

Online University English Entry Course Student Under 18 Policy

1. Purpose

This Policy details the principles for the management and support provided by the UNSW College (the College) for students who are under eighteen (18) years of age whilst studying the Online University English Entry Course (OUEEC).

2. Scope

This policy applies to:

- (a) all prospective OUEEC students who are under the age of eighteen (18) years of age at the time of application;
- (b) all parents of prospective OUEEC students and current OUEEC students who are under the age of eighteen (18) years of age;
- (c) all College staff involved in the promotion, recruitment, admission, delivery, management or administration of the OUEEC and its students.

3. Policy Statement

The College is committed to ensuring that students under the age of 18 years have appropriate support while studying the OUEEC.

4. UNSW College Responsibilities

The College will:

- (a) provide OUEEC students under the age of 18 years with:
 - i. Access to personal wellbeing support;
 - ii. Access to academic advice; and
- (b) ensure the student's application for admission is signed by a parent or legal guardian;

5. Student Responsibilities

Students are expected to:

- (a) attend Orientation Sessions;
- (b) regularly check and respond to any communications from the College during their studies;
- (c) keep the College informed of their current contact details and those of their parents or legal guardians.

6. Monitoring and supervision

- (a) Under 18 Students are encouraged to discuss any concerns they may have about their academic progress with their teacher in the first instance, or by [booking a free](#)



[and confidential appointment](#) with an Academic Adviser.

- (b) Under 18 students are encouraged to discuss any personal issues affecting their wellbeing with a Student Wellbeing Adviser. Students can [book a free and confidential appointment here](#).
- (c) The College will arrange a wellbeing check-in with U18 students during their first 2 weeks of OUUEEC.

7. Roles, responsibilities and delegations

Role	Responsibility
Executive Director, Students	Implementation, dissemination and review
Manager, Student Support	Day-to-day implementation
Governance and Policy Lead	Administration (including coordination of review with stakeholders) and publication
Student Support Advisers	Day-to-day provision of welfare and wellbeing support, and key contact point for students under 18

8. Definitions

Definitions and Acronyms	
Enrolled	A status where a student has already accepted the College conditions of enrolment and paid the required amount to secure their place in the OUUEEC;
OUUEEC / Online University English Entry Course	The Online University English Entry Course, a UNSW College Program that builds academic and English language skills with all content, communication and distribution of learning resources delivered electronically.
Prospective Student	A person who intends to become or has taken any steps towards enrolling in the OUUEEC.

9. Policy Governance

OUUEEC Under 18 Policy	
Category/Business Group	Student Experience
Published Externally (Yes/No)	Yes
Approver	Academic Board
Responsible Officer	Executive Director, Students



Contact Officer	Head of Student Experience
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Revision History

Version	Approved by	Approval date	Effective date	Sections modified
1	Academic Board	25 July 2024	25 July 2024	N/A

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