

# Admission of Students under 18 Procedure

## Section 1 - Purpose

(1) This Procedure specifies the requirements and actions that enable the admission of international and domestic applicants who are under 18 years of age prior to commencement of an approved preparatory, study abroad, undergraduate, or postgraduate course of study at the University.

### Scope

(2) This Procedure applies to:

- a. all commencing international applicants who wish to study in Australia on a student visa, but will not be 18 at the commencement of an English language (ELICOS), preparatory, study abroad, undergraduate, or postgraduate course of study;
- b. domestic students seeking enrolment and/or students enrolled in a unit or course offered by the University who will be or are under 18 at the date of commencement; and
- c. University staff involved in the process.

(3) Additional requirements are imposed regarding international underage students in accordance with the [Education Services for Overseas Students Act 2000](#).

(4) International students must have welfare arrangements in place to be granted a student visa if they will be under 18 years of age at the commencement of their course. The Australian [Department of Home Affairs](#) requires one of the following three (3) welfare options to be in place for the duration of study or until the international student turns 18, whichever happens first.

- a. live with a parent or legal custodian; or
- b. live with a suitable nominated relative; or
- c. live with a University approved homestay provider (see [Accommodation](#)).

## Section 2 - Policy

(5) Refer to the [Admission Policy](#).

## Section 3 - Procedures

### Responsibilities and Required Actions

(6) This Procedure requires actions by the following:

- a. applicants under the age of 18 and their parent or legal custodian;
- b. International Admissions Team;
- c. Student Administration; and

d. Student Wellbeing.

## **Applicants under the age of 18**

### **Domestic Students**

(7) Applicants under the age of 18 and their parent or legal custodian must have accepted a course offer and must complete and sign the Macquarie University Under 18 [Welfare Arrangement Form](#).

### **International Students**

(8) Applicants under the age of 18 and their parent or legal custodian must have accepted a course offer and must complete and sign the Macquarie University Under 18 [Welfare Arrangement Form](#).

(9) International applicants and their parent or legal custodian must submit the following documents to the Macquarie International Admissions Officer (see [UAC International Applicants](#)):

- a. Birth certificate; and
- b. Passport identification page; and
- c. Parent passport or National ID card with photo and signature, or Legal custodian document if applicable; and
- d. Proof of relationship to parent or the nominated relative if it is not evident in the previous listed documents; and
- e. Evidence of homestay placement confirmation and host family profile if international applicants choose to live with a University approved homestay provider.

### **International Admissions Officer**

(10) The International Admissions Officer will:

- a. process the acceptance of offer and ensure that all documents are signed and accepted by the international applicants and their parent or legal custodian;
- b. confirm and update the Parent/Guardian Contact details in the student management systems and [Department of Education](#) PRISMS system;
- c. create welfare details in PRISMS if international applicants choose to live with a University approved homestay provider (see [Accommodation](#)), including confirming the type of stay, and nominated welfare start and end dates;
- d. prepare and send the Confirmation of Appropriate Accommodation and Welfare (CAAW) letter, completed [Welfare Arrangement Form](#), homestay placement confirmation or host family profile and other documents to Student Administration for review and approval; and
- e. issue the Confirmation of Enrolment letter and approved CAAW letter if applicable to the international applicant.

### **Student Administration / Student Wellbeing**

(11) Student Administration / Student Wellbeing are responsible for:

- a. approving Homestay Provider Companies to provide homestay arrangements for students and monitoring standards of accommodation and welfare of host family placements;
- b. checking the suitability of the welfare arrangement shown on the [Welfare Arrangement Form](#);
- c. for international students, approving the CAAW letter prepared by the International Admissions Officer;
- d. assigning a U18 Student Administration Officer and providing all information regarding welfare and scheduled meetings to the student including that the student's CAAW may be cancelled if the student does not meet their welfare responsibilities; and

e. for international students, reporting through PRISMS any changes to the approved welfare arrangements.

## Section 4 - Guidelines

(12) Nil.

## Section 5 - Definitions

(13) Definitions specific to this Procedure are contained in the [Admission Policy](#).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	23rd September 2021
<b>Review Date</b>	23rd September 2024
<b>Approval Authority</b>	Deputy Vice-Chancellor (Academic)
<b>Approval Date</b>	23rd September 2021
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
<b>Responsible Officer</b>	Leanne Piggott Pro Vice-Chancellor (Dean of Students)
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