What You Need to Tell Your Staff
- In a Nutshell -

EDUCATION SERVICES FOR OVERSEAS STUDENTS ACT (THE ESOS ACT)

Legislative/Policy Framework
The ESOS Act and the associated National Code of Practice have the dual purpose of regulating providers of education to Overseas Students, and of administering and enforcing requirements of Student Visa holders. In general terms, the legislation requires that the University's marketing and recruitment are accurate and ethical, that the courses and facilities provided are of an appropriate standard, and that students' adherence to certain visa conditions be monitored and reported on. The University may be subject to fines or deregistration of courses if requirements of the Act and Code are breached. All staff in contact with students must be aware of the requirements of the Act and National Code.

As a minimum, this means...

1. Familiarise with relevant aspects
   - Advising students – pre and post recruitment
   - Relates to Student Visa holders only
   - Academic and Administrative issues
   - Reporting requirements

2. Advising students
   - Marketing and Recruitment must be accurate & ethical
   - Some restrictions on English waivers
   - Must study full-time, on campus

3. Administrative issues
   - Student Visa holders restricted to full time load, Different course leave requirements
   - Must keep residential address updated
   - Suspension/Exclusion results in Visa cancellation

4. Reporting requirements
   - Suspension, Exclusion, Course transfer, Discontinuation, Credit Transfer, Early Completion, Leave and Address Changes must be reported to Department of Immigration

5. When in Doubt
   - Contact UNSW ESOS Management Unit

6. Further Information
   - Who to ask for more information
   - Relevant Web addresses

Where to go for more…

… Information:

- **UNSW ESOS Management Unit**
  - Phone (02) 9385 3065
  - Email esos@unsw.edu.au

- **Department of Education, Science & Training (DEST)**

- **Department of Immigration (DIMIA)**