

International Students Under 18 Policy

1. Purpose

UNSW College offers a range of programs to domestic and international students. This Policy sets out the principles which apply to ensure international students under 18 receive appropriate care, welfare and support during their studies. These principles are aligned to legislative requirements and require the College to take a more stringent approach to monitoring and managing risk for this cohort of students.

2. Scope

This Policy applies to:

- (a) international students under 18 studying in Australia on a student visa;
- (b) College staff involved in the recruitment, admission and ongoing support of international students under 18, both prior to and during their enrolment;
- (c) providers responsible for providing accommodation, welfare or support services for international students under 18.

3. Policy statement

The College is committed to ensuring appropriate care, welfare and support are in place for international students under 18. The College's approach to managing and supporting this cohort of students is guided by the following principles:

- (a) arrangements must be consistent with the regulatory framework in which the College operates, including the [ESOS National Code](#) and other Commonwealth and State legislation relating to child welfare and protection; and
- (b) arrangements must continue to support the international student until they depart Australia, turn 18, transfer to another provider's care arrangements, or enter the care of a parent or guardian approved by the [Department of Home Affairs \(DHA\)](#).

4. Welfare arrangement options

International students under 18 have the option of either:

- (a) residing in Australia with a parent or nominated guardian approved by DHA; or
- (b) applying for the College to take responsibility for the student's care, welfare and support, including approving suitable accommodation for the student (see [International Students Under 18 Procedure](#)). Once the College makes these arrangements, it will issue a [Confirmation of Appropriate Accommodation and Welfare \(CAAW\)](#) letter. The CAAW letter sets out the dates for which the College accepts responsibility for the accommodation and welfare arrangements of the student.

5. Information for students

The College will ensure that students are provided age-appropriate information on:

- (a) emergency contacts, including a nominated staff member of the College; and
- (b) how to seek help and report any incident involving actual or alleged sexual, physical or other abuse.

6. Period of welfare arrangement

Where a CAAW arrangement is in place for a student, the College will maintain it until:

- (a) the student leaves Australia;
- (b) the student turns 18;
- (c) the student enters the care of a parent or guardian approved by DHA;
- (d) the student has transferred to another registered provider's CAAW arrangement;
- (e) the College is no longer able to contact the student, in which case, the [Critical Incident Policy](#) will apply; or
- (f) events occur that make it impossible for the College to continue to approve the arrangement, in which case, the College will notify the student's parents or guardians immediately and DHA within 24 hours via PRISMS. The student should seek independent advice as to whether their visa is at risk of being cancelled.

The College will maintain a CAAW arrangement even where the College terminates, suspends or cancels the student's enrolment and the appeal period for that action has ended, until one of the above applies.

7. Monitoring and supervision

College Student Advisers provide international students under 18 with a range of support, including:

- (a) dedicated sessions during Orientation;
- (b) regular meetings during the student's studies;
- (c) a point of contact for the student to seek approval of temporary absences or holidays away from approved living arrangements.

If a student cannot be contacted for any reason, the [Critical Incident Policy](#) will apply.

8. Compulsory Reporting to DHA

The College must report to DHA through PRISMS when:

- (a) a student fails to comply with the requirements of their visa or conditions outlined in the CAAW letter, which may be a breach of a student visa condition and may result in cancellation of the student's visa;
- (b) changes are made to living arrangements, even when such changes have been approved.

The College will report a student who fails to comply with conditions only once it has made all reasonable attempts to assist the student to maintain appropriate arrangements.

9. Roles, responsibilities and delegations

Role	Responsibility
Chief Academic Officer	Implementation, dissemination and review
Manager, Student Support	Day-to-day implementation
Quality and Compliance Officer	Administration (including coordination of review with stakeholders) and publication
Student Support Advisers	Day-to-day provision of welfare and wellbeing support, and key contact point for international students under 18

10. Definitions and acronyms

Definitions and Acronyms	
Confirmation of Appropriate Accommodation and Welfare or CAAW	Statement signed by the College and sent to prospective students to accompany their application for a student visa to study in Australia.
Department of Home Affairs or DHA	Australian Government department with responsibilities for national security, law enforcement, border control, immigration, refugees, citizenship, transport, security and multicultural affairs.
ESOS National Code	The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth).
International student	A student who is not a citizen or permanent resident of Australia or holder of a humanitarian visa, or citizens of New Zealand who are not eligible to be a Commonwealth supported student.

Provider Registration and International Student Management System or PRISMS	The database system used for the purpose of receiving and storing information about international students with respect to the <i>Education Services of Overseas Students Act 2000</i> (Cth).
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Related Policy Documents and Supporting Documents	
Legislation	<ul style="list-style-type: none"> • <u>National Code of Practice for providers of Education and Training to Overseas Students 2018</u>
Policy	<ul style="list-style-type: none"> • <u>Critical Incident Policy</u> • <u>Recognised Prior Learning and Credit Transfer Policy</u>
Procedures	<ul style="list-style-type: none"> • <u>International Students Under 18 Procedure</u> • <u>Recognition of Prior Learning and Credit Transfer Procedure</u>
Forms and templates	<ul style="list-style-type: none"> • <u>Under 18 Students Care Arrangement Form</u> • <u>Guardianship Letter</u> • <u>Orientation Form</u> • <u>Under 18 Students Interview Form</u> • <u>Under 18 CAAW Letter Request Form</u> • <u>Under 18 Request to Change Accommodation Form</u> • <u>Under 18 Temporary Leave Departure Form</u> • <u>Under 18 Nominated Homestay Guidelines</u> • <u>Temporary Stay with a Parent or Relative Consent Form</u> • <u>Under 18 Holiday Request Assessment Guidelines</u> • <u>U18 Students Transition to UNSW Form</u>

Policy Governance

International Students Under 18 Policy	
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Responsible Officer	Executive Director, Students
Contact Officer	Head of Student Experience
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Version	Approved by	Approval date	Effective date	Sections modified
1	Academic Board	08 August 2023	17 August 2023	N/A

Please visit our website to ensure that you have the latest version of this Policy. Policies are available at: unswcollege.edu.au/about/policies