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## Greenwich English College Pty Ltd – Under 18's Procedure

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### Procedure

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#### **ACADEMIC**

##### **1. Purpose:**

The Greenwich English College Pty Ltd Under 18's procedures apply to students who are 18 years of age at their commencement date.

##### **2. Commencement:**

These procedures commence on 1 January 2019

##### **3. Student academic management:**

###### **Academic management responsibilities:**

- check the number of underage students starting weekly (English) /per term (GMC)
- inform teachers of any new underage students joining their class; class rolls to reflect the presence of any underage students
- inform teachers of the steps that need to be followed when teaching an underage student
- provide monthly reports (GEC)/Term assessment outcomes (GMC) to students' guardians

##### **4. Teachers/Trainers responsibilities**

- choosing suitable topics of discussion
- daily informing academic management and student services when the student is late for class, leaves class early or is absent.
- emailing academic management and student services to inform them if any of the above instances occur
- counselling students fortnightly and informing management of any academic or other related issues that are affecting the student
- issuing academic monthly reports (English) / term assessment outcomes (VET)

**ADMISSIONS****1. CHECK LIST**

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.

**2. 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 U18's students' parents or legal custodian?
- Online application form includes a disclaimer that must be ticked.

**3. DATES**

Dates for welfare and accommodation services cannot be more than one (1) week 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).

**4. OSHC**

Have you checked that the student has an Overseas Health Cover insurance policy in place? If organised by admissions, retained a copy of the certificate of insurance in the student file. All policy details (regardless of age) should be entered in Stars but not currently in practice.

**5. WELFARE ARRANGEMENTS**

- [GWC U18's Welfare \(CAAW\)](#) (also pasted below)
- Welfare information for staff
- Welfare information for agents and parents - CAAW Form
- Welfare for non-student visa holder

**Information for Greenwich Staff****Enrolment of students under 18 years of age**

The Colleges will only enrol students who are under 18 years of age at their commencement date if the relevant delegate is satisfied that:

Policy	What this means	Process
(a) the student will live in Australia with a	No Confirmation of Appropriate Accommodation and Welfare (CAAW) letter issued by Greenwich.	Complete CAAW Form (not yet available) together with Application form.  <a href="#">157N (Student Guardianship Arrangements)</a>

28

Authorising Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Review Date: \_\_\_\_\_ T  
his policy is to be reviewed twelve (12) months from this date.

parent or legal custodian;	Welfare arrangement is approved by DHA - Need to apply 157N  <a href="https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/welfare-arrangements-students-under-18">https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/welfare-arrangements-students-under-18</a>	for approval by DHA.  Student is under the age of 18 and intends to reside with parent/ custodian or a relative while they are studying in Australia;  Student is under the age of 18 at time of lodging the application and intend to arrive in Australia after they turn 18;
(b) the student will live in Australia with a relative over 21 years of age and of good character, who has been nominated by a parent or legal custodian and approved by the Department (DHS or DHA as applicable); or	No Confirmation of Appropriate Accommodation and Welfare (CAAW) letter issued by Greenwich.  Welfare arrangement is approved by DHA - Need to apply 157N  DHA defines relative as parent, spouse, de facto partner, a child, brother or sister of the applicant, step-child, step-parent, step-brother or step-sister of the applicant, grandparent, grandchild, aunt, uncle, niece or nephew, or a step-grandparent, step-grandchild, step-aunt, step-uncle, step-niece or step-nephew of the applicant.  If the nominated guardian isn't any one of the above, student must live in Australia under accommodation, support and welfare arrangements that have been approved by the College as per (c).	Complete CAAW Form (not yet available) together with Application form.  Same <a href="#">157N</a> process that is approved by DHA.
(c) the student will live in Australia under accommodation, support and welfare arrangements that have been approved by the College.	Welfare is arranged by Greenwich and Confirmation of Appropriate Accommodation and Welfare (CAAW) issued with CoE.  Student must live in an homestay (Global Experience) arranged through Greenwich. Must also pay a Guardianship fee.  <a href="https://www.greenwichcollege.edu.au/16yr-students-from-01-jan-2019">https://www.greenwichcollege.edu.au/16yr-students-from-01-jan-2019</a>	Complete CAAW Form together with Application form.  Letter of Offer will include: <ul style="list-style-type: none"><li>● Global homestay</li><li>● Homestay placement fee</li><li>● Airport pick up</li><li>● Guardianship fee</li></ul> Welfare/Guardianship Provider:  Ivan McKinney and Carol Liu National Office: Suite 1/Level 1 - 108 Bourke Street, Melbourne, 3000

		PH: 03 9663 2887 FAX: 03 8678 1317 E-mail: info@studentguardians.com Web: <a href="http://www.studentguardians.com">www.studentguardians.com</a> We Chat: ISAGUARDIANS
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### Information for Agents

#### Enrolment of students under 18 years of age - Student Visa

##### Accommodation & Welfare Options

Greenwich College will only enrol students who are under 18 years of age at their commencement date that meet one of the following accommodation and welfare options. **Please tick/confirm one option that applies:**

