



TRAINING &  
EDUCATION

## CRICOS Under 18 International Students Enrolment Procedure

Document Name and Number:	Version and Date:	Responsible Person:	Purpose and Comments:
CRICOS Under 18 International Students Enrolment Procedure	Oct 2018/V1.0	CEO/PEO and/or nominee	Ensure compliance with Standards for Registered Training Organisations (RTOs) 2015 and National Code Standard 5

### Purpose

To ensure that AHTS fully complies with the Education Services for Overseas Students Act 2000 and the requirements of Standard 5 of the National Code of Practice 2018 for checking the suitability of international students' accommodation, support and general welfare.

### Relevant Background

The procedure outlines the school's responsibilities for under 18 international students and processes to enrol under 18 international students.

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## Responsibilities for under 18-year-old International Students

Students under 18 years of age applying for a student visa will need to provide confirmation of the arrangements that they have in place to assure Appropriate Accommodation and Welfare.

These arrangements must meet the requirements of the Australian Government Department of Home Affairs and this includes either:

- staying in Australia with a 'nominated guardian' approved by the Department of Home Affairs, who can be the overseas student's parent, person who has legal custody, or an eligible relative who is aged over 21 and is of good character; or
- staying in accommodation, support and general welfare arrangements that have been approved by the overseas student's registered provider. In this case, the registered provider will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter.

Registered providers taking responsibility for the welfare of overseas students under the age of 18 must ensure that the overseas student is in living arrangements which are safe and adequately meet their needs. Registered providers must take all practical steps to ensure welfare is maintained at all times, regardless of the overseas student's study circumstances. They must also:

- ensure any adults involved in providing overseas student accommodation or welfare arrangements have Working with Children Checks (WWCC) appropriate to the jurisdiction in which the provider operates and the accommodation is situated;
  - regularly verify that overseas student accommodation is appropriate to the student's age and physical needs;
  - notify the police and any other relevant agencies as soon as practicable if unable to contact an overseas student and there are concerns for the overseas student's welfare;
  - report through Provider Registration and International Student Management System (PRISMS) if the registered provider is no longer able to take responsibility for the overseas student's welfare;
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- make all efforts to contact a younger overseas student's parent or legal custodian immediately if they can no longer approve the overseas student's welfare.

### **Applying for homestay accommodation**

Step 1. Complete "Under 18 Accommodation and Welfare Arrangements Form"

Step 2. Nominated / Approved homestay need to provide the following documents for AHTS records and approval on student eCoE:

- a) homestay host's policy check approval documents – e.g. Notional criminal history check
- b) homestay host's Australian Citizenship Certificate, valid PR grant letter, or appropriate Visa remain in Australia until the overseas student's visa expires or the overseas student turns 18
- c) homestay host's passport copy

Step 3. Student Support officer to complete "Under 18 International Student – Homestay Site Visit Checklist" once the checks for students' accommodation and homestay have been completed. The checklist will also be used as part of the welfare arrangement monitoring process.

Student Support officer will submit above completed forms and supporting documents for PEO to approve Accommodation / Welfare Letter on PRISMS.

### **Monitoring welfare arrangements**

Registered providers who have issued a CAAW must have and implement processes for verifying that the overseas student's accommodation is appropriate to the overseas students' age and needs:

- prior to the accommodation being approved
  - at least every six months thereafter
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The Under 18 International Student – Homestay Site Visit Checklist will also be used to ensure the accommodation still meets the overseas student’s needs.

### **Non-approved or Inappropriate Accommodation Arrangements**

In cases where the school is unable to confirm appropriate arrangements for accommodation and welfare within a 10-day period, the school will contact the parents to make alternative Local Carer / Relative / Home-stay arrangements.

Where the school deems the accommodation and welfare arrangements for an enrolled underage student have become unsuitable and all attempts to assist the student to maintain appropriate arrangements have been exhausted, we will carry out its regulatory requirements and report the student to Department of Home Affairs using the ‘Non-approval of Appropriate Accommodation/Welfare Arrangements’ form on PRISMS.

### **Transferring between registered providers**

If an overseas student who is under the age of 18 on a CAAW is transferring to another registered provider, the receiving registered provider must ensure there is no gap in welfare arrangements.

In accepting the overseas student, the receiving provider must liaise with the first registered provider to ensure the overseas student has appropriate welfare in place at all times and issue a CAAW letter covering the transition from one accommodation arrangement to another.

### **Glossary**

CAAW: Confirmation of Appropriate Accommodation and Welfare form

Caregiver: A person or service provider responsible for providing care giving services for students under age 18.

eCoE: electronic Confirmation of Enrolment.

An eligible relative is:

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- a parent, spouse, de facto partner, brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece or nephew, or a step-grandparent, step-aunt, step-uncle, step-niece or step-nephew;
  - and nominated by a parent of the applicant or a person who has custody of the applicant; and aged at least 21;
  - and of good character, and show this by providing a police clearance from the countries in which they have lived for more than 12 months in the past 10 years after the age of 16;
  - and an Australian citizen, permanent resident or be eligible to remain in Australia until the overseas student's visa expires or the overseas student turns 18 years of age (whichever happens first).

Exceptional circumstances: Circumstances that are unusual or out of the ordinary which, with parental support, warrant an accommodation arrangement to be approved.

ESOS: Education Services for Overseas Students.

Homestay: A form of accommodation in which a person lives with a family in their home and gives reimbursement for the homestay service.

