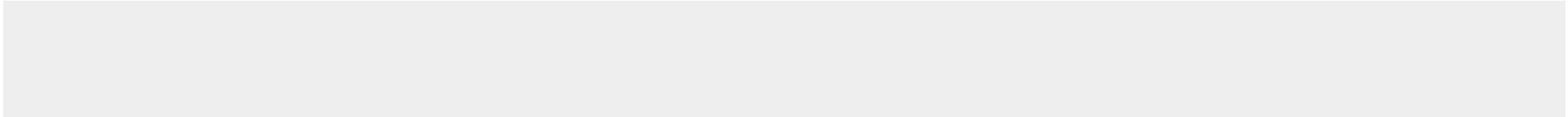
The same process and conditions apply both to withdrawing from a course and dropping units in a semester

## **UNSPENT FEES**

Refunds may be given



# INTERNATIONAL STUDENTS





## LEAVE OF ABSENCE

### SUSPEND

During your course you may apply to suspend your studies for a semester; called a Leave of Absence

### APPROVED

A Leave of Absence can be approved only if compassionate or compelling circumstances exist

### REPORTED

CHC reports Leaves of Absence to the Department; new CoE is issued if the course end date changes

### REMAIN

The Department will decide if you can stay in Australia for the Leave of Absence or must return home



## **PRINCIPAL COURSE**

You cannot transfer to another provider before completing six months of your principal course.

## **SPECIAL CIRCUMSTANCES**

Transferring prior to completing six months is allowed only where special circumstances as described in policy exist.

## **DIRECTION OF TRANSFER**

## CANCELLATION

### INITIATED

Cancellation of enrolment can be initiated by students either prior to or during their course, or by CHC.

### NOTICE OF INTENT TO STUDY

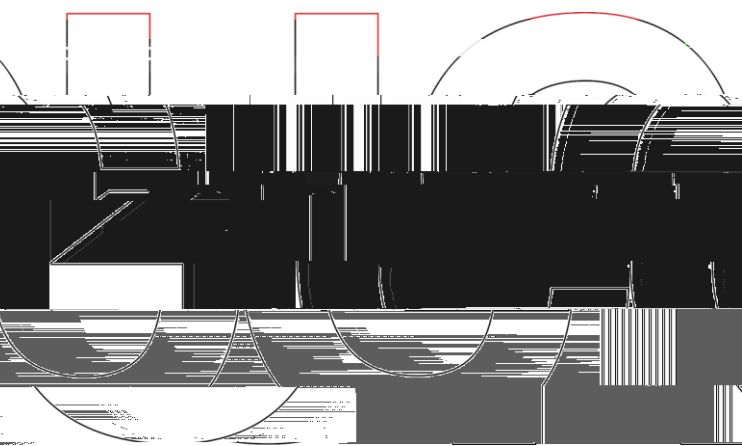
Cancellation by students prior to commencement will be approved only if special circumstances as described in policy exist.

### CHC

CHC can cancel a student's enrolment for student default, non-payment of fees, lack of course progress or code of conduct issues.

