

Academic Intervention Form

About this document

To comply with Standard 8 of Overseas Student Visa Requirements of the National Code 2018, Stamford College has a process to monitor overseas students course progress and attendance for each course they are enrolled. Stamford College monitor student course progress to ensure that a student complete their course in expected duration specified on the overseas student's CoE.

Stamford College has developed and implemented Course Progress and Attendance Monitoring policy and procedure to identify, notify and assist an overseas student at risk of not meeting course progress or attendance requirements.

This form is to be used for recording and implementing intervention strategy plan to identify, notify and assist overseas students who have been not meeting the criteria of Academic Course Progress and Attendance Requirement. Academic Manager or the person appointed by the Academic Manager is responsible to conduct the intervention meeting with the student and complete this document for record purposes.

Name of student:	
Student ID:	
Qualification enrolled in:	
Name of trainer:	
Reason for Intervention Strategy:	
Strategy:	
<i>Please tick the strategies agreed to:</i>	
☐ Attending tutorial or study groups ☐ Language, literacy and numeracy support ☐ Receiving individual case management ☐ Receiving assistance with personal issues which are influencing progress or attendance ☐ Receiving mentoring ☐ Student support and guidance ☐ Other (please describe below)	

Next stage:

Please provide specific details of next monitoring meeting or completion date.

Authorisation:

- ☐ This matter has been agreed on and all parties involved have been informed of any actions when necessary
- ☐ The student is aware of the consequences of not complying with this strategy.

Payment (only applicable for late submissions and retest):**Payment required:**

- ☐ Yes
- ☐ No

Amount to be paid: _____ (for No of units _____)

Confirmation of payment checked and received by Accountant:

- ☐ Yes
- ☐ No

Accountant signature: _____

Signature of Academic Manager:			
Signature of student:			
Date:			
Trainer informed:	Yes ☐ No ☐		
Intervention strategy completed:	Yes ☐ No ☐	Date completed:	