Procedure: Admission and welfare of under 18 international students

Purpose

This procedure sets out the University’s processes in relation to the admission and welfare arrangements of international students who are under the age of 18.

Procedure

1. The University only admits international students under the age of 18 in the following circumstances:
   a. The student lives with a parent or eligible relative of good character over the age of 21. The student lives with a grandparent, brother, sister, aunt, uncle, niece, nephew or step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step-niece, step-nephew. Under this option, the Department of Immigration & Border Protection (DIBP) will approve the welfare and accommodation arrangements and the University is not required to issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter with the ECoE via the Provider Registration and International Students Management System (PRISMS).
   b. The student lives in a University Hall of Residence or Lodge. Students will be required to reside at one of the following residences and arrange a guardian through an ANU approved guardian service: Bruce Hall, Burton and Garran Hall, Fenner Hall, Ursula Hall, Davey Lodge, Kinloch Lodge, Lena Karmel Lodge, Warrumbul Lodge.
   c. The student organises accommodation with an ANU approved homestay provider and a guardian through an ANU approved guardian service, and pays any fees and costs associated with these arrangements.
   d. Where the student has been living in Homestay prior to admission to ANU and wishes to continue to reside there the following conditions must be met: Adults over the age of 18 living in the home must have completed The Working with Vulnerable People (Background Checking) Act 2011, the student’s legal guardian or parents must approve of the arrangement, the student must make arrangements to have a legal guardian in Australia and
the student must supply evidence of all of the above.

2. The Registrar, Student Life approves the welfare and accommodation arrangements for all under 18 international students who are not being cared for by a parent or a suitable relative under 1.a.

3. The University only accepts responsibility for the accommodation, support and welfare of international students under the age of 18 commencing their degree program, and issue a CAAW letter, under the following conditions:

   a. The student is at least 17 years of age by the first day of the commencing semester.
   
   b. The student’s parent/legal guardian has agreed in writing to the University accepting responsibility for their daughter or son’s welfare by completing and signing the ANU International Under 18 Agreement.
   
   c. The student must live in the University accommodation detailed in 1.b, or organise the arrangements specified under 1.c. and 1.d., until the student is 18 years of age and not change that accommodation unless written agreement is obtained from the parent/legal guardian and the Registrar, Student Life.
   
   d. Students in an arrangement under 1.b. must meet with the delegated officer within the Residence in the first week of their arrival in Australia and continue meeting with the officer every two weeks thereafter during semester until their 18th birthday.
   
   e. Students in an arrangement under 1c or 1.d. must meet/make contact with their legal guardian within the first week and thereafter every two weeks during semester until their 18th birthday.
   
   f. All students who will be issued a CAAW must register with a guardian service and pay all associated costs payable to that body.
   
   g. Any student issued with a CAAW cannot transfer between University accommodation or homestay providers without the written agreement from the parent/guardian and the Registrar, Student Life.
   
   h. Students must complete the online transition modules on WATTLE entitled ‘SET for ANU’ and ‘Prepare for Study’. Attendance at Orientation is strongly recommended.
   
   i. Students must make contact with Access and Inclusion as requested.
   
   j. Students will not stay away overnight from the approved accommodation address, including travel outside Canberra for the purpose of returning home or tourism, without written approval from the student’s parent/legal
The student must act responsibly including being aware of his/her responsibilities under Australian Law by not participating in illicit activities, and not partake in risk-taking behaviour. The University reserves the right to rescind the welfare arrangements of any student found to have breached these conditions.

4. The University nominates the start and end dates of responsibility for welfare on the CAAW letter generated through PRISMS. The start date on the CAAW letter for Semester One is the weekend prior to Orientation Week and for Semester Two is the Saturday of the week prior to Orientation Week. The end date will be the duration of the ECoE plus 7 days, or the student’s 18th birthday.

5. The Registrar, Student Life has the sole discretion in approving the welfare arrangements for students under the age of 18. The decision of the Registrar, Student Life on whether an international student meet the requirements outlined above and may be admitted under the age of 18 is final and in some case will be dealt with on a case by case basis.

6. Enrolment and the student: Where the student transfers to another education provider prior to the Nominated Welfare Period end date on the CAAW, the University continues to check the suitability of arrangements for that student, and reports to DIBP under the National Code Standard 5.1 if it can no longer approve of the student’s welfare and accommodation arrangements.

a. If the student has their enrolment cancelled or suspended the University continues to check the suitability of accommodation and welfare arrangements for that student until: the student is accepted by another education provider who will take over responsibility for the arrangement of the student’s accommodation and welfare, other suitable arrangements have been made that satisfy the DIBP and the student leaves Australia.

b. If the student appeals their cancellation or suspension of their enrolment the University continue to check the suitability of accommodation and welfare arrangements for that student until such a time as all appeals internal and external have been exhausted, other suitable arrangements are made that satisfy DIBP, or the University reports to DIBP that it can no longer approve of the student’s accommodation and welfare arrangements.

Steps

7. At the time of issuing an offer to an international applicant who will be under the age of 18 when they commence their studies, the Admissions Office includes information about the steps required to obtain a student visa.
8. Regular monitoring of applications occurs to ensure that international applicants under the age of 18 are processed quickly and that advice is provided in a timely manner.

9. The student and their parent or legal guardian completes the International Student under 18 Agreement and returns it at or prior to the time of accepting their offer of admission to the University.

10. The parent/legal guardian nominates on this form whether the student will be residing in approved university accommodation or the student will be residing with the parent/legal guardian.

11. On receipt of the completed ANU International Under 18 Agreement, the Admissions Office records in the student system the parent/legal guardian’s name, home address, email address and contact phone number.

12. Where the student will be residing with his/her parent/legal guardian, the University proceeds with finalising the student’s acceptance into the program. The Department of Immigration and Border Protection (DIBP) is the approving authority for the welfare arrangements.

13. If approved, the Admissions Office issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter with the ECoE. The welfare arrangements commence the weekend prior to Orientation Week for students commencing in Semester One and the Saturday of the week prior to Orientation Week for students commencing in Semester Two. The welfare arrangements cease on the student’s 18th birthday or 7 days past the duration of the ECoE, whichever comes first. The Admissions Office will notify Access & Inclusion when the CAAW is created.

14. Where a CAAW is issued Access and Inclusion complete an Education Access Plan (EAP) and send to the relevant college/s for information.