YOUNGER STUDENT PROCEDURE

Approving authority	Executive Management Team
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

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 procedure 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 at the time of commencement

4. PROCEDURE

4.1 Applicants are required to provide their date and year of birth on the Enrolment Application form.
4.2 The Admissions Department will assess all applicants' eligibility prior to issuance of Letters of Offer to the eligible applicants.
4.3 Applicants who have not met the age requirements will be advised accordingly.

5. QUALITY ASSURANCE

To ensure that this procedure is fit for purpose and meet the requirements of the HES Threshold Standards the procedure will be:
5.1 internally approved by the Executive Management Team on development or review
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 procedure is welcomed by the listed Responsible officers of the Institute.

7. VERSION CONTROL

Version	Date approved	Description	Approved by
2.0	June 2018	Initial issue	EMT
Related legislation/ regulation/standard	ESOS National Code 2018		