



Confirmation of Appropriate Accommodation and Welfare (CAAW) Form for Under 18 students

Please email this form directly to admissions@unswcollege.edu.au

This form must be submitted at least 4 weeks before your course begins together with a confirmation of your accommodation.

STUDENT DETAILS (Please use CAPITAL letters)

Student ID Number	Family Name	Given Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth (dd/mm/yyyy)	Gender	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

PARENT CONTACT DETAILS

Name	
<input type="text"/>	
Address	
<input type="text"/>	
Telephone	Mobile
<input type="text"/>	<input type="text"/>
Email	Passport Number
<input type="text"/>	<input type="text"/>

AGENT CONTACT DETAILS

Name		
<input type="text"/>		
Address		
<input type="text"/>		
Telephone	Mobile	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

COURSE DETAILS

Course Name	Course Start Date (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

PARENT OR LEGAL GUARDIAN TO NOMINATE ACCOMMODATION/WELFARE ARRANGEMENT

Please tick one option only:

Non-CAAW

Option 1a: My child will be living with me in Australia.
Please complete Section A only.

Option 1b: My child will be living in Australia with a relative over age 21; DHA to approve.
Please complete Section A only.

Option 2: My child requires the Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter.
Please complete Sections B and E.



SECTION A. PARENT, LEGAL GUARDIAN OR RELATIVE DETAILS

Complete this section only if you have chosen Option 1a or 1b.

This section should be completed by the student's parents or legal guardian intending to apply, or having already been approved by the Department of Human Affairs (DHA), to provide care arrangements. 'Relative' is defined as parent or adoptive or step-parent, brother, sister, step-brother, step-sister, grandparent, step-grandparent, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece or step-nephew. For further details please see the DHA website at www.homeaffairs.gov.au

Name of Parent/Relative	Date of Birth (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	
Telephone	Mobile
<input type="text"/>	<input type="text"/>
Email	Relationship to Student
<input type="text"/>	<input type="text"/>
Parent's Signature	Date (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

I agree and understand that the information provided above is part of the student's Conditions of Enrolment. I confirm that the details provided are correct and true and will inform UNSW College should changes occur with my son/daughter's guardianship or care arrangements.

SECTION B. CAAW ACCOMMODATION ARRANGEMENTS

The student will reside in the following accommodation during their studies in Australia through UNSW College and UNSW while under 18 years of age.

Accommodation Preference

Please select the accommodation option you have arranged and booked by ticking the box below.

Please note: UNSW College will try to approve your first choice of accommodation. However, please be advised that as rooms are limited, you may be offered alternate accommodation in order to be able to approve your Under 18 Care Arrangement.

Please select your preferred accommodation option, which you have arranged and booked, by ticking the relevant box below. The CAAW Letter will only be issued if you provide the confirmation of accommodation, along with proof of payment and return this form within 4 weeks before the start of the course.

Insert Accommodation Start Date (dd/mm/yyyy)	Insert Accommodation End Date (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

Student Accommodation:

I have booked, paid for & signed an agreement at a UNSW College Approved Under 18 Student Accommodation:

New College	Iglu Redfern	Iglu Central
Scape Darling House	Scape Darling Square	Scape Kingsford
Scape Kensington		



OR Homestay Placement

I have booked and paid for homestay accommodation with:

Please select Homestay provider below:

- Australian Homestay Network (AHN)
- Auzzie Families Homestay Care P/L
- Global Experience
- OZ Homestay
- Study Vision

OR Homestay Nomination

I request to reside in Sydney with a close family friend or family member aged 21 or over.

Please note: This option is subject to inspection of the Homestay and UNSW College approval. Homestay placement/registration fees also apply.