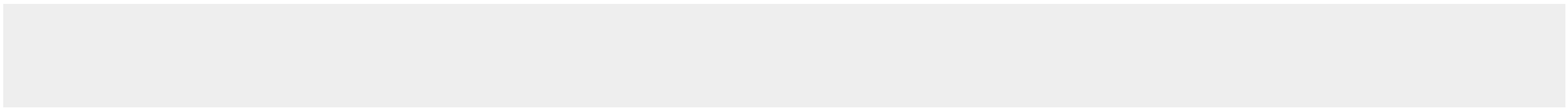
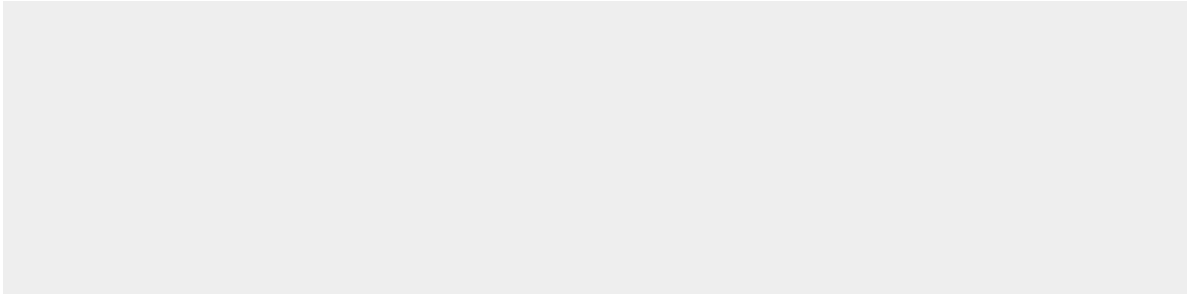
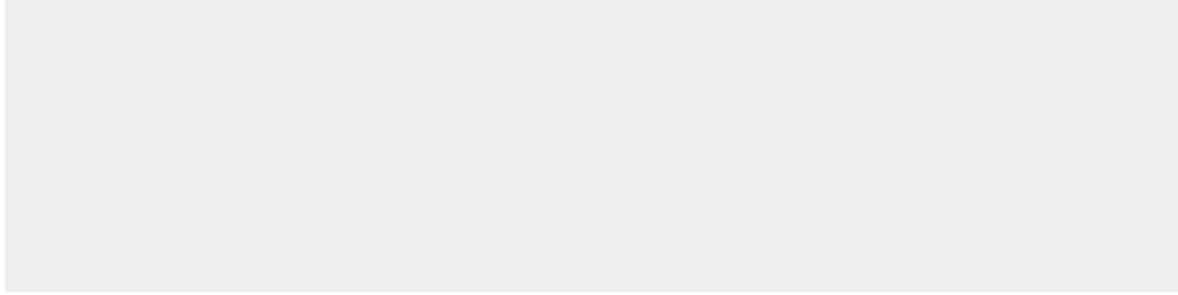
### REPORT

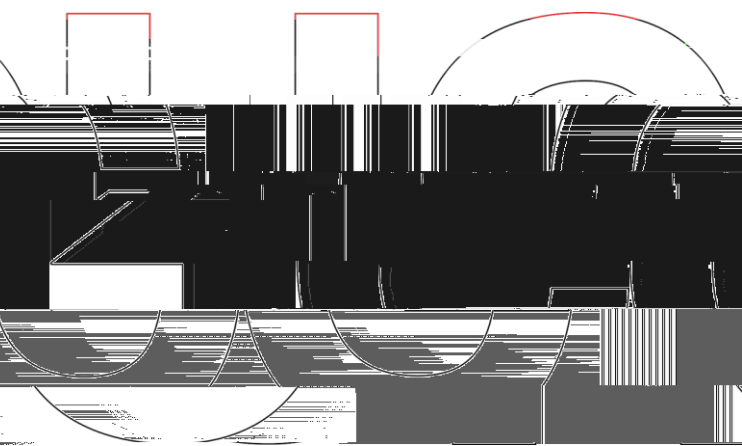
Where CHC cancels a student's enrolment, a Notice of Intent to Report will be issued.



**COMPLAINTS AND APPEALS**

*Grievances for Overseas Students*

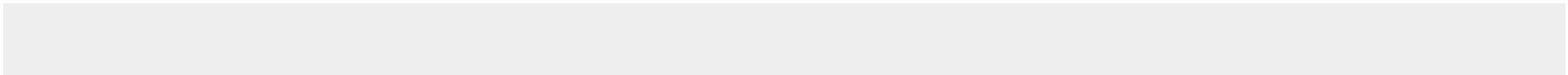




# COMPLAINTS AND APPEALS

**PRELIMINARY**  
Self-reflection and analysis to determine if grounds exist – error, injustice, failure to adhere to policy sufficient to cause disadvantage.

**INFORMAL**  
Discussion with relevant staff mem6lC3 j1 0 0 61.d0



## **SASH**

Sexual harassment is not tolerated on the CHC campus

## **SAFE ZONE**

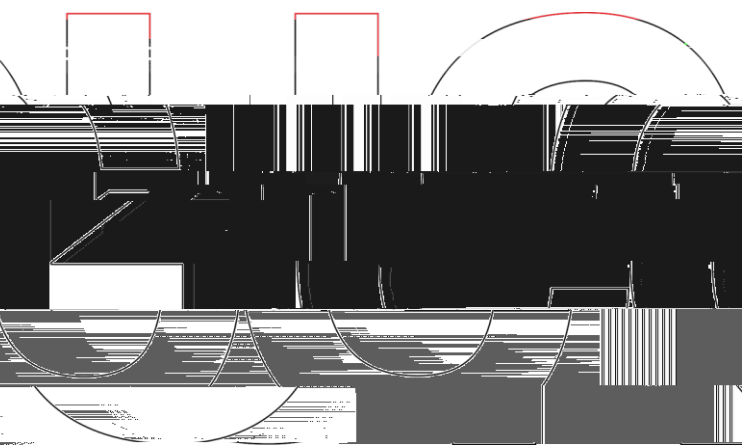
If you feel unsafe while on campus, go to the CHC Library

