

## International Students under the Age of 18 Care Arrangements Policy

### Policy Information

<b>Policy Name:</b>	International Students under the Age of 18 Care Arrangements
<b>Policy Number:</b>	665
<b>Current Version:</b>	2.1 – 07/07/2011
<b>Purpose:</b>	To outline the policy for the care arrangements of SBIT international students residing in Australia who are under the age of 18 years.
<b>Scope:</b>	This policy applies to all staff who are either directly or indirectly dealing with or providing services to international students at SBIT.
<b>Exceptions:</b>	Nil
<b>Policy Owner:</b>	Director, Market and Business Development
<b>Policy Author:</b>	Business Policy and Process Officer, Student Services, Susan Oates
<b>Related policies and legislation:</b>	<ul style="list-style-type: none"> <li>▪ Education Services for Overseas Students (ESOS) Act 2000 <a href="http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/\$file/EduSerforOverStud2000_WD02.pdf">http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/\$file/EduSerforOverStud2000_WD02.pdf</a></li> <li>▪ Migration Act 1958 <a href="http://www.austlii.edu.au/au/legis/cth/consol_act/ma1958118/">http://www.austlii.edu.au/au/legis/cth/consol_act/ma1958118/</a></li> <li>▪ Migration Regulations 1994 <a href="http://www.austlii.edu.au/au/legis/cth/consol_reg/mr1994227/">http://www.austlii.edu.au/au/legis/cth/consol_reg/mr1994227/</a></li> <li>▪ National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code) 2007 Standard 5 – Younger Students <a href="http://aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_5.htm">http://aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_5.htm</a></li> </ul>
<b>Internal procedures guided by this policy:</b>	<ul style="list-style-type: none"> <li>▪ SBIT Procedure No. <a href="#">6065</a> – International Students under the Age of 18 Care Arrangements</li> <li>▪ <a href="#">QF072</a> – SBIT Guidelines for Care Arrangements for International Students Under the age of 18</li> </ul>

## Policy

### 1.0 Welfare arrangement options available to International Students under 18 years.

Migration Regulations state that an International Student, under 18 years of age, must reside in Australia in one of the following circumstances:

- (A) with a parent/or legal custodian
- (B) with a relative (from the DIAC suitable relatives list), over 21 years of age, who is nominated by a parent/or legal custodian
- (C) in Homestay accommodation arranged by a Southbank Institute of Technology (SBIT) Homestay Provider \*

\* SBIT has agreements with specific Homestay Providers and under these agreements the appropriate standards of Homestay provision are maintained.

### 2.0 Nomination of chosen welfare arrangements

**2.1** A *Care Arrangements Application Form for International Students under the Age of 18 (QF072)* **must be completed** by the International Student's parent/legal custodian. This form (QF072) will be provided to the International Student together with the SBIT Letter of Offer and must be returned to SBIT when the International Student accepts the offer.

The completed form must be signed by a parent/legal custodian and must be accompanied by a copy of photo identification (where possible) of the signing parent/legal custodian.

**2.2** If a student chooses option **(A)** or **(B)** (above): to reside with a parent or relative, it is the responsibility of the parent or relative to ensure that they have the appropriate visa to allow them to remain in Australia as the student's guardian, until the student turns 18 years old. DIAC will use its own processes to determine the authenticity of nominated relatives in the arrangements it approves. SBIT is not obliged to follow up on these arrangements put in place by DIAC.

### 3.0 SBIT nomination of welfare period

Where SBIT is approving welfare arrangements for a student, SBIT will usually nominate the period for which they are willing to undertake welfare arrangements as - maximum 7 days *prior* to the start of study and *terminating* on **either the COE end date or the date of the students' 18 birthday, whichever is first.**

Currently COE end dates are set as standard: 30 June/ 31 December. These COE end dates give sufficient time for students to finalise studies and to organise themselves to leave.

SBIT will advise DIAC in writing of the approval of welfare arrangements by using the PRISMS proforma letter- 'Confirmation of Appropriate Accommodation/Welfare Arrangements' (CAAW).

#### 3.1 Special consideration

Nominating a welfare period outside of this range (see 3.0) requires the student to submit a formal request in writing for consideration.

#### 3.2 Support and Monitoring Arrangements

On arrival, at orientation, International students under 18 years of age will be provided with information regarding the Student Support Services available to all SBIT International students (International Student Support (ISSO), Counselling and Accessibility Services).

