

Consistent with the College's Policy and procedures for Under 18 students, the following information is to assist in providing a brief overview of documents required for admissions processing.

AGE

The College will not enrol students who are under 16 years of age at the commencement of their course.

Do you have signatures from the U118's students' parents or legal custodian?

Have you got a witness signature which outlines that the witness has sighted the parents or custodians signing the document?

DATES

Have you clearly noted the approval period dates on the agreement?

**Dates for welfare and accommodation services cannot be more than two (2) weeks prior to the course start date. Approved accommodation, support and welfare arrangements must commence at least seven (7) days prior to the course start date and continue until the student turns 18 (approval period).*

BINDING AGREEMENT

Have you included your signature (provider approval) appears on the signature page of the agreement?

Have you checked for any blank fields in the agreement?

Have you provided an electronic copy of the complete approved agreement to Admissions for uploading in the Student Management System?

Has a copy of the complete approved agreement been emailed to the student?

**Complete agreement is defined as an agreement with all required signatures and dates within a single document. There must be no blank fields in the agreement.*

INSURANCE

Have you checked that the student has an Overseas Health Cover insurance policy in place?

Have you retained a copy of the certificate of insurance in the Student Management System?

Have you checked that there is a valid insurance covers (public liability and worker's compensation) for the accommodation and welfare providers, including coverage of subcontractors engaged by the provider.

Have you sited certificates of insurance and provided a copy of the certificates of insurance to Group Compliance?

**Refer to the signed agreements for the provision of welfare/accommodation services as a reference point.*

WELFARE PROVIDER

Have you checked and confirmed that the required and appropriate welfare support and advocacy, student welfare management processes, and documentation are in place, as per requirements described in the Under 18's Students Policy and U18's Students Procedure?

RESIDENTIAL ACCOMMODATION PROVIDER

Have you checked and confirmed that appropriate support and accommodation in an approved residential environment is in place including processes and documentation, as per requirements described in the Under 18's Students Policy and U18's Students Procedure?

HOMESTAY ACCOMMODATION PROVIDER

Have you checked and confirmed that appropriate support and accommodation in an approved homestay environment is in place including processes and documentation, as per requirements described in the Under 18's Students Policy and U18's Students Procedure?

Employee's name:

Employee's signature:

Date:

**A copy of this completed checklist must be saved in the Student Management System*