

Name:	U18 International Students Guideline
Approved by:	Group Accreditation & Compliance Manager
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Approved by:	General Manager - Technology & Design Division General Manager - Greenwich College's
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Implementation Owner	Student Services (T&D and GEC)
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SECTION 1 – INTRODUCTION

PURPOSE

The purpose of these procedures is to give effect to the **Under 18 years Student Management and Supervision Policy** (“the Policy”).

SCOPE

These procedures apply to:

- all International students aged under 18 years at their commencement date; and
- all applicants for courses of study with the College, who require an International Student visa and will be under 18 years of age at the time of course commencement.

SECTION 2 – PROCEDURE

This procedure

- a. meets the requirements of the Standard of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Standard 5); and the Standards for Higher Education (Standard 2).

A. REGULATORY AND LEGISLATIVE REQUIREMENTS

All underage international students applying for a student visa must demonstrate that they have adequate welfare arrangements for the duration of their student visa or until they turn 18.

Under the Migration Regulations 1994 (Public Interest Criterion 4012A), a student who is under 18 can reside in Australia:

- a. With a parent or legal custodian or a suitable nominated relative who is over 21 years old and of good character. The Department of Home Affairs (DHA) defines the types of family relationships that can be nominated. The DHA approves these arrangements and the College does not provide a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter in these instances. Moreover, the College does not have to follow up on students. However, where the College becomes aware that a student under the care of a parent, legal custodian or nominated relative is not well taken care of, The College must inform the DHA;
- b. Where the College approves the student's accommodation and welfare arrangements, the College creates a CAAW at the same time as the Confirmation of Enrolment (CoE).

B. STUDENTS' RESPONSIBILITIES

Underage International students whose accommodation and welfare arrangements were approved by the College must:

- a. Not enter Australia before the start of an approved accommodation and welfare arrangement. It will be in violation of their student visa conditions, and their visa may be cancelled;
- b. Seek prior approval from the College before changing their accommodation and welfare arrangements. Failure to comply with reasonable direction from the College about their accommodation, support and general welfare may result in the student being reported;
- c. Inform and discuss issues and problems regarding their accommodation and welfare arrangements their approved providers;
- d. If staying in residential accommodation/:
 - a. Attend regular catch-up's, and if unable to attend a scheduled catch-up they must advise the accommodation provider at the earliest opportunity and reschedule to the first available time;
- e. Seek approval or permission from their parents, legal guardians, residential accommodation provider or Homestay provider if they are staying overnight at another residence or travelling outside of their approved accommodations locality.

Where the student fails to comply with any of the above requirements, the College will report the student to DHA. This may result in the cancellation of the student's visa.

C. WELFARE AND ACCOMMODATION ARRANGEMENTS: HOMESTAY AND RESIDENTIAL ACCOMMODATION

- a. As part of the Admissions Policy, Course Advisors will flag all underage students in the Student Management System. During application, an underage international applicant must complete and return the Accommodation and Welfare Plan, including all required supporting documents;
- b. The Admissions Team will confirm that the student's parent (or legal guardian) signed the Written Agreement before processing any payment received from the Student;
- c. Student Admissions will liaise with the approved accommodation and welfare providers to confirm the students' arrangements. All details will be recorded for the student in the Student Management System.
- d. The College will confirm with the relevant approved accommodation provider that the students' parents or legal custodians have been advised with 30 days of the student's arrival of:
 - a. All details of the student's arrangements including provider contact details, emergency contact details, students phone number, bank account details, key policies and procedures and photographs of the accommodation.
- e. The approved provider will undertake:
 - a. Checks of the residential accommodation, and interviews with homestay families and inspections of their accommodation to assess suitability prior to the student's arrival in Australia, and at least every 6 months thereafter. This includes confirming that all relevant accommodation staff have valid Working With Children Checks (WWCC).
 - b. Outcomes of these audits, including any recommendations, will be provided to the College and recorded in the Student Management System.
- f. If the student changes their accommodation arrangements or if the College no longer approves the arrangements, Students Services will advise DHA as soon as possible using the approved pro forma letter available through PRISMS.
- g. The Colleges Campus Operations Manager (or delegate) will log into the accommodation and welfare provider's online student management portals during the first week of every month to review the event log information for each underage student. They will follow-up with the approved providers on any concerns they have and will record in the Colleges Student Management System each date of the review and any notes of subsequent conversations.

D. INTERNET ACCESS

The Broadcasting Services act 1992 and other supporting legislation restrict internet services for individuals under 18 years of age. This legislation prohibits the College from obtaining full internet access for underage students without the written permission from a parent or legal guardian. This letter may be provided electronically where the email signature and address are the same as those on record.

E. STUDENT'S MEDICAL CONDITION

If an underage international student has medical conditions and or allergies, the student must provide the College no less than 1-month prior to the course commencement the following:

- a. Full medical report from the student's current General Practitioner and/or healthcare provider;
- b. Details and details of recent episodes.
- c. Failure to provide the above information within the defined timelines may result in a delay to the students course commencement.

SECTION 3 – REFERENCE AND SUPPORTING INFORMATION**SUPPORTING DOCUMENTATION**

Document name	Document type	Location
Student Code of Conduct	Policy	Internal
Student Handbook	Policy Guide	Internal
Under 18 Years Student Management and Supervision Policy	Policy	Internal
Under 18 Years Student Procedure	Procedure	Internal
National Code 2018	Govt Standards	External
TEQSA Threshold Standards 2015	Regulatory Standards	External

SECTION 4 – CHANGE HISTORY

CHANGE HISTORY

Version	Approval date	Approved by	Approved by	Change
V1.0	10 November 2018	Group Accreditation & Compliance	Group Manager	Development of Guideline
		Technology & Design Division	General Manager	
		Greenwich English College	General Manager	