

PP07 YOUNGER STUDENT POLICY

PURPOSE

The purpose of this policy is outline Southern Cross Education Institute's position on the admission of potential students under the age of 18 years.

SCOPE

This policy applies to all staff of Southern Cross Education Institute who are involved in the admissions and enrolment of potential students.

DEFINITIONS

Potential student	Refers to a person applying for enrolment in a course of study
SCEI	Southern Cross Education Institute
NMGC	Southern Cross Education Institute t/a North Melbourne Grammar College
International student	A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations.
Student	Active, on-campus student with a current course of enrolment with Southern Cross Education Institute. Includes a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations

POLICY

INTERNATIONAL STUDENTS

- Southern Cross Education Institute does not accept international students into vocational courses, who are under the age of 18 years upon commencement of their course of study.
- Potential international students who want to enrol in a vocational course of study with SCEI must be aged 18 years or above at the time of commencement of their course of study.
- A potential international student who applies for admission to SCEI and will be under 18 years at the time of course commencement will be notified that their application has been unsuccessful by issuance of LET23 Offer Rejection Letter.
- SCEI will accept students under the age of 18 years into ELICOS courses ONLY where by the prospective student has received an offer from Southern Cross Education Institute t/a North Melbourne Grammar College for a Victorian Certificate of Education (Years 11 and 12) course and:
 - has a condition of completing an ELICOS course of study,
 - welfare arrangements are organised / monitored by the Principal of North Melbourne Grammar College and are governed by NMGC policies (please refer to VCEPP510 STUDENT WELFARE POLICY AND PROCEDURE and VCEPP503 STUDENT ACCOMMODATION, GUARDIANSHIP AND WELFARE ARRANGEMENTS)

LOCAL STUDENTS

- Any potential local students who want to enrol in a course of study with SCEI and is under the age of 18 years will require a parent/guardian to sign their application and enrolment forms.
- The application for VET Student Loan must be signed by both the student and a responsible parent of the student if the following apply:
 - the student is under 18 years of age;
 - the student has a responsible parent;
 - the student has not received youth allowance (within the meaning of the Social Security Act 1991) on the basis that the student is independent (within the meaning of Part 2.11 of that Act).

RELATED DOCUMENTS

- LET23 Offer Rejection Letter

LEGISLATIVE CONTEXT

- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018' Standard 5
- Education Services for Overseas Students Regulations 2001
- Education Services for Overseas Students Act 2000
- Standards for Registered Training Organisations (RTOs) 2015: Standard 5
- VET Student Loans Bill 2016: Section 17

RESPONSIBILITIES

Responsibility for implementation of the policy and procedure are:

- Chief Executive Officer
- Compliance Manager
- Training Coordinator
- Business Development Manager
- Business Development Officers
- Enrolment Officer
- Administration Team

Responsibility for monitoring the implementation and compliance of this policy and procedure are:

- Compliance Manager

Author	Compliance Manager
Approved by	Chief Executive Officer
Effective date	3 January 2018
Version	v5.2
Review date	January 2020