## **CRITICAL INCIDENTS**

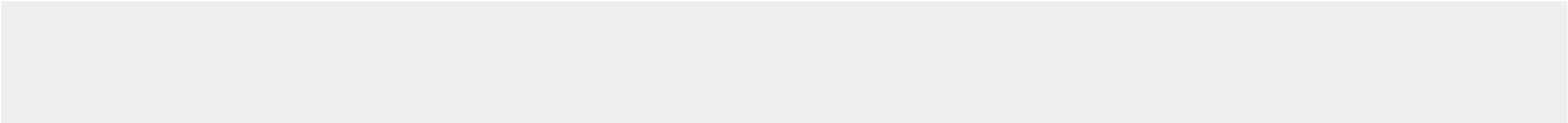
What to report and how to report it

## **EMERGENCY '000'**

Police, Ambulance, Fire Service



# SASH



**WHAT TO DO**

Get to a safe place  
Emergency – 000  
CHC Safe Zone

**IMMEDIATE SUPPORT**

Call 1800 RESPECT  
(1800 737 732)

**REPORT**

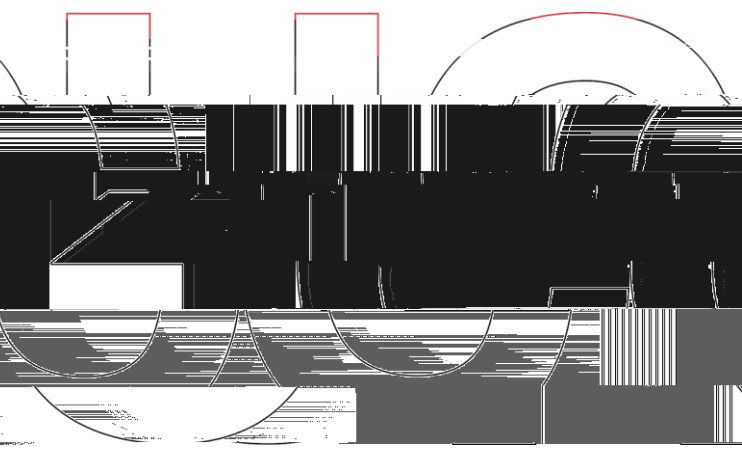
CHC verbally  
CHC online form  
Police

**CHC SUPPORT**

First Responder  
Counselling Centre  
External services



[www.chc.edu.au/sash-support](http://www.chc.edu.au/sash-support)

