



# Procedure: Admission of international students under the age of 18

## 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 international students under the age of 18 as a part of the admission process.

## Definition

**Principal Executive Officer:** The person that has been registered on the [Commonwealth Register of Institutions and Courses for Overseas Students \(CRICOS\)](#) to assume the responsibilities of the *Principal Executive Officer* (PEO) under the Education Services for Overseas Students (ESOS) Framework. Among other responsibilities, the PEO ensures that the University is compliant with the relevant requirements under [Part 3, Part 4 and Part 5 of the ESOS Act 2000](#), this includes fulfilling all obligations in accordance with requirements of [Standard 5 of the National Code 2018](#).

## 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, Wamburun Hall or Wright Hall.

- 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 Administration & Academic Services approves the welfare and accommodation arrangements for all international students under the age of 18 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, under the following conditions:

- a. The student will be 18 years of age by census 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 Student Under 18 Agreement.
- d. The student lives in University Hall of Residence or Lodge 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 Administration & Academic Services.
- e. Students in an arrangement under clause 1.b. must meet with the delegated officer within the University Hall of Residence or Lodge in the first week of their arrival in Australia and continue meeting with the officer every two weeks thereafter during the 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 the 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 module, [ANU1001](#), and the WATTLE module, Consent Matters. Attendance at Orientation is strongly recommended.
  - i. Students make contact with the Access and Inclusion Office (Access and Inclusion) as requested.
  - j. Students obey a curfew of 10pm and 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 Administration & Academic Services.
  - 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. Despite clause 3.a. and 3.b., for Semester 1, 2022 only, the University accepts responsibility for the accommodation, support and welfare of an international student who is 17 years of age when the Deputy Vice-Chancellor (Academic) and the Principal Executive Officer approve the applicant's admission to the program on the written recommendation of the Registrar, Division of Student Administration and Academic Services.
5. Decisions under clause 4 are documented and maintained appropriately on the ANU Electronic Records Management System.
6. 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 end date will be the duration of the CoE plus 7 days, or the student's 18th birthday.
7. The Registrar, Student Administration & Academic Services has the sole discretion in approving the welfare arrangements for international students under the age of 18. The decision of the Registrar, Student Administration & Academic Services 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

8. 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. 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.
9. The student and their parent or legal guardian complete and submit the ANU International Student Under 18 Agreement at or prior to accepting the offer of admission to the University.
10. The parent/legal guardian nominate on this form whether the student will be residing in approved university accommodation with the parent/legal guardian.
11. On receipt of the completed ANU International Student 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 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.
13. 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 and Inclusion when the CAAW is created.

## Changes to CAAW arrangements

14. International students under the age of 18 seeking to transfer to the University from another registered provider require written evidence from the student's parent/guardian supporting the transfer. The student applies to ANU following the usual admissions procedure outlined in this document, the [Admissions policy](#) and [Admissions procedure](#) for the University's overseas applicants. If the University enrolls a student who has welfare arrangements approved by another registered provider, the University:
  - a. accepts responsibility for approving the student's accommodation, support and welfare arrangements in accordance with Standard 5 Younger Overseas Students of the National Code 2018.
  - b. negotiates the transfer date for welfare arrangements with the releasing registered provider to ensure there is no gap.
  - c. informs the student of their visa obligation to maintain their current welfare arrangements until the transfer date, or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect.

15. International students under the age of 18 seeking to transfer from the University to another registered provider require written evidence from the student's parent/guardian supporting the transfer. If the student is approved to transfer to another registered provider, the University liaises with the other registered provider to ensure the accommodation, support and welfare arrangements for the student are appropriate.

16. If an international student under the age of 18 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.

17. ANU advises the Department of Home Affairs through the PRISMS reporting system if an international student under the age of 18 has changed their accommodation and welfare arrangements, or the accommodation and welfare arrangements for the student are no longer approved by the university.

### **Guardianship arrangements**

18. Where an international student under the age of 18 is contracted to a guardianship service and the student transfers to the ANU, the same requirements as for the issuing of a new CAAW apply to the student. The student is required to supply evidence set out in clause 1.c. that they are engaged with an ANU-approved guardianship service.

19. Where an international student under the age of 18 is under the guardianship of a parent or eligible relative, and this guardianship continues, no transfer of guardianship is required.

20. Failure to comply with the guidelines outlined in the ANU International Student Under 18 Agreement and CAAW is referred to the Registrar, Student Administration & Academic Services to determine if disciplinary action is required as per ANU policy and rules.

### **Appeals**

21. If the student appeals the cancellation or suspension of their enrolment the University continues 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 the student's accommodation and welfare arrangements.

## Record keeping

22. All admissions of under 18 international students and decisions regarding the students are placed on the student file in the University's Electronic Records Management System (ERMS) to ensure compliance with the record keeping requirements set out in the Policy: Records and archives management. Where appropriate, documents are placed on a confidential file.

## Document information

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Approved By	Deputy Vice-Chancellor (Academic) ( <a href="mailto:dvc.academic@anu.edu.au">dvc.academic@anu.edu.au</a> )
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