



Version	Approved by	Approval date	Effective date	Next review date
1.2	Director of Governance	21 January 2020	21 January 2020	October 2019
Procedure Statement				
Purpose	This procedure specifies support and general welfare arrangements for UNSW 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. It does not apply to UNSW Global students.			
Are Local Documents on this subject permitted?	<input checked="" type="checkbox"/> Yes, however Local Documents must be consistent with this University-wide Document			<input type="checkbox"/> No
Procedure Processes and Actions				

1. UNSW's obligations under the Education Services for Overseas Students (ESOS) Act National Code 2018

The *ESOS Act 2000 - National Code of Practice for Providers of Education and Training for Overseas Students 2018* (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. This includes meeting Commonwealth, state or territory legal requirements relating to child welfare and protection and giving younger overseas students important age and culturally appropriate safety information, including what to do and who to contact in an emergency, and how to report any incident or allegation of sexual, physical or other abuse. 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 Home Affairs (DHA) 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 DHA.

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.

The student will be sent a letter by UNSW International Student Experience Unit inviting them to attend the Under 18s Induction Day, Healthy Relationship Workshops and be provided with information on what to do and who to contact in an emergency, and how to report any incident or allegation of sexual, physical or other abuse.

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:

- The student is under 18 years of age and over 16 years of age by the first day of their commencing semester.
- 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 Induction Day, Healthy Relationships Workshops and the International Student Welcome 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) Students can only stay away overnight on Friday and Saturday with a parent/ legal guardian, grandparent or sibling over the age of 18. The student will require written approval from an International Student Advisor to stay away overnight from the approved accommodation address. Students are not permitted to stay away overnight from the approved accommodation from Sunday night to Thursday night 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.

International Student Experience Unit are responsible for approving, monitoring and reporting on care arrangements on behalf of UNSW. [Information about the requirements for under 18 approved accommodation providers](https://student.unsw.edu.au/accommodation-provider-requirements) and a list of the current UNSW approved accommodation providers is available on the following webpage <https://student.unsw.edu.au/accommodation-provider-requirements>.

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.

3. Compulsory reporting to DHA

International Student Experience Unit must report to DHA students who fail to comply with the requirements of their visa. Reporting to DHA is through the PRISMS system.

3.1. Changes to accommodation and welfare arrangements

International Student Experience Unit will report to DHA any changes to the living arrangements, including the type of accommodation, even if these arrangements have been approved. International Student Experience Unit will also report to DHA where UNSW no longer approves of the arrangements for the student.

International Student Experience Unit 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 DHA 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 or if the student fails to adhere to the conditions of the CAAW, International Student Experience Unit will continue to monitor the students 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 DHA regulations, or
- d) events have occurred that make it impossible for UNSW to continue to approve the arrangements for the student.

International Student Experience Unit will notify DHA 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.

5. Gap care arrangements

The CAAW issued to an under 18 student takes effect 14 days before the commencement of the semester. UNSW does not accept responsibility for an under 18 student's accommodation and welfare arrangements before the commencement date on the CAAW.

6. Roles & Responsibilities

International Student Experience Unit is responsible for implementation of this Procedure and the provision of support and advice.

Further information can be found at:

- [Department of Home Affairs](#) Education Providers Roles and Responsibilities
- [Australian Government: Australian Education International](#)

Accountabilities	
Responsible Officer	Deputy Vice-Chancellor Academic
Contact Officer	Head International Student Experience Unit
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 2018 <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 Application Form - https://student.unsw.edu.au/visa18 Student Critical Incident Procedure
Related Documents	Admissions Policy International Student Transfer between Registered Providers and PRISMS Reporting Procedure
Superseded Documents	International Students Under the Age of 18 years – Welfare, Support & Accommodation Arrangements Procedure, v1.1
File Number	2016/30285
Definitions and Acronyms	
CAAW	Confirmation of Appropriate Accommodation and Welfare
DHA	Department of Home Affairs
ESOS	Education Services for Overseas Students
PRISMS	Provider Registration and International Student Management System

Student	<p>In this document a reference to a student means a person under 18 years of age who has been made an offer to a program at UNSW or is an 'accepted student' as defined by the ESOS Act.</p> <p>"In this Act, unless the contrary intention appears: accepted student of a registered provider means a student (whether within or outside Australia): a) who is accepted for enrolment, or enrolled, in a course provided by the provider; and (b) who is, or will be, required to hold a student visa to undertake or continue the course."</p>
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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
1.1	Deputy Vice-Chancellor Academic	16 March 2018	16 March 2018	Minor amendment
1.2	Director of Governance	21 January 2020	21 January 2020	Administrative update to change title of Student Development International to International Student Experience Unit