Please provide details of the close family friend or family member aged 21 or over, who is providing your Homestay:

Name	Date of Birth (dd/mm/yyyy)	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		
<input type="text"/>		
Telephone	Mobile	
<input type="text"/>	<input type="text"/>	
Email	Relationship to Student	
<input type="text"/>	<input type="text"/>	

SECTION C. ACCOMMODATION AGREEMENT

Please note: It is the student's responsibility to seek approval from UNSW College for any changes to their accommodation or care arrangements. Students must advise UNSW College immediately of any changes in their residential arrangements.

My parents and I agree that I shall live in the accommodation nominated on this form whilst residing in Australia, or until I am 18 years of age. I understand that a new application must be approved by UNSW College should I need to change accommodation after UNSW College's CAAW has been approved on my behalf. I am aware that additional fees may apply for new CAAW approval arrangements. I am also aware that if I change my accommodation, new placement and accommodation fees for Homestay arrangements and/or the Residential College may be applicable and that my parents will be advised of any changed accommodation arrangements.

SECTION D. EXCHANGE OF PERSONAL INFORMATION AND AUTHORISATION OF MEDICAL TREATMENT

I give permission for my personal information to be exchanged with UNSW College, UNSW, UNSW College approved under 18 student accommodation, or other approved student residence and/or my Homestay provider.

I also give permission for UNSW College to authorise on my behalf any emergency medical treatment that may be required. UNSW College will monitor the care arrangements of under age students through regular meetings with the student for UNSW College registered courses. I understand that monitoring will be conducted by UNSW once I commence UNSW undergraduate studies if I am still under eighteen. I give permission for UNSW College to report details of meetings to my parents, if required.



SECTION E. UNDER 18 CONFIRMATION OF APPROPRIATE ACCOMMODATION AND WELFARE (CAAW) ARRANGEMENTS

Students under the age of eighteen years requiring Confirmation of Appropriate Accommodation and Welfare Arrangements (CAAW) must, upon arrival in Sydney, go directly to their nominated accommodation, either in Homestay, UNSW College approved under 18 student accommodation, or other approved student residence.

Please note: Prior to the commencement date of your course, UNSW College approved under 18 student accommodation, or your Homestay provider will contact you requesting confirmation of your exact flight arrival details.

It is compulsory for students under 18 to book an airport pick up through UNSW College. If you have booked a homestay, you should request your homestay provider to arrange your airport pickup.

UNSW College will contact you if no arrangements have been made prior to arrival.

I will intend to arrive in Sydney on (dd/mm/yyyy):

Under 18 students who have been issued with CAAW cannot travel to Australia prior to their CAAW start date. UNSW College will only approve your CAAW arrangements to commence no earlier than 14 days prior to your course commencement.

Please provide arrival details to Sydney immediately after booking your flight.

Flight Number Departure Date (dd/mm/yyyy) and Time (hh:mm AM/PM)

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I understand that arrival is a **maximum of 14 days** prior to course commencement and that I must go directly to my approved accommodation. I also understand that I must provide flight arrival details when requested by the UNSW College approved under 18 student accommodation provider, other approved student residence or the Homestay agency that has booked my accommodation - as indicated on this form.

Airport Pickup Arrangement

Under 18 students with a CAAW must have one of the following UNSW College approved airport pickup arrangements. We strongly advise homestay students to book through their homestay agency. Students staying in Scape Darling House, Scape Darling Square, Scape Kingsford, Scape Kensington, Iglu Redfern, Iglu Central, New College or other approved student residence should book UNSW College airport pickup.

Please select which option you have/will arrange -

UNSW College arranged airport pickup

Homestay agency arranged airport pickup (Recommended option for all homestay students)

Arriving in Sydney with parents (Please contact under18@unswcollege.edu.au to seek approval)

Please note: Airport pickup by a relative/friend is not an approved option.

Declaration by the Parent/legal Guardian and Student

I declare that I have read and understood the contents of this form and the information provided by me is true and correct.

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Student Signature Date (dd/mm/yyyy)

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Parent Signature Date (dd/mm/yyyy)



If you are under 18 and intending to study in Australia, you need to have appropriate accommodation and welfare arrangements in place before the Australian Government and Australian Department of Human Affairs (DHA) will grant you a visa.

