

MCOHB Course Attendance Agreement Form

To be completed and signed by students at their orientation session

Student ID: _____ Date of Birth: _____

Family Name (as per enrolment registration): _____

Given Name (as per enrolment registration): _____

Course Details

Course Code: _____ Course Title/Name: _____

Course start date: _____ Course end date: _____

Students must maintain a satisfactory attendance of at least 80% attendance in accordance with their Visa conditions and the **National Code 2018 (CRICOS Standards)**.

In the absence of reasonable explanation and supporting evidence for low attendance, the student will be required to repeat any or all units that they fail to demonstrate satisfactory attendance, which will be at the students cost.

Attendance Recording: If students do not comply to the following arrival times for each session as mentioned below, their attendance will not be marked:

Morning Session: 9am (latest arrival time 9:15am)

Evening Session: 5:15pm (latest arrival time 5:30pm)

International students who fail to maintain satisfactory course progress may be at risk of being reported to Department of Home Affairs as violating their Student Visa conditions.

Student Declaration:

I understand that it is a condition of my student Visa under the:

- *Education Services for Overseas Students Act 2000 (Amended 2017)*,
- *National Code 2018 (CRICOS Standards)*

That I **MUST** attend all training and classes that have been scheduled by Melbourne College of Hair and Beauty as a requirement of completing the qualification that I have enrolled in.

I further understand that if my attendance falls below 80% I will be required to have an intervention meeting with the Director of Studies or their delegate to discuss actions on improving my attendance and academic performance.

I also understand that if I am required to repeat any units because of poor attendance or course progress I will be required to pay for the re-enrolment of the unit/s.

Student Signature:

Date: