International students under the age of 18 can only obtain a student visa to study in Australia if they are to reside with a relative approved by the Department of Immigration and Border Protection (DIBP); or if Swinburne approves their accommodation, support and general welfare arrangements for the period that they will be under 18 whilst in Australia.

**AGENTS SHOULD NOTE:**

- Students **DO NOT** require a Confirmation of Appropriate Accommodation and Welfare (CAAW) form if DIBP approves a nominated relative with whom the student will live while in Australia.

- Students **DO** require a CAAW form when Swinburne University approves the student’s accommodation and accepts responsibility for the student’s support and general welfare arrangements.

**ACCEPTANCE OF AN UNDER 18 INTERNATIONAL STUDENT – GENERAL GUIDELINES**

Swinburne University will only accept a student if:

1) They are no younger than 17 years of age at the time they are due to commence their studies.

2) They apply for Swinburne College programs taught at the Hawthorn Campus.

3) They engage a Swinburne University approved care provider agency

   or

   They have their parent or legal custodian nominated and DIBP approved relative with whom they will live while in Australia.

4) They live in either the Swinburne Residential College or Swinburne University approved homestay accommodation (This does not apply to those students who will live with a DIBP approved relative while in Australia).

5) They have turned 18 prior to completing their Swinburne College course/s. (Swinburne College courses – ELICOS, Foundation Studies and Unilink).

6) The required documentation is returned to the University concurrently with, or prior to, the student’s completed Offer Acceptance Form.
OPTION 1: AS PER THE OFFER LETTER – WHEN DIBP APPROVES A RELATIVE

(A CAAW FORM IS NOT REQUIRED)

Students can reside with a DIBP approved relative.

A relative is defined as a spouse, de facto partner, a child, brother or sister of the applicant, step-child, step-parent, step-brother or step-sister of the applicant, grandparent, grandchild, aunt, uncle, niece or nephew, or a step-grandparent, step-grandchild, step-aunt, step-uncle, step-niece or step-nephew of the applicant. Every applicant for a Student Guardian visa must satisfy the criteria for grant. These criteria include, but are not limited to, their relationship to you, their age, financial capacity, family composition and arrangements for any dependent family members, intention to comply with visa conditions and other relevant matters.

Information on these criteria and the conditions, which are likely to be attached to their visa, can be found in the information sheet Applying for a Student Guardian visa.

Please note: Final approval rests with DIBP.

When a parent or legal custodian nominates an approved relative with whom the student is to reside in Australia they must complete and return to Swinburne University the ‘Care Arrangements Declaration for International Students’ form. Upon receipt of this form Swinburne need not enquire further.

DIBP has its own practices in place to establish:

1. the relationship between the student and the nominated relative
2. the age of the nominated relative (must be over 21)
3. the character of the nominated relative
4. the health and financial status of the nominated relative

When a relative is approved by DIBP, Swinburne University is not responsible for ensuring the accommodation, support and general welfare arrangements for the student. In such cases the relative must make an application to DIBP for an appropriate visa. The following link provides you with information on eligibility and visa application requirements as well as important information on the accommodation and general welfare arrangements applicable to international students Under 18 years of age: http://www.immi.gov.au/students/. If the student wishes to have a member of their family accompany them (including spouse) to Australia the following website should be referred to: http://www.immi.gov.au/
OPTION 2: AS PER THE OFFER LETTER - WHEN SWINBURNE UNIVERSITY ACCEPTS RESPONSIBILITY FOR THE STUDENT

(A CAAW FORM IS REQUIRED)

A Confirmation of Appropriate Accommodation and Welfare (CAAW) form is a signed statement confirming that the student’s education provider has taken on the responsibility for approving the under 18 international student’s accommodation, support and general welfare arrangements for a particular period of time whilst they study in Australia. The education provider, in this case Swinburne University, uses the CAAW form to inform DIBP accordingly. The CAAW form cannot be issued until the Confirmation of Enrolment (CoE) has been created.

