

Under 18 International Student Policy and Procedures

Organisation Definition:

Cairns Beauty Academy Pty Ltd trades as International College of Queensland.

Regulations and standards

National Code of Practice (2018) Standard 5

1. Legislative Requirements

- 1.1 Australian Migration Regulations require international student visa applicants to have suitable arrangements for accommodation, support and welfare if under 18 years of age (Student Visa Condition 8532).
- 1.2 The Department of Home Affairs (DoHA) will not approve a student visa unless one of the following arrangements have been made for the student:
 - a) lives in Australia with their parent or legal custodian,
 - b) lives in Australia with a relative over 21 years of age who is nominated by their parent or legal custodian, or
 - c) lives in Australia under a welfare arrangement approved by the education provider.
- 1.3 DoHA requires a relative to be aged over 21 years of age, be of good character and be eligible to remain in Australia until the applicant's visa expires or they turn 18. A relative is defined by DHA as a brother, sister, stepbrother, stepsister, step-parent, grandparent, step-grandparent, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece or step-nephew. Changes to these definitions will be detailed on the [DoHA website](#).
- 1.4 The *National Code of Practice (2018) Part D Standard 5 - Younger Students*, sets the framework for provider obligations where responsibility is accepted for the accommodation, support and general welfare of international students under 18 years of age.
- 1.5 The provider is required to:
 - a) Nominate the dates for which responsibility is accepted for approving the student's accommodation, support and general welfare arrangements;
 - b) Advise DoHA in writing of the approval using the specified PRISMS pro forma letter;
 - c) have documented procedures for checking the suitability of the student's accommodation, support and general welfare arrangements;
 - d) advise DoHA of any change in these living arrangements; and
 - e) continue welfare responsibility where a student's enrolment is terminated, suspended, or cancelled, until:
 - the student is accepted by another registered provider who takes responsibility for the accommodation, support and student welfare;
 - the student leaves Australia;the provider appropriately reports it can no longer approve arrangements for the

- ▮ student; or
- ▮ alternative arrangements are made in accordance with Australian Migration Regulations.

- 1.6 The provider nominates the start and end dates of welfare responsibility by completing and signing the *Confirmation of Appropriate Accommodation/Welfare Arrangements* (CAAW) letter generated from PRISMS. The student visa start and end dates will correspond with the dates in this letter, except if the student turns 18 during studies when the standard visa end date will apply. The student cannot arrive in Australia before the nominated start date of the CAAW.
- 1.7 Where a student has a package arrangement of offers with multiple providers, each provider must complete the CAAW with nominated start and end dates. Any gap in welfare arrangements will result in the student visa only being granted for the period of continuous care arrangements. Students under 18 cannot remain in Australia unless the student is able to provide confirmation of acceptable welfare arrangements as stated in 1.2 above.

2. Welfare Provision – All Students

- 2.1 International College of Queensland will accept responsibility for the accommodation, support and welfare of international students commencing their programs under the following conditions:
- a) the student's parent/legal custodian has agreed in writing to the College accepting responsibility for their son or daughter's welfare by completing and signing the Vibe International Under 18 CAAW Agreement;
 - b) the student must live in College approved homestay accommodation until 18 years of age and not change that accommodation unless written agreement is obtained from the parent/legal guardian and the College;
 - c) the student must be met on arrival at the designated airport by a College approved representative or the College approved homestay provider;
 - d) the student will not stay overnight from the approved homestay address without written approval from the student's parent or legal custodian and the College;
 - e) the student cannot transfer between College homestay providers without written agreement from the parent/legal guardian;
 - f) the student must act responsibly and not partake in risk-taking behaviour.

WELFARE PROVISION – DEGREE STUDENTS

- g) the student is at least 17 years of age;
 - h) the student must attend orientation, and meet with an International Student Advisor (ISA) in the first week after their arrival in Australia;
 - i) the student must meet with an ISA to discuss academic progress every two weeks and at the end of term, or upon turning 18, whichever comes first.
- 2.2 Campus Life is responsible for the College homestay provider application, vetting and selection

process, provision of appropriate documentation and training for providers housing under 18 students, and advising Vibe International on the arrival details of all under 18 students.

3. Procedure

3.1 Identification

An applicant is identified as under 18 years of age during the admissions process. An offer of admission will be conditional upon submission of a completed and signed Vibe International Under 18 Student CAAW Agreement signed by the student and their parent(s)/legal guardian(s).

If the student will be cared for by a relative, as defined by DHA, the College will require satisfactory evidence of the relationship (e.g. birth and/or marriage certificate).

3.2 Acceptance and Nominated Welfare Dates

If the applicant and their parent/legal guardian request the College to provide accommodation, support and welfare arrangements, the applicant must create necessary profile with the International College of Queensland approved Homestay for approval of the homestay and guardianship. In addition, students will be required to provide Vibe with evidence of booking completed by college approved homestay accommodation until the student turns 18 years of age, or finishes their program/s, whichever is the earliest.