The ISSO will also provide specific advice to the student regarding their obligation to remain in approved Homestay accommodation, if this has been arranged for them.

Two weeks from arrival, SBIT ISSO will email any newly arrived Under 18 years students to remind them of where they can locate ISSO services.

On a monthly basis, SBIT ISSO will download an Under 18 PRISMS report detailing all current SBIT Welfare Arrangements. SBIT ISSO will also request an Under 18 report from Homestay Providers, which will include a summary of any issues that have arisen over the last month.

SBIT will liaise with Homestay Providers/Homestay Families regarding any issues that may be affecting the well being of International students under 18 years of age. Where appropriate, the International Student Support Officer (ISSO) will meet with the students to try and resolve any issues.

International students under 18 years of age will be subject to the SBIT Academic Progression Monitoring policy and any intervention strategies that may arise from that.

Any communications or comments concerning International students under 18 years of age will be recorded on the student's file.

SBIT will liaise with the home-stay families/homestay providers regarding any issues that may be affecting the well-being of International students who are under 18 years of age.

#### **4.0      Student wishing to change welfare arrangements**

If after arrival in Australia the International Student wishes to change welfare arrangements for any reason, the International Student must first seek approval from SBIT.

A new *Care Arrangements Application Form for International Students under the Age of 18 (QF072)* must be completed by the parent/legal custodian (see 2.1 above).

SBIT approval to change welfare arrangements can only be provided by the:

International Student Support Officer:  
Phone: (07) 3244 5633  
Email: [sbit.isso@southbank.edu.au](mailto:sbit.isso@southbank.edu.au)

#### **5.0      SBIT non approval of changed welfare arrangements**

Failure to secure approval from the International Student Support Officer may result in SBIT reporting the student to DIAC using a PRISMS proforma letter: *Non Approval of Appropriate Accommodation/Welfare Arrangements*. SBIT will only report that it can no longer approve the welfare arrangements for the student once all other reasonable attempts to assist the student to maintain appropriate arrangements have been exhausted.

By notifying DIAC, SBIT is reporting a breach of student visa condition 8532. This report may result in cancellation of the student's visa. SBIT will only use this reporting mechanism when a student is **refusing to** maintain SBIT approved welfare arrangements

#### **6.0      When SBIT terminates, suspends or cancels the enrolment of the student**

When SBIT terminates, suspends or cancels the enrolment of an under 18 student, the International student will be invited to attend an **exit interview** with the International Student Support Officer (ISSO). The ISSO will discuss with the student the Migration Regulations which stipulates that the student must have adequate welfare arrangements in place whilst in Australia.

SBIT will continue to check the suitability of arrangements for that student until:

- 6.1** the student is accepted by another registered provider and that registered provider takes over responsibility for approving the student's welfare arrangements;
- 6.2** the student leaves Australia;
- 6.3** other suitable arrangements are made that satisfy the Migration Regulations (for example, parent or other suitable relative takes ongoing responsibility for the student's accommodation and welfare); or
- 6.4** events have occurred that make it impossible for SBIT to continue to approve the arrangements for the student. In this case, SBIT will report to DIAC using a PRISMS pro-forma letter: *Non Approval of Appropriate Accommodation/Welfare Arrangements*.

## Glossary of Terms/Definitions

Terms	Definitions
<b>COE</b>	Confirmation of enrolment
<b>CRICOS</b>	Commonwealth Register for Institutions and Courses for Overseas Students
<b>DIAC</b>	Department of Immigration and Citizenship
<b>DIAC Suitable Relatives List</b>	A grandparent, brother, sister, aunt, uncle, niece or nephew, or a step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step-niece or step-nephew.
<b>Homestay</b>	A form of accommodation in which a person from overseas lives with a family in a host country and gives reimbursement for the homestay service
<b>PRISMS</b>	Provider Registration and International Students Management System The management information system used by DEEWR and DIAC to record international student program enrolment details.
<b>Student Visa Condition 8532</b>	Student visa condition 8532 requires all International students under 18 years of age to maintain their accommodation, support and general welfare arrangements while they are in Australia.

## Revision History

Revision Date:	Status: (Draft/Final)	Summary of Changes	Prepared/Approved By:	Revision #:
30/01/2009	Final	Initial document	International Policy and Process Officer	01
16/06/2010	Final	Changed policy owner/policy author and major revision	Business Planning and Policy Officer	02
07/07/2011	Final	Document Review	Business Policy and Process Officer	2.1

## Distribution

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