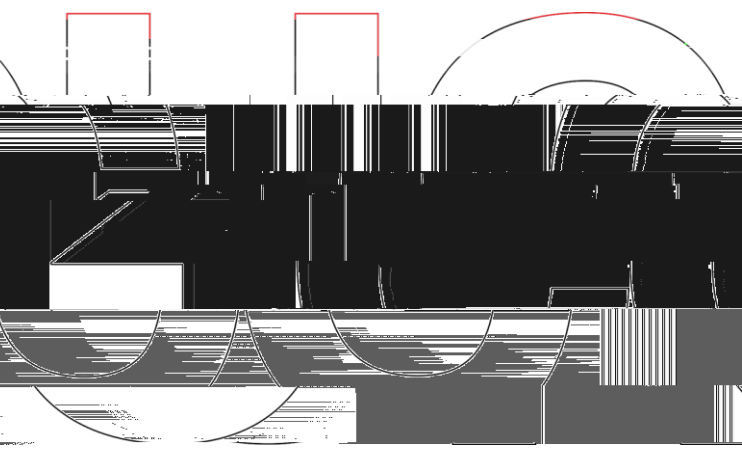


## SAFE ZONE

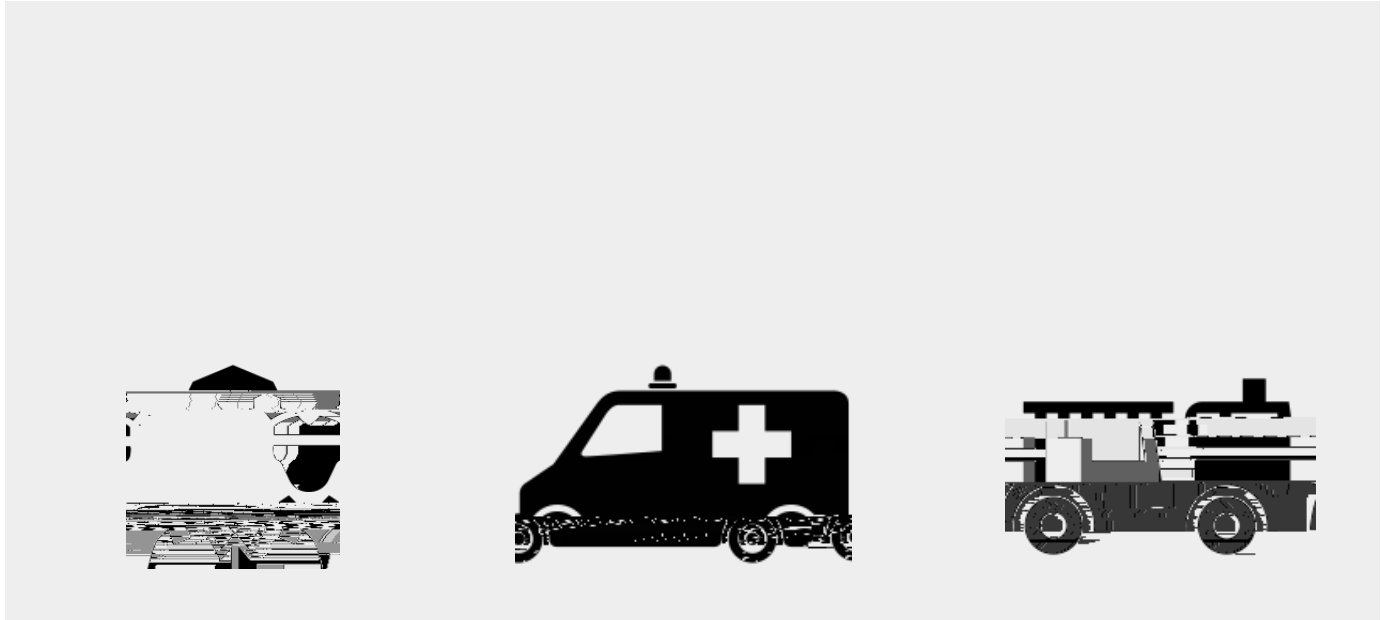
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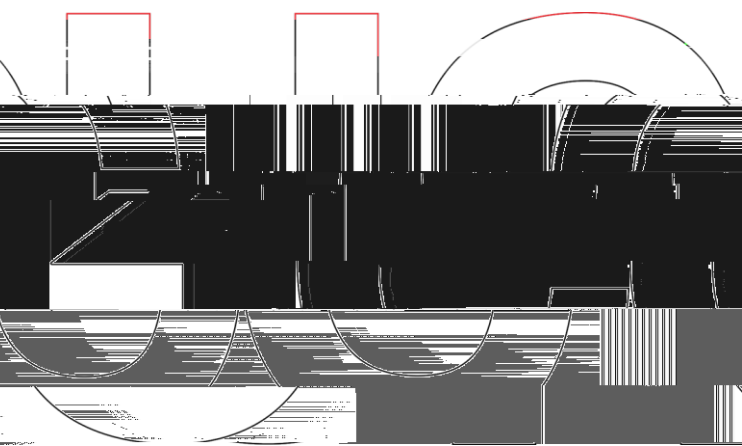




