



Document ID:	STS 4.7 Younger Students
Responsibility:	Manager Admissions
Version No:	4
Issue date:	12/05/2009

## **POLICY TITLE: YOUNGER STUDENTS**

### **AMENDMENT HISTORY:**

<b>Issue Date:</b>	<b>Summary of Changes</b>
12/1/06	Initial version
26/10/06	Update to reflect organizational staffing changes at ACN / update of document ID references
29/6/07	Updated to comply with Standard 5 National code 2007
12/05/2009	Replacing the old ACN logo with a Navitas branded logo.



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## **PURPOSE:**

This policy has been developed to meet the requirements of the National Code 2007 Standard 5, where students under the age of 18 are not being cared for in Australia by a parent or suitable nominated relative, Australian Campus Network (ACN) must ensure compliance to our duty of care and DIAC standards for the provision of accommodation, support and general welfare of the student.

## **SCOPE:**

This procedure applies to ACN students who are under 18 years of age and the staff responsible for managing this process.

## **POLICY**

International students under the age of 18 studying on a student visa are required to obtain approval that appropriate arrangements have been made for their accommodation, support and general welfare during their stay in Australia until they turn 18.

ACN is required to confirm to DIAC (Department of Immigration and Citizenship) that appropriate arrangements are in place by completing a declaration called the Confirmation of Appropriate Accommodation and Welfare (CAAW), using the DIAC pro forma letter available through PRISMS, which is to be submitted by the student as part of the visa application; and advise DIAC in writing of the approval using the DIAC pro forma letter available through PRISMS.

By default, ACN will approve the welfare of students who are enrolled in course offered by ACN, as covered by the period of the Confirmation of enrolment (CoE) plus 7 days, using the DIAC pro forma letter available through PRISMS unless requested otherwise.

For students with a student visa that covers multiple courses, it is the student's responsibility to ensure that he or she has adequate welfare arrangements in place during any gap period between courses when students are not officially enrolled with any providers. Where possible, if ACN delivers courses as part of a package of courses, ACN will communicate with other providers about sharing responsibility for approving accommodation, support and general welfare arrangements for the students to ensure any gap period is covered by ACN or the other providers involved in delivering the package of courses. ACN will approve the welfare of students as covered by the period of the Confirmation of enrolment (CoE) based on the agreed date with the other providers using the DIAC pro forma letter available through PRISMS.

### **Two Options for Guardianship and Homestay**

Parents/legal custodians nominate one of the two options below for students before ACN completes the CAAW declaration:

- Option 1: students to live in approved homestay organized by
- Option 2: students to live with a relative/family friend over the age 21 and parents/legal custodians nominate the person to act as the primary care-giver for my child.



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### **Option 1**

If Option 1 is selected, ACN will organise homestay families for the students. All Homestay hosts will be carefully inspected and selected by the Homestay Agency used prior to students moving. The Homestay agency will provide ACN with a family profile prior to final approval. ACN will also conduct independent random checks and visits with Homestay hosts during student placements as needs arise.

### **Option 2**

If Option 2 is selected, parents can nominate a relative/family friend for the student to live with and act as the approved carer. The person needs to fill in an FORM STS 4.7. F1- ACN Guardianship Declaration for Agent and Immediate Family form which acts as an agreement with ACN and provide ACN with a photo ID and police clearance report to be proven of good character and meet the criteria listed below:

- be over the age of 21 and live in Sydney permanently
- have undertaken a Police check and provided a copy to ACN
- agree to accept the responsibility to act as the primary care-giver for the above student and ensure that the student resides with him/her until student turns 18
- understand that as the care-giver is responsible for the general well-being and welfare while the student is under the age of 18 and studying in Australia
- agree to contact ACN on the same day if the student is not able to attend class and within 2 working days if the student does not return home overnight
- agree to maintain contact with the student's parents and ACN on a regular basis, at least once every 3 months
- liaise with ACN as required to ensure the student understand and abide the rules and regulations of ACN and the Department of Immigration and Citizenship
- ensure the accommodation provided for student is appropriate and agree for ACN to visit his/her house to ensure that ACN is satisfied with the arrangement prior to student's arrival and during the student's stay when such needs arise
- agree to inform ACN within 2 working days if any of his/her contact details change.
- understand that ACN has the right to cancel the arrangement and transfer the student to another appropriate accommodation at any time in the best interests of the student

