

## **SC35-I-Younger Overseas Students Care Arrangements P&P**

---

# SC35-I- Younger Overseas Students Care Arrangements

## Contents

Purpose .....	2
Definitions.....	2
Policy.....	2
Procedure.....	2
Document Control .....	4

## Purpose

In order to meet its obligations under National Code 2018, OUR INSTITUTE has developed this policy and procedure to manage younger overseas student accommodation and care arrangements during their enrolment until they turn 18 years of age.

## Definitions

**CoE** means Confirmation of Enrolment

**Compassionate or compelling circumstances** are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies
- a traumatic experience that has impacted on the student which could include involvement in, or witnessing of a serious accident or witnessing or being the victim of a serious crime. Such cases supported by police or psychologists' reports
- where OUR INSTITUTE is unable to offer a pre-requisite unit
- inability to begin studying on the course commencement date due to delay in receiving a student visa

**DET** means Department of Education and Training

**Home Affairs** includes Immigration and Visa

**Deferral** means to postpone commencement of studies.

**Suspension** is a temporary postponement of studies.

**PRISMS** means Provider Registration and International Student Management System (PRISMS)



## Policy

Younger students coming to Australia to study must have appropriate accommodation, support and general welfare arrangements in place to be able to obtain a student visa and arrangements must continue to be in place while the students are studying in Australia. The Department of Home Affairs must be satisfied with these arrangements before the student visa is granted. The Australian Government has very strict guidelines and requirements for education providers enrolling younger students. Please visit <https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Pages/ExplanatoryguideD5.aspx> for more information on these requirements.

## Procedure

Procedure	Responsibility
<p>1.1 Younger students at the time of enrolment must complete the Younger Students Details Form and all forms must be signed by the parent or legal guardian. Agents or marketing staff enrolling younger students must sight the proof of identity of the parent or legal guardian at the time of enrolment.</p> <p>1.2 Parent or legal guardian must record their choice by selecting one of the following options:</p> <p>Option 1 – Parent or legal guardian will be living with the student during the study period. Parent or legal guardian must contact the Australian Embassy in their country for further information.</p> <p>Required Documents</p> <ul style="list-style-type: none"> <li>- Certified copies of parents' passports (photo and signature should be visible).</li> <li>- Letter signed by parents to take responsibility (for accommodation and welfare) until applicant turns 18 or until end of student's stay in Australia.</li> <li>- Younger Student Accommodation and Care arrangements request Form signed by parents (form can be downloaded from OUR INSTITUTE website).</li> <li>- Application and enrolment agreement signed by parent or legal guardian.</li> <li>- Guardian - carer declaration form</li> </ul> <p>Option 2 – Parent or legal guardian is nominating a HOME AFFAIRS-approved suitable relative to provide accommodation and welfare arrangements.</p> <p>Required documents</p> <ul style="list-style-type: none"> <li>- Certified copies of parent's and legal guardian's passports (photo and signature should be visible).</li> <li>- Declaration letter from parents nominating legal guardian (should be HOME AFFAIRS-approved suitable relative to provide accommodation and welfare arrangements).</li> <li>- Evidence of relationship between applicant and guardian.</li> <li>- Letter signed by legal guardian to take responsibility (for accommodation and welfare) until applicant turns 18 or until end of student's stay in Australia.</li> <li>- Application and enrolment agreement must be signed by parent or legal guardian.</li> <li>- Younger Student Accommodation and Care arrangements request Form signed by parents (form can be downloaded from OUR INSTITUTE website).</li> <li>- Police Clearance Certificate for applicant's guardian in Australia issued by Australian Federal Police.</li> <li>- Statutory declaration signed by guardian.</li> <li>- Guardian - carer declaration form</li> <li>- Form 1229 signed by parents.</li> <li>- Completed Part E of Form 157A</li> </ul> <p>Option 3 – Parent or legal guardian is nominating other relative or family friend who is a resident of Australia to provide accommodation and/or welfare arrangements as approved by OUR INSTITUTE.</p> <ul style="list-style-type: none"> <li>- Certified copies of parent's and guardian's passports (photo and signature should be visible).</li> </ul>	<p>Marketing Manager/Marketing Officer</p>

