

## IMPORTANT

### Attendance Policy & Exam Policy for all student visa holders.

**As a student visa holder, you are required by the Garda National Immigration Bureau of Ireland (GNIB) to fulfil the following conditions:**

- Complete an internationally recognised exam at the end of your course (IELTS, Cambridge, TIE)
- Maintain 85% attendance in your English class for the first 6 weeks of your course
- Have overall 85% attendance for the duration of your course

CEW is obliged to register you for an exam when you start your course. This is a government requirement for all student visa holders in Ireland.

During your first week at CEW you will receive information about the exam which you will be doing at the end of your course.

**If your attendance is not maintained CEW implements the following procedure:**

- Send you an email requesting an explanation for your absence
- If CEW does not receive a satisfactory response you will receive a second email requesting you to contact the school within 24 hours. This email also states that Immigration will be contacted about your absence and that CEW reserves the right to expel you for breaching the Attendance Policy.
- If CEW does not receive a satisfactory response to the second email you will receive a third email which will state that the GNIB has been informed and that you have been expelled from CEW

**No refunds for breach of this policy.**

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#### **Please note:**

*The above conditions are compulsory irrespective of whether or not you intend to renew your student visa. 1 visa = 1 exam.*