Under 18 International Student Policy and Procedures

**Approving authority**
Academic Committee

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**Description**
This policy describes the conditions under which the University will accept responsibility for the welfare and support of international students under 18 years of age, and the monitoring and reporting processes associated with these arrangements.

**Related documents**
- Migration Regulations 1994
- Griffith Accommodation Homestay
- Homestay Policy
- Student Misconduct Policy
- Student Review and Appeals Policy
- Student Review and Appeals Procedure
- Review of Decision Form
- Student Charter
- Griffith International Under 18 Agreement
- International Under 18 Overnight Accommodation Consent Form
- International Student Provider Transfer Request Policy and Procedure
- International Student Critical Incident Management Policy and Procedure
- Application Form High School Preparation (HSP)
- GELI Travel Request form

[Legislative Requirements] [Welfare Provision] [Procedure] [Withdrawal of University Approval and Review Process]

1. **LEGISLATIVE REQUIREMENTS**

   1.1 Australian Migration Regulations require international student visa applicants to have suitable arrangements for accommodation, support and welfare if under 18 years of age (student visa condition 8532).

   1.2 The Department of Immigration and Border Protection (DIBP) will not approve a student visa unless one of the following arrangements have been made for the student:

   a) lives in Australia with their parent or legal custodian,

   b) lives in Australia with a relative over 21 years of age who is nominated by their parent or legal custodian, or
c) lives in Australia under a welfare arrangement approved by the education provider.

1.3 DIBP requires a relative to be aged over 21 years of age, be of good character and be eligible to remain in Australia until the applicant's visa expires or they turn 18. A relative is defined by DIBP as a brother, sister, stepbrother, stepsister, step-parent, grandparent, step-grandparent, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece or step-nephew. Changes to these definitions will be detailed on the DIBP website.

1.4 The National Code of Practice Part D Standard 5 - Younger Students, sets the framework for provider obligations where responsibility is accepted for the accommodation, support and general welfare of international students under 18 years of age.

1.5 The provider is required to:

a) Nominate the dates for which responsibility is accepted for approving the student's accommodation, support and general welfare arrangements;

b) Advise DIBP in writing of the approval using the specified PRISMS pro forma letter;

c) have documented procedures for checking the suitability of the student's accommodation, support and general welfare arrangements;

d) advise DIBP of any change in these living arrangements; and

e) continue welfare responsibility where a student's enrolment is terminated, suspended, or cancelled, until:
   ▪ the student is accepted by another registered provider who takes responsibility for the accommodation, support and student welfare;
   ▪ the student leaves Australia;
   ▪ the provider appropriately reports it can no longer approve arrangements for the student; or
   ▪ alternative arrangements are made in accordance with Australian Migration Regulations.

1.6 The provider nominates the start and end dates of welfare responsibility by completing and signing the Confirmation of Appropriate Accommodation/Welfare Arrangements (CAAW) letter generated from PRISMS. The student visa start and end dates will correspond with the dates in this letter, except if the student turns 18 during studies, when the standard visa end date will apply. The student cannot arrive in Australia before the nominated start date of the CAAW.

1.7 Where a student has a package arrangement of offers with multiple providers, each provider must complete the CAAW with nominated start and end dates. Any gap in welfare arrangements will result in the student visa only being granted for the period of continuous care arrangements. Students under 18 cannot remain in Australia unless the student is able to provide confirmation of acceptable welfare arrangements as stated in 1.2 above.

2. WELFARE PROVISION – ALL STUDENTS

2.1 Griffith University will accept responsibility for the accommodation, support and welfare of international students commencing their programs under the following conditions:

a) the student's parent/legal custodian has agreed in writing to the University accepting responsibility for their son or daughter's welfare by completing and signing the Griffith International Under 18 Agreement;

b) the student must live in University approved homestay accommodation until 18 years of age and not change that accommodation unless written agreement is obtained from the parent/legal guardian and the University;

c) the student must be met on arrival at the Brisbane or Gold Coast airport by a University approved representative or the University approved homestay provider;

d) the student will not stay overnight from the approved homestay address without written approval from the student's parent or legal custodian and the University;
e) the student cannot transfer between University homestay providers without written agreement from the parent/legal guardian;
f) the student must act responsibly and not partake in risk-taking behaviour.

