

## Overseas Students Under 18 Policy

### 1. PURPOSE/OBJECTIVE

This document outlines how NIC manages the assessment and approval of welfare and accommodation arrangements for overseas students under the age of 18.

### 2. APPLICATION

This policy applies to all overseas students undertaking studies at NIC who are under the age of 18 years.

Applicants must satisfy NIC's admission requirements and in order to commence at the University of Newcastle, be a minimum of 16 years of age at 1 March of the year of admission. Applicants under the age of 16 years will need to be approved by the Vice Chancellor of the University.

### 3. POLICY STATEMENT

NIC accepts the responsibility for approving the accommodation, support and general welfare arrangements for students under 18.

#### Overview

In accordance with the regulations of the Department of Immigration and Border Protection (DIBP) all international students under 18 applying to NIC are required to demonstrate that they will be living with:

- A parent
- A 'suitable relative' (as defined below) or
- an approved guardian.

DIBP defines a 'suitable relative' as a person who is:

- A grandparent, brother, sister, aunt, uncle, niece or nephew, or a step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step-niece or step-nephew
- Nominated by a parent of the applicant or a person who has custody of the applicant
- Aged at least 21; and
- of good character.

NIC accepts the responsibility for approving the accommodation, support and general welfare arrangements for students under 18 within the following periods:

- From the first day of the enrolment week until either 7 calendar days after the end date specified on the student's CoE or the date on which the student turns 18, leaves the country or when the University of Newcastle no longer approves of the welfare arrangements, whichever comes first, for students on a package offer.

- From 14 calendar days prior to the commencement of the enrolment week until either 7 calendar days after the end date specified on the student's CoE or the date on which the student turns 18, whichever comes first, for all other students.

If a student wishes to transfer to another provider prior to their 18<sup>th</sup> birthday, The University of Newcastle will negotiate a suitable date to terminate its responsibilities to the student.

The Student Services Section will monitor the care arrangements for students under 18. A regular meeting will take place each trimester. The purpose of the meeting is to give students an opportunity to discuss any concerns that they may have about their accommodation and welfare arrangements or academic progress.

Students will also be encouraged to make individual appointments if they wish to discuss personal issues that may be affecting them.

The student visa condition 8532 imposes an obligation on all international students under 18 to maintain accommodation, support and general welfare arrangements approved by DIBP for the duration of their studies or until they turn 18. NIC will report students to DIBP via PRISMS who fail to comply with this condition.

### **Communication with the Department of Immigration and Border Protection (DIBP)**

Where applicable, NIC will complete the appropriate DIBP pro forma letters in PRISMS to inform DIBP of the welfare arrangements and of any changes to them:

- Confirmation of Appropriate Accommodation and Welfare (CAAW) letter
- Approval to Change Accommodation/Welfare Arrangements letter
- Non – Approval of Appropriate Accommodation/Welfare Arrangements letter

### **Accommodation Options**

Students under 18 must reside in one of the following three accommodation options.

#### *Students residing with a parent or a 'suitable relative'*

The parent or 'suitable relative' with whom the student will reside with in Newcastle until they turn 18 must complete NIC's Guardianship Form and provide:

- A copy of their visa/passport (as proof of age and ability to reside in Australia until the student turns 18)
- A copy of the student's birth certificate and
- Evidence of familial relationship.

In such cases NIC is not required to complete the (CAAW) letter.

#### *Students residing in an NIC approved Homestay*

NIC requires all international students under 18, who will not reside with either a parent or a 'suitable relative' to live in an NIC approved Homestay until they turn 18. Students must live in a University of Newcastle approved Homestay and their parents must enter into a contractual agreement with a University approved Parental Representative. Only in these cases, will a Confirmation of Appropriate Accommodation (CAAW) letter be issued.

The student's parent is responsible for the organization of the Homestay accommodation and for the completion of the NIC or the University of Newcastle Guardianship Form.

NIC recognises the following organizations as providing appropriate accommodation, support and general welfare to students:

- University of Newcastle Student Services
- Homestay Network
- Auzzie Families Homestay Worldwide

These organisations will contact NIC directly in the case of any issues that may affect the wellbeing of the students.

#### *Students residing with a person of choice*

Where a student wishes to reside with a person other than those mentioned in the above categories the person must be over the age of 21; be eligible to reside in Australia for the duration of the student's course or until the student turns 18 and be of good character. The student's parent must submit the NIC Guardianship Form and provide:

- A letter granting their approval for the accommodation
- A copy of the person's visa/passport
- A copy of the person's birth certificate and
- A Police Name Check certificate

The nominated person of choice must provide access for the Student Services Manager or nominee to conduct an accommodation check to ensure facilities for living and studying are adequate for the student

### **Students on a Package Offer**

Procedure for students changing accommodation, support and general welfare arrangements

Students wishing to change their accommodation, support or general welfare arrangements must make an appointment with the Student Services Manager.

- The student will be asked to outline the reasons for requesting the change.
- The Student Services Manager will then determine whether the change is in the student's best interest.
- Once the change is supported in principle, the student will be required to submit:
  - a) A letter from their parent granting permission for the change.
  - b) The name and full details of the proposed Host or Person of choice.
- The Student Services Manager will then conduct an accommodation check to ensure facilities for living and studying are adequate for the student.
- The Student Services Manager then notifies DIBP via PRISMS by completing the required form, which is then placed on the student's file.

### **4. DEFINITIONS**

- **Package Offer**  
An offer which includes more than one course.

### **5. RELATED DOCUMENTS**

- Transfer Request Assessment Policy and Procedures
- National Code 2007, Standard 5
- Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter
- Approval to Change Accommodation/Welfare Arrangements Letter
- Non-Approval of Appropriate Accommodation/Welfare Arrangements Letter

## AMENDMENT HISTORY

<b>Department:</b>	Student Services	
<b>Approval Authority:</b>	SMT	
<b>Approval Date:</b>	06/08/2014	
<b>Date for Next Review:</b>	August 2017	
<b>Revision Date</b>	<b>Version</b>	<b>Summary of changes</b>
16/02/2011	1	Policy developed and implemented.
18/05/2011	2	Slightly formatted to new template.
24/09/2012	3	Document updated to reflect current UPD formatting.
26/03/2014	4	Updated DIAC to DIBP
06/08/2014	5	Changed to reflect current process.