



## **Enrolment of Minors Policy and Procedure**

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### Modification history

Date	Modification	Person/s responsible
8/01/2012	New policy	Toni Schammer & Dr Ian Whyte
27/6/2012	Change to definition of "domestic"	Gerald Lipman and Dr Ian Whyte
22/12/12	Change re minors on industry placement	Gerald Lipman and Dr Ian Whyte
18/12/13	Change in terminology from DIAC to DIBP	Dr Ian Whyte
07/01/2014	Change reference to Withdrawal Policy to now refer to Fee Help Refund and Non Fee Help Refund Policies - following 19/12/2013 recommendation by TEQSA	Gerald Lipman and Dr Ian Whyte
08/02/16	Minor role title changes	Dr George Brown
15/02/18	Change of terminology from Department of Immigration and Border Protection (DIBP) to Department of Home Affairs	Dr Ian Whyte

#### **Definitions**

"International Student" is defined as a person holding a student visa as determined in the ESOS Act 2000.

"Domestic Student" is defined as a person who is an Australian or New Zealand resident who does not hold a student visa. For the purpose of this policy a "Domestic Student" includes an International Student not on a student visa.

"Minor" is defined as any person under the age of 18 years.

"Study Period" is an academic or internship semester, usually 6 months in duration.

## Preamble

The purpose of this policy is to ensure that ICHM fully complies with the requirements of Standard 5 of the National Code of Practice 2007. This Policy sets out the policy and procedure for accepting any international or domestic student who are under the age of 18 years.

## Policy

Any person applying to study for any course offered by the International College of Hotel Management must be at least 18 years of age at the time of entry into the course of study or commencement date of the course applied for.

Exemptions from this policy will only be considered in exceptional circumstances, by the Principal.

The Principal will consider each application for acceptance from a minor on its merits taking into consideration:

- The recommendation of the ICHM marketing representative based on his/her personal interview and personal references
- The recommendation of the Education Agent (if applicable)
- The parents or guardian's permission having been granted
- The actual birth date of the minor and how long he/she will be on campus as a minor
- Whether or not the new student intake would otherwise be fully subscribed
- The staffing and resources available on campus and in the residence to ensure the minors safety, support and well being
- The minor who will not be cared for by a parent, will live at Regency International House, (supervised 24 hours a day, 7 days a week) until the minor turns 18 years of age.
- The minor agrees to abide by the "Agreement regarding the special conditions applying to students under 18 years of age" (attached).

By accepting an international student, the Principal of ICHM accepts to adhere to the *Protocols to Observe when Considering Enrolling Under 18s* under the *ESOS Act 2000*.

Where a person has met the exceptions to the policy, the Principal will accept responsibility for approving the person's accommodation, support & general welfare arrangements where the person is an international or a domestic student unaccompanied by a parent.

The person will be regularly monitored on their general welfare and course progress by the Principal until the person turns 18 or the enrolment is cancelled. A minor can be permitted to undertake an official Industry Placement however this will be under conditions imposed by the Principal.

To ensure duty of care all staff must be notified of any student under 18 years of age.

## Procedure

### ***Student enrolment***

#### *International Student*

Where an international student has met the exemptions to the policy, the Admissions staff will check with the student to find out if the student plans to package the student visa application with more than one Training Provider. The Admissions staff will send the international student a letter of offer and when this has been accepted and signed by both the international student and parent/s (or legal guardian), the Admissions staff will proceed with the enrolment.

Where an international student intends to package the visa with more than one course and with another provider, the Admissions staff will contact the provider of the first course to confirm the dates that they accept responsibility for the international students' accommodation, support and general welfare. The Admissions staff will negotiate with the other provider to ensure that no gaps exist. Once these dates have been determined the enrolling/admissions staff will then arrange for the Confirmation of Enrolment (COE) form/s to be created. The Admissions staff will also ensure they have on shore current contact details for the international student for the total period of the prior course.

ICHM will nominate the dates on the Department of Home Affairs pro forma letter that it will accept responsibility for the international student ensuring there are no gaps in the dates from the first provider in the approval of the students' accommodation, support and general welfare.

Where an international student is not packaging the visa with another provider, the Admissions staff will arrange for the Confirmation of Enrolment form/s to be created and will confirm the dates for approval of

the students' accommodation, support and general welfare on the Department of Home Affairs pro forma.

The Department of Home Affairs will be advised in writing of the nominated dates via the generation of the Department of Home Affairs pro forma on PRISMS.