WELFARE PROVISION – DEGREE STUDENTS

g) the student is at least 17 years of age;
h) the student must attend orientation, and meet with an International Student Advisor (ISA) in the first week after their arrival in Australia;
i) the student must meet with an ISA to discuss academic progress every two weeks and at the end of trimester, or upon turning 18, whichever comes first.

WELFARE PROVISION – GELI STUDENTS

j) the English language student is at least 17 years of age;
k) the High School Preparation (HSP) student is above 14 years of age;
l) the HSP student must live in University approved homestay accommodation until the end of their welfare dates and not change that accommodation unless written agreement is obtained from the parent/legal guardian and the University;
m) the student must meet with a GELI Student Advisor or the HSP Welfare Advisor every two weeks and at the end of their program to discuss their academic pathway.

2.2 Campus Life is responsible for the University homestay provider application, vetting and selection process, provision of appropriate documentation and training for providers housing under 18 students, and advising Griffith International and/or GELI on the arrival details of all under 18 students (with the exception of the GELI HSP students who are under the homestay arrangements of an external University approved provider).

3. PROCEDURE

3.1 Identification

An applicant is identified as under 18 years of age during the admissions process. An offer of admission will be conditional upon submission of a completed and signed Griffith International Under 18 Student Agreement signed by the student and their parent(s)/legal guardian(s).

For GELI HSP students, the offer will be conditional upon receiving the signed HSP application/Under 18 Student Agreement form signed by the students and their parent(s)/legal guardian(s).

If the student will be cared for by a relative, as defined by DIBP, the University will require satisfactory evidence of the relationship (e.g. birth and/or marriage certificate).

3.2 Acceptance and Nominated Welfare Dates

If the applicant and their parent/legal guardian request the University to provide accommodation, support and welfare arrangements, the applicant must provide Griffith International with evidence of booking University approved homestay accommodation until the student turns 18 years of age, or finishes their program/s, whichever is the earliest.

For GELI HSP students, the applicant must remain in a Griffith approved homestay until the end of their welfare dates.

Upon student submission of complete documentation to the University, the University will provide the student with a signed CAAW letter and CoE to include with their student visa application.

3.2.1 For degree and pathway students, the nominated start date on the CAAW will be 15 days prior to the start date of teaching for the trimester of admission. The end date on the CAAW will be the date the student turns 18 years of age, or the end date of the CoE plus seven days, whichever is the earliest.
3.2.2 For GELI HSP students, the nominated start date of the CAAW will be 2 days prior to the HSP orientation date. The end date on the CAAW will be the date prior to the day on which the High School CAAW commences.

3.3 Monitoring

3.3.1 Monitoring Degree students

The Manager, Student Experience will allocate each under 18 student to an International Student Advisor (ISA) to monitor their welfare, and will liaise with Campus Life in relation to student arrival details. Campus Life will send an introductory letter to the homestay family and coordinate the arrival of the student.

The student must attend orientation and meet with the ISA within one week of arrival and every two weeks thereafter, unless it is deemed more regular visits are required. The student must discuss academic progress with the ISA at the end of trimester or upon turning 18, whichever comes first.

These meetings must occur until:
- the student turns 18 years of age, or
- the student leaves Australia, or
- another registered provider accepts responsibility for accommodation, support or welfare, or
- the student's parent/relative/legal custodian accepts responsibility in accordance with DIBP regulations, or
- the University ceases provision of welfare support as advised to DIBP.

3.3.2 Monitoring GELI and HSP students

The GELI Student Advisor and the HSP Welfare Advisor will monitor the under 18 year old student until the end of the welfare dates.

