



Underage Students Enrolment Procedure

V1.6 August 2025

Underage Students' Enrolment Procedure

Pre-arrival:

A students under 18 years of age applies to study at La Trobe College Australia (LTCA).

La Trobe College Australia's Admissions Office sends a cover email to agent/student together with "Nomination of Carer and Accommodation form" as well as the Information sheet.

Students under the age of 18 studying at the Melbourne Campus must nominate a Carer before an offer letter can be issued.

The parents of the student must select a Carer using the attached Carer Nomination form. They can choose either:

1. La Trobe College Australia; or
2. A close relative, guardian or parent of the student who lives in Melbourne.

If La Trobe College Australia is chosen as the Carer, the student will be placed in a homestay arranged by the [Australia Homestay Network \(AHN\)](#)

La Trobe College Australia will only issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter if the student has nominated LTCA as their Carer, has applied for homestay placement with AHN and has booked airport pick-up in Melbourne.

Students under the age of 18 studying at the Sydney Campus must submit a Guardianship form before an offer can be issued.

The parents of the student must read and fill in the form, ensuring all sections are completed correctly.

La Trobe College Australia will only issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter if the student's nominated guardian (in Australia) is arranged through [Auzzie Families Homestay Care](#)

Once La Trobe College Australia's Admissions Office receives the student's chosen option on welfare arrangements, the relevant process is followed by the Admissions staff:

Nomination of Carer and Accommodation Form - Option 1: La Trobe College Australia as the Carer

- Send offer letter (which includes the Carer's fees, fee & Airport Pickup fee) created and sent to agent with:
 1. Acknowledgement of Responsibilities of Carer and Student form

In the covering email, the agent is requested to send the following if the student wishes to accept:

1. Offer Acceptance/s
 2. Proof of Payment
 3. Confirmation from AHN about Homestay arrangement (Melbourne Campus), Auzzie Families (Sydney Campus)
 4. Signed Acknowledgement of Responsibilities of Carer and Student form
- eCOE is issued by Admissions Office.
 - College Director (Melbourne Campus), Campus Director (Sydney Campus) or delegate signs the CAAW form.
 - Update Parents/ Guardian details under Addresses & Emergency on Navigate.
 - eCOE, CAAW, and cover welcome letter are sent to the agent by the Admissions Office.
 - Student is advised to arrive within 7 days of commencement of course.

- Student Services sends a Welcome letter, enrolment details and a map of the campus with first day at LTCA details to the student.
- AHN informs Student Services of homestay details.
- Agent or student sends flight details to Student Services or AHN. These details are sent to TOGOTO together with homestay details.
- Student Services inspects each home and interviews the homestay provider.
- TOGOTO goes to the airport to pick up the student. Non-arrivals are reported immediately to Student Services.
- Student Services checks with homestay, agent or emergency contact for whereabouts of student.
- Admissions updates all information about the U18 student on the student information system (Navigate), including the student's emergency contact details and any disability disclosed.

Nomination of Carer and Accommodation Form - Option 2: Living with Parents, Relative*, or Guardian

- Offer letter (which includes the one off Carer's fee created and sent to the agent with:
 1. Acknowledgement of Responsibilities of Carer form.

In the covering email, the agent is advised to obtain Guardianship form from the Department of Home Affairs in order to apply for the student visa. The agent is requested to send the following if the student wishes to accept:

 1. Offer Acceptance
 2. Proof of Payment
 3. Passport copy
 4. Signed Acknowledgement of Responsibilities of Carer and Student form
- When these documents are received the Admissions Officer does the following:
 - Issues eCOE
 - Updates Guardian details under Addresses & Emergency on Navigate

*An approved 'relative' must be a person who is one of the following: brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece, nephew, step-grandparent, step-aunt, step-uncle, step-niece or step-nephew over the age of 21.

Post-arrival

1. Admissions sends a list of arriving U18 students to Student Services.
2. Student arrives at LTCA for orientation and is advised to meet with the Student Counsellor within 5 days.
3. The student's details are added to the U18 Student Information spreadsheet, which include:
 - Student's full name
 - Date of Birth
 - Student's ID number
 - Phone numbers
 - E-mail address
 - Carer's name
 - Homestay name and address
 - Emergency contact details in Melbourne

- Teacher's name
 - Class details
 - Homestay inspection dates and follow-up
 - Student survey about homestay
 - Student Counsellor meetings
4. In Week 1 a list of new U18 students is sent to the Student Counsellor/Student and Academic Services Coordinator, along with their details.
 5. Student Services contact the student to make an appointment to see the Student Counsellor (Melbourne Campus), Student and Academic Services Coordinator (Sydney Campus). The student makes an appointment at reception or by email. A meeting is then held with the student at a mutually convenient time to introduce the Student Counsellor/Student and Academic Services Coordinator and to discuss the responsibilities of the student and the College while the underage student is studying at La Trobe College Australia until the student turns 18 years of age.
 6. At the first meeting a summary of the conditions agreed to by the student and their parents is discussed. At this meeting the Student Counsellor reiterates to the student the importance of attending the fortnightly meetings. The Student Counsellor/Student and Academic Services Coordinator discusses the following matters with the student:
 - Academic progress
 - Accommodation
 - Attendance
 - Finance
 - Health
 - Wellbeing
 - Any general concerns
 7. The Student Counsellor updates the master spreadsheet for U18 students and adds comments.
 8. Once a fortnight U18 students meet with the Student Counsellor/Student and Academic Services Coordinator.
 9. At the end of each ELICOS term (Melbourne Campus only) and twice every trimester, a Student and Academic Services Officer sends a progress transcript to the agent and/or sponsor; to be forwarded to the parent or guardian.
 10. When students turn 18, Student Services celebrate their birthday. Rules and responsibilities of being an adult in the State of Victoria are explained. Local students turning 18 intermingle and lead the group discussions.

| | | |
|-----------------------------|--|----------------------------------|
| Procedure Title | Underage Students' Enrolment Procedure | |
| Procedure Owners | Manager, Student Services, Admissions Manager | |
| Key Stakeholders | Parents, Legal Guardians, Agents, Students | |
| Approval Body | LTM Executive Committee | Date approved 12 January 2012 |
| | LTM Executive Committee | 7 November 2013 |
| | LTM Executive Committee | 16 December 2015 |
| | LTM Executive Committee | 2 August 2017 |
| | LTCA Senior Management Team | 5 March 2020 |
| | LTCA Senior Management Team | 7 October 2022 |
| | LTCA Senior Management Team | 14 October 2024 |
| Relevant Legislation | Education Services for Overseas Students Act 2000 (ESOS Act), the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code 2018) | |

| | | |
|-------------------------------|--|---|
| Related Policies | Student Support Services Policy Care of International Students Under the Age of 18 Policy Procedure for Placing Students in Homestay | |
| Related Guidelines | | |
| File information | File number [File Number] | Version number V1.2 September 2013 V1.3 December 2015 |
| Date Effective | 12/01/2012 | Next Review Date August 2019 |
| Additions/ updates | | |
| 1.2 | 05/08/2019 | Tasks performed by Student Services added. |
| 1.3 | 5/03/2020 | Updated process structure to account for agent dissemination of documents |
| 1.4 | 7 October 2022 | Updated sentence structures and updated references to Navigate |
| 1.5 | 14 October 2024 | Refined sentences to align with on the ground process followed by SAS Team |
| 1.6 | 28 August 2025 | Updated procedure to include the following "to be forwarded to the parent or guardian"; following a review conducted by an external expert. |