### **ACN Student Advisor - Welfare**

Once students arrive at ACN, ACN continues to monitor the suitability of the welfare arrangements for students until students turn 18 (when the CAWW period ceases). Scheduled interviews will be conducted by the Student Advisor with under-18 students to ensure they are complying with this condition. Students will meet with the Student Advisor to ensure students are happy with the arrangement. Students will be encouraged to see the Student Advisor directly if they have any concern or issues with the arrangement.

### **Notification of changes or cancellation**

- ACN has the right to cancel the arrangement and transfer the student to another appropriate accommodation at any time in the best interests of the student and ACN will advise DIAC using the DIAC pro forma letter via PRISMS.
- Before the student's commencement at ACN, it is the parents and student's responsibility to inform ACN of any changes to the above arrangement and after the student's commencement at ACN, students must seek approval from ACN to have any changes to the above arrangement. ACN will advise DIAC within 5 working days in the event that under 18 year old students changed their living arrangement where ACN continues to approve the CAAW.



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- If a student transfers to another provider or withdraws from the course before the actual finish date according to the students CoE while they are under 18 year of age, ACN will report under National Code Standard 5.1.d that it can no longer approve of the arrangements for the student according to ACN's Cancellation of Enrolment or Transfer Policies.
- If ACN suspends or cancels the enrolment of a student, ACN must continue to check the suitability of arrangements for that student until:
  - The student is accepted by another registered provider and that registered provider takes over responsibility for approving the student's accommodation, support and general welfare arrangements,
  - The student leaves Australia,
  - Other suitable arrangements are made that satisfy the Migration Regulations, OR
  - ACN reports under Standard 5.1d that it can no longer approve of the arrangements for the student.
  - The default option for ACN is 3.14.4 unless students can provide evidence that prove 3.14.1-3.14.3 takes place.
- The required evidence is:
  - a new CoE issued by the new registered provider confirming that it takes over responsibility for approving the student's accommodation, support and general welfare arrangements,
  - An airline ticket and letter from parents confirming student is leaving Australia permanently, OR
  - Any relevant documentation that prove that other suitable arrangements are made that satisfy the Migration Regulations
- In the event that an under-18 student has changed his or her living arrangements is found not living in an approved accommodation, actions below will be taken by ACN:
  - the student will be asked to make an alternative suitable arrangement in 5 working days. The student is advised that ACN can organize a Homestay if the student cannot make alternative suitable arrangement
  - if no action is taken by the student in 5 working days, a letter of intention to report for non-approval of welfare and living arrangement (see below) will be sent to students and parents will be informed
  - after receiving the letter, the Student Welfare Officer will have another meeting with the student. The student is requested to make a payment for the Homestay application fee as an agreement for ACN to organise a Homestay for the student
  - if payment is not received within 1 week, ACN will inform the student that his/her living arrangement is not approved and report the non-approval to DIAC via PRISMS as soon as possible.
- Where a student is missing from their Homestay accommodation and cannot be contacted, it is the responsibility of the Homestay host to inform ACN within 48 hours. ACN will implement its Critical Incident Policy and inform the student's parents and place a missing person report with police if requested by the parents, and when students do not contact the parents/ACN within 3 working days. ACN will report under National Code Standard 5.1.d that it can no longer approve of the arrangements for the student in such circumstances.
- Where a student is missing from the approved carer's accommodation and cannot be contacted, it is the carer's responsibility to inform ACN within 2 working days as stated on the agreement. ACN will implement its Critical Incident Policy and inform the student's parents and place a missing person report with police if requested by the parents and when students do not contact the parents/ACN within 3 working days. ACN will report under National Code Standard 5.1.d that it can no longer approve of the arrangements for the student in such circumstances.



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**REFERENCES:**

<b>Policy Number:</b>	<b>Policy Title</b>
FORM STS 4.7 F1	ACN Guardianship Declaration for Agent and Immediate Family
FORM STS 4.7 F2	Homestay and guardianship application form.