3.4 Transfer Provider Institution

An under 18 student seeking to transfer to another CRICOS registered provider must complete the Letter of Release Request Form and obtain parental/legal custodian approval and the approval of the other institution provider if they are taking responsibility for the student's accommodation, welfare and support arrangements. If the student is sponsored, the sponsor must also provide their written approval. Refer to the International Student Provider Transfer Request Policy and Procedure.

3.5 Non Homestay Overnight Accommodation

3.5.1 Non Homestay Overnight Accommodation – Degree students

Under 18 students who wish to stay overnight at an address other than their approved University homestay address, must submit an International Under 18 Overnight Accommodation Consent Form to their ISA, which has been signed by their homestay parent, and parent/legal guardian approving such accommodation. This form must also be approved by the Associate Director, International Administration.

3.5.2 Non Homestay Overnight Accommodation – GELI students

GELI and HSP under 18 students who wish to stay overnight at an address other than their approved homestay address, must meet with the GELI Student Advisor or HSP Welfare Advisor and submit the Under 18 Overnight Accommodation Request form, which has been signed by their homestay parent and parent/legal guardian approving such accommodation. This form must also be approved by the Director, GELI (or nominee).

Students requesting to apply for a holiday must apply in writing on the GELI Travel Request form, available at the GELI Student Centre.

3.6 Critical Incidents

In the event of medical emergencies or extreme behavioural issues, including students who go missing from approved accommodation and cannot be contacted, the International Student
Critical Incident Management Policy and Procedure must be implemented. If, after a reasonable period of time since filing a missing persons report with the police, the student has not been found, the University must complete a Non Approval of Appropriate Accommodation/Welfare Arrangements letter on PRISMS.

For GELI and HSP students, the GELI Student Advisor and the HSP Welfare Advisor will also liaise with the agent and parents regarding any action to be taken.

3.7 Student Leaves Australia

If an under 18 student advises that they will leave Australia, the ISA must inform and provide flight details to their parent/legal guardian and homestay provider. The ISA must ensure that the student is escorted to the airport by a Griffith University representative, PRISMS is updated if required, and that DIBP is advised.

4. WITHDRAWAL OF UNIVERSITY APPROVAL AND REVIEW PROCESS

4.1 All reasonable efforts will be made by the University to assist under 18 students with difficulties impacting their welfare arrangements.

4.2 University approval for accommodation, welfare and support will be withdrawn where the University deems one or more of the following grounds have been met:

   a) a student refuses to observe reasonable standards of behaviour as outlined in the Student Charter, Student Misconduct Policy, and Homestay Policy;
   b) the student refuses to maintain University approved homestay arrangements;
   c) the student stays overnight at an address other than the approved homestay address, without parental/legal guardian and University approval;
   d) the student's enrolment is cancelled by the University.

4.3 The student will be notified in writing of the grounds for intended withdrawal of University supported welfare arrangements by the Associate Director, International Administration (for Degree students) or the Director, GELI (for GELI students). A copy will be forwarded to the student's parent/legal custodian.

   For GELI HSP students the decision by the Director, GELI is final and non-reviewable.

4.4 The student has a right to apply for review to the Vice President (Global) the decision to withdraw University approval for accommodation within 10 working days of notification of the decision. The application for review is to be made using the Review of a Decision form in accordance with the University's Student Review and Appeals Policy and Student Review and Appeals Procedures. The decision of the Vice President (Global) is final.

4.5 If the review outcome is unsuccessful, or the application for review is not received within the time duration specified in 4.4, the student's parent/legal custodian will be notified that the University is withdrawing approval for accommodation, support and welfare arrangements. Alternative welfare arrangements for the student in accordance with 1.2 above will be requested.

4.6 Where the ground for University withdrawal of support is due to the student refusing to maintain University homestay arrangements, the University will complete the Non Approval of Appropriate Accommodation/Welfare Arrangements letter on PRISMS. Provision of this letter signifies a breach of student visa condition 8532 and is likely to result in visa cancellation.

4.7 Where the parent/legal custodian or alternative provider has provided written confirmation that they will be accepting responsibility for the student, the PRISMS Approval to Change Accommodation/Welfare Arrangements letter will be completed.