Procedure: Admission of under 18 international students

Purpose

This procedure sets out the University’s processes in relation to the admission of international students who are under the age of 18. The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code) requires ANU to nominate whether it takes responsibility for the accommodation and welfare of under 18 student as a part of the admission process.

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 Home Affairs (DHA) 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 Confirmation of Enrolment (CoE) 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 be registered for Working with Vulnerable People (WWVP) for the duration of the student’s Homestay, 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 clause 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; and
   b. The student accepts their academic offer and meets all conditions by 10 January if commencing in Semester 1 (February) or 20 June if commencing in Semester 2 (July).
   c. The student’s parent/legal guardian has agreed in writing to the University accepting responsibility for their child’s welfare by submitting the ANU International Under 18 Agreement.
   d. The student lives in University accommodation detailed in clause 1.b, or organises the arrangements specified in clauses 1.c. and 1.d., until the student is 18 years of age and cannot change that accommodation unless written agreement is obtained from the parent/legal guardian and the Registrar, Student Life.
   e. Students in an arrangement under clause 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.
   f. Students in an arrangement under clauses 1c or 1.d. must meet and/or make contact with their legal guardian within the first week and thereafter every two weeks during semester, until their 18th birthday.
   g. All students who will be issued a CAAW must register with a guardian service and pay all associated costs payable to that body.
   h. Students complete the online transition modules on WATTLE entitled ‘SET for ANU’ and ‘Prepare for Study’. Attendance at Orientation is strongly recommended.
i. Students make contact with Access and Inclusion as requested.

j. Students do 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 guardian and without first notifying the Registrar, Student Life.

k. Students act responsibly including being aware of their 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 is the Saturday prior to Orientation Week unless a later start date is formally requested by the student in writing. The granting of a later start date for a CAAW is at the discretion of the Admissions Office. The Admissions Office inform the student that their existing visa obligations with regards to welfare arrangements are to be maintained until the new approved welfare arrangements take effect. The end date will be the duration of the CoE 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 meets the requirements outlined in this procedure and may be admitted under the age of 18 is final.

Issuing a CAAW

6. 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.

7. Regular monitoring of applications by the Admissions Office occurs to ensure that international applicants under the age of 18 are processed quickly and that advice is provided in a timely manner.

8. The student and their parent or legal guardian complete and submit the International Student under 18 Agreement at or prior to accepting the offer of admission to the University.

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

10. 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.

11. Where the student will be residing with their parent/legal guardian, the University proceeds with finalising the student’s acceptance into the program. DHA is the approving authority for the welfare arrangements.

12. If the welfare arrangements set out in clause 1.b), 1.c) or 1.d) are approved, the Admissions Office issue a CAAW Letter with the CoE. The Admissions Office will notify Access & Inclusion when the CAAW is created.

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

Changes to CAAW dates

14. 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 DHA under the National Code Standard 5.3 if it can no longer approve of the student’s welfare and accommodation arrangements.

15. 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:
   a. the student is accepted by another education provider who will take over responsibility for the arrangement of the student’s accommodation and welfare; or
   b. other suitable arrangements have been made that satisfy DHA; or
   c. the student leaves Australia.

16. 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 internal and external appeal processes have been exhausted, other suitable arrangements are made that satisfy DHA, or the University reports to DHA that it can no longer approve of the student’s accommodation and welfare arrangements.