Captain Cook Institute Pty Ltd trading as
George Brown College
Level 5, 191 Thomas Street, Haymarket NSW 2000
+612 9279 4949

# Your responsibilities

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| Name: | **Your responsibilities** |
| Approved by: | PEO |
| Date Approved: | 19 November 2024 |
| Implementation Owner | General Manager – George Brown College |
| Maintenance Owner | General Manager – George Brown College |
| Review Date | 20 November 2025 |

As an overseas student on a student visa, you have responsibilities to:

(i) Satisfy your student visa conditions
(ii) Maintain your Overseas Student Health Cover (OSHC) for the period of your stay
(iii) Meet the terms of the Enrolment Agreement with us
(iv) Inform us if you change your contact details such as your address, phone number, email, including emergency contact details.
(v) Maintain satisfactory course progress
(vi) Follow your provider's attendance policy, if attendance is recorded for your course, and
(vii) For more information on studying in Australia, go to https://www.education.gov.au/
(viii) Not default during your study at the College

An overseas student or intending overseas student defaults, in relation to a course at a location, if:

- The course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- The registered provider of the course refuses to provide, or continue providing, the course to the student at the location because of one or more of the following:
  - ✓ The student failed to pay an amount payable to the provider for the course;
  - ✓ The student breached a condition of his/her student visa;
  - ✓ There is misbehaviour by the student (Note: the student is entitled to natural justice).

Note: A student does not default for failing to start a course on the agreed starting day if he/she does not start that course because the provider defaults in relation to the course at the location.

The College is obliged to report your non-commencement of the course to the Department of Home Affairs (DHA) within 30 days of Course commencement if you fail to report to the College on the commencement date or fail to contact the College to make other arrangements.

## Change history

| Version | Approval date | Review by | Approved by | Change |
|---|---|---|---|---|
| V.4 | 1 November 2019 | General manager | PEO | Development of policy |
| V.5 | 24 August 2023 | General manager | PEO | Changes made |
| V.6 | 19 November 2024 | General manager | PEO | Change of Address |