

# Under 18 International Students Policy

## Section 1 - Background Information

(1) The [Foundation Studies Program](#) offered by the University is intended for students who are not eligible for direct entry into an undergraduate degree. The program allows eligible international students under 18 years of age who have completed overseas qualifications equivalent to Australian Year 11 or higher to enrol in the [Foundation Studies Program](#) as a pathway course to undergraduate degrees.

(2) In order to deliver the [Foundation Studies Program](#) to international students under 18 years of age the University must comply with Commonwealth, state or territory legislation, other regulatory requirements relating to child welfare and protection appropriate to the jurisdictions in which it operates and Standard 5 of the [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018](#) (The National Code 2018) which outlines the minimum standard of support, welfare and accommodation arrangements that must be in place until the students turns 18.

## Section 2 - Definitions

(3) Terms used in this Policy and associated procedures are consistent with the [Glossary of Student and Course Terms](#). The following specific definitions also apply:

Term	Definition
Approved accommodation service provider	means a provider the University approves to provide accommodation services to international students who are under 18 years of age.
Approved welfare service provider	means a provider the University approves to provide welfare services to international students who are under 18 years of age.
CRICOS	<a href="#">Commonwealth Register of Institutions and Courses for Overseas Students</a> (CRICOS).
National Code means	<a href="#">National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018</a> .
Authorised representative	means the education agent who entered into a written agreement with the University to formally represent it.

## Section 3 - Policy Purpose

(4) The purpose of this Policy is to set out the minimum standard that ACU, as a CRICOS registered provider, must meet in accordance with Standard 5 of the National Code 2018.

(5) International students under 18 years of age must have appropriate accommodation and welfare arrangements in place before they can obtain a student visa and commence studies.

(6) This Policy is to be read in conjunction with the [Critical Incident Management Policy](#), the [Admission to Coursework](#)

## Section 4 - Policy Scope

(7) This Policy applies to all international students under 18 years of age or their authorised representatives who applied for the [Foundation Studies Program](#) as a pathway to undergraduate degrees and all members of University staff.

## Section 5 - Policy Statement

(8) The University must meet the Commonwealth, state or territory legislation and other regulatory requirements relating to child welfare and protection appropriate to the jurisdictions in which it operates. The University may also take responsibility for the support, welfare and accommodation arrangements for international students under 18 years of age enrolled in the [Foundation Studies Program](#) from its commencement date until they turn 18 or cease to be a student of ACU.

(9) This Policy is informed by the requirements of Standard 5 of the National Code 2018.

## Section 6 - Enrolments

(10) The University only enrolls international students under 18 years of age if:

- a. the student will live in Australia with a 'guardian', as defined in the [Migration Regulations 1994 \(Cth\)](#), approved by the relevant Australian Government Department; or
- b. the student will live in Australia under the support, accommodation and welfare arrangements approved by the University in accordance with the [Under 18 International Students Procedure](#).

(11) The University will not enrol students who are under 17 years of age under any circumstances.

## Section 7 - University's Approved Support, Accommodation and Welfare Arrangements for Under 18 International Students Who are Going to Study at ACU Under Arrangements Organised by Service Providers Approved by the University

(12) The Pro Vice-Chancellor (Global and Education Pathways) will determine and publish procedures that specify the University's requirements to give effect to Section 6, clause(10)b. and the University must only approve the enrolment of students under 18 years of age who adhere to the arrangements in Section 6, clause (10)b.

(13) The University's approved support, accommodation and welfare arrangements under Section 6, clause(10)b. must be confirmed by the student's parent or legal custodian or its authorised representative from at least seven days prior to the [Foundation Studies Program](#) commencement date until seven days after the last day of study indicated in the Confirmation of Enrolment (CoE) or until the student turns 18 years of age.

(14) International students under 18 years of age must not travel to Australia without having the University's approved support, accommodation and welfare arrangements in place in accordance with this Policy.

(15) International students under 18 years of age must not change support, accommodation or welfare arrangements as approved under Section 6, clause (10)b. without written authorisation of the University and their parent or legal custodian or its authorised representative.

(16) The student's parent or legal custodian or its authorised representative must provide the following evidence of arrangements to the University on or before the date of accepting the offer of admission to the [Foundation Studies Program](#):

- a. a binding agreement with the student's University's approved accommodation service provider; and
- b. a binding agreement with the student's University's approved welfare service provider.

(17) The University is entitled to withdraw any approval for support, accommodation and welfare arrangements, cancel the student's enrolment and report it to relevant Australian Government Department if the student does not comply with the rules created by the approved accommodation and/or welfare service providers.

(18) For the purposes of Section 7 of this Policy, University refers to a staff member of Global and Education Pathways appointed from time to time to discharge responsibilities including (but not limited to) issuing Confirmation of Enrolment (CoE) and/or monitoring accommodation and welfare service providers, inspecting accommodation premises and liaising directly with students.

## **Section 8 - Roles and Responsibilities**

(19) The Pro Vice-Chancellor (Global and Education Pathways) must assess and approve the suitability of accommodation and welfare service providers.

(20) The Associate Director, Strategic Support and Operations must implement mechanisms to monitor accommodation and welfare arrangements of international students under 18 until they turn 18 years of age or cease to be a student of the University.

(21) Students must comply with the requirements of the University, approved accommodation service providers and approved welfare service providers.

## **Section 9 - Review**

(22) The Associate Director, Strategic Support and Operations will provide statistical data, results of approved accommodation and welfare service providers along with details of student complaints and outcomes to the Pro Vice-Chancellor (Global and Education Pathways) on an annual basis.

(23) The Pro Vice-Chancellor (Global and Education Pathways) will review compliance with this Policy on an annual basis.

## **Section 10 - Further Assistance**

(24) Any staff member who requires assistance in understanding this Policy must first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should contact Global and Education Pathways.

# Section 11 - Associated Information

(25) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	19th December 2023
<b>Review Date</b>	30th April 2024
<b>Approval Authority</b>	Vice-Chancellor and President
<b>Approval Date</b>	19th December 2023
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Chris Riley Pro Vice-Chancellor (Global and Education Pathways)
<b>Responsible Manager</b>	Melissa Collins Policy and Project Manager, Office of the Provost
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