



**EYNESBURY**  
**COLLEGE**

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# STUDENT ORIENTATION POLICY

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## SECTION A - INTRODUCTION

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### A.1 Purpose

The purpose of this policy is to outline the Eynesbury College requirements regarding orientation and late and non-arrivals at Eynesbury College.

### A.2 Scope

This policy applies to all students of Eynesbury College.

### A.3 Definitions

Word/Term	Definition
Confirmation of Enrolment	An official document issued to an international student on a student visa to confirm that they have been accepted onto a course of study at an Australian institution for a specific start and end date
Domestic student	A student who is an Australian citizen, an Australian permanent resident (includes holders of all categories of Permanent Resident visas including Humanitarian Visas) or a New Zealand citizen
Letter of Offer	A written agreement between Eynesbury Educational Enterprises and the student. Once signed and the fees paid this becomes a binding contract
Orientation	An information day/week that all students attend when commencing their program or course or non-award ELICOS
Immigration	Department of Home Affairs
International student	A student or applicant for admission to an academic program who is not a citizen of Australia or New Zealand, or who does not hold Permanent Residence status in Australia

### A.4 Acronyms

Abbreviation	Phrase or Word
CoE	Confirmation of Enrolment
EAP	English for Academic Purposes
ELICOS	English Language Intensive Courses for Overseas Students
FSP	Foundation Studies Program

HEP	Higher Education Programs
OSHC	Overseas Student Health Cover
PRISMS	Provider Registration and International Student Management System

## SECTION B - POLICY STATEMENT

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### B.1 Principles

Students undertake learning transitions over time which may involve large-scale academic, social and environmental change. Eynesbury College aims to facilitate a positive and successful transition for all commencing students to their program of study and campus through orientation processes which provide academic, social, administrative and geographic familiarisation with Eynesbury College.

### B.2 Policy

#### 1 Student orientation

##### 1.1 Requirements (all students)

- 1.1.1 Students enrolled in all programs are required to take part in an orientation program prior to the start of their intended program of study.
- 1.1.2 Orientation sessions occur prior to the start of formal teaching.
- 1.1.3 Attendance at Orientation will be recorded.
- 1.1.4 ELICOS and Foundation Studies Program (FSP) students who arrive after orientation will be provided with key information prior to being directed to their class on their first morning of attendance.
- 1.1.5 Higher Education Programs (HEP) students who arrive after the second day of orientation will be expected to attend a late orientation session.

#### 2 Late and non-arrivals

##### 2.1 Late arrivals (all students)

- 2.1.1 Students who are unable to arrive by the commencement of their program of study must seek approval from Eynesbury College prior to arrival and advise an expected date of arrival.
- 2.1.2 Approval may be granted to students if they are able to prove evidence of compassionate and compelling circumstances.

##### 2.2 Non-arrivals (international students)

- 2.2.1 Students who are not contactable or who do not arrive to commence a program of study will have their enrolment status changed and Immigration will be notified of the non-commencement of studies.
- 2.2.2 Students who wish to defer their program of study to the next available program will be issued with a revised Letter of Offer and revised Confirmation of Enrolment (CoE) (if applicable) on receipt of acceptance of offer and evidence of payment.

##### 2.3 Non-arrivals (domestic students)

- 2.3.1** Students who are not contactable or who do not arrive to commence a program of study will have their enrolment status changed.

### **3 Delivery**

- 3.1** Eynesbury College will deliver a comprehensive, integrated and coordinated approach to student orientation and transition that assists students to adjust to life and study.
- 3.2** Students will be made aware of their responsibilities in relation to their programs.
- 3.3** The orientation process will be reviewed at least once per year.

### **4 Information**

- 4.1** Eynesbury College will provide its commencing students with information, advice and support they may need to adapt to their studies and life in Adelaide.

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	Orientation Policy
<b>Policy Owner</b>	Manager, Student Services
<b>Approving Authority</b>	Eynesbury Executive Group
<b>Initial Issue date</b>	September 2013
<b>Directory Location</b>	Student Services, policies

### C.2 Version Control

<b>Current Version Number</b>	4.0
<b>Date of Effect</b>	05/2022
<b>Review Date</b>	05/2025
<b>Privilege Level</b>	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">Education Services for Overseas Students (ESOS)</a>
<a href="#">Higher Education Standards</a>
<a href="#">The National Code of Practice 2018</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

Student Orientation Procedure

Student Orientation Late and Non-arrivals Procedure

### **D.2 Related Policies**

None