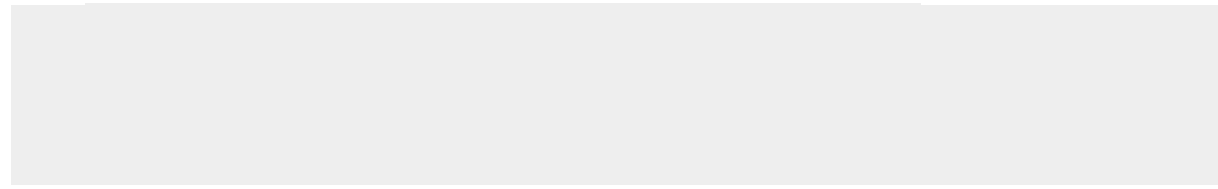


# EMERGENCY '000'





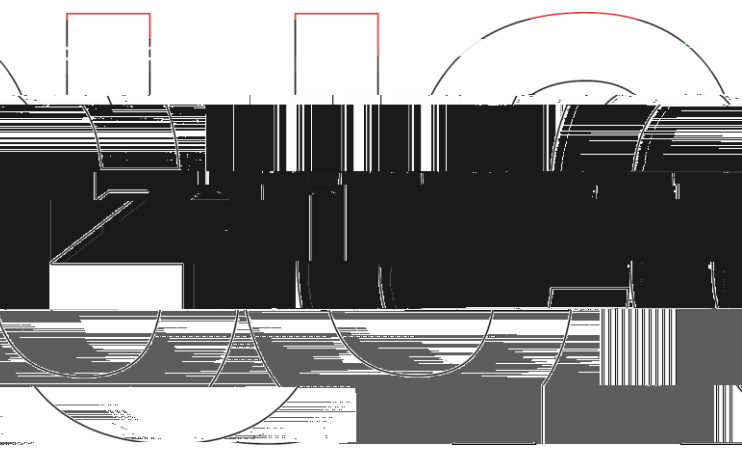
# INTERNATIONAL STUDENTS



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# INTERNATIONAL STUDENTS

## STUDENT SERVICES

[www.studyqueensland.qld.gov.au](http://www.studyqueensland.qld.gov.au)

1800QSTUDY (1800 778 839) – 24/7 support hotline

[www.studiesinaustralia.com](http://www.studiesinaustralia.com)

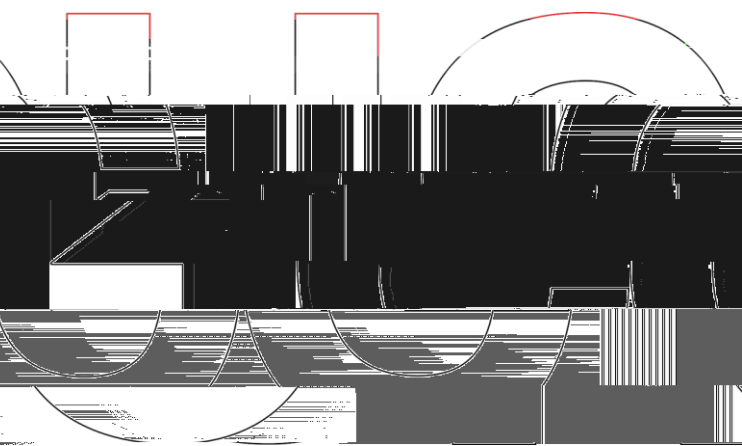
1300 363 079 – Monday to Friday 8am-6pm

[www.cisa.edu.au](http://www.cisa.edu.au)

0432 400 788; @international.students.aus (FB)

[www.fairwork.gov.au](http://www.fairwork.gov.au)

13 13 94 – Monday to Friday 8am-5.30pm



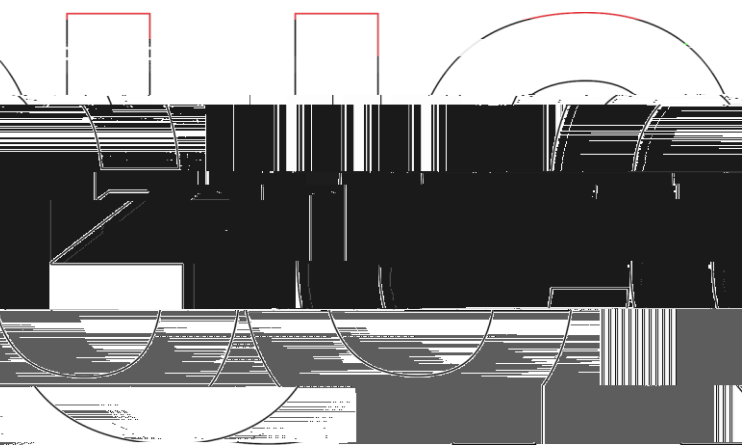
# INTERNATIONAL STUDENTS

## STUDENT SERVICES

[studentservices@chc.edu.au](mailto:studentservices@chc.edu.au)

[studysupport@chc.edu.au](mailto:studysupport@chc.edu.au)

[counselling@chc.edu.au](mailto:counselling@chc.edu.au)



# INTERNATIONAL STUDENTS



[sadmin@chc.edu.au](mailto:sadmin@chc.edu.au)

[accounts@chc.edu.au](mailto:accounts@chc.edu.au)

[business@chc.edu.au](mailto:business@chc.edu.au)

[education@chc.edu.au](mailto:education@chc.edu.au)

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