



CRICOS-POL-005 — Younger Overseas Students (Under 18) Policy

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1. Purpose

This policy establishes how Australian Leading Institute of Technology ALIT 45156 ensures the safety, welfare, and appropriate supervision of overseas students who are under 18 years of age at the time of enrolment, in accordance with National Code 2018 Standard 5 and our duty of care obligations.

2. Scope

This policy applies to all overseas students who are under 18 years of age when they commence their course with ALIT 45156, and to the parents, legal guardians, and welfare guardians of those students.

3. Admission of students under 18

ALIT 45156 may enrol overseas students under 18 years of age. Before doing so, we must be satisfied that:

- Appropriate accommodation and welfare arrangements are in place for the duration of the student's enrolment
- A parent, legal guardian, or approved welfare guardian will be responsible for the student's welfare in Australia
- The arrangements are documented and verified before the CoE is issued

ALIT 45156 does not issue a CoE to a student under 18 until welfare and accommodation arrangements are confirmed.

4. Approved accommodation arrangements

For students under 18, accommodation must be arranged through one of the following:

- Living with a parent or legal guardian
- Living with a relative approved by the student's parents or legal guardians (documented in writing)
- Living in accommodation arranged by ALIT 45156 (where we have approved the arrangement and conduct regular checks)
- Living in a homestay arranged through a reputable homestay provider approved by ALIT 45156

ALIT 45156 does not allow students under 18 to live independently without a parent, legal guardian, or approved welfare arrangement in place.

5. Welfare guardianship

Where a student under 18 is not living with a parent or legal guardian, a welfare guardian must be appointed. The welfare guardian:

- Is a person aged 25 or over
- Is not the student's education agent or an employee of the agent
- Has been approved in writing by the student's parents or legal guardians
- Has agreed in writing to be responsible for the student's welfare in Australia
- Is known to ALIT 45156 and has been assessed as suitable

The welfare guardian's contact details are recorded in PRISMS and in the student's file. The welfare guardian is contactable at all times during the student's enrolment.

6. Written agreement for students under 18

The written agreement for a student under 18 must be signed by:

- The student's parent or legal guardian (in addition to the student, where the student is of sufficient age and maturity)
- The welfare guardian (where applicable)

The written agreement must include:

- Details of the approved accommodation arrangement



- Details of the welfare guardian (where applicable)
- Our obligations in relation to the student's welfare
- The process for notifying parents or guardians of welfare concerns
- Emergency contact procedures

7. Monitoring and welfare checks

Student Services conducts enhanced welfare monitoring for all students under 18:

- Weekly welfare check-in for the first 4 weeks of enrolment
- Fortnightly welfare check-in for the remainder of the first semester
- Monthly welfare check-in thereafter (minimum)
- Immediate welfare check if the student is absent without explanation for more than 2 consecutive days

Welfare check-ins are documented in the student's welfare file. Any concerns are escalated to the CRICOS Manager and, where appropriate, communicated to the parent or legal guardian.

8. Notification of parents and guardians

ALIT 45156 contacts the student's parent or legal guardian when:

- A welfare concern is identified that may affect the student's safety or wellbeing
- The student is absent without explanation for more than 3 consecutive days
- A critical incident involving the student occurs
- The student's attendance or academic progress falls below the required standard
- There is a change in the student's accommodation or welfare arrangements

We respect the student's privacy and do not share information beyond what is necessary for their welfare. For students who are approaching 18, we are mindful of the transition to adult privacy rights.

9. Accommodation changes

Where a student under 18 wishes to change their accommodation arrangement, the new arrangement must be approved by:

- The student's parent or legal guardian (in writing)
- ALIT 45156 (the CRICOS Manager must be satisfied the new arrangement meets the requirements of this policy)

Any changes are updated in PRISMS and in the student's file within 2 business days of the change taking effect.

10. Complaints and concerns

Students under 18 and their parents or guardians may raise concerns about welfare arrangements, accommodation, or any other matter through our complaints and appeals process (GOV-POL-003) or by contacting:

- The CRICOS Manager directly
- Student Services
- The Overseas Student Ombudsman: oso.gov.au | 1300 362 072

11. Related documents

- CRICOS-POL-001 Overseas Student Enrolment Policy
- CRICOS-POL-002 Overseas Student Welfare Policy
- CRICOS-POL-006 Critical Incident Policy
- CRICOS-REG-001 PRISMS Data Management Register
- CRICOS-REG-002 Critical Incident Register
- GOV-POL-003 Complaints & Appeals Policy