If you accept an offer for any UNSW College Pty Limited (UNSW College) registered course including English courses or UNSW Foundation Studies, you must choose one of the care arrangement options acceptable to DIBP.

These options are:

Option 1: UNSW College does not provide a Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter

If you choose this option, you will need to reside in Australia with a parent, legal guardian, or a close relative of good character (nominated by both parents) who is 21 or over. This arrangement must be approved directly by DHA.

Option 2: UNSW College provides a CAAW Letter

If you choose this option, UNSW College will need to approve your accommodation and welfare arrangements. You need to present this CAAW Letter from UNSW College to DHA when applying for your Student Visa.

You must submit this form together with a confirmation of your accommodation at least 4 weeks before your course begins.

UNSW College follows procedures to ensure that the responsibilities it undertakes in signing CAAW Letters to students are fulfilled. If you require UNSW College to provide you with a CAAW Letter, you must agree:

- a. to stay in accommodation approved by UNSW College until you turn 18 years of age. If you choose to reside in a Homestay, your chosen provider will conduct an inspection of the property and interview the prospective host family to ensure that the accommodation and welfare arrangements are adequate. If you intend to stay at a UNSW College Approved under 18 student accommodation, an International Student Adviser will maintain regular contact with UNSW College approved under 18 student accommodation staff to ensure that your accommodation and welfare arrangements are adequate and continue to remain appropriate for your needs.
- b. while UNSW College will try to approve your first choice of accommodation, we may offer alternate accommodation in order to be able to approve your Under 18 Care Arrangement.
- c. to attend regular scheduled meetings with a Student Adviser (which will be monitored by UNSW College). These meetings provide you with the opportunity to discuss any issues you may have about your accommodation and/or host family, academic progress, and any other personal concerns.

For details regarding CAAW arrangements and forms to be completed, please answer the questions over the page and follow the instructions carefully.



1. During your study in a UNSW College registered course, will you be residing with one of your parents, a legal guardian, or a relative aged 21 or over?

YES - continue to read details below (Option 1)

If you choose this option you must arrange your own accommodation and have these arrangements approved directly with DHA when applying for a Student Visa. The arrangements include obtaining a Police Clearance check of your parent/s, custodian, or relative with whom you will reside. A CAAW Letter is not issued by UNSW College for this option.

For further information, please visit the DHA website www.homeaffairs.gov.au

Complete the first page of this form: Student Details and Section A, and email this form to UNSW College Admissions at admissions@unswcollege.edu.au. If you have chosen this option you do not need to read the remaining information.

NO - UNSW College will sign the CAAW (Option 2) go to No. 2

2. UNSW College signs the CAAW

In signing the CAAW required for Student Visa processing, UNSW College is undertaking an important responsibility by confirming to DHA that appropriate arrangements have been made for the student's accommodation, support, and general welfare. The CAAW fee for these arrangements is AUD\$150 in 2017, plus an additional AUD\$49 per week in 2017 for every week the student remains under 18 years of age during UNSW College English courses and/or the UNSW Foundation Studies program.

You must choose one of the following accommodation arrangements:

New College - go to No. 3

Iglu Redfern or Iglu Central - go to No. 3

Scape Darling House, Scape Darling Square,
Scape Kingsford or Scape Kensington - go to No. 3

Homestay placement - go to No. 4

Parent Nominated Homestay (Stay with a family friend
or relative with UNSW College approval) - go to No. 5

Please complete this form including sections B, C, D and E and submit with your application.

3. New College, Scape & Iglu

If you have received an offer of enrolment for any UNSW College registered courses including English courses, but have not already applied for UNSW College approved under 18 student accommodation, please visit their websites to submit an application.