Additional Information

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Attached are Under 18 Accommodation and Welfare Arrangements Form and Under 18 International Student – Homestay Site Visit Checklist

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## Form 1: Under 18 Accommodation and Welfare Arrangements Form

### Section A. Student information

<b>Student name</b>		<b>Date of Birth</b>	
<b>Citizenship</b>		<b>Passport Number</b>	
<b>Address</b>	<b>Street</b>	<b>City</b>	
	<b>State</b>	<b>Postcode</b>	<b>Country</b>
<b>Email Address</b>			
<b>Mobile Number</b>			
<b>Course Name</b>			
<b>Commencement</b>		<b>Finish Date</b>	

### Section B. Parent /Legal Guardian Information

<b>Parent/Legal Guardian Name</b>		<b>Relationship to student</b>	
<b>Address</b>	<b>Street</b>	<b>City</b>	

	State	Postcode	Country
Email Address			
Mobile Number		Telephone Number	

### Section C. Choosing accommodation and welfare arrangements

Please choose one of the following accommodation and welfare arrangements:

- **Option 1. Department of Home Affairs Nominated Guardian** (please complete Section D)
- **Option 2. AHTS approved accommodation and welfare** (please complete Section E and F)

Parent/Legal Guardian Signature	
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### Section D. Department of Home Affairs Nominated Guardian (Option 1)

If an overseas student is under the age of 18, a parent, legal custodian, or an eligible relative can be nominated to take responsibility for the overseas student's accommodation, welfare and support in Australia. The parent, legal custodian or eligible relative must have an appropriate visa or have applied for a Student Guardian visa (subclass 590).

If you are choosing Option 2, The Department of Home Affairs will assess the nominated arrangements according to the Migration Regulations 1994 and, if approved, the parent, legal custodian or eligible relative will be the overseas student's 'nominated guardian'. The registered provider is not involved and must not issue a CAAW letter.

Parent/Relative Name		Relationship to student	
Duration of accommodation and welfare arrangements	From _____ to _____		
Address	Street	City	
	State	Postcode	Country

<b>Email Address</b>			
<b>Mobile Number</b>		<b>Telephone Number</b>	

## Section E. AHTS approved accommodation and welfare (Option 2)

The accommodation that AHTS provides is a homestay arrangement with an approved homestay family.

<b>Duration of accommodation and welfare arrangements</b>	From _____ to _____
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### Student Profile Information

I prefer to be called by the following name			
Nationality		Language spoken at home	
IELTS (or equivalent) score and level of conversational English			
Do you smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will you live with a smoker?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Will you live in a household with children under 18?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will you live with pets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require internet access at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you require daily transport to and from AHTS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you vegetarian?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other dietary requirements (e.g. foods you don't eat)			
Medical Conditions/Allergies			
Disabilities / Special Needs			
Hobbies / Interests			
Other Requirements			

## Section F. Airport Pickup

Please complete this section if you are choosing Option 2 or if you require airport pickup on arrival to Australia.

**Please arrange airport pickup** (airport pickup fees: \$110)

Arrival Date		Arrival Time		Flight Number	
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## Section G. Education Agent Details

**Agent: please complete the details below upon sighting the Parent/Legal Guardian's signature.**

<b>Agency Name</b>		
<b>Agency contact Name</b>		
<b>Agency Address</b>	<b>Street</b>	<b>City</b>

	State	Postcode	Country
Email Address			
Mobile Number		Telephone Number	
Agent's signature		Date	

### Office Use Only

Accommodation and Welfare Arrangements Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments		
Student Services Staff Member Name		
Signature	Date	

### Form 2:

## Under 18 International Student – Homestay Site Visit Checklist

### Homestay Site/Appraisal Visit Checklist

#### Primary contact details (for school use only)

Family Name		Given Name	
Address	Street	City	
	State	Postcode	Country
Email Address			
Mobile Number		Telephone Number	

#### Family members residing in the home

Name	Age	Gender	Relationship to homestay provider	Occupation


### Other international student currently residing in the home

Name	Age	Gender	School (currently attending)	Nationality	Length of stay

### Observations

Type of residence	<input type="checkbox"/> House <input type="checkbox"/> Flat <input type="checkbox"/> Unit <input type="checkbox"/> Other_____
Number of vacant rooms in house	
Heating and cooling in house and room	
Observations of living space (i.e. is it adequate?)	
Furniture/utilities available in student's room (i.e. bed, wardrobe, desk, bookcase, study lamp etc.)	
Computer/internet access (Yes or No) and internet connection type (i.e. broadband/wireless)	

Time it takes to walk from home to the nearest public transport (km and minutes)	
Travelling time and distance from home to school/ELC <input type="checkbox"/> bus _____ <input type="checkbox"/> train _____ <input type="checkbox"/> tram _____ <input type="checkbox"/> car _____ <input type="checkbox"/> other _____	

Distance from home to local amenities in km and minutes (i.e. shops, banks etc.)	
Cleanliness of kitchen, bathroom/s, bedrooms and general living area (please specify)	
Experience in providing homestay	
Can accommodate special dietary requirements	
Languages spoken in the home	
Student included in suitable family activities (i.e. family dinners, Christmas, New Year, birthdays, Easter etc.)?	
How long is provider planning to live at current address	
Type of pets (if any)	
Smokers (Yes or No)	
If yes, inside or outside?	
Smoke detectors appropriately installed (mandatory) see MFB website for more information <a href="http://www.mfb">http://www.mfb</a>	
WWC Checks for all adults over 18 years of age who reside or frequently reside at the homestay premises (separate)	

Homestay appropriate for student --- Yes / No Additional comments:
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Date of site visit /appraisal: \_\_\_\_\_



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Date of next site visit/appraisal: \_\_\_\_\_

Date of previous site visit /appraisal (if applicable):

Name of school representative: \_\_\_\_\_

Signed: \_\_\_\_\_