

## **SCHEDULE A: STUDENTS UNDER-18 – INFORMATION FOR PARENTS AND GUARDIANS** (incorporating the *CONSENT FORM FOR APPLICANTS WHO WILL BE UNDER THE AGE OF 18 ON COMMENCEMENT OF THEIR COURSE*)

### **INTRODUCTION**

1. The University assesses an applicant's suitability for study based upon their academic ability and potential to succeed. We do not consider age when assessing academic suitability for a programme and recognise that underage applicants can be academically qualified for a programme of study at Deakin.
2. However, the University does have a duty of care to ensure that parents/legal guardians and underage applicants understand and are aware of some important elements of what it means to be studying at university as an underage student.

It is a requirement of enrolment that the parent or guardian of any student who is under the age of 18 years confirms their acceptance of the arrangements set out in this document, by signing and returning the *Deakin University Consent Form for Applicants who will be under the age of 18 on Commencement of their Course* (Appendix 1).

### **THE UNIVERSITY ENVIRONMENT**

3. The University is an adult environment; students are expected to act as adults and to assume adult level of responsibility. Students are expected to have the necessary skills to study and live independently alongside people from a wide variety of ages and backgrounds.

Enrolments are offered on the understanding that the University treats all its students as independent, mature individuals and students who are under the age of 18 years will be treated in the same way.

4. Parents/guardians are encouraged to read our [Parents' Guide to Tertiary Studies](#) for an explanation of the differences between studying at school and University. A few key points particularly relevant for under 18s are:
  - a. All students are expected to be independent, self-directed learners.
  - b. We don't take rolls or monitor attendance at classes.
  - c. It's up to the student to know when and where their classes and other learning activities are being held and to get there on time.
  - d. There are no "bells" or set lunchtimes.
  - e. Students are not given homework tasks but are expected to prepare for and follow up on class activities themselves.
  - f. Students won't get reminders about deadlines, for example when assignments are due.
  - g. Personal and academic support is available and encouraged but it is up to the student to make use of these opportunities.
  - h. Classes and seminars are sometimes held outside normal business hours.
  - i. Adult content may be included in course material.

### **PARENTAL RESPONSIBILITY**

5. The University is not able to take on the usual rights, responsibilities and authority that parents have in relation to a child, and it will not act in the place of parents in relation to students who are under the age of 18 years.

## UNIVERSITY SUPPORT FOR STUDENTS UNDER 18

6. The University recognises that underage students may have an additional need for support and require the appropriate involvement of their parent/legal guardian. Support for underage students is as follows:
  - a. Relevant staff will be informed of commencing students under 17 years of age and a staff member will be assigned as the key contact point between the University the student and their parents/guardian and to put in place a mutually agreed communication strategy.
  - a. The age and maturity of the student will impact on the level of support needed. As a minimum for students under 17 years of age the assigned staff member:
    - i. will meet or communicate directly with the student weekly for the first four weeks of Trimester and every four weeks thereafter to check on the student's successful transition to University life and study
    - ii. be available to respond to queries from the student and their parents/guardian within the limits of Privacy requirements.
  - b. The University will facilitate access to University support services including Medical, Counselling, Academic Skills, Research Skills and Information Literacy once it has been made aware of any particular needs of students under 17 years of age.
  - c. The support that is provided to students under 17 years of age will be provided until the student is satisfactorily acclimatised to university life after consultation with the student and the parent/guardian or once the student reaches the age of 17.
  - d. Students aged 17 will be treated as independent, mature individuals. Students who are aged 17 will not be provided with additional support, service or welfare monitoring unless specifically requested by the parent/guardian or student and agreed to by the University.

## PRIVACY AND COMMUNICATION

7. Regardless of age parents and guardians do not have "as of right" access to written or verbal information relating to the underage student's academic progress or other related matters. To ensure that the University can meet its duty of care to the underage student, the *Consent Form for Applicants who will be under the age of 18 on commencement of their course* requires both the underage student and their parent/guardian to consent to the release of personal information about the student.
8. The University will therefore be enabled to communicate with the parent/guardian in any circumstances where the personal affairs of the student need to be discussed or addressed.

## EMERGENCY CONTACT

9. Emergency contact details must be provided for students under the age of 18 years and such students and/or their parents are required to supply this information prior to their arrival at the University.

## HEALTH

10. In rare instances, consent for emergency medical treatment may be required before parents or guardians can be contacted. The University therefore requires parents to give their consent that, in the case of such an emergency, a senior member of the University has parental permission to act on medical advice and do what is in the best interests of the child. By signing the *Consent Form for Applicants who will be under the age of 18 on commencement of their course*, the student's parents or guardians indicate their consent to act in this way.

## **CONTRACTS/LIABILITY FOR DEBTS OWED TO THE UNIVERSITY**

11. The University requires parents or guardians to act as guarantors and to honour all obligations under any contracts with the University that the student enters into prior to his or her 18th birthday. By signing the *Consent Form for Applicants who will be under the age of 18 on commencement of their course*, the parent agrees to this. Failure to pay debts due to the University could result in studies being suspended.

## **STUDENT ACCOMMODATION**

12. Students aged under 17 are not offered places in University accommodation. Students who are between 17 and 18 may be offered University accommodation, normally self-contained ensuite accommodation but this cannot be guaranteed. Parents should recognise that residential accommodation offered by the University is generally intended for the use of adults and that, save in exceptional circumstances (e.g. relating to health issues or disability), special arrangements cannot be made.

