

LATROBE COLLEGE OF ART AND DESIGN

YOUNGER OVERSEAS STUDENTS PP

Migration Regulations 1994 /
(ESOS) National Code 2018, "Standard 5 – Younger Overseas Students"

Related Policies & Forms

S26 VSL Parent consent form
S23 Younger Overseas Students PP
S23 YOUNGER OVERSEAS STUDENTS FORM
C24.2 Working With Children Check & PP

POLICY

1. Purpose

In order for a student under the age of 18 to be granted a student visa they must demonstrate that they have adequate welfare arrangements in place for the length of the student visa or until they turn 18. Under the Migration Regulations 1994, student visa applicants under the age of 18 must demonstrate that they will be accompanied by a parent or legal custodian, a suitable relative or that the student's education provider approves the arrangements for the student's accommodation, support and general welfare. This policy describes the conditions under which Latrobe College of Art and Design will accept responsibility for the welfare and support of international students under 18 years of age, the monitoring and reporting processes associated with these arrangements, and how risks associated with accepting international students under 18 years of age studying at Latrobe College of Art and Design in Australia on a Student Visa will be managed by Latrobe College of Art and Design.

2. Policy Statement

This policy ensures that quality is pursued in all aspects of the welfare of under 18 year old international students at Latrobe College of Art and Design.

3. Principles

This policy will adhere to the following principles: • value diversity • promote natural justice • offer equality of opportunity.

4. Scope

This policy applies to all current and prospective under 18 year old international students of Latrobe College of Art and Design in relation to his or her studies or prospective studies at Latrobe College of Art and Design.

5. Policy

5.1. Latrobe College of Art and Design will **accept international students under the age of 18** where the student has met course entry requirements and the student provides evidence that welfare (guardianship and accommodation) arrangements are in place with either

5.1.1. Parent or legal custodian (evidence of approval from DHA required).

5.1.2. Approved relative (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)

5.1.3. Latrobe College of Art and Design approved homestay provider under supervision of Latrobe College of Art and Design approved guardian. The student may stay in a non-homestay accommodation as long as it is managed by an accommodation approved by LCAD. This is only allowed if the younger student is sharing with another student who is over 18. If the student's education agent and legal guardian approve of the accommodation then LCAD will also approve of the arrangements.

5.2. Latrobe College of Art and Design will accept responsibility for the **accommodation and welfare arrangements** of international students under the age of 18 under the following conditions:

5.2.1. the student must live in a Latrobe College of Art and Design approved homestay accommodation until 18 years of age and not change that accommodation unless written agreement is obtained from the parent/legal guardian and Latrobe College of Art and Design;

5.2.2. the student must be met on arrival at the Melbourne airport by an Latrobe College of Art and Design approved representative or the Latrobe College of Art and Design approved homestay or accommodation provider; or educational agent representing the students and their family or legal guardian.

5.2.3. the student will not stay overnight from the approved homestay accommodation address without written approval from the student's parent or legal custodian and Latrobe College of Art and Design;

5.2.4. The student cannot transfer between Latrobe College of Art and Design homestay accommodation providers without written agreement from the parent/legal guardian and Latrobe College of Art and Design;

5.2.5. Nominated guardianship companies can liaise with Latrobe College of Art and Design or Homestay family on behalf of the student, however any major issues involving the student remain the responsibility of Latrobe College of Art and Design and the Homestay family.

5.2.6. Underage students are not permitted to make travel arrangements or stay with individuals who are not registered as Homestay Providers with the Latrobe College of Art and Design.

5.2.7. Where Department of Home Affairs (DHA) have been advised in writing (via Confirmation of Appropriate Accommodation and Welfare letter (CAAW)) that Latrobe College of Art and Design accepts responsibility for the guardianship and welfare of the underage student, specifying a start date (which includes sufficient time for the student to arrive and prepare to study, usually one week prior to the course start date), and an end date covering a period up to the day that the student turns 18 or length of COE plus seven days;

5.2.8. Latrobe College of Art and Design will consider changes to care arrangements in the following circumstances:

5.2.8.1. Failure on the part of the caregiver or accommodation provider to provide appropriate services to the student

5.2.8.2. A parent arriving in Melbourne on a guardianship visa in order to resume care arrangements

5.2.9. Latrobe College of Art and Design may insist on a change to care or accommodation arrangements in the following Circumstances:

5.2.9.1. Failure on the part of the caregiver or accommodation provider to provide appropriate services to the student.

5.2.9.2. Dishonest or inappropriate behaviour by the caregiver or accommodation provider.

5.2.10. Latrobe College of Art and Design will withdraw the Confirmation of Accommodation and Welfare (CAAW) for the student if the student does not maintain the arrangements agreed upon in the Younger Overseas Student Approval Form .

5.2.11. The student must make contact with the Latrobe College of Art and Design International within 5 days of arriving in Australia to confirm their arrival.

5.3. Latrobe College of Art and Design will **terminate, suspend or cancel the CAAW of under 18** year old students in the following circumstances:

5.3.1. The student is accepted by another provider and that provider advises in writing that they will take responsibility for approving accommodation and welfare arrangements for the student, or

5.3.2. The student has been verified to have left Australia, or

5.3.3. Other suitable arrangements are made that satisfy migration regulations as notified by DHA in writing, or

5.3.4. A report is sent to DHA by Latrobe College of Art and Design stating that Latrobe College of Art and Design will no longer approve Accommodation and Welfare arrangements. Latrobe College of Art and Design will continue to monitor accommodation and welfare arrangements until the above circumstances are finalized

6. Definitions

CAAW: Confirmation of Appropriate Accommodation and Welfare Letter

CoE: Confirmation of Enrolment

DHA: Department of Home Affairs

7. Responsibility and Accountability

Latrobe College of Art and Design has the responsibility to provide an environment for under 18 international students that meets with the requirements of Standard 5 –‘ Younger Overseas Students’ of the Educational Services for Overseas Students National Code 2018.

All staff, contractors and students will help to provide an inclusive environment by eliminating practises that are discriminating.

Staff teaching or managing =Younger students at Latrobe College of Art & Design must have a valid Working with Children Check as detailed in **C24.2 Working with Children Check & PP**

8. Supporting Documents and Templates

S26 VSL PARENT CONSENT

S1 INTERNATIONAL STUDENT INFO

S2 STUDENT MANUAL

Forms to produce

See attached More Blurb to add details about homestay

Overseas Student Indemnity Form

Student Excursion Procedure

Younger Overseas Student International Students Under 18

~~*Younger Overseas Student Welfare & Accommodation Approval Form*~~

Younger Overseas Student Overnight Stay Permission Form