Upon student submission of complete documentation to the College, the College will provide the student with a signed CAAW letter and CoE to include with their student visa application.

3.2.1 For students, the nominated start date on the CAAW will be 15 days prior to the start date of teaching for the term of admission. The end date on the CAAW will be the date the student turns 18 years of age, or the end date of the CoE plus seven days.

3.3 Monitoring

3.3.1 Monitoring students

The designated Manager will allocate each under 18 students to an International Student Advisor (ISA) to monitor their welfare and will liaise in relation to student arrival details. The Manager will send an introductory letter to the homestay family and coordinate the arrival of the student.

The student must attend orientation and meet with the ISA within one week of arrival and every two weeks thereafter unless it is deemed more regular visits are required. The student must discuss academic progress with the ISA at the end of term or upon turning 18, whichever comes first.

These meetings must occur until:

- the student turns 18 years of age, or

- the student leaves Australia, or
- another registered provider accepts responsibility for accommodation, support or welfare, or
- the student's parent/relative/legal custodian accepts responsibility in accordance with DHA regulations, or
- the College ceases the provision of welfare support as advised to DHA.

3.4 Transfer Provider Institution

An under 18 student seeking to transfer to another CRICOS registered provider must complete the *Letter of Release Request Form* and obtain parental/legal custodian approval and the approval of the other institution provider if they are taking responsibility for the student's accommodation, welfare and support arrangements. If the student is sponsored, the sponsor must also provide their written approval. Refer to the International Student Transfer Policy and Procedure.

3.5 Non-Homestay Overnight Accommodation

3.5.1 Non-Homestay Overnight Accommodation

Under 18 students who wish to stay overnight at an address other than their approved University homestay address, must submit an International Under 18 Overnight Accommodation Consent Form to their ISA, which has been signed by their homestay parent, and parent/legal guardian approving such accommodation. This form must also be approved by the Director of the college.

3.6 Critical Incidents

In the event of medical emergencies or extreme behavioural issues, including students who go missing from approved accommodation and cannot be contacted, the Critical Incident Policy and Procedure must be implemented. If, after a reasonable period of time since filing missing persons report with the police, the student has not been found, the College must complete a Non-Approval of Appropriate Accommodation/ Welfare Arrangements letter on PRISMS.

3.7 Student Leaves Australia

If an under 18 student advises that they will leave Australia, the ISA must inform and provide flight details to their parent/legal guardian and homestay provider. The ISA must ensure that the student is escorted to the airport by a Vibe college representative, PRISMS is updated if required, and that DHA is advised.

4. Withdrawal of College Approval and Review Process

- 4.1 All reasonable efforts will be made by the College to assist under 18 students with difficulties impacting their welfare arrangements.
- 4.2 College approval for accommodation, welfare and support will be withdrawn where the College deems one or more of the following grounds have been met:

- a) a student refuses to observe reasonable standards of behaviour as outlined in the ICQ Student Handbook;
 - b) the student refuses to maintain College approved homestay arrangements;
 - c) the student stays overnight at an address other than the approved homestay address, without parental/legal guardian and College approval;
 - d) the student's enrolment is cancelled by the College.
- 4.3 The student will be notified in writing of the grounds for intended withdrawal of College supported welfare arrangements by the Director of the college. A copy will be forwarded to the student's parent/legal custodian.
- 4.4 The student has a right to apply for review to the CEO, the decision to withdraw College approval for accommodation within 10 working days of notification of the decision. The application for review is to be made using the Review of a Decision form in accordance with the college's *Student Complaint and Appeals Policy and Procedures*.
- 4.5 If the review outcome is unsuccessful, or the application for review is not received within the time duration specified in 4.4, the student's parent/legal custodian will be notified that the College is withdrawing approval for accommodation, support and welfare arrangements. Alternative welfare arrangements for the student in accordance with 1.2 above will be requested.
- 4.6 Where the ground for College withdrawal of support is due to the student refusing to maintain College homestay arrangements, the College will complete the *Non-Approval of Appropriate Accommodation/ Welfare Arrangements letter* on PRISMS. Provision of this letter signifies a breach of Student Visa Condition 8532 and is likely to result in visa cancellation.
- 4.7 Where the parent/legal custodian or alternative provider has provided written confirmation that they will be accepting responsibility for the student, the *PRISMS Approval to Change Accommodation/Welfare Arrangements letter* will be completed.

Version Control	Date	Reason for Change	Author
V1 0418	04/2018	Initial Document	Ann Donnarumma
V2 0821	08/2021	Review of Policy – updates for clarity and consistency.	Robyn Pinel