

Welfare Arrangements for Under 18 International Students studying at Griffith College



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Document

Document Name	Welfare Arrangements for Under 18 International Students studying at Griffith College (GC)
Brief Description	This Policy outlines the general guidelines for accommodating, supporting and monitoring international students under 18 years of age who are studying at Griffith College. This Policy is designed to ensure compliance with Standard 5 of the Education Services for Overseas Students (ESOS) National Code 2018, and the Department of Home Affairs (HA) in relation to students under 18.
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Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
02/07/2018	9	Policy changes prior to December 2019 are found on H drive.	Academic Director

Related Documents

Name	Location
Application for Alternative Examination Sitting	Policy Hub

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1 Purpose and Scope

1.1 Introduction

This Welfare Arrangements for Under 18 International Students studying at Griffith College Policy outlines the general guidelines for accommodating, supporting and monitoring international students under 18 years of age who are studying at Griffith College. This Policy is designed to ensure compliance with Standard 5 of the [Education Services for Overseas Students \(ESOS\) National Code 2018](#), and the [Department of Home Affairs](#) (HA) in relation to students under 18.

1.2 Purpose

The purpose of this Policy is to provide general guidelines relating to the management of international students under the age of 18.

1.3 Scope

This Policy has been prepared in accordance with the [ESOS National Code 2018](#), and the [Department of Home Affairs](#). This policy applies to all international students undertaking Foundation, Diploma, or Associate Degree level studies at Griffith College who are under 18 years of age. It does not apply to an Australian or New Zealand citizen or a person who has Australian permanent resident status.

2 Policy Statement

The policy comes into effect in Australia 14 days before the commencement of the Griffith College program and remains in effect until the student turns 18 or for 7 days after the end date of the COE, whichever is earliest.

2.1 Government Regulations

International students' study in Australia is regulated by Federal and State Government law, as well as industry codes to which Griffith College subscribes.

Where students under the age of 18 are not being cared for in Australia by a parent or suitable nominated relative, registered providers must ensure the arrangements made to protect the personal safety and social well-being of students are appropriate. Students who meet this criteria are required to stay in accommodation approved by Griffith College.

Griffith College will accept responsibility for student's accommodation, support and general welfare arrangements from specified dates, calculated as follows: 14 days before the commencement of the student's course at Griffith College and until the student turns 18 or for 7 days after the end date of the COE, whichever is earliest.

Department of Home Affairs (HA) defines 'suitable' relative as a person who is:

- a parent, spouse, de facto partner, grandparent, step-grandparent, brother, sister, aunt, uncle, niece, nephew, or a stepparent, stepbrother, stepsister, step-aunt, step-uncle, step niece or step nephew; and
- nominated by a parent of the applicant or a person who has custody of the applicant; aged at least 21; and
- of good character, and show this by providing a police clearance from the countries in which they have lived for more than 12 months in the past 10 years after the age of 16; and
- an Australian citizen, permanent resident or be eligible to remain in Australia until the overseas student's visa expires or the overseas student turns 18 years of age (whichever happens first).

HA will assess the nominated arrangements according to the [Migration Regulations 1994](#) and, if approved, the parent, legal custodian or eligible relative will be the international student's '**nominated guardian**'. The registered provider is not involved and must not issue a CAAW letter.

2.2 Griffith College Approved Care Arrangements

2.2.1 Accommodation

At the time of application, all international students who will be less than 17 years of age when they commence their studies, will be required to demonstrate to Griffith College that they will be living with:

- a HA approved 'nominated guardian'. Where a student elects to take up this option a 'Confirmation of Appropriate Accommodation and Welfare Arrangements (CAAW) letter' is not provided by Griffith College.

At the time of application, all international students who will be between 17 and 18 years of age when they commence their studies, will be required to demonstrate to Griffith College that they will be living with:

- a parent or a person who has custody of them; or
- a suitable relative aged at least 21 nominated by either the parent or the person having custody of them; or
- a home-stay family that has been approved by Griffith College.

2.2.2 Living with a parent, custodian or relative

If the student plans on living with a parent, custodian or suitable relative, a "Living Arrangements for Under 18 Students" form must be returned to Griffith College, completed and signed by the parent or custodian.

The relative that the student will be living with will be required by HA to provide evidence that they are of good character. Further information on the process involved is available from any HA office or by calling 131 881.

Where a student elects to take up this option, a 'Confirmation of Appropriate Accommodation and Welfare Arrangements (CAAW) letter' is not provided by Griffith College.

2.2.3 Living with an approved home-stay family

Griffith College will accept responsibility for the accommodation, support and welfare of students between 17 and 18 years of age, and accommodate the student with an approved home stay family under the following conditions:

- The student must be accommodated with a home stay family that has been approved by Griffith College;
- The student's parent/legal guardian has agreed in writing by completing and returning the 'Living Arrangements for Under 18 Students' form to Griffith College;
- The student must live in Griffith College approved home stay accommodation until 18 years of age or for 7 days after the end date of the student's COE, whichever is earliest;
- The student will be met at the Brisbane or Gold Coast airport by a Griffith College sanctioned representative, or the approved home stay provider;
- The student is required to register with the Griffith College Student Counsellor before or during Orientation week;
- The student must be in home stay and registered with the Griffith College Student Counsellor no later than Monday of week 1;
- Permission must be granted from Griffith College (counsellor) if a student requests to stay somewhere overnight with friends and family. The family member must be over the age of 21 and hold a Queensland Working with Children (blue card). These arrangements must be in place at least one week prior to the visit;

- Changes to the student's current enrolment and study plan will be considered and will require a written permission from the parent or legal guardian;
- Students returning home must provide evidence to Griffith College of issue flight tickets to home country. Students must have written approval from the College and in some cases from the parent/guardian to travel to and from the airport.

