



Under 18 Years of Age Accommodation and Welfare Arrangements

Policy

In order to issue a Student Visa in compliance with the ESOS Act (2000) and Department of Immigration and Citizenship (DIAC), all international students who will be under 18 years of age upon entering Australia to study must have appropriate accommodation, support and general welfare arrangements in place for the duration of their course or until they turn 18 years of age.

Guidelines

1.0 Choice of Living Arrangements

1.1 If a student will be under 18 years of age at the time of entering Australia to study, the student must complete SMF 5 Under 18 Care Arrangements Form choosing one of the following options:

- Option 1: Live in Australia with a parent or legal guardian; or
- Option 2: Live in Australia with a relative over 21 years of age nominated by the student's parent or legal custodian.

A relative can be one of the following:

- brother or sister
- step-brother or step-sister
- step-parent
- grandparent
- step-grandparent
- aunt or uncle
- step-aunt or step-uncle
- niece or nephew
- step-niece or step-nephew

or

- Option 3: Agree to care arrangements for accommodation, support and general welfare that have been approved by Carrick Institute of Education;

- 1.2 Applicants who choose Option 1 or Option 2 must complete SMF 5 Under 18 Care Arrangements Form with full contact details of guardian (in case of emergency).
- 1.3 Applicants who choose Option 3 must complete SMF 5 Under 18 Care Arrangements Form and will be asked for further information as the form is processed.
- 1.4 All forms and agreements must be signed by a parent or legal guardian.
 - 1.4.1 Agents are to sight proof of parent or legal guardian signature.

2.0 Applying for Carrick-approved Accommodation and Welfare Services (Option 3)

- 2.1 Carrick will organize a Carrick-approved carer service to act as the student's carer in Australia.
- 2.2 A students who chooses Option 3, must stay with the Carrick-approved care giver until they turn 18 years of age.
- 2.3 The student will stay in Carrick-approved homestay accommodation.
 - 2.3.1 For additional guidelines on Homestay, please refer to SMP 21 Student Homestay Arrangement policy.
 - 2.3.2 The student must complete SMF 8 Homestay Pickup and Application Form.
 - 2.3.2.1 Airport pickup is compulsory for students who select Option 3.
 - 2.3.3 Payment of 2 weeks board must be made in advance with the homestay placement fee.
 - 2.3.3.1 The placement fee is non-refundable after the homestay profile has been issued.
 - 2.3.4 The student may be required to sign a homestay provider agreement and should be aware of the agreement's terms and conditions.
- 2.4 All forms and agreements must be signed by a parent or legal guardian.
 - 2.4.1 Agents are to sight proof of parent or legal guardian signature.

3.0 Processing applications for Carrick approved Accommodation and Welfare Arrangements

- 3.1 Admissions Officer ensures appropriate documents have been submitted and Enrolment Agreements are signed by student and parent/legal guardian.
- 3.2 Admissions Officer forwards SMF 5 Under 18 Care Arrangements Form, Homestay Pickup and Application Form (SMF 8 Sydney or SMF 9 Melbourne) to Student Services Department.
- 3.3 The Student Services Department approves the accommodation and welfare arrangements and forwards the file to the Admissions Department to issue a CoE and Confirmation of Appropriate Accommodation and Welfare (CAAW) letter for inclusion in the student's visa application.
 - 3.3.1 The Admissions Officer creates and signs the CAAW letter.
 - 3.3.2 The CoE and signed CAAW letter are distributed to the corresponding agent and a copy kept in the student's file.
- 3.4 Carrick Institute of Education will accept responsibility for the accommodation, support and general welfare arrangements of the under 18 student for a maximum of 7 days prior to the commencement of study and a maximum of 7 days after the CoE. Where the student turns 18 prior to the completion of the course, PRISMS will automatically do the calculation.
- 3.5 If the student is applying for a packaged visa with multiple providers Carrick may accept responsibility for the care arrangements for a longer period than specified in point 3.4. Contact will be made with the other providers involved to negotiate responsibility timelines.

4.0 Changing Arrangements: Moving from Option 3 to Option 1 or Option 2

- 4.1 Any changes to Carer arrangements must be approved by the Student Services Department.
- 4.2 A new SMF 5 Under 18 Care Arrangements Form must be completed, signed by a parent or legal custodian and submitted to the Student Services Department.
- 4.3 Once new arrangements have been approved, the Student Services Department will notify the Admissions Department and update Wise.NET.
- 4.4 The Admissions Department will update PRISMS and send a signed copy of the CAAW letter to the Student Services Department.
- 4.5 If Carrick Institute of Education does not approve changes to accommodation or welfare arrangements, the Student Services Department will advise the Compliance Department to notify DIAC via PRISMS as soon as practicable after the change.

5.0 Changes to Enrolment

- 5.1 If the student's enrolment is suspended or cancelled then Carrick Institute of Education will maintain the responsibility for monitoring the students arrangements until:
- a. the student is accepted by another registered provider and that registered provider takes over responsibility for approving the student's accommodation, support and general welfare arrangements;
 - b. the student leaves Australia;
 - c. other suitable arrangements are made that satisfy Migration Regulations;
 - d. the Institute reports the student to DIAC for changing living arrangements that the Institute no longer approves of through PRISMS; or
 - e. the student turns 18 years of age.
- 5.2 Where the student's course duration is affected, a new CoE will be created.
- 5.3 Where the student cancels their enrolment with Carrick, the CoE will be cancelled.
- 5.4 Please refer to SMP 35 Student Deferral Suspension and Cancellation policy for further information.

6.0 Carrick Monitoring of Under 18 Years of Age Students

- 6.1 The Student Services Department is responsible for assisting the student to adjust to studying at the Institute and life in Australia.
- 6.2 A Student Services Officer will initially meet with the student on a fortnightly basis to offer support to the student and will extend this timeframe to monthly meetings, dependant on the wellbeing of the student.
- 6.3 Any issues with the Carer or Homestay provider must be brought to the attention of the Student Services Department who will act upon the information within seven days of receiving notice of the issue.

7.0 Monitoring Carrick approved Accommodation and Welfare Services

- 7.1 Carrick requires all approved accommodation and welfare services to sign an agreement outlining the required minimum performance standards, this includes that the provider will be subject to review.

7.2 The Student Services Department uses the following forms to compile feedback and review accommodation and welfare services:

- AF 15 Student Services Department - Student Feedback Form
- SMF 26 Student Homestay Feedback Form
- SMF 27 Under 18 Student Care Giver Feedback Form
- SMF 28 Homestay Performance Review Checklist
- SMF 29 Care Giver Performance Review Checklist
- SMF 38 Homestay and Under 18 Monitoring Checklist

Related Policies

SMP 21 Student Homestay Arrangements

SMP 41 Monitoring Care Giver and Homestay Providers

SMP 46 Under 18 Guardianship Arrangements FAQs

SMP 47 Under 18 Internal Processing Procedure

Related Forms

SMF 5 Under 18 Care Arrangements

SMF 8 Homestay Pickup and Application Form

AF 15 Student Services Department - Student Feedback Form

SMF 26 Student Homestay Feedback Form

SMF 27 Under 18 Student Care Giver Feedback Form

SMF 28 Homestay Performance Review Checklist

SMF 29 Care Giver Performance Review Checklist

Policy Location

P: Drive