



Version	Approved by	Approval date	Effective date	Next review date
1.0	Deputy Vice-Chancellor Education	26 October 2016	26 October 2016	October 2019
Procedure Statement				
Purpose	This procedure specifies support and general welfare arrangements for international students under 18 years of age.			
Scope	This procedure applies to all international students under 18 years of age studying at UNSW, and to staff and volunteers of UNSW who are working with these students.			
Are Local Documents on this subject permitted?	<input checked="" type="checkbox"/> Yes, subject to any areas specifically restricted within this Procedure			<input type="checkbox"/> No
Procedure Processes and Actions				

1. UNSW’s obligations under the ESOS National Code 2007

The *Education Services for Overseas Students Act 2000 - National Code 2007* (the National Code) contains standards required of registered providers in providing courses to overseas students. Standard 5 of Part D of the National Code relates to a registered provider’s obligations to students under the age of 18.

Under the National Code, UNSW is required to have in place documented procedures for ensuring the welfare, support and accommodation arrangements for these students. Where UNSW assumes responsibility for a student’s welfare, the student must provide the Confirmation of Appropriate Accommodation and Welfare (CAAW) letter and Confirmation of Enrolment to the Department of Immigration and Border Protection (DIBP) with their visa application.

2. Welfare arrangement options

2.1. Residing with a student guardian

The student may reside in Australia with a parent, legal custodian or a nominated suitable relative. This arrangement must be approved by DIBP.

In these cases, Standard 5 does not apply and UNSW does not need to complete a CAAW letter. The student is required to complete the [accommodation and welfare notification form](#) before they accept their offer, and they will be eligible to enrol in the UNSW Care Program.

2.2. UNSW Care Arrangement

The student may apply for UNSW to take responsibility for their welfare arrangements.

UNSW will issue a CAAW letter (fees apply) and take responsibility for the student’s accommodation, support and general welfare, under the following conditions:

- a) The student is under 18 years of age and over 16 years of age by the first day of their commencing semester.
- b) The student resides in UNSW approved accommodation and remains on the premises between 10pm and 6am unless approval has been provided to stay away overnight.
- c) The student notifies UNSW of arrival details into Sydney.
- d) The student attends the Under 18’s Arrival Essentials Workshop and the International Student Briefing Day.
- e) The student meets at least once a fortnight with their assigned International Student Advisor.

- f) The International Student Advisor monitors the student's wellbeing, accommodation arrangements and academic progress during these meetings. The International Student Advisor is the first point of call for any problems or concerns the student may have.
- g) The student will not vary their enrolment at UNSW without seeking prior approval from their assigned International Student Advisor.
- h) The student will not change their accommodation and welfare arrangements without seeking prior approval from their assigned International Student Advisor.
- i) The student will not stay away overnight from the approved accommodation address without written approval from an International Student Advisor. If the student is staying away for more than two nights, written approval is required from both a parent or legal guardian and the assigned International Student Advisor at least 24 hours in advance. Students are not permitted to stay away overnight from the approved accommodation from Sunday night to Thursday nights during semester.
- j) The student will not engage in any illegal activity, or breach any University policy or procedures or any accommodation procedures or guidelines.
- k) The Care Arrangement fees (CAAW fee plus the Care Program fee) are paid to UNSW.

Student Life and Learning are responsible for approving, monitoring and reporting on care arrangements on behalf of UNSW.

2.3. Confirmation of Appropriate Accommodation and Welfare (CAAW)

CAAW letters are issued by Student Services and Systems. The CAAW letter will detail the start and end dates of UNSW's responsibility for the welfare of the student.

The period nominated by UNSW will be 14 days before the start of the award program until seven days after the end of the award program, or until the student turns 18.

For a student who is lodging an application onshore, UNSW will nominate a commencement date that either starts the day after the student's current visa expires, or begins before or on the date the student lodges their new student visa application.

3. Compulsory reporting to DIBP

Student Life and Learning must report to DIBP students who fail to comply with the requirements of their visa. Reporting to DIBP is through the PRISMS system.

3.1. Changes to accommodation and welfare arrangements

Student Life and Learning will report to DIBP any changes to the living arrangements, including the type of accommodation, even if these arrangements have been approved. Student Life and Learning will also report to DIBP where UNSW no longer approves of the arrangements for the student.

Student Life and Learning will only report that UNSW can no longer approve the arrangements for the student once all other attempts to assist the student to maintain appropriate arrangements have been exhausted. By notifying DIBP using the 'Non-Approval of Appropriate Accommodation/Welfare Arrangements' letter, UNSW is reporting a breach of student visa condition 8532. This report may result in cancellation of the student's visa. This reporting mechanism will be used when a student is refusing to maintain the care arrangement which UNSW has approved.

4. Monitoring of care arrangements for students whose enrolment is terminated suspended or cancelled

When a student's enrolment is terminated, suspended or cancelled, Student Life and Learning will continue to check the suitability of care arrangements until:

- a) the student is accepted by another registered provider who has taken 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 the Migration regulations, or
- d) events have occurred that make it impossible for UNSW to continue to approve the arrangements for the student.

5. Approval of gap care arrangements

Student Life and Learning can approve arrangements for students to cover the gap between ELICOS or secondary school and a tertiary course or changes of tertiary courses.

If the student is planning to return to their home country during the transition period, Student Services and Systems may still issue a CAAW letter to cover the period (agreed with the student and his/her family) the student will be abroad.

Once UNSW has approved care arrangements, the student must maintain those arrangements. If the student fails to adhere to the arrangements, Student Life and Learning will notify DIBP that UNSW is no longer able to approve the student's welfare. This will be a breach of the student's visa and the student's visa may be cancelled.

6. Roles & Responsibilities

Student Life and Learning is responsible for implementation of this procedure and the provision of support and advice.

Further information can be found at:

- Department of Immigration and Border Protection: Education Providers Roles and Responsibilities http://www.immi.gov.au/business-services/education-providers/roles_responsibilities.htm
- Australian Government: Australian Education International <https://aei.gov.au/Pages/default.aspx>

Accountabilities	
Responsible Officer	Deputy Vice-Chancellor Education
Contact Officer	Director, Student Life and Learning
Supporting Information	
Legislative Compliance	This Procedure supports the University's compliance with the following legislation: <i>Education Services for Overseas Students Act 2000</i> (Cth) - National Code 2007 <i>Migration Act 1958</i> (Cth) - Student visa conditions 8532, 8534 and 8535. Migration Regulations 1994.
Parent Document (Policy)	Nil
Supporting Documents	UNSW International Student Under 18 Care Arrangement Form - https://student.unsw.edu.au/visa18 U18 UniLodge Form
Related Documents	UNSW International Student Transfer between Registered Providers and PRISMS Reporting Procedure UNSW Admissions Policy
Superseded Documents	Nil
File Number	2016/30285
Definitions and Acronyms	
CAAW	Confirmation of Appropriate Accommodation and Welfare
DIBP	Department of Immigration and Border Protection
ELICOS	English Language Intensive Courses for Overseas Students
PRISMS	Provider Registration and International Student Management System
Student	In this document a reference to a student means an international student under 18 years of age.

Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	Deputy Vice-Chancellor Education	26 October 2016	26 October 2016	26 October 2016