

YOUNGER STUDENT POLICY

Approving authority	Academic Board
Purpose	To ensure that applicants/other parties are aware of the minimum age required for admission to an OIHE course.
Responsible Officer	Academic Dean
Next scheduled review	June 2021
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	Admissions Policy and Procedure Younger Student Procedure

1. PRINCIPLES

The ESOS National Code of Practice 2018 is a set of nationally consistent standards that governs the protection of overseas students and delivery of courses to those students by providers registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Part D (Standard 5) of the code clarifies the requirements as they apply to students who are under the age of 18 while in Australia.

2. SCOPE

The policy applies to all applicants for admission who are under the age of 18.

3. DEFINITIONS

Younger student

A student who is under the age of 18.

4. POLICY

- 4.1 The Admissions Policy states that student must be 18 years of age prior to commencement of courses with the Ozford Institute of Higher Education (“the Institute”).
- 4.2 Applicants who are under the age of 18 at course commencement date will not be considered for enrolment and will be advised accordingly.
- 4.3 Applicants who are under the age of 18 at application time but will reach the age of 18 at course commencement date will be considered if the enrolment application is supported by the student and their parent/guardian.

5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HES Threshold Standards the policy will be;

- 5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).
- 5.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

6. FEEDBACK

Feedback or comments on this policy is welcomed by the listed Responsible officers of the Institute.

7. ACKNOWLEDGEMENTS

This policy was initially developed with reference to the following institution’s policy:
 Ozford College, Younger Student Policy, December 2013

8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	March 2016	Initial issue	AB
2.0	June 2018	Internal review	AB
Related legislation/ regulation/standard	ESOS National Code 2018 Standard 5		