

International Students Under 18 Welfare and Support 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 Melbourne Polytechnic 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 Melbourne Polytechnic in Australia on a Student Visa will be managed by Melbourne Polytechnic.

2. Policy Statement

This policy is committed to ensuring that quality is pursued in all aspects of the welfare of under 18 year old international students at Melbourne Polytechnic.

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 Melbourne Polytechnic in relation to his or her studies or prospective studies at Melbourne Polytechnic.

5. Policy

5.1. Melbourne Polytechnic 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. Melbourne Polytechnic approved homestay provider under supervision of Melbourne Polytechnic approved guardian

5.2. Melbourne Polytechnic will accept responsibility for the accommodation and welfare arrangements of international students under the age of 18 under the following conditions:

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- 5.2.1. the student must live in a Melbourne Polytechnic approved homestay accommodation until 18 years of age and not change that accommodation unless written agreement is obtained from the parent/legal guardian and Melbourne Polytechnic;
- 5.2.2. the student must be met on arrival at the Melbourne airport by a Melbourne Polytechnic approved representative or the Melbourne Polytechnic approved homestay accommodation provider;
- 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 Melbourne Polytechnic;
- 5.2.4. The student cannot transfer between Melbourne Polytechnic homestay accommodation providers without written agreement from the parent/legal guardian and Melbourne Polytechnic;
- 5.2.5. Nominated guardianship companies can liaise with Melbourne Polytechnic or Homestay family on behalf of the student, however any major issues involving the student remain the responsibility of the Polytechnic 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 Melbourne Polytechnic Homestay Program
- 5.2.7. Where Department of Home Affairs (DHA) have been advised in writing (via Confirmation of Appropriate Accommodation and Welfare letter (CAAW)) that Melbourne Polytechnic 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. Melbourne Polytechnic 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. Melbourne Polytechnic 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.

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5.2.10. Melbourne Polytechnic will withdraw the Confirmation of Accommodation and Welfare (CAAW) for the student if the student does not maintain the arrangements agreed upon in Welfare and Accommodation Approval Form -Under 18 International Students

5.2.11. The student must make contact with the Melbourne Polytechnic International within 5 days of arriving in Australia to confirm their arrival.

5.3. Melbourne Polytechnic 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 Melbourne Polytechnic stating that Melbourne Polytechnic will no longer approve Accommodation and Welfare arrangements. Melbourne Polytechnic 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

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7. Responsibility and Accountability

Task	Responsibility	Notes
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.	Melbourne Polytechnic International Office	
Provide an inclusive environment by eliminating practises that are discriminating	All Melbourne Polytechnic staff and contractors	

8. Supporting Documents and Templates

Related documents

[Student Discipline Policy](#)
[Student Excursion Procedure](#)
[Student Indemnity Form Under 18 Student Indemnity Form \(18 years and Over\)](#)
[Enrolment of a Student \(VET\) Procedure](#)
[International Students Under 18 Procedure](#)
[International Students Under 18 Welfare and Accommodation Approval Form](#)
[International Students Under 18 Excursion/Overnight Stay Permission Form](#)

Legislation

[Migration Regulations 1994](#)
[Educational Services for Overseas Students \(ESOS\) National Code 2018, “Standard 5 – Younger Overseas Students”](#)

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9. Policy Control

Approving authority	<i>Melbourne Polytechnic Executive</i>
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