

UNDERAGE STUDENT (DLI) GUIDELINE

Section 1 - Preamble

- (1) This Guideline is effective from 1st of December 2025.

Section 2 - Purpose

- (2) This Guideline guides and informs the successful transition, learning and support of domestic students under 18 years of age (underage students).

Section 3 - Scope

- (3) This Guideline applies to all students (domestic) seeking enrolment and/or students enrolled at a course offered by DLI who will be under the age of 18 years at commencement.
- (4) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly-convened Policy and Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s) concerned and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All policy and procedure will be subject to a full review at the end of the two-year establishment phase.

Section 4 - Policy & Procedure

- (5) This Guideline is pursuant to the Child Safety Policy and Child Safety Procedure.

Section 5 - Guideline

Enrolment and Admission

- (6) DLI welcomes applications from candidates over 17 years of age. All applications are considered in accordance with the Admissions Policy. Parental or legal guardian consent is required for admission and enrolment of students under 21.
- (7) DLI reserves the right to request documentation to verify the legal guardianship of any underage applicant.

Adult Learning Environment

- (8) DLI offers an adult learning environment and treats students as mature, independent individuals. All students, including underage students, are expected to behave in an appropriate mature manner and abide by DLI policies.
- (9) DLI is not able to take on the usual rights and responsibilities and authority that parents/guardians have in relation to a child and it will not act in the place of parents/guardians in relation to students who are under the age of 21 years.

University Support for Younger Students

- (10) DLI provides the following supports for younger students under the age of 18 years.
- a. The Rector will be advised of students who are under 18 years of age at the commencement of each trimester.
 - b. Relevant staff will be informed of commencing students under 18 years of age. A staff member will be assigned as the key contact point between the University and that student and put in place an underage student support plan.
 - c. The assigned staff member will contact the relevant Module lead/s to advise them of the underage student, support available and relevant staff contact.
 - d. The age and maturity of the student will impact on the level of support needed. For students under 18 years of age the assigned staff member:
 - i. will ensure that regular meetings or communication is in place with individual students 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/legal guardian within the limits of Privacy requirements.
- (11) A comprehensive range of support services are available for all students to access at DLI as outlined in the Support for Students (DLI) Policy.

Student Protection and Wellbeing

- (12) If any staff member is concerned about the wellbeing of an underage student, they must raise these concerns with the Rector and/or Chief Operating Officer to investigate an appropriate intervention. This may include assisting the student to access appropriate student support services.
- (13) If a staff member, associate or student reasonably believes that an underage student has suffered or is at risk of child abuse, they must report their concerns in accordance with the Child Safety Policy and Child Safety Procedure.
- (14) In cases of a medical emergency (for example, where emergency medical treatment is required for an underage student), action may need to be taken in the best interests of the student before parents/guardians can be contacted. In such cases, parents/guardians are deemed (by virtue of having signed a Consent Form for applicants who will be under the age of 18 years on commencement of their course) to permit a senior member of the University (acting in accordance with medical advice, as appropriate) to do whatever is necessary in the student's best interest.
- (15) Emergency contact details must be provided by students under 18 years of age and students or parents/guardians are required to supply this information prior to their arrival at DLI.

Contracts

- (16) The normal relationship between DLI and the student has contractual elements. Where contracts are required the parent/guardian is required to act as guarantor and honour all obligations under any contract with DLI that the student enters into prior to their 21st birthday.

Alcohol

- (17) The possession, sale, distribution or consumption of alcohol on the DLI campus is strictly prohibited as outlined in the Student Code of Conduct.

Confronting Course Materials

- (18) University studies can include confronting course material and adult content that is available online, in the DLI library and as part of general teaching resources. Students have access to the internet via DLI portals and while DLI has strict policies about access of inappropriate material and does apply some filters, students generally have open access to the internet and are expected to self manage. Accordingly, students – including younger students under the age of 18 years – who do not wish to be exposed to material that may include explicit sexual, political, religious and racial references need to consider these factors prior to enrolling.

Privacy

- (19) It is DLI's usual policy to communicate with students and not parents or guardians. This approach will also apply to younger students under the age of 18 years unless consented by the student or if there is an imminent risk to the safety and wellbeing of the student.

Off Campus Activities

- (20) As part of their programs of study, students may be required (or offered) the opportunity to attend field trips, excursions or other off-site activities. DLI is not able to make any special arrangements for underage students in this regard.
- (21) Parent/guardian consent, by signing a Consent Form is required for students under 18 years on commencement of their course to take part in these activities.

Section 6 - Definitions

- (22) For the purpose of these Guidelines:
- Staff:** members of the Academic or Professional staff, Executive or Honoraries appointed by DLI
 - Domestic student:** means (i) a person enrolled or enrolling in a course or unit in the University who is an Indonesian citizen;
 - Underage Student:** a person enrolled or enrolling in a course at the University who is or will be under 18 years of age on commencement of their course which includes any pre teaching orientation or other activity.

ASSOCIATED DOCUMENTS

- (23) These associated documents are available on the [DLI Policy page](#).

POLICY DETAIL	
Name of policy	Underage Student Guideline (DLI)
Approved by	Yayasan Governing Board
Approval date	17th September 2025
Date of effect	17th September 2025
Version	V1.0
Date of review	The standard is five years from effective date, although can be reviewed more frequently if required. New policies are to be reviewed within 12 months to confirm effectiveness.

DLI Approval	Yayasan Governing Board 17 th September 2025
Deakin University Approval	Vice-Chancellor Professor Iain Martin 16 th September 2025
Lancaster University Approval	Lancaster University Sarah Randall-Paley 12 th September 2025
Responsible Executive	Chief Operating Officer
Implementation Officer	Chief Operating Officer or nominee
Policy/procedure superseded	Younger Student interim policy
Summary	This Guideline guides and informs the successful transition, learning and support of domestic students under 18 years of age (underage students).
Key words for online searching	Younger Students, Underage
Category	Administrative, University governance
Target audience	Students, staff, associates