TRINITY COLLEGE | FOUNDATION STUDIES
THE UNIVERSITY OF MELBOURNE

Trinity College Pathways School

Curfew Safety Policy

Overview

Trinity College is an affiliated College of the University of Melbourne.

The Pathways School consists of the Trinity College Foundation Studies program, the Trinity College Academic English Program and the Young Leaders program and other short programs and conferences.

The College reserves the right to review and make changes to this Policy from time to time.

Scope

This Policy covers all students studying in the Trinity College

Pathways School.

Definitions

Curfew – A regulation requiring people to remain indoors between specified hours.
ESOS – Education Services for Overseas Students
HA – Department of Home Affairs a central policy agency including immigration and border-related functions, multicultural affairs, federal law enforcement, and emergency management.
TCAEP – Trinity College Academic English Program
TCFS – Trinity College Foundation Studies

Background

In accordance with the ESOS Act, the Pathways School is required to monitor the living arrangements of all our under 18 students, unless the student is cared for by a parent or legal guardian approved by the Department of Home Affairs (HA).

In line with our Accommodation Service Standards and policy rationale, under 18 students living in pre-approved accommodation are required to comply with daily curfew checks.

Pre-approved Accommodation
Student Procedure

- A copy of the preapproved accommodation curfew information will be sent to you and/or your agent prior to arrival.

- You will be given a copy of the Curfew Safety Flow Chart and Under 18 Accommodation Curfew Safety Policy when you check in at your accommodation.
- Your accommodation provider will explain the curfew procedures to you when you check in, and it is your responsibility to ask questions if you are unclear about any of the curfew procedures.
- You are required to sign the curfew roll by 10pm each night at the designated location within your accommodation supervised by their staff.
- Unless specified otherwise by your accommodation provider, you are required to bring a form of photo ID when signing the curfew roll;
- You only sign your own curfew roll. If you have someone else sign on your behalf, you will be sent a curfew breach warning.
- If you miss your curfew check you must email Student Wellbeing (wellbeing@trinity.unimelb.edu.au) the before 10am the following day to explain the circumstances.
- You should remain in your accommodation after signing in. You will be sent a curfew breach without a valid signature.
- If you need to return to your accommodation later than the curfew time or stay overnight at a different location, you need to seek permission from the Student Wellbeing Office. A consent letter from your parent(s) or legal guardian including all alternative accommodation details must be emailed to Student Wellbeing for your request to be considered. (Refer to 'Preapproved Accommodation - Under 18 Curfew Rules and Exemption Requirement').
- **Important note: The Student Wellbeing Office requires notice before 3pm on working days of any curfew exemption request. Any request received after the 3pm deadline and over the weekend/ public holiday will not be approved and you should remain in your accommodation.
- You are required to remain in your accommodation after you have signed the curfew roll. If you are found to be absent at, or after, the curfew time without Student Wellbeing's prior approval, you are in breach of this policy.
- Please see Table 1 for penalties that will apply if you breach curfew.

Homestay Accommodation
Student Procedure

- Students are required to check in with their homestay host prior by 10pm every night or as agreed time by your host.
- If you need to return to your homestay later than the curfew time or stay overnight at a different location you need to seek permission from the Student Wellbeing Office. A consent letter from your parent(s) or legal guardian including all alternative accommodation details must be emailed to Student Wellbeing for your request to be considered. (Refer to 'Homestay Accommodation - TCPS Under 18 Curfew Rules and Exemption Requirement').
- **Important note: The Student Wellbeing Office requires notice before 3pm on working days of any curfew exemption request. Any request received after the

3pm deadline and over the weekend/ public holiday will not be approved and you should remain in your accommodation.

- If Wellbeing do not receive written consent from your parent(s) or legal guardian, you should return to your homestay by the curfew time, as normal.
- If you are reported absent after the homestay curfew time this is considered a breach of curfew policy and the penalties outlined in Table 1 apply.

Curfew Penalties

If you are in breach of this Policy, your enrolment may be terminated.
You may be asked to return home and re-enrol after you turn 18 years of age.

Curfew Breaches	**Action**
First Curfew Breach without an explanation	• First Curfew Breach warning notice (copy to parents and education agent) • Conversation with Student Wellbeing staff
Second Curfew Breach without an explanation	• Second Curfew Breach warning notice (copy to parents and education agent) • Meeting with Student Wellbeing Manager • Curfew Condition Agreement
Final Curfew Breach	• Meeting with the Associate Dean Student Services • Final warning – enrolment status affected (copy to parents and education agent)
Forging signature / having someone else sign curfew roll / leaving the building after curfew sign in	• First offence - First warning • Second offence - Meeting with Student Wellbeing Manager • Final warning – Meeting with Associate Dean Student Services
Curfew Exemptions • Students with parental/ legal guardian consent (approval 48 hours prior / 3 pm on business day). ** • Valid student response before 10am the following day. • Valid explanation from student such as illness and supported by a medical certificate, emergency / compassionate situation, notification from counselling.	

It is important to check your Trinity College email regularly. All emails sent are deemed delivered.

Trinity College Pathways School Curfew Safety Policy	
CRICOS Code	00709G
ABN	39 485 211 746
Date of current revision	January 2019
Topic	Curfew
Review date	January 2021
Business owner	Student Support Services
Authorising body	Trinity College Pathways School (TCPS) Executive
Audience	Public – Students, parents
Related legislation and government departments	Department of Education and Training (Cth) Department of Home Affairs (Cth) Education Services for Overseas Students Act 2000 (ESOS Act) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) Overseas Students Ombudsman
Related documents	TCPS Student Code of Conduct
Notes	Students are bound by all applicable federal and state legislation.
Published	Website / portal
Change History	11/06/2019 Updated references to Student Welfare to Student Wellbeing. Updated student wellbeing email address.