All Griffith College home stay families undergo a police clearance to ensure that the family is of good character.

Griffith College will nominate the start and end dates of welfare responsibility and complete and sign the Confirmation of Appropriate Accommodation and Welfare Arrangements (CAAW) letter and provide a copy to the student. Students are not permitted to arrive in Australia before the nominated start date of the CAAW. The CAAW form is completed by the admissions team.

2.2.4 Changes to Living Arrangements

If a student in home stay wishes to change their living arrangements (other than to another home stay provider) after the Student Visa has been granted, they must apply to HA for approval. Students will be required to refer to HA and complete the necessary documentation for nomination of a student guardian:

- [157N - Student guardianship arrangements \(homeaffairs.gov.au\)](http://157N-Student-guardianship-arrangements(homeaffairs.gov.au))

2.2.5 Scheduling of classes and assessment

In some cases, classes and assessment may be scheduled at night. In cases where a student under 18 feels they may be vulnerable to a degree of risk by having to attend an evening class or assessment activity, they should contact the College to make alternative arrangements by submitting an [Application for an Alternate Assessment Sitting](#) within 5 working days of the publication of the scheduled assessment timetable. The application must be accompanied by supporting documentary evidence, or a recommendation from the Student Counsellor. Student and Academic Services will liaise with the student regarding suitable alternate arrangements.

2.3 Support and Monitoring Arrangements

Under 9.3.5.310 visa condition 8532, all students under 18 years of age are required to attend an appointment with the Student Counsellor at least five times each Trimester, or as requested, so their welfare and academic progress can be monitored. These appointments allow students to identify and discuss problems they may be experiencing with their living arrangements, studies, health or any other personal issues.

Griffith College may liaise with parents, person(s) who have custody, nominated relative or home-stay families regarding any issues that may be affecting the well-being of international students who are under 18 years of age.

If the student is undertaking a packaged course, Griffith College will communicate with the new provider to confirm welfare arrangements are in place during any gap between the programs.

2.4 Reporting of Non-Compliance with 9.3.5.310 Visa Condition 8532

Student 9.3.5.310 Visa condition 8532, imposes an obligation on all international students under 18 years of age to maintain accommodation and support arrangements approved by HA or Griffith College for the duration of their studies with Griffith College, or until they are 18 years of age.

In the event that Griffith College terminates, suspends or cancels the enrolment of a student, Griffith College will continue to check suitability of care arrangements until;

- the international student has alternative welfare arrangements approved by another registered provider; or
- the international student has a nominated guardian approved by HA; or

- the international student leaves Australia; or
- the registered provider has notified HA through PRISMS that it is no longer able to approve the international student's welfare arrangements; or
- the registered provider has taken the required action under Standard 5.5 after not being able to contact the international student; or
- the international student turns 18.

2.5 Terminating welfare arrangements

Griffith College's responsibility for welfare arrangements can only be terminated in two circumstances.

The first is if alternative welfare arrangements have been put in place. In this circumstance, Griffith College will confirm that the new welfare arrangements are formally in place before terminating the CAAW.

The second circumstance where a Griffith College may terminate a CAAW is where they can no longer take responsibility for the international student due to events, such as:

- the international student refusing their accommodation or leaving their accommodation without notice, even after Griffith College has exhausted all possible avenues of assisting the international student to maintain appropriate arrangements;
- the homestay/accommodation provider becoming unable to maintain arrangements;
- the international student's enrolment being suspended or cancelled;
- the international student going missing from their accommodation and cannot be found or contacted, even after the Griffith College has implemented its critical incident policy.

In the above situations, the Griffith College will report the international student within 24 hours using the 'Non-Approval of Appropriate Accommodation/Welfare Arrangements' letter through PRISMS.

Griffith make all reasonable efforts to ensure the international overseas student's parents or legal custodians are notified immediately if Griffith College can no longer take responsibility for the international overseas student's welfare.

After an international student turns 18 Griffith College's CAAW responsibility for an international student under the age of 18 will cease when the international student turns 18. In addition, the requirements of Standard 5 will no longer apply at this point.

3 Responsibilities

Responsibility	CDP	CN	DSAS	ARMI	ALL
Maintain currency of policy		S	R		
Regular appointments with U18 students		R	C		
Complete CAAW documentation.				R	
Liaise with Stakeholders		R	C		
Keeping accurate records in Navigate and DMS		R			
Annual review of Homestay Provider contract		C	R		
<p><i>CDP = College Director & Principal, CN = Student Counsellor, DSAS = Director Student & Academic Services, ARMI = Admissions & Recruitment Manager International, ALL = All staff</i></p> <p><i>R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed</i></p>					

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4 Compliance

4.1 General

DSAS will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through [College website](#).

5 Relevant Legislation

Griffith College is required to comply with a range of legislation and regulation both at a state and a federal level. Policies and procedures developed within Griffith College are done so in accordance with the legislative framework within which the College operates. Griffith College has a responsibility to satisfy state and federal legislation and regulation including, but not limited to:

- [Migration Regulations 1994](#)
- [Education Services for Overseas Students \(ESOS\) National Code 2018](#)
- [Department of Home Affairs](#)

5.1 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

5.2 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	DSAS	Policy Hub	Permanently with control in place for revisions	Policy Hub archive