



BUSINESS LEADERSHIP INSTITUTE
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Under 18 P&P

Procedure

BLI has developed this policy and procedure to manage UNDER 18 students care arrangements for both International and Domestic students during their enrolment until they turn 18 years of age as required.

ESOS Act 2000 & National Code 2018, Under 18 international students coming to Australia to study must have appropriate accommodation, support and general welfare arrangements in place to be able to obtain a student visa and arrangements must continue to be in place while the students are studying in Australia.

- 1.1** BLI staff, when enrolling Under 18 students must sight the proof of identity of the parent or legal guardian at the time of enrolment.
- 1.2** Any under 18 application, must be approved by the CEO.
- 1.3** Parent or legal guardian will be living with the student during the study period.
- 1.4** Parent or legal guardian must contact the Australian Embassy in their country for further information.
- 1.5** Documents to be supplied:
 - Certified copies of parents' passports or Driver's license for residents (photo and signature should be visible).
 - Letter signed by parents to take responsibility (for accommodation and welfare) until applicant turns 18 or until end of student's stay in Australia.
 - Application and enrolment agreement signed by parent or legal guardian.
- 1.6** The nominated care provider must accompany the student on the orientation day in order to complete the necessary forms and must sign the Guardian Declaration Form.

1.7 Support and ongoing monitoring

Student Officer contacts students on a regular basis and obtains their feedback during interview on their accommodation and welfare arrangements.

1.8 Changes made to the enrolments

If the student's enrolment is extended due to suspension or course progress issues and the student is still under 18 years of age during this extension, then BLI- will continue to approve and monitor the accommodation and welfare arrangements only if they are international students, as such domestic student are excluded from this arrangement.

If the student's enrolment is cancelled, suspended or terminated, then BLI- will continue to approve and monitor the suitability of arrangements only if they are international students, as such domestic student are excluded from this arrangement and until:

- The responsibility is accepted by another registered provider;
- The student leaves Australia;
- Other suitable arrangements are made that satisfy the migration regulations;
- BLI- reports to HOME AFFAIRS through PRISMS that it no longer approves it.

1.9 When a student is missing

When a student is missing, BLI will activate its Incident Policy and inform the parents or legal guardians and inform the NSW Police.

1.10 Breach of visa condition for International students

BLI will report the non-approval of accommodation and welfare arrangements to Home Affairs through Prisms as a breach of student visa condition when:

- Student refuses to maintain the care arrangements approved by BLI;
- Student is living in an arrangement not approved by BLI;