

NOTICE TO STUDENTS - HOW ATTENDANCE IS MONITORED

1. It is a Department of Home Affairs (HA) requirement that GELI monitors your attendance and notifies you if your attendance falls below 80%.
2. The GELI Attendance policy for students is available through the GELI electronic noticeboard, GELI website and the Griffith University policy library.
3. GELI English classes are 20 hours per week.
4. Attendance is recorded by class teachers 2 times per day, Monday to Friday.
5. If you are late for any class or leave the classroom, you will have the number of minutes that you are absent recorded on the class attendance rolls.
6. If you are absent from class due to illness, you should attend a medical consultation with a Doctor or health professional as soon as possible to receive medical advice. You should request an authentic medical certificate at this appointment which is free of charge, and the certificates should clearly state the date(s) of the absence. Back dated medical certificates will not be accepted. Medical certificates issued by Allianz Doctors on Demand Medical service are the only accepted website doctor certificates.
7. If you have a medical certificate that covers a period of absence, you must email a copy of the certificate to geliadmin@griffith.edu.au as soon as possible. You must keep the original. If the medical certificate is found to be falsified, it will be rescinded and the Student Misconduct Policy will be enacted and your ELICOS enrolment may be cancelled.
8. GELI calculates student attendance on a daily and weekly basis.
9. You can check your attendance up to the previous week, on the GELI student noticeboard accessed through learning@griffith.edu.au Organisations from Thursday each week. The attendance shown is the in-class attendance up to the previous Friday. It is the best percentage that you can achieve projected to the end of your enrolment or reporting period of 25 weeks, if your enrolment is longer than 25 weeks. Satisfactory attendance is a minimum **80%** class attendance.
10. You can make appointments with the Support Service Coordinator or the Student Administration staff to discuss absences from class.
11. All written correspondence regarding your attend