New College - <https://newcollege.unsw.edu.au/>

Scape Darling House, Scape Darling Square, Scape Kingsford or Scape Kensington - <https://www.scape.com.au/>

Iglu Redfern or Iglu Central - <https://iglu.com.au/sydney/>

The service provider will contact you or your agent directly to advise accommodation availability and the procedure - including payment of deposit - to confirm your booking.

Once you have applied and paid for accommodation, please provide your, UNSW College approved under 18 student accommodation signed agreement. UNSW College will verify with the provider that a room has been confirmed.

Should a room be unavailable or unconfirmed, you will need to arrange Homestay accommodation to be eligible for the CAAW letter (see No. 4).

To ensure your room is available for your first day, your UNSW College approved under 18 student accommodation will require your flight arrival details. It is compulsory for all under age students to book an airport pickup and you must go to your accommodation directly. If you have chosen this option, you do not need to read the remaining information.



4. Homestay Placement

UNSW College has special arrangements with five Homestay agencies. To apply for Homestay accommodation, please choose one of the agencies listed below and apply using their application system.

Australian Homestay Network

19 McNamara Street
Macleod VIC 3085 Australia
Phone: +61 2 9264 0470
Email: info@homestaynetwork.org
www.homestaynetwork.org

Study Vision

Suite 301, 414 Gardeners Road
Rosebery NSW 2018 Australia
Phone: +61 2 96695225
Email: info@studyvision.com.au
www.studyvision.com.au

Auzzie Families Homestay Care P/L

Suite 4, Rear 795 New South Head Road
Rose Bay NSW 2029 Australia
Phone: +61 2 83288499
Email: info@auzziefamilies.com
www.auzziefamilies.com

OZ Homestay

PO Box 416, Sydney Markets NSW 2129 Australia
Phone: +61 2 9325 6988
Email: info@ozhomestay.com.au
www.ozhomestay.com.au

Global Experience

PO Box Q680, Sydney NSW 1230 Australia
Phone: +61 2 9264 4022
Email: enquiry@globalexperience.com.au
www.globalexperience.com.au

When you have applied to the Homestay agency, you will be invoiced in advance for the placement/administration fee and for four (4) weeks accommodation.

You must pay your Homestay fees before submitting this form.

Please note: Homestay fees are additional to the care arrangement fees charged by UNSW College and are invoiced separately by the Homestay agency.

UNSW College will liaise with the agency to confirm that you have applied and paid the Homestay fees. Once Homestay payment has been received, the agency will send a host family profile to UNSW College for approval.

Once the Homestay arrangements are approved by UNSW College, a notice is sent to the Homestay agency which then conducts the appropriate police checks and confirms the Homestay placement with you.

To ensure that the host family will be available to greet you on your first day, the Homestay agency will also require your flight arrival details. It is compulsory for all CAAW students to go directly to their approved accommodation immediately upon arrival.

5. Parent Nominated Homestay

To assess whether the arrangement is appropriate, a UNSW College staff member will conduct an interview with the parent nominated host and assess the property providing Homestay accommodation for you. Once accommodation is approved by UNSW College, your contact details and the details of your nominated friend or relative are sent to a Homestay agency for registration.

The Homestay agency will send an invoice for the registration/placement fee to you. Once paid, the agency will contact the nominated Homestay and organise a date to register the host family; this procedure includes a site visit of the accommodation and obtaining Working with Children Checks for all adults living on the premises.



Please note: Homestay fees are additional to the care arrangement fees charged by UNSW College and are invoiced separately by the Homestay agency. Homestay approval is subject to UNSW College's nominated host family standards and registration of the family with the Homestay agency.

Prior to making any of these arrangements, please ensure that your nominated host family understands the standards and procedures required by the Homestay agency and UNSW College for them to be approved as a suitable Homestay host.

Once the nominated Homestay has been registered and approved by both the agency and UNSW College, a host family profile is sent to you as confirmation of your accommodation. The homestay agency will also require your flight arrival details to ensure that the host family will be available to greet you on your arrival.

It is compulsory for CAAW students to go directly to their approved accommodation immediately upon arrival.