



ELICOS ACADEMIC STANDING PROCEDURE

SECTION D - PROCEDURE

Related Policy

ELICOS Academic Standing Policy

D.1 Procedure

Responsible	Procedure Steps			W/I
	1	Maintain academic requirements		
Student		1.1	Read the ELICOS Academic Standing Policy outlined on the Eynesbury website.	
	2	Early risk identification		
Director of Studies (DoS)		2.1	In week five send out briefing notes to teachers asking them to advise of students who may be at risk of failing.	
Teacher		2.2	If any students are having problems, complete the Student at Risk form and send it to the Director of Studies.	
DoS		2.3	Meet with the student to discuss their progress and provide academic counselling.	
	3	Identify students at risk		
Student & Academic Services (SAS)		3.1	Generate Academic Standing report.	
		3.2	Apply academic standing levels (for Academic English students).	
		3.3	Email Academic Standing report to the Director of Studies for review.	
	4	Academic standing letters and intervention strategy		
		4.1	Warning	
SAS		4.1.1	Issue letters to students and notify sponsor or agent (for students under 18) if applicable	
Student		4.1.2	Make an appointment to speak with the Director of Studies.	
DoS		4.1.3	Meet with the student to discuss their progress and provide academic counselling.	
		4.2	Probation	
SAS		4.2.1	Issue letters to students and notify sponsor or agent (for students under 18) if applicable	
Student		4.2.2	Make an appointment to speak with the Director of Studies.	

Responsible	Procedure Steps				W/I
DoS			4.2.3	Apply Student Performance Agreement and advise teachers	
Student			4.2.4	Continue to study with Student Performance Agreement in place.	
		4.3	Unsatisfactory		
SAS			4.3.1	Issue letters to students and notify sponsor or agent (for students under 18) if applicable	
			4.3.2	Notify of Intention to Report.	
	5	Appeals (Intention to Report)			
Student		5.1	You may register an appeal within 20 working days of the date of Intention to Report.		
	6	Reporting to Immigration			
SAS		6.1	If the student does not appeal within 20 working days report the student to Immigration through PRISMS.		

D.2 Supporting Documentation

Related material	Location
Student Grievances and Appeals Policy	Eynesbury website
Student Grievances and Appeals Procedure	Eynesbury website

Form templates	Location
Student Performance Agreement	Quality Unit, Document Management
ELICOS Warning Letter	Quality Unit, Document Management
ELICOS Probation Letter	Quality Unit, Document Management
ELICOS Unsatisfactory Letter	Quality Unit, Document Management
ELICOS Warning Flowchart	Quality Unit, Document Management
ELICOS Probation Flowchart	Quality Unit, Document Management
ELICOS Unsatisfactory Flowchart	Quality Unit, Document Management

Records (including completed forms)	Location
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Academic Standing Report	ELICOS Academic directory
Student Performance Agreement	Student file; Navigate
ELICOS Warning Letter	Student file; Navigate
ELICOS Probation Letter	Student file; Navigate
ELICOS Unsatisfactory Letter	Student file; Navigate

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

Version Number	2.2
Date of Approval	09/2025
Privilege Level	Public