



Student Visa Compliance Policy and Procedure

Australian Institute of Digital Technology Pty Ltd

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POLICY 6

Student Visa Compliance Policy and Procedure

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Policy Owner	CEO / Student Support Officer	Approved By	CEO
Applicable Legislation & Standards	ESOS Act 2000 (ss.19, 21, 22, 26A); National Code 2018 (Standards 7, 8, 9, 10, 11); Migration Act 1958 (s.116, s.137J); Migration Regulations 1994 (Schedule 8); Student Visa Subclass 500 Conditions; PRISMS User Guide (DHA)		

1. Purpose and Regulatory Context

This policy describes the full scope of AIDT's obligations and internal procedures as a CRICOS-registered education provider in relation to the Student Visa (Subclass 500) framework. It covers: the obligations AIDT carries in relation to issuing and maintaining Confirmations of Enrolment (CoE); the visa conditions that students are required to meet throughout their enrolment; AIDT's mandatory reporting obligations via the PRISMS system; how AIDT manages its relationship with the Department of Home Affairs (DHA) on behalf of enrolled students; and how AIDT communicates all of this to students in a way that is clear, honest, and practically useful.

The Student Visa framework is one of the most operationally complex areas of CRICOS compliance, and it is one of the areas that ASQA auditors examine with particular rigour. The reason is straightforward: the consequences of non-compliance fall disproportionately on students. A PRISMS report made incorrectly, or a CoE issued for a duration shorter than the genuine course, or a reporting obligation ignored because it was inconvenient — any of these failures can result in visa cancellation for a student who may have done nothing wrong. AIDT's commitment is to manage its PRISMS obligations with the same care it would want applied if it were in the student's position.

This policy is to be read alongside AIDT-POL-004 (Course Progress Monitoring), AIDT-POL-005 (Attendance Monitoring), and AIDT-POL-007 (Course Variation), all of which trigger PRISMS reporting obligations covered in this document. Together these policies form AIDT's complete visa compliance framework.

2. Student Visa Conditions — What Students Must Know

At orientation, in the International Student Handbook, and through the Written Student Agreement, AIDT ensures that every international student has been clearly informed of the key conditions attached to their Student Visa (Subclass 500). The conditions below are the most operationally significant from AIDT's perspective. AIDT does not provide immigration legal advice; students with specific visa questions should contact DHA (131 881) or a registered migration agent. However, AIDT's obligation is to ensure students understand these conditions in plain terms before a visa compliance issue arises.



2.1 Condition 8202 — Maintain Enrolment

The student must maintain a satisfactory enrolment in their principal course. 'Maintaining enrolment' means more than simply remaining on AIDT's roll — it means genuinely engaging with the course through attendance, participation, and completion of assessment tasks. A student who is formally enrolled but not attending, not submitting work, and not engaging with AIDT's intervention efforts is not, in any meaningful sense, maintaining their enrolment. AIDT's attendance and course progress monitoring processes (AIDT-POL-004 and AIDT-POL-005) are the mechanisms through which compliance with Condition 8202 is assessed.

2.2 Condition 8516 — Satisfactory Course Progress

The student must achieve satisfactory academic progress. Where AIDT determines — following the full Category 1 and Category 2 process in AIDT-POL-004 — that a student has failed to make satisfactory progress for two consecutive study periods without compassionate and compelling circumstances, AIDT is required to report this to DHA. This report may trigger DHA's consideration of visa cancellation under section 116 of the Migration Act 1958. AIDT does not treat this reporting obligation lightly; it is initiated only after every intervention option has been genuinely offered and the full procedural requirements of AIDT-POL-004 have been met.

2.3 Condition 8105 — Work Rights

The student visa holder may work up to 48 hours per fortnight during study periods. There is no restriction on work during scheduled course breaks listed on the CoE. Mandatory work placement hours do not count toward the 48-hour limit. AIDT informs students of their work rights at orientation. AIDT does not monitor students' work hours — that is the student's responsibility — but AIDT is alert to circumstances that suggest a student is working excessive hours, as this often underlies poor attendance and academic performance.

2.4 OSHC Requirement

All students holding a Student Visa must maintain valid Overseas Student Health Cover (OSHC) for the full duration of their visa. AIDT requires evidence of OSHC activation within 14 days of course commencement. AIDT's preferred OSHC provider is NIB Health Insurance (www.nib.com.au/overseas-students), but students are free to choose any OSHC provider. Failure to maintain OSHC is a visa condition breach. AIDT verifies OSHC currency at enrolment and at each term commencement; where a gap is identified, AIDT advises the student in writing and gives them 7 days to rectify before escalating.

2.5 Address Notification Obligation (s.26A ESOS Act)

Under section 26A of the ESOS Act, every enrolled international student is legally required to notify AIDT of their Australian residential address within 7 days of arriving in Australia, and within 7 days of any change. This is a statutory obligation — not simply a college administrative requirement. AIDT collects and updates the student's address



in PRISMS whenever a change is received. Where AIDT cannot obtain a current residential address after reasonable efforts (documented phone calls, emails, and text messages over a minimum of 5 business days), this is reported to the CEO, who determines whether a PRISMS report is required. Students are reminded of this obligation at orientation and in the Written Student Agreement.

