Notification of International Student Attendance

This form is to be used by RMIT University staff to advise International Services of an onshore international student’s attendance. Ensure all aspects of the RMIT University Student Attendance procedure have been met, prior to submitting this form to International Services.

Name and program details

<table>
<thead>
<tr>
<th>Family name (Surname)</th>
<th>Student number</th>
<th>Date of birth (mm/dd/year)</th>
<th>Program name</th>
<th>Program code</th>
</tr>
</thead>
</table>

Non-attendance

This applies if the student can no longer meet the projected 80% attendance of scheduled contact hours for the semester. Attach relevant supporting documentation for the following:

- Were medical certificates provided? [ ] Yes [ ] No
- Were any warning letters issued, meetings held etc? [ ] Yes [ ] No
- Has the student been identified as ‘at risk’ of unsatisfactory academic performance? [ ] Yes [ ] No
- Have you followed the RMIT Student Attendance Requirements procedure? [ ] Yes [ ] No
- www.rmit.edu.au/governance/policies
- What is the student’s projected attendance? _______________________________________________________________________________________
- Have you attached a complete record detailing calculation of attendance? [ ] Yes [ ] No
- Please note incomplete records with ‘not yet recorded’ entries will be returned for correction.

Five consecutive days’ non-attendance

- Has ISIS (International Student Information and Support) been contacted? [ ] Yes [ ] No
- What is the student’s projected attendance? _______________________________________________________________________________________
- Last date student attended ____________________________________________________________________________________________________ __
- Have you attached the International Student Detailed Attendance Record (spreadsheet showing calculation of attendance)? [ ] Yes [ ] No

Variation notification

The information provided forms the basis of advice to the Department of Immigration and Citizenship (DIAC) and the Department of Education, Science and Training (DEST). It may result in the cancellation of an international student’s visa. This section is to be completed by the Head of School or nominee. Variation notified by:

| Name: ____________________________________________________________________________________________________________________________________________________ |
| Position: ________________________________________________________________________________________________________________________________________________ |
| Telephone: ______________________________________________________________________________________________________________________________________________ |
| Signature: ___________________________________________________________________________________________ Date: _______________________________________________________________________________________________ (mm/dd/year) |
| School admin. contact: _______________________________________________________________________________ Telephone: ________________________________________________________________________________________ |