## **FIELD TRIPS, PLACEMENTS, EXCURSIONS**

13. Courses may involve compulsory or optional field trips, excursions or other periods of study away from the University. The University is not able to take any additional responsibility for a student who is under the age of 18 years in relation to such activities. Unless indicated otherwise, by signing the *Consent Form for Applicants who will be under the age of 18 on commencement of their course*, the parent/guardian gives consent for the student to take part in these activities on that basis. However, regardless of parental consent the University may still determine that some activities are not suitable for underage students to attend.
14. Students under the age of 17 will not be permitted to attend any overnight activity unless accompanied by a parent or guardian.

## **ALCOHOL**

15. Alcohol is available for purchase or supplied at some University organised events, including at the University residences. Underage consumption of alcohol is illegal and it is not permissible to supply underage students on the campus or at University events with alcohol. The University will take reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under the University's control but cannot undertake to supervise any individual student. Students **must** be made aware that illegal consumption of alcohol on the campus or at University events may be considered a disciplinary offence.

## **CONFRONTING COURSE MATERIAL**

16. University studies can include confronting course material and adult content that is available on-line, in University libraries and as part of general teaching resources. Students have access to the internet via University portals and while the University has strict policies about access to inappropriate material and does apply some filters students generally have open access to the Internet and are expected to self-manage. Accordingly, students – including underage students – who do not wish to be exposed to material that may include explicit sexual, political, religious, and racial references need to consider these factors before enrolling.

## **DEAKIN UNIVERSITY STUDENT ASSOCIATION OR STUDENT CLUBS AND STUDENT SOCIETIES**

17. The Deakin University Student Association (DUSA) is an incorporated Association, independent of the University that provides student services and activities including on and off-campus social events.

18. DUSA provides (either directly or via Student Clubs and Societies) a range of social and recreational activities suitable to a diverse student population, including students under 18. However not all events and activities are suitable and therefore under 18's may not be permitted to attend or participate in some activities.
19. DUSA and Student Clubs and Societies will require parental consent for students under the age of 17 to participate in off-campus activities and like the University will not accept students under the age of 17 to attend any overnight activity unless accompanied by a parent or guardian.

**APPENDIX 1: CONSENT FORM FOR APPLICANTS WHO WILL BE UNDER THE AGE OF 18 ON  
COMMENCEMENT OF THEIR COURSE**

**Name of Applicant:** .....

**Applicant's VTAC ID:** .....

**Deakin Student ID:** .....

**Applicant's date of birth:** .....

**PART 1: PARENT DECLARATION**

If the applicant named above takes up a place of study at Deakin University in <insert year>, I the undersigned parent or guardian:

1. Have read and understood the information provided by Deakin University about young people under the age of 18 studying at the University.
2. Understand that the University shall not have parental responsibility and shall not be liable for any acts or omissions by the student. I agree that I shall remain primarily responsible for the student's personal supervision and welfare. For this purpose, I understand that I must consider whether there is a need to provide any continuing personal supervision.
3. Understand that I shall be responsible for ensuring that the student adheres to the University's policies, rules and regulations. In particular, I will advise the student that they may not buy alcohol or enter licensed premises.
4. Understand that the University does not accommodate students 16 years of age (or under), with or without accompaniment, in university accommodation, although the University may provide advice if required on private sector options.
5. Understand that students who are between 17 and 18 may be offered University accommodation, normally self-contained ensuite accommodation but this cannot be guaranteed. As the parent I should recognise that residential accommodation offered by the University is generally intended for the use of adults and that, save in exceptional circumstances (e.g. relating to health issues or disability), special arrangements cannot be made.
6. Agree to act as guarantor for any fees incurred by the student together with any other sums owed to the University until the student reaches 18 years of age. On the student attaining the age of 18, this guarantee shall cease to have effect for any future debts.
7. Consent to the student undertaking the programme of study and participating in such University arranged or facilitated compulsory and optional course related off-campus activities as the University shall determine.
8. Acknowledge that a student 16 years and under will not be permitted to attend any University, Student Association or Student Club/Society overnight activity unless accompanied by a parent or guardian.

9. Understand that the University shall not determine the suitability or monitor or supervise the student's attendance and participation in on and off-campus extra-curricular activities including those activities organised and conducted by the Student Association and Student Clubs and Societies. This is the responsibility of the student in consultation with the parent/guardian.
10. Agree that, the University may authorise emergency medical treatment acting on medical advice in the best interests of the student if it is not possible to contact a parent or legal guardian.
11. Accept that unless the student co-signs this declaration the University's obligation of confidentiality is owed to the student and to nobody else. Accordingly, the University shall not divulge confidential information, for example about a student's academic progress, to a parent or anyone else without the consent of the student.
12. Understand that this Declaration shall remain in force until the student's eighteenth birthday

**SIGNATURE OF PARENT OR LEGAL GUARDIAN**

**Signature:** .....

**Name (please print):** .....

**Relationship to the applicant:** .....

**Date:** .....

**PART 2: STUDENT DECLARATION**

I, *(name of student)* consent to the University releasing personal information to the following nominated person or persons where that information has a bearing on my academic progress or health, safety and welfare.

**Nominated Person(s):**

.....

**Name of Student:**

.....

**Relationship of nominated person to student:**

.....

**Student Signature:**

.....

**Date:** .....

Please now return the completed Form to:

**Academic Registrar and Executive Director**  
**Division of Student Administration**  
**221 Burwood Hwy**  
**Burwood Victoria 3125**  
[dsa-admissions@deakin.edu.au](mailto:dsa-admissions@deakin.edu.au)