

## **Policy and Procedures for Approving Accommodation, Support and General Welfare Arrangements for Students Under 18**

### Overview

The policy outlined below applies to all international students undertaking studies at SIBT who are under 18, other than those who have been granted permanent residency in Australia or who are Australian Citizens.

SIBT accepts the responsibility for approving the accommodation, support and general welfare arrangements for students under 18 within the following periods:

- From the first day of the enrolment week until either 7 calendar days after the end date specified on the student's CoE or the date on which the student turns 18, whichever comes first, for students on a package offer with NCELTR
- From 14 calendar days prior to the commencement of the enrolment week until either 7 calendar days after the end date specified on the student's CoE or the date on which the student turns 18, whichever comes first, for all other students.

In accordance with the regulations of the Department of Immigration and Citizenship (DIAC) all international students under 18 applying to SIBT are required to demonstrate that they will be living with:

- A parent
- A 'suitable relative' (as defined below) or
- an approved guardian.

DIAC defines a 'suitable relative' as a person who is:

- A grandfather, brother, sister, aunt, uncle, niece or nephew, or a step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step-niece or step-nephew
- Nominated by a parent of the applicant or a person who has custody of the applicant
- Aged at least 21; and
- of good character.

SIBT requires all students under 18, who are not being cared for in Australia by a parent or a suitable relative to live with a guardian.

The Student Services Section will monitor the care arrangements for students under 18. A regular meeting will take place each trimester. The purpose of the meeting is to give students an opportunity to discuss any concerns that they may have about their accommodation and welfare arrangements or academic progress.

Students will also be encouraged to make individual appointments if they wish to discuss personal issues that may be affecting them.

The student visa condition 8532 imposes an obligation on all international students under 18 to maintain accommodation, support and general welfare arrangements approved by DIAC for the duration of their studies or until they turn 18. SIBT will report students to DIAC via PRISMS who fail to comply with this condition.

### Communication with the Department of Immigration and Citizenship (DIAC)

Where applicable, SIBT will complete the appropriate DIAC pro forma letters in PRISMS to inform DIAC of the welfare arrangements and of any changes to them:

- Confirmation of Appropriate Accommodation and Welfare (CAAW) letter
- Approval to Change Accommodation/Welfare Arrangements letter
- Non – Approval of Appropriate Accommodation/Welfare Arrangements letter

### Accommodation Options

International students under 18 must reside in one of the following three accommodation options.

#### **Students residing with a parent or a 'suitable relative'**

The parent or 'suitable relative' with whom the student will reside until they turn 18 must complete SIBT's Guardianship Form and provide:

- A copy of their visa/passport (as proof of age and ability to reside in Australia)
- A copy of the student's birth certificate and
- Evidence of familial relationship.

In such cases SIBT is not required to complete the (CAAW) letter.

#### **Students residing in an SIBT approved Homestay**

SIBT requires all international students under 18, who will not reside with either a parent or a 'suitable relative' to live in an SIBT approved Homestay until they turn 18. The Homestay parent will then assume guardianship.

The student's parent is responsible for the organization of the Homestay accommodation and for the completion of the SIBT Guardianship Form.

SIBT recognises the following organizations as providing appropriate accommodation, support and general welfare to students:

- Homestay Network
- Auzzie Families
- Homestay Worldwide

These organisations will contact SIBT directly in the case of any issues that may affect the well being of the international students.

#### **Students residing with a person of choice**

Where a student wishes to reside with a person other than those mentioned in the above categories the person must be over the age of 21; be eligible to reside in Australia for the duration of the student's course and be of good character. The student's parent must submit the SIBT Guardianship Form and provide:

- A letter granting their approval for the accommodation
- A copy of the person's visa/passport
- A copy of the person's birth certificate and
- A Police Name Check certificate.

### Students on a Package Offer

#### **NCELTR**

Where, on behalf of NCELTR, SIBT issues an offer to a student to study English at NCELTR prior to commencing at SIBT, SIBT will advise NCELTR that the student is under 18 and provide details of the student's accommodation, support and general welfare arrangements.

NCELTR is then responsible for the student's welfare until the commencement of the SIBT course specified on the SIBT CoE, in accordance with the SIBT/ NCELTR Agreement.

#### **SIBT/Macquarie University**

Macquarie University will not accept international students under 18.

The SIBT Admission Section is responsible for determining whether a student will turn 18 by the completion of the SIBT course. In cases where a student will not have turned 18, SIBT will inform the parents in writing of the Macquarie University Policy prior to accepting the student. SIBT will not take responsibility for the student beyond the end date specified on the SIBT CoE.

### Procedure for students changing accommodation, support and general welfare arrangements

Students wishing to change their accommodation, support or general welfare arrangements must make an appointment with the Student Services Manager.

1. The student will be asked to outline the reasons for requesting the change.
2. The Student Services Manager will then determine whether the change is in the student's best interest.
3. Once the change is supported in principle, the student will be required to submit:
  - a) A letter from their parent granting permission for the change.
  - b) The name and full details of the proposed Guardian.
4. This information is then emailed to a registered Homestay provider who conducts the necessary accommodation and general welfare checks in accordance with DIAC's requirements. The Homestay provider will charge the student a fee for this service.
5. Once the above has been completed the Homestay provider will then email written confirmation to the student and to the Student Services Manager.
6. The Student Services Manager then notifies DIAC via PRISMS by completing the required form, which is then placed on the student's file.