

PRE ENROLMENT ENGAGEMENT OF STUDENTS

STANDARD 5:- Younger Students

Purpose	This policy establishes the framework for managing the appropriate accommodation, support and welfare for International Students less than 18 years of age while they are enrolled at the Swann College. The College acknowledges its responsibilities to ensure that appropriate arrangements are in place for the accommodation, support and welfare of Underage International Students.
Scope	<ol style="list-style-type: none">1. All programs available to International Students studying on-campus.2. All International Students Under the age of 18 years until their 18th birthday/years of age.3. All Swann's staff materially involved with the management of International Students Under the age of 18 years
Policy full Information	<p>The College welcomes International Students aged Under 18 years of age who qualify for entry into the College's programs with the following conditions:</p> <ul style="list-style-type: none">• Under 18 International Students accepted for study at the campus will be advised to live in a Residential Student Premises except where it has been verified that there is a parent/guardian or suitable nominated relative present with whom the Student can reside. <p>The College recognises that Under 18 International Students have unique needs. In order to meet these needs and to satisfy the requirements of Standard 5 - Younger Students, of the 2007 Education Services for Overseas Students (ESOS) National Code, the Swann College has established an Under 18 International Student Care Framework to meet these needs. The Under 18 International Student Care Framework is managed by the Administrator and is approved by the RTO Manager</p> <ul style="list-style-type: none">• Principles Swann College seeks to put in place programs regarding the support and welfare of UNDER 18 International Students. Swann College upholds the requirements of the 2007 Education Services for Overseas Students (ESOS) National Code.• The UNDER 18 International Student Care Framework The UNDER 18 International Student Care Framework consists of a set of procedures established to ensure the welfare of UNDER 18 International Students through monitored accommodation and welfare arrangements and the offering of various Student support services. The College is responsible for the development, implementation and management of the Framework.

- **Authority to Act**

Parents/Guardians or suitable nominated relatives of UNDER 18 International Students Visa holders will automatically be acknowledged as having an Authority to Act in relation to all matters relating to the Student. The officer at Swann College will also be automatically acknowledged as having an Authority to Act in relation to all matters relating to the Student. Students' who wish to nominate an additional Authorised Representative to act on their behalf or revoke the automatic Authority to Act put in place when admitted to the program, must do so in accordance with the Student Authority to Act Procedure.

- **Monitored accommodation and welfare arrangements for UNDER 18 International Students**

This Policy offers UNDER 18 Students wishing to enrol at Swann with two options for accommodation and welfare:-

1. Residing Under the care of a parent/guardian or suitable nominated relative if the Student is enrolling at any of Swann's campuses.

UNDER 18 International Students will not be admitted to Swann unless they participate in of these options for accommodation and welfare.

UNDER 18 International Students are required to maintain participation in one of these options for accommodation and welfare until they turn 18th Birthday or exit Swann College

UNDER 18 International Students may seek approval to change their living arrangements by contacting Swann's Administration department. Approval to change will only be granted in accordance with the UNDER 18 International Student Care Framework and the National Code Standard 7 'Transfer between Providers' requirements.

- **Monitoring of UNDER 18 International Student Welfare**

The Administration officer is responsible for monitoring UNDER 18 International Student accommodation and welfare whilst Students are resident at any Residential dwelling.

- **Additional Support for UNDER 18 International Students**

In addition to the support provided to UNDER 18 International Students through monitored accommodation and welfare, UNDER 18 International Students are able to access all welfare and Students support programs available at Swann.

- **Complaints**

Complaints in relation to the UNDER 18 International Student Care Framework are to be made in accordance with the Student Complaint Management Procedure. Further information about lodging a Complaint can be found on the Student Complaints and Appeals Management System.

	<ul style="list-style-type: none"> • References Nil.
Policy Delegated Authority	CEO
Approved by and Responsibility Authority	CEO and RTO Manager
Approved Date:	XXXXX
Forms and Documents	
Definitions (if any)	
Under 18 Student	The prospective enrol student who is under age of 18 (not adult), S/he is the Under 18 student for the education provider.