



## Overseas Students Under 18 Policy and Procedure

### Policy Purpose

The purpose of this policy is:

- to ensure all Think: Colleges overseas students under the age of 18 have approval of appropriate accommodation and welfare services and that appropriate support services are in place.
- to meet the various compliance requirements imposed by legislation.

### Policy Scope

This policy applies to Think: Colleges' overseas students under the age of 18.

### Definitions

Refer to *Glossary of Terms*.

### Policy Content

This policy outlines the approval and monitoring of accommodation and welfare services and support services in place for overseas students under the age of 18.

### Procedure for Implementation

1. As part of the *Admissions and Enrolment Policy and Procedure*, Course and Careers Advisors will flag all students under the age of 18.
  2. The Admissions Division will confirm that the *Written Agreement* is signed by the student's parent(s) (or legal guardian) before processing any money received for the student.
  3. Students under the age of 18 are referred to Think: Student Services to confirm welfare services and appropriate accommodation. Welfare services will be covered until they turn 18 for either:
    - The entire length of the student's student visa if the student is only studying at Think: Colleges or
    - A period of time related to the student's studies at Think: Colleges if the student has a student visa to cover multiple courses at multiple providers or
    - Until the student's enrolment is suspended or cancelled by Think: Colleges
- And...
- The student provides a letter of offer to Think: Student Services confirming approval of accommodation and welfare arrangements will be covered by the other provider or
  - The student departs permanently from Australia or
  - Other suitable arrangements are made that satisfy the DIAC requirements or
  - Think: Colleges can no longer approve the arrangements for the student and this is reported to DIAC using the process in *Step 7 below*. (National Code 2007, Standard 5.3)
4. Think: Student Services will contact ISA to confirm welfare arrangements. Welfare services are to be provided by ISA according to the *ISA and Think: Education Group agreement*.
  5. Think: Student Services will work with the student, his/her parent(s) (or legal guardian), and homestay provider (if applicable) to confirm the student's accommodation arrangements. Accommodation should either be:
    - with a parent or relative approved by the student's parents (or legal guardian) or
    - with a home stay provider approved by Think: Education Group Academic Services Division

Work Placements Policy – Current as at October 2008

Think: Colleges Pty Ltd trading as: Australasian College of Natural Therapies, William Blue College of Hospitality & Tourism, APM College of Business & Communication, and Billy Blue College of Design CRICOS Provider No 00246M

APM Training Institute CRICOS Provider No 01897A

Billy Blue College Pty Ltd trading as Billy Blue College of English CRICOS Provider No 01440A



6. If the student will be staying in a homestay, the homestay provider will visit the prospective homestay accommodation and report back to Think: Colleges with their approval or any concerns they may have. Home stay providers recommended by Think: Colleges are to provide services according to the *Think Homestay Agreement*. All home stay providers must conduct Working With Children checks and comply with relevant legislation.
7. Think: Student Services will confirm the dates that Think: Colleges will accept responsibility for approving the student's accommodation, support and general welfare arrangements using the DIAC pro forma letter available through PRISMS and send this to DIAC (National Code, Standard 2007 5.1 a).
8. Home stay providers approved by Think: Education Group Academic Services Division will undertake all interviews of families and inspection of home stay accommodation to assess suitability prior to the student's arrival in Australia and 2-4 weeks before every study term. Home stay providers will report to Think: Student Services with approval of accommodation and/or any concerns. At any time throughout the student's stay, home stay providers will notify Think: Student Services if they no longer approve or have any concerns about the student's living arrangements. Home stay providers will also ensure that host families are subject to a "Working with Children check".
9. If the student changes his/her accommodation arrangements or if Think: Colleges no longer approves the arrangements, Think: Student Services will advise DIAC as soon as possible using the DIAC pro forma letter available through PRISMS (National Code 2007, Standard 5.1d).
10. The Head of College (or delegated nominee) will log into the ISA online student management system during the first week of every month to review the home stay and event log information for each of their students under the age of 18. The Head of College (or delegated nominee) will follow-up with ISA on any concerns they may have. The Head of College (or delegated nominee) will record in the student's Hermes record each date of review of ISA records and any notes of conversations with ISA.

#### Publication

These procedures are to be published for students on the Think: Colleges website and in the Student Handbook to ensure current and prospective students have up to date and accurate information publicly available to them.

<b>Responsibility</b>	Admissions Division, Think: Student Services
<b>Record Management</b>	Student file Hermes
<b>Reference</b>	Admissions and Enrolment Policy and Procedure Glossary of terms Think Under 18 Welfare Services Agreement Think Homestay Agreement
<b>Policy Developed By</b>	Compliance Manager
<b>Policy Endorsed By</b>	Academic Board
<b>Policy Approved By</b>	CEO
<b>Policy Complies with</b>	AQTF 2007 and National Code 2007
<b>Version Number</b>	1.0
<b>Revision Date</b>	Created August 2008

Work Placements Policy – Current as at October 2008

Think: Colleges Pty Ltd trading as: Australasian College of Natural Therapies, William Blue College of Hospitality & Tourism, APM College of Business & Communication, and Billy Blue College of Design CRICOS Provider No 00246M

APM Training Institute CRICOS Provider No 01897A

Billy Blue College Pty Ltd trading as Billy Blue College of English CRICOS Provider No 01440A