

Under 18 Student Approval Procedures

1. Preamble

- 1.1 Subclause 8532(a) and 8532(b) of condition 8532 in Schedule 8 to the *Migration Regulations 1994* requires that the students under the age of 18 must maintain suitable accommodation, support and general welfare arrangements. They may stay with a parent or suitable relative or, if that is not possible, they may stay in accommodation approved by their education provider.
- 1.2 Standard 5 of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* (the National Code 2007) clarifies the requirement that appropriate accommodation, support and general welfare arrangements be in place where students under the age of 18 are not being cared for in Australia by a parent or suitable nominated relative, registered providers ensure that the arrangements made to protect the personal safety and social well-being of those students are appropriate.
- 1.3 These procedures provide guidance and instruction on the arrangement and approval of the accommodation, support and general welfare arrangements for students under the age of 18 who are not being cared for by a parent or a suitable relative in Australia and who Deakin College has taken responsibility under the *Migration Regulations 1994* for approving the accommodation, support and general welfare arrangements.
- 1.4 The *Care of International Students Under the Age of 18 Policy* underlies and applies to these procedures.

2. Definitions

Key Term or Acronym	Definition
CAAW	Confirmation of Appropriate Accommodation and Welfare letter.
CoE	Confirmation of Enrolment. A document registered with the Australian Government confirming a student's acceptance into a course for a specified duration.
DUELI	Deakin University English Language Institute.
ESOS Act 2000	The Education Services for Overseas Students Act. This Act regulates the delivery of education services to overseas students.
National Code 2007	Nationally consistent standards and procedures for providers who deliver international educational services.
PRISMS	Provider Registration and International Student Management System. A database developed by the Australian Federal

	Government for the purposes of compliance with the ESOS Act.
Suitable 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.

3. Procedures

3.1 Prospective students under the age of 18 are identified by Deakin College Admissions (“Admissions”) and a *Minor Form* is forwarded to the education agent for the parents or legal guardians of the student so that Deakin College is advised whether the student will be cared for in Australia by a parent, legal guardian, or a suitable relative and the address where the student will reside in Australia.

[Please refer to sections of the *Care of International Students Under the Age of 18 Policy*]

3.2 Where a parent or suitable relative takes responsibility for the welfare arrangements of the student, no Confirmation of Appropriate Accommodation and Welfare (CAAW) letter will be issued by Deakin College.

3.2 A parent or legal guardian may request on the *Minor Form* that Deakin College takes responsibility for approving the accommodation, support and general welfare arrangements for that student.

3.3 The parent or legal guardian is required to provide in good faith all necessary and relevant information about illness, impairments or disabilities of that student so that Deakin College can assess what reasonable adjustments or reasonable accommodation, if required, can be provided to that student.

3.4 Where Deakin College agrees to take responsibility for the welfare arrangements of the student, the parent or legal guardian will be provided with a list of Deakin College recommended and approved guardianship services.

3.5 Deakin College will not approve guardianship arrangements or guardianship services that are not on Deakin College’s approved list of guardianship services.

3.6 Deakin College will not approve arrangements for the student to reside with family friends or relatives who are not Suitable Relatives.

3.7 A Confirmation of Enrolment (COE) and CAAW will be issued once signed acceptance of Deakin College letter of offer, payment of tuition fees and guardianship service has been appointed and Admissions receives confirmation from the Guardianship Service.

[Please refer to sections of the *Care of International Students Under the Age of 18 Policy* for the nominated dates for which DEAKIN COLLEGE will accept responsibility for the welfare arrangements of the student]

3.9 The CAAW form is forwarded to the Manager Student Services, or delegate for approval.

3.8 Admissions will remind the student about the nominated dates and that the student may not arrive earlier than the nominated dates (unless accompanied by a parent or Suitable Relative) and that the student will be denied entry into Australia.

**DEAKIN COLLEGE PROCEDURE FOR UNDER 18
STUDENTS TO COMMENCE STUDY AT DUELI AND
DEAKIN COLLEGE**

Student under the age of 18 applies to study at
DUELI & Deakin College

Minor Form is sent to education agent to
ascertain welfare arrangements

Documents for ELICOS program are sent to
DUELI for processing.