Procedure	Responsibility
<ul style="list-style-type: none"> <li>- Declaration letter from parents nominating guardian.</li> <li>- Evidence of relationship between applicant and guardian.</li> <li>- Letter signed by guardian to take responsibility (for accommodation and welfare) until applicant turns 18 or until end of student's stay in Australia.</li> <li>- Application and Enrolment Agreement must be signed by parent or guardian.</li> <li>- Younger Student Accommodation and Care arrangements request Form signed by parents (form can be downloaded from OUR INSTITUTE website).</li> <li>- Guardian - carer declaration form</li> <li>- Police Clearance Certificate for applicant's guardian in Australia issued by Australian Federal Police.</li> <li>- Statutory declaration signed by guardian.</li> <li>- Form 1229 signed by parents.</li> <li>- Completed Part E of Form 157A.</li> </ul> <p>Option 4 – Parent or legal guardian agrees to the accommodation and welfare arrangements approved by OUR INSTITUTE</p> <p>If student chooses Option 4, then OUR INSTITUTE will take responsibility for student's accommodation and welfare arrangements for a maximum of seven days prior to the CoE start date and seven days after the CoE end date or until the student turns 18, whichever comes first. OUR INSTITUTE will approve care providers who are suitable to provide proper accommodation and welfare arrangements. OUR INSTITUTE will ensure the nominated accommodation and welfare provider:</p> <p>Is at least 21 years of age;  Is an Australian citizen or holds a residency visa that entitles the provider to stay in Australia until the student turns 18;  Has recent police clearance certificate; and  Agrees to OUR INSTITUTE's monitoring of arrangements in place.</p> <p>The nominated care provider must accompany the student on the orientation day in order to complete the necessary forms and must sign the Guardian Declaration Form.</p> <p><b>Packaged Courses</b>  OUR INSTITUTE – will communicate with other registered providers regarding the accommodation and welfare arrangements and the periods which each provider is responsible for.</p> <p><b>1.3 Support and ongoing monitoring</b>  Student Contact Officer contacts students on a regular basis and obtains their feedback during interview on their accommodation and welfare arrangements. Student Contact Officer completes a Younger Student Feedback Form and reports any changes requested by the students to Marketing Department. Marketing Department will arrange and approve alternative accommodation and welfare arrangements immediately. In addition to obtaining feedback, OUR INSTITUTE - staff may also visit and/or interview the care provider at a mutually agreed time.  Please note that a \$500 non refundable U18 Welfare and arrangement fee is charged for that service.</p> <p><b>1.4 Changes made to the arrangements</b>  Students wishing to change options must inform OUR INSTITUTE - of this by completing Care Arrangements Change Request Form and submitting the completed form to the Student Contact Officer, who will advise the student on the process the student and the parents/legal guardian must follow. Student Contact Officer will also inform the Marketing Department so that suitable alternative arrangements can be approved immediately. HOME AFFAIRS will be informed through PRISMS of any change requests leading to approval of the arrangements or the non-approval of arrangements by OUR INSTITUTE .</p> <p><b>1.5 Changes made to the enrolments</b>  If the student's enrolment is extended due to suspension or course progress issues and the student is still under 18 years of age during this extension, then OUR INSTITUTE - will continue to approve and monitor the accommodation and welfare arrangements.  If the student's enrolment is cancelled, suspended or terminated, then OUR INSTITUTE - will continue to approve and monitor the suitability of arrangements until:</p>	

Procedure	Responsibility
<p>1.5.1 The responsibility is accepted by another registered provider;</p> <p>1.5.2 The student leaves Australia;</p> <p>1.5.3 Other suitable arrangements are made that satisfy the migration regulations;</p> <p>1.5.4 OUR INSTITUTE - reports to HOME AFFAIRS through PRISMS that it no longer approves the suitability of arrangements.</p> <p><b>1.6 When a student is missing</b></p> <p>When a student is missing, OUR INSTITUTE will activate its Critical Incident Policy and inform the parents or legal guardians and file a missing persons report with police and/or the NSW Department of Community Services. However, OUR INSTITUTE - will continue to have arrangements in place for a reasonable period of time. If the student is not found after a reasonable period of time, then OUR INSTITUTE - will inform HOME AFFAIRS through PRISMS of the non-approval of arrangements.</p> <p><b>1.7 Breach of visa condition</b></p> <p>OUR INSTITUTE will report the non-approval of accommodation and welfare arrangements to HOME AFFAIRS through PRISMS as a breach of student visa condition 8532 when:</p> <p>1.7.1 Student refuses to maintain the care arrangements approved by OUR INSTITUTE;</p> <p>1.7.2 Student is living in an arrangement not approved by OUR INSTITUTE;</p> <p>1.7.3 Events have occurred that make it impossible for OUR INSTITUTE to continue to approve the arrangements.</p>	

#### Document Control

Quality Area:	SC Students & Clients
Status:	Approved
Approved By:	CEO
Approval Date:	01/04/2015
Standards:	National Code 2018 Standard 5