3. CoE Management — Issuance, Accuracy, and Updates

3.1 Issuance of the CoE

AIDT issues a Confirmation of Enrolment (CoE) through the PRISMS system only after the following conditions are all met: the student has received and reviewed the Written Student Agreement; the Written Student Agreement has been signed by the student and returned to AIDT; and the required initial deposit has been received and cleared by AIDT's bank. A CoE is not issued speculatively or as a marketing tool before these conditions are met. Each CoE must accurately reflect the student's enrolled qualification, the CRICOS course code, the full expected course duration in weeks, and the commencement and expected completion dates. These must be consistent with the Written Student Agreement and with AIDT's records.

3.2 Duration Integrity

AIDT will not issue a CoE for a course duration shorter than the genuine expected course duration. The obligation to issue a CoE for the full genuine course duration exists to protect the integrity of the Student Visa system. A student who has been issued a short CoE to assist them in obtaining an entry visa, but whose course actually takes longer, has been put in an impossible position with respect to their visa obligations. Any AIDT staff member who becomes aware that a CoE has been, or is proposed to be, issued for a duration shorter than the genuine course duration must report this to the CEO immediately.

3.3 Updating the CoE for Course Variations

Whenever a student's enrolment changes in a way that affects the CoE — an approved deferral, a leave of absence, a course transfer, or a withdrawal — AIDT must update PRISMS within 5 business days of the change being approved and processed. The Student Support Officer is responsible for initiating every PRISMS update, with the CEO reviewing and approving each update before it is submitted. Where a CoE update extends the expected course completion date, the student must be advised in writing to consider whether their current visa will cover the extended period and, if not, to apply for a visa extension through DHA. AIDT does not provide this advice as immigration advice — it provides it as practical information and refers students to DHA (131 881) or a registered migration agent for specific guidance.

4. PRISMS Reporting Schedule — Complete Obligations

The following table represents AIDT's complete PRISMS reporting schedule. Every event in this table triggers a mandatory report. The CEO is responsible for overall PRISMS compliance. The Student Support Officer is responsible for day-to-day PRISMS entries and for flagging upcoming or outstanding reporting obligations to the CEO at every weekly management meeting. No PRISMS report is made without CEO



approval. All PRISMS entries are documented on the student's file including the date and time of submission, the name of the reporting officer, and the specific grounds or event type.

Student commences study	Report commencement in PRISMS. Mark CoE status as 'Commenced'. Required within 5 business days of the scheduled commencement date.
Student fails to commence by CoE start date (no approved deferral)	Update PRISMS within 5 business days. Non-commencement without an approved deferral may lead to CoE cancellation.
Deferral of commencement approved	Update PRISMS and issue revised CoE within 5 business days of CEO approval. Advise student to contact DHA regarding visa implications.
Leave of Absence approved	Update PRISMS within 5 business days. Issue extended CoE. Advise student to contact DHA.
Student returns from Leave of Absence	Reactivate CoE in PRISMS within 5 business days of the confirmed return date.
Student withdraws voluntarily	Update PRISMS (CoE cancellation) within 5 business days of processing the signed Withdrawal Form.
AIDT cancels enrolment (AIDT-initiated)	Update PRISMS within 5 business days of the cancellation taking effect following the required notice and response period.
Enrolment suspended by AIDT	Update PRISMS within 5 business days.
Letter of Release issued (transfer)	Update PRISMS (CoE cancellation) within 5 business days of issuing the Letter of Release.
ITR issued — unsatisfactory course progress	Do NOT report to DHA yet. Maintain enrolment during the 20-working-day appeal period. Report within 5 business days of: (a) appeal period expiry with no appeal lodged; or (b) written notification of unsuccessful appeal outcome.
Student address changes	Update residential address in PRISMS within 7 days of receiving notification from the student.
Student visa cancelled by DHA	Update PRISMS and student records accordingly. Provide welfare support as appropriate.

5. Communicating Visa Conditions to Students

AIDT provides visa compliance information to students at three points: before enrolment (in the Written Student Agreement); at orientation (covering all key conditions in detail and answering questions); and on an ongoing basis through the International Student Handbook, which is available on AIDT's website and from reception. AIDT's approach is to treat visa compliance information as essential practical knowledge that every student needs, not as a legal lecture delivered once and forgotten.



AIDT staff must not make statements to students about the likely outcome of DHA decisions, the probability of visa cancellation, or any other specific immigration matter beyond the general information in AIDT's published materials. Such statements exceed AIDT's competence and could expose students to incorrect advice with serious consequences. Where a student has specific immigration questions, the Student Support Officer refers them to DHA (131 881) or provides the contact details of the Immigration Advice and Rights Centre (IARC, 03 9629 1594), which provides free immigration advice to certain groups.

6. Internal Compliance Audit

AIDT's CEO conducts an internal PRISMS compliance audit at the end of each term. The audit reviews: all active CoEs to confirm they are current and accurate; all PRISMS updates made during the term to confirm they were made within the required timeframes; all relevant student file events (deferrals, withdrawals, LOAs, ITRs) to confirm matching PRISMS entries; and any outstanding reporting obligations. The outcomes of the audit are recorded on the PRISMS Compliance Audit Form and retained for a minimum of 7 years. Any compliance gaps identified are entered into the Continuous Improvement Register (AIDT-POL-019).

7. Related Documents

AIDT-POL-004	Course Progress Monitoring Policy
AIDT-POL-005	Attendance Monitoring Policy
AIDT-POL-007	Course Variation Policy
AIDT-POL-008	Fees, Charges and Refunds Policy
AIDT-POL-009	Complaints and Appeals Policy
AIDT-FORM-040	PRISMS Update Checklist
AIDT-FORM-041	PRISMS Compliance Audit Form
DHA PRISMS User Guide	Available from www.homeaffairs.gov.au
DHA — Student visa information	www.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500