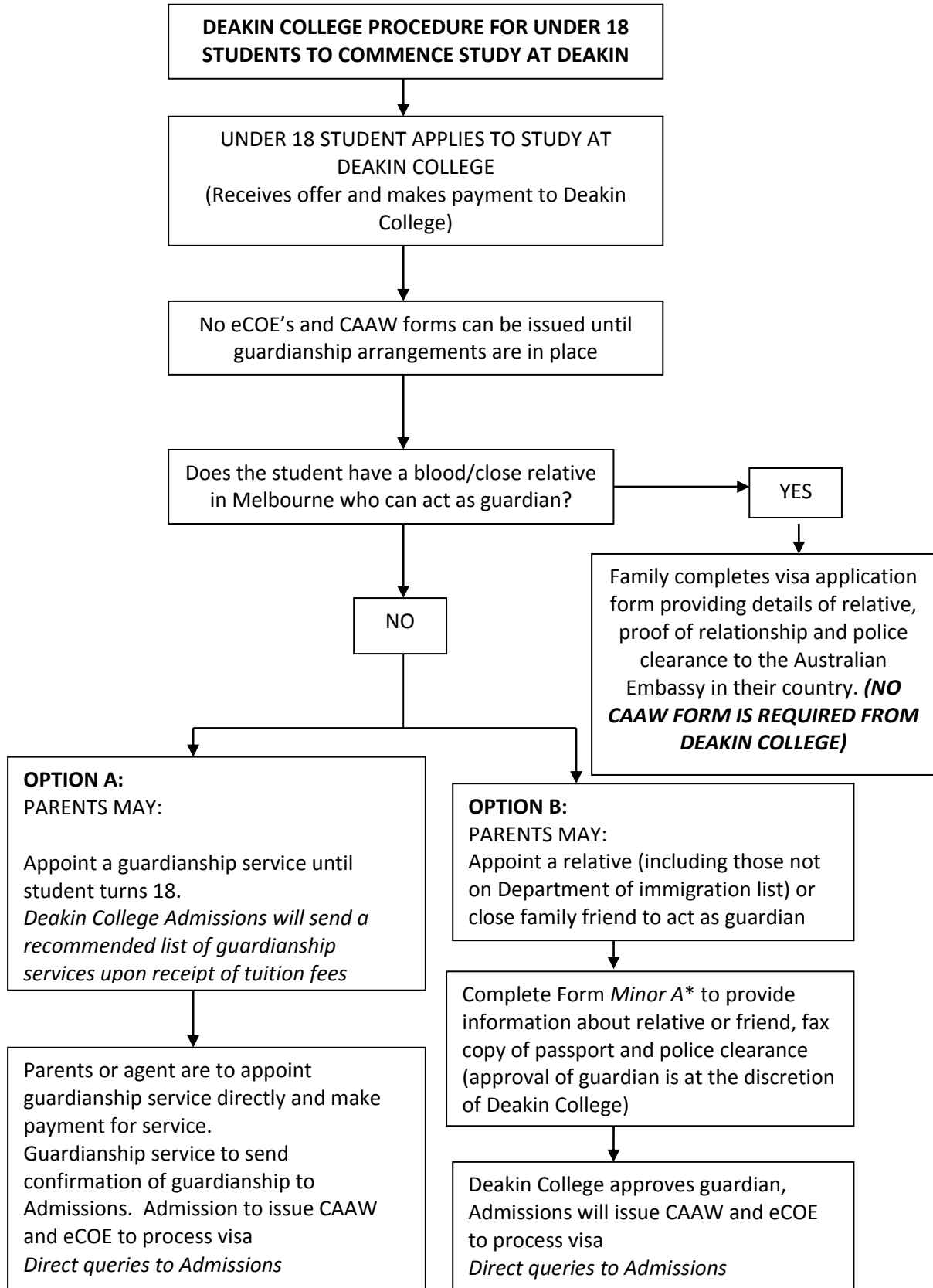
All applications for appointment of
carer/guardian must be referred directly to
DUELI for consideration and approval.

DUELI issues CAAW form and eCOE for ELICOS
program.

Deakin College issues eCOE and CAAW (if
necessary) for Deakin College program.

**No eCOE's and CAAW FORMS ARE TO BE
issued until guardianship is in placed**

Refer queries on DUELI CAAW/eCOE to:
DUELI Admissions (di-team3@deakin.edu)
Tel: 9244 5095 and Fax: 9244 5094



Policy Title	Under 18 Student Approval Procedures	
Policy Owners	Manager Student Services	
Contact Persons	Pari Ponniah	
Key Stakeholders	Parents, Legal Guardians and Agents	
Approval Body	Deakin College Academic Board of Studies	Agenda item and meeting date approved [Agenda item and meeting date approved]
Relevant Legislation	Education Services for Overseas Students Act 2000 (ESOS Act), the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007)	
Related Policies	Care of International Students Under the Age of 18 Years Policy	
Related Guidelines	[Related Guidelines]	
File information	File number [File Number]	Version number V2.11 -
Date Effective	[Date Effective]	Next Review Date 30/06/2011