

## Care for and Services to Students Under 18

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<b>Administering Entity:</b>	English Language and International Services
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<b>Responsibility for review:</b>	Director, English Language & International Services
<b>Related policies or other documents:</b>	Homestay Provider Under 18 Checklist & Care Giver Criteria ELC – Homestay Application Procedures (ELIS Server) ESOS Act and associated Legislation and the UNE Training Manual (ELIS Website)

### Rationale and Scope

Before a student under 18 years of age can be granted a student visa, the Australian Government must be satisfied that there are suitable accommodation, support and general welfare arrangements in place for the period that the student is under 18 while in Australia. Under Australian law, the only person who may be nominated as a guardian or carer is a relative over the age of 21 years of age with a police clearance. If it is not possible to nominate such a carer, the University may agree to take responsibility for approving these arrangements.

### 1. Policy

1.1 Under normal circumstances, the University will not accept students under 18 years of age on the date of proposed enrolment into either the University or the English Language Centre.

1.1.1 Exceptions to this policy may be made at the discretion of the Director, English Language and International Services where a student is enrolled in a full-time course of English study at the University's English Language Centre.

1.1.2 If the student intends to continue studying in a University award-bearing program following the completion of the course of English study, s/he must attain the age of 18 on or before the date of enrolment in the award-bearing program.

1.2 The University will ensure that where a student under the age of 18 is not being cared for in Australia by a parent, guardian or nominated relative (over the age of 21 years), appropriate arrangements are made to protect the personal safety and social well-being of the student.

1.2.1 The preferred accommodation arrangement of the University of New England in such cases is Homestay. However, other arrangements may be approved at the discretion of the Director, English Language and International Services, if these arrangements comply with the conditions set out by the Homestay Provider Under 18 Checklist and Care Giver Criteria.

1.2.2 To protect the personal safety and social well-being of the student, a formal agreement document will be signed between the University and the approved care-giver.

1.3 The University will nominate the period for which it takes responsibility for the accommodation, support and general welfare arrangements of an under-18 student. The period nominated will include sufficient time after the enrolment period for the student to arrange to leave Australia or make other appropriate arrangements. This period will not normally exceed 7 days following completion of the course in which the student is enrolled.

1.4 Where a student under the age of 18 is enrolled in a package course, the provider with whom the student is currently enrolled will be responsible for approving arrangements for the student's accommodation and general welfare arrangements.

1.5 English Language and International Services will meet with each under-18 student fortnightly to review accommodation and welfare arrangements and the student's academic progress.

1.6 If a student has gone missing from the approved accommodation and cannot be contacted, this will result in the University implementing its documented Critical Incident Policy.

## 2. Procedures

2.1 Upon applying for admission to the University, the Manager, International Recruitment and Admissions (MIR&A), will identify any students under the age of 18. If a potential student is identified as being under 18, s/he will be required to complete an Under 18 Care Arrangements Form and return it to Admissions, IM&P. This form will be physically placed on the student's file and saved electronically in TRIM.

2.2 During the creation of a Confirmation of Enrolment (CoE), PRISMS will identify students under the age of 18, and will create a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter. Where a student is being cared for in Australia by a parent or suitable nominated relative as identified in the Under 18 Care Arrangements Form the University does not need to complete the CAAW.

2.3 If neither a parent nor suitable relative are in Australia to provide directly for the welfare of the student, the Director, English Language and International Services may approve the accommodation and welfare arrangements indicated in the Under 18 Care Arrangements Form by checking the nominated arrangements against the Homestay Provider Under 18 Checklist and Care Giver Criteria. If the Director approves these arrangements, the CAAW letter must be issued and signed by the Director, IM&P. If the Director does not approve of these arrangements, this will be indicated through the PRISMS generated 'Non-Approval of Accommodation/Welfare' letter.

2.4 The Manager IR&A will nominate the dates that the University will take responsibility for a student under the age of 18, using the CAAW letter. The dates for which the University will take responsibility will be the duration of the CoE plus 7 days, or until the student becomes 18 years of age.

2.5 If the accommodation or welfare arrangements change and the Director approves the change, the Manager International Services & Compliance (MISC) will inform DIAC using the 'Approval to Change Accommodation/Welfare Arrangements' letter. If the Director does not approve the change, the MISC will inform DIAC using the 'Non-Approval of Appropriate Accommodation/Welfare Arrangements' letter.

2.6 If a student under 18 has his/her enrolment cancelled or suspended, the University will notify DEEWR through PRISMS. The University will maintain the care arrangements until the student departs Australia.

### Approval signature



VERNON CREW,

Signature

Printed Name

*Director, English Language and International Services (ELIS)*

31.05.2011

Date