



Under 18 Year Old Students Procedure

Procedure

All applicants to courses at Greenwich English College Pty Ltd are required to state their age.

On receipt of an application to study at Greenwich English College Pty Ltd the admissions team check that the age stated on the application confirms that the student will be 18 years old or older at the time of commencement of their study.

Where the student will not be 18 years old or older at the time of commencement of their study, the application is rejected and the student or agent is informed. The student or agent will be encouraged to reapply for a course date that allows the student to meet the condition of being 18 years old or older at the time of commencement of their study.

Where the student is not 18 years old or older at the time of application for a course but will be 18 years old or older at the time of commencement of their study, all relevant and/or required documentation need to be signed by the parent and/or legal guardian.

Authorising Officer:_____ **Date:**_____ **Review Date:**_____

This policy is to be reviewed twelve (12) months from this date.