

ESSENDON KEILOR COLLEGE



Part time work Policy for Overseas Students 2020

To ensure a regular study routine for International students enrolled at Essendon Keilor College, the following conditions have been introduced for part time work:

- No shifts during the school week (Monday-Thursday)
- Up to 2 shifts per weekend (Friday evening – Sunday)
- Students MUST be able to get home by the normal homestay hours.
Friday and Saturday night return home by 10pm
Sunday by 6pm.
- Details of employer and shift days/times MUST be provided to your homestay AND approved by the International student Coordinators
- Students must be up-to-date with school work and achieving satisfactory results to participate in part time work
- In school holidays students can work up to 4 shifts a week (still abiding by homestay return times)
- Places of work need to be within the local area of your home (20 minutes travel time of home by public transport), unless approved by International Student Coordinator.

REVIEW CYCLE This policy was ratified by college council on June 3rd 2021 and is scheduled for review in February 2023