



## 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 Accommodation and Welfare 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 DIAC-approved relative over 21 years of age nominated by the student's parent or legal custodian. (Please refer to the DIAC website for further information: [www.immi.gov.au](http://www.immi.gov.au))

A DIAC-approved 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: Live in Australia with a relative or family friend nominated by the student's parent/legal guardian and agree to support and general welfare arrangements approved by Carrick; or
- Option 4: Agree to care arrangements for accommodation, support and general welfare that have been approved by Carrick.

- 1.2 Applicants who choose Option 1 or Option 2 must complete SMF 5 Under 18 Accommodation and Welfare Arrangements Form with full contact details of the person who is responsible for the student's welfare (in case of emergency).
- 1.3 Applicants who choose either Option 3 or Option 4 will have welfare arrangements in place seven days prior to their orientation date.
  - 1.3.1 Carrick will accept responsibility for the accommodation, support and general welfare arrangements of the under 18 student for a maximum of seven days prior to the commencement of study and a maximum of seven days after the course end-date of the CoE.
  - 1.3.2 Where the student turns 18 prior to the completion of the course, Carrick will no longer be responsible for the student's welfare arrangements.
  - 1.3.3 If the student is applying for a packaged visa with multiple providers Carrick will coordinate with the other providers to ensure appropriate welfare arrangements are in place.
- 1.4 All forms and agreements must be signed by a parent or legal guardian.
  - 1.4.1 The agent must sight proof of parent or legal guardian signature.

## **2.0 Applying to live in Australia in parent/legal guardian nominated accommodation and with a Carrick-Approved Welfare Provider (Option 3)**

- 2.1 Carrick will organize a Carrick-Approved Welfare Provider to provide general support and welfare services.
- 2.2 A student who chooses Option 3 must stay in the parent/legal guardian nominated accommodation and under the Carrick-Approved Welfare Service Provider's care for the duration of their course or until they turn 18 years of age.
- 2.3 The nominated accommodation provider must:
  - be 21 years old or older;
  - be an Australian citizen or hold a permanent resident visa or hold a valid visa which entitles them to stay in Australia for the duration of the student's course or until the student reaches the age of 18;
  - have a police check;
  - agree to monitoring of the living arrangements; and
  - agree to be interviewed by Carrick staff and the Carrick-Approved Welfare provider.

- 2.4 Carrick will visit the nominated accommodation and interview the nominated relative/family friend to approve the living arrangements. (Please refer to SMF 39 Living Arrangements Checklist for further information).
- 2.5 The Carrick-Approved Welfare Provider will visit the home monthly to monitor the living arrangements and will log monthly reports for Carrick to access.
- 2.6 The student must complete Section E of the SMF 5 Under 18 Accommodation and Welfare Arrangements Form.
- 2.7 Carrick-Approved Welfare Provider fees must be paid in advance for the total duration of the required welfare period.
- 2.8 The parent/legal guardian may be required to sign an agreement with the Carrick-Approved Welfare provider.
- 2.9 All forms and agreements must be signed by a parent or legal guardian.
  - 2.9.1 The agent must sight proof of parent or legal guardian signature.

### **3.0 Applying for Carrick-approved Accommodation and Welfare Services (Option 4)**

- 3.1 Carrick will organize a Carrick-Approved Accommodation and Welfare Service Provider to provide general support and welfare services for the student for the duration of their course or until they turn 18 years of age.
- 3.2 A student who chooses Option 4 must stay under the Carrick-Approved Accommodation and Welfare Service Provider's care for the duration of their course or until they turn 18 years of age.
- 3.3 The student will stay in Carrick-approved homestay accommodation.
  - 3.3.1 For additional guidelines on homestay, please refer to SMP 21 Homestay and Airport Pickup Arrangements policy.
  - 3.3.2 The student must complete SMF 5 Under 18 Accommodation and Welfare Arrangements Form.
    - 3.3.2.1 Airport pickup (Section G of the form) is compulsory for students who select Option 4.
  - 3.3.3 Accommodation and welfare fees and airport pickup fee must be paid in advance.
    - 3.3.3.1 The homestay placement fee is non-refundable after the homestay profile has been issued.
  - 3.3.4 The parent/legal guardian may be required to sign agreements with the Carrick-Approved Accommodation and Welfare providers.

- 3.4 All forms and agreements must be signed by a parent or legal guardian.
  - 3.4.1 The agent must sight proof of parent or legal guardian signature.

#### **4.0 Changing Arrangements: Moving from Option 3 or Option 4 to Option 1 or Option 2**

- 4.1 Any changes to accommodation and welfare arrangements must be approved by the Student Services Department.
- 4.2 A new SMF 5 Under 18 Accommodation and Welfare Arrangements Form must be completed, signed by the parent/legal custodian and submitted to the Student Services Department.
- 4.3 If the change is to move from Option 3 or 4 to Option 2, the parent/legal guardian must complete a DIAC form 157N Nomination of a Student Guardian. (Please refer to the DIAC website for further information: [www.immi.gov.au](http://www.immi.gov.au) )
- 4.4 If the change is to move from Option 3 or 4 to Option 1, the student must contact the Student Services Department.
- 4.5 The Student Services Department will advise the Compliance Department of any changes to accommodation or welfare arrangements
  - 4.5.1 The Compliance Department will 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 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. Carrick reports to DIAC via PRISMS that Carrick no longer approves the accommodation and welfare arrangements; 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 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 Carrick 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 needs of the student.
- 6.3 Any issues with the accommodation and/or welfare provider must be brought to the attention of the Student Services Department who will act upon the information no later than seven days after receiving notice of the issue.

## **7.0 Monitoring Carrick-Approved Accommodation and Welfare Services**

- 7.1 Carrick requires all approved accommodation and welfare providers to sign an agreement which outlines the required minimum performance standards.
- 7.2 The Student Services Department requests a copy of the Accommodation Provider's homestay selection criteria and orientation process.
- 7.3 Where the student is staying in parent/legal guardian-nominated accommodation, the Student Services Department completes an initial check of the accommodation arrangements.
- 7.4 The Student Services Department meets with providers once every six months.
- 7.5 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 Caregiver Feedback Form
  - SMF 28 Homestay Performance Review Checklist
  - SMF 29 Caregiver Performance Review Checklist
  - SMF 39 Living Arrangements Checklist

### **Related Policies**

SMP 21 Homestay and Airport Pickup Arrangements  
SMP 35 Deferral Suspension and Cancellation  
SMP 47 Under 18 Internal Processing Procedure

### **Related Forms**

SMF 5 Under 18 Accommodation and Welfare Arrangements Form  
AF 15 Student Services Department - Student Feedback Form  
SMF 26 Student Homestay Feedback Form  
SMF 27 Under 18 Student Caregiver Feedback Form  
SMF 28 Homestay Performance Review Checklist  
SMF 29 Caregiver Performance Review Checklist  
SMF 39 Living Arrangements Checklist

### **Policy Locations**

P: Drive  
Website