# ISP Compliance Contract – Course Progress, Attendance, and Behaviour

This form aims to assist schools to develop a fit-for-purpose compliance contract for students who are ‘at-risk’ of breaching their visa (condition 8202) around achieving satisfactory course progress and attendance. This form can also be used for behaviour-related compliance (Standard 9 of the National Code states that student misbehaviour is an eligible reason to cancel a student’s enrolment in the course). NB: A compliance contract could be initiated on more than one occasion throughout a student’s enrolment.

For more information, schools can also refer to the relevant International Student Program (ISP) policy and procedure documents located in the [ISP Toolkit](https://www2.education.vic.gov.au/pal/international-student-program/resources).

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| Student ID: |  |
| Student name: |  |
| School name: |  |
| Area where student is ‘at-risk’ of non-compliance with visa condition / enrolment requirements (Course progress / attendance / behavior) |  |
| Compliance contract review period (maximum four weeks) |  |

Dear [student name] (copy provided to [parent name])

As a student enrolled in the Department of Education (DE) International Student Program (ISP) it is a requirement that you achieve satisfactory course progress and attendance to comply with your visa (condition 8202). It is also a DE requirement that you comply with Department and school behaviour policies and codes of conduct.

As you have been made aware by your International Student Coordinator and/or Principal (or delegate), you are not on track to achieve satisfactory **[course progress / attendance / behaviour]** and are ‘at-risk’ of having your enrolment in the ISP cancelled.

You are required to enter into this compliance contact, which sets out the conditions to be met during the compliance contract review period (stated above) for your continued enrolment in the ISP.

## What you must do *[visa requirements to rectify, remove irrelevant points]*:

* [Behaviour] abide by ALL school rules and policies, including the school’s code of conduct and if applicable your homestay responsibility agreement
* [[ISP Written Agreement](https://study.vic.gov.au/Shared%20Documents/en/Standard-Application-Written-Agreement.docx)] abide by set out behaviours
* [Attendance] achieve 100% attendance in classes and have no unapproved absences
* [Course progress] complete all schoolwork to a satisfactory level
* homestay rules (as per the homestay agreement) e.g. curfew times, not staying outside the homestay unless permission has been granted
* attend a weekly meeting with the school’s International Student Coordinator or other staff (i.e. wellbeing).

## What behaviours you must demonstrate:

* behaviours outlined in the [ISP Written Agreement](https://study.vic.gov.au/Shared%20Documents/en/Standard-Application-Written-Agreement.docx)
* attend class, arrive punctually, and be prepared for work
* arrive on time for school, attend all scheduled classes during school hours, and not leave early from school without permission from the school
* put effort into completing all classwork and submit all work on time
* participate constructively in class and complete tasks provided by school staff
* follow instructions provided by school staff
* not be disruptive to other students and respect their learning
* respect my homestay and follow all homestay rules and the conditions of my homestay agreement
* provide a medical certificate for any absences that are due to illness
* do not undertake any interstate travel that is not in line with the ISP Travel Policy
* obtain school permission for any travel or overnight stays
* seek help from subject teachers when unsure about coursework
* if applicable, attend after school tutoring sessions with staff
* wear the full school uniform.

## How the school will support you:

* develop and implement an intervention strategy, outlining what actions that you need to take to improve by the end of the compliance contract review date; this document should be translated, if necessary
* offer education support such as academic skills programs, counselling if required, extra tutorials, or study groups
* receive individual case management
* provide counselling or mentoring
* monitor attendance and school work
* provide parents (and homestay provider, if appropriate) with regular updates on progress through this compliance contract
* offer welfare support
* receive assistance with personal issues which are influencing progress and or behaviour
* develop a study plan that will assist the student with rectifying the poor course progress or attendance.

This contract will be sent to DE’s International Education Division (IED) and will be formally reviewed at the end of the contract review period.

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# Signatures and declaration

I, [student name], understand and agree to follow the conditions listed above, which must be satisfactorily completed to ensure my continued enrolment in the ISP. If these conditions are not satisfactorily completed and maintained for the duration of my enrolment in the ISP I understand that the school may notify the Department of Education (DE) for breaching my visa conditions. This may result in the cancellation of my enrolment and reporting to the Department of Home Affairs (DHA). I understand that this may lead to my visa being cancelled.

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| Principal (or delegate) Signature: |  |
| ISC signature |  |
| Student signature  (the contract is still valid even if the student refuses to sign it) |  |
| Parent signature  (the contract is still valid even if the parent refuses to sign it. A copy of this contract will be provided to the parent) |  |
| Date: |  |