The Confirmation of Enrolment forms & a copy of the Department of Home Affairs pro forma will be issued to the student for the student to apply for the student visa and a copy kept on the student file.

#### Domestic Student

Where a domestic student has met the exemptions of the policy, the Admissions staff will contact the student and parent/s to discuss the "Agreement regarding the special conditions applying to students under 18 years of age". After the parent/s and student have agreed to these arrangements the Admissions staff will proceed with the normal enrolment procedure.

#### **Accommodation at Regency International House & Welfare Arrangements**

Regency International House is the approved accommodation provider for ICHM as it provides a secure environment, 24 hour staff assistance and supervision and 3 meals a day.

The Principal (or delegated nominee) will counsel the student within the first three days of arrival at Regency International House on the conditions of enrolment and the student and the Principal (or delegated nominee) will both sign an agreement that states the student will agree to these conditions. Please see form attached "Agreement regarding special conditions applying to students under 18 years of age".

All staff, including ICHM lecturers, RIH staff, RIH Administration Manager, the Director, Academic & the Director, Student & Industry Engagement will monitor the general welfare of the student through day to day contact with the student and will alert the Principal of any significant concerns for the student's welfare and or compliance with the terms of the agreement.

All underage students upon arrival to RIH, will provide an English speaking person's contact details in the event of an emergency or where the student is absent from their room for a length of time, for no explained reason. The Manager, RIH will call the number within 24hrs to check the validity of the number and explain to the person the reason for the contact. The RIH Duty Officer will check the underage student is in their room by the 11pm curfew. If an underage student is not in their room by the 11pm curfew, the Duty Officer will manage by, talking to other students to ascertain their whereabouts, call the student's mobile phone, re-check the bedroom until 1am and if the student cannot be located, call the contact person to alert them. If the student is not located by 8am the following morning, the Manager RIH will mobilise a search that may include informing the police.

#### **The student enrolment is cancelled**

Where a students' enrolment is cancelled, suspended or terminated by either the domestic or international student or ICHM, the student will remain in the on campus accommodation or other approved accommodation until other arrangements are put into place. ICHM will ensure that the student has either been accepted by another provider or has confirmed arrangements to return to the parents care before relinquishing its responsibility for the student. The monitoring of the student will continue as per the "Agreement regarding special conditions applying to students under 18 years of age" until the student is no longer the responsibility of ICHM.

Where an international students' enrolment is cancelled or suspended or terminated by either the student or ICHM, ICHM will report the students' COE through PRISMS and will advise the Department of Home Affairs in writing using the Department of Home Affairs pro forma letter through PRISMS if ICHM no longer approves the arrangements for the student.

Staff processing a cancelled enrolment are advised to refer to the ICHM Fee Help Refund Policy or Non Fee Help refund Policy

#### **Changes to the Policy**

The Chief Executive and Principal must approve any change to this Enrolment of Minors Policy and Procedure.

***Agreement regarding special conditions applying to students under 18 years of age***

Students enrolling in the International College of Hotel Management (ICHM) who have not yet attained 18 years of age are subject to special conditions until they turn 18.

ICHM accepts responsibility for ensuring the safety, well-being and pastoral care for students who are not yet 18 years old.

Students under 18 must agree:

- 1) To live on the campus, in Regency International House, a supervised, gated facility, staffed 24 hours a day, during the school term.
- 2) Not stay off campus without the express written permission of the Principal. An application to stay overnight elsewhere may be granted upon application to the Principal explaining the purpose of the visit, specifying the expected duration, who will be accompanying the student and contact details.
- 3) Not be in possession of, nor consume, alcoholic beverages at any time.
- 4) Respect a curfew of 11:00pm.
- 5) Respect the Conduct provisions of the *ICHM Rules and Conditions*.
- 6) Follow all additional reasonable rules or conditions imposed from time to time to ensure the student's safety and well-being.
- 7) All underage students must fill in a reason for absence form when leaving RIH for any period of time, with the exception of activities on campus. They must pass by reception on their return to check back in.

*I, (student name) \_\_\_\_\_, have read and understand the above special conditions and agree to be bound by them until I turn 18 on \_\_\_\_\_.*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

*I (for ICHM) \_\_\_\_\_, have met with this student, have reviewed the special conditions listed above and am satisfied that they are well understood. I further acknowledge that procedures are in place to monitor this student during the currency of this agreement.*

\_\_\_\_\_  
*For ICHM*

\_\_\_\_\_  
*Date*

Student to be given a copy of this Agreement