	Welfare Options	Tick one option that applies
<b>Option 1:</b>	Live with a parent or legal custodian. <ul style="list-style-type: none"> <li>No Confirmation of Appropriate Accommodation and Welfare (CAAW) letter will be issued by Greenwich College.</li> <li>Welfare arrangement is approved by Department of Home Affairs (DHA). Student will need to complete <a href="#">Student Guardianship Arrangement form 157N</a></li> </ul>	
<b>Option 2:</b>	Live with a relative over 21 years of age and of good character, who has been nominated by a parent or legal custodian and approved by the Department of Home Affairs. <ul style="list-style-type: none"> <li>No Confirmation of Appropriate Accommodation and Welfare (CAAW) letter will be issued by Greenwich College.</li> <li>Register a suitable relative with the Department of Home Affairs (DHA). Student will need to complete <a href="#">Student Guardianship Arrangement form 157N</a></li> <li>DHA defines relative as parent, spouse, de facto partner, a child, brother or sister of the applicant, step-child, step-parent, step-brother or step-sister of the applicant, grandparent, grandchild, aunt, uncle, niece or nephew, or a step-grandparent, step-grandchild, step-aunt, step-uncle, step-niece or step-nephew of the applicant.</li> <li>If the nominated guardian isn't any one of the above, student must select Option 3 and live in a Greenwich College homestay.</li> </ul>	
<b>Option 3:</b>	Live in a Greenwich College arranged homestay and Greenwich College will nominate ISA as the Welfare Provider.	

48

Authorising Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Review Date: \_\_\_\_\_ T  
 his policy is to be reviewed twelve (12) months from this date.

	<ul style="list-style-type: none"> <li>Greenwich College will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter.</li> <li>CAAW will start 7 days before the under 18 student is scheduled to start their course at Greenwich College. It will end on the student's 18th birthday or 7 days after the enrolment end date, depending on whichever comes first.</li> <li>Student must live in a Greenwich arranged homestay.</li> <li>Guardianship fee will be compulsory in addition to homestay related fees.</li> </ul>	
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## Parent/Legal Custodian Details

Please provide the full details of the student's parent or their legal custodian.

<b>Full Name</b>	
<b>Relationship to Student</b>	
<b>Occupation</b>	
<b>Address</b>	
<b>City</b>	
<b>Country</b>	
<b>Post Code</b>	
<b>Mobile Phone</b>	
<b>Email</b>	

## If Under 18 and on a Tourist Visa

**Additional information required:**

Because the student will be under 18 at the time of enrolment we require the following information for our records.

58

**Authorising Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_ T  
his policy is to be reviewed twelve (12) months from this date.

Can you advise us the student's living arrangements - who will she be living with? We also need the full parent's details.

Parent/Legal Custodian Details

Please provide the full details of the student's parent or their legal custodian.

<b>Full Name</b>	
<b>Relationship to Student</b>	
<b>Occupation</b>	
<b>Address</b>	
<b>City</b>	
<b>Country</b>	
<b>Post Code</b>	
<b>Mobile Phone</b>	
<b>Email</b>	

## STUDENT SERVICES

### 1. Pre Arrival

68

Authorising Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Review Date: \_\_\_\_\_ T  
his policy is to be reviewed twelve (12) months from this date.

- a. Welfare and Accommodation: Bursar organises welfare and accommodation placement and forwards all relevant details to student and welfare provider. All arrangements are saved on Student File. Information to be provided includes, enrolment details, accommodation details and contact details.
- b. information about student obligations while studying is included in the pre-arrival pack.

## 2. Orientation Day

- a. Student Services inform students about their obligations and guidelines about their enrolment.
- b. Students fill in the arrival form and Student Services ensure all information recorded is correct.

## 3. While Studying

- a. Attendance is followed up on a daily basis. If the student is late, misses part or all of the class, student services contact the student directly to check the reason for the absence and notifies the guardian. If the student notifies of absence in advance, this is confirmed with the guardian.
- b. Curfew hours are set as 9 pm for students U16 and 10pm for students who are 16 and 17 years of age. Curfew times are clearly defined with both the welfare and the accommodation provider. Greenwich College should be notified by the host family and/or the guardian if there are any violations of the curfew times.
- c. Student Counsellor arranges counselling sessions after the first 4 weeks of enrolment to support student and identify any issues. After that, student counsellor checks with student every 4 weeks and has another counselling session if required
- d. Contact details are checked and updated if necessary every 6 weeks. A reminder is sent to the students of their obligation to notify the College of any changes in their contact details.
- e. Enrolment details and progress are checked every 4 weeks.
- f. Elective classes for students studying in a day programme is not compulsory. The guardian will be informed of the student's timetable and any changes to it.
- g. Any holiday requests other than the ones signed and agreed upon confirmation of enrolment will not be approved. Any other requests should be submitted by either the parent or the legal guardian.

- h. Students who are U18 are allowed to participate in the cultural activities organised by the college but not the student party. If the student wishes to participate in any activities that are not organised by the College, the guardian will be informed accordingly and provide written consent.