



**EYNESBURY**  
**COLLEGE**

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# STUDENT ORIENTATION LATE AND NON ARRIVALS PROCEDURE

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## SECTION D - PROCEDURE

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### Related Policy

Student Orientation Policy

### D.1 Procedure

Responsible	Procedure Steps		W/I
	<b>1</b>	<b>Late Orientation</b>	
	<b>1.1</b>	<b>Schedule late Orientation dates</b>	
<b>Student and Academic Services Officer (SASO)</b>		<b>1.1.1</b> Confirm late orientation session dates with Academic Directorate (where applicable).	
	<b>2</b>	<b>Late Arrivals</b>	
	<b>2.1</b>	<b>Unable to arrive for commencement of orientation</b>	
<b>Student or Agent</b>		<b>2.1.1</b> Contact Admissions for approval.	
<b>Admissions</b>		<b>2.1.2</b> Check if the date of arrival is within the acceptable guidelines.	
		<b>2.1.3</b> If the date of arrival is within the acceptable guidelines, notify the agent (or student if there is no agent) that approval for late arrival is granted.	
		<b>2.1.4</b> If the date of arrival is later than the acceptable guidelines request a decision from the Director of Studies (ELICOS) or Academic Director (FSP and HEP students).	
<b>Director of Studies or Academic Director</b>		<b>2.1.4.1</b> Notify Admissions if the date of arrival is acceptable.	
<b>Admissions</b>		<b>2.1.5</b> Notify the agent or student of the decision.	
	<b>2.1</b>	<b>Arrives within acceptable time frame</b> (Before end of second week for FSP and HEP; before second Monday of study period for ELICOS)	
<b>Student</b>		<b>2.1.1</b> Report to SAS.	
<b>SASO</b>		<b>2.1.2</b> Register student.	✓

Responsible	Procedure Steps			W/I	
		<b>2.1.3</b>	Capture photo for ID card and scan passport and visa details.	✓	
		<b>2.1.4</b>	Direct student to meet with Academic Directorate.		
		<b>2.1.5</b>	Email updated late arrival registration list to relevant staff.		
	<b>3</b>	<b>Orientation Session</b>			
<b>Academic Directorate</b>		<b>3.1</b>	Provide key orientation information.	✓	
		<b>3.2</b>	Finalise student enrolment.		
	<b>4</b>	<b>Non Arrivals</b>			
<b>SASO</b>		<b>3.1</b>	Email non -arrival list to Admissions.	✓	
		<b>3.1.1</b>	ELICOS beginning of week 2.		
		<b>3.1.2</b>	HEP and FSP end of week 2.		

## D.2 Supporting Documentation

Related material	Location
Admissions Non Arrivals Procedure	Eynesbury Policy and Procedures webpage
Student Orientation Procedure	Eynesbury Policy and Procedures webpage

Form templates	Location
None.	

Records (including completed forms)	Location
Orientation registration list	Student management system

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

### D.3 Version Control

<b>Current Version Number</b>	v3.0
<b>Date of Effect</b>	05/2022
<b>Privilege Level</b>	Public