The following documents will be issued for all students for whom a CAAW is created:

(a) a CoE/s that identifies the start and end date of the course/s in question
(b) a CAAW form/s that identifies a nominated welfare period for the student which will normally commence two weeks before the start date of the course and conclude one week after the end date of the course or until the student turns 18 years of age, whichever occurs first. The nominated welfare period identifies the period Swinburne University will be responsible for the accommodation, support and general welfare of the student.

Students will not be permitted to enter Australia before the nominated start date on the CAAW form and must leave Australia before the nominated end date on the CAAW form.

Once a student turns 18, Swinburne University is no longer responsible for ensuring the suitability of the student’s accommodation, support and general welfare arrangements.
OFFER CONDITIONS

Current Australian Government regulations require certain criteria to be met before a student visa can be granted to applicants under the age of 18. Swinburne University offers to students under the age of 18 years will be conditional upon certain strict criteria being met. Students have two options available to them.

OPTION 1

**ONE REQUIREMENT ONLY**

The student’s parent or legal custodian can complete the ‘Care Arrangements Declaration for International Students’ form.

On this form the student’s parent or legal custodian nominates a Department of Immigration and Border Protection (DIBP) approved relative with whom the student will live while in Australia. It will be the responsibility of the nominated relative to provide suitable accommodation, support and welfare arrangements for the student.

OPTION 2

**THREE REQUIREMENTS IN TOTAL**

**Requirement 1**
Documentary evidence that the student has secured accommodation at the Swinburne Residential College (Hawthorn Campus) or at a Swinburne approved homestay.

See below for details of how to secure accommodation.

**Requirement 2**
Documentary evidence that they have engaged a Care Provider Agency approved by Swinburne International until they turn 18 years of age.

Care provider agencies currently recommended by Swinburne University are A&J Student Care Services and ISA Guardian & Welfare Services. See Appendix for relevant contact details.

**Requirement 3:**
The completed ‘Underage Student Agreement’ signed by the student and their parent or legal custodian.

All documentation must be returned to the relevant Swinburne Region Team staff before a place can be finalised. See Appendix for the email addresses.
AGENT’S ROLE IN ARRANGING ACCOMMODATION

THE SWINBURNE RESIDENTIAL COLLEGE

STEP 1: Make an appropriate booking application for the student via the following website link: http://www.swinburne.edu.au/stuserv/accommodation/residential/index.html

STEP 2: If a room is available at the Residential College you will be sent an ‘Offer for Swinburne Residential College’. Upon receipt return the requested payment and reservation documentation to the College.

STEP 3: Once all conditions of the ‘Offer for Swinburne Residential College’ are met you will be sent a confirmation of the booking via email. Upon receipt of the email please send the booking confirmation to the student’s respective Swinburne University Regional Team email address. Please cc Sharon Chan (Swinburne University’s International Student Adviser for Under 18 Students) and the student’s Care Provider Agency (A&J Student Care Services or ISA Guardian & Welfare Services). See Appendix for email addresses.

HOMESTAY ACCOMMODATION

STEP 1: Make an appropriate booking application for the student via the following website link: http://www.swinburne.edu.au/stuserv/accommodation/homestay.html

Please note that there are different logins for individual student requests and requests for more than one student. Please refer to http://www.homestaynetwork.org for more information.

STEP 2: Once you receive a homestay profile from AHN, please forward it to the student’s parent/legal custodian for their consideration and approval

STEP 3: Inform Sharon Chan (Under 18’s International Student Adviser) via email as to whether or not the parent/legal custodian approve of the proposed homestay.

Homestay Allocation Visa Implications

The CAAW form is not issued until accommodation is inspected, approved and confirmed by Swinburne University. Homestay accommodation is usually not confirmed any earlier than four weeks prior to the student’s start date as part of internal processes at AHN. Delays are also expected as the inspection and approval of Host is dependent on the availability of the host. This will have implications for students who are subject to lengthy visa application timeframes. This may disadvantage students. For students in this situation it is recommended that they seek accommodation at the Residential College and enough time should be given for the processes to be undertaken.

You as agents are better placed to explain this to the student and family.
AGENT’S ROLE IN ARRANGING AIRPORT PICK UP

Please note: it is compulsory for U18 students to use the free Swinburne airport pickup service on first arrival in Australia.

STEP 1: Request the confirmed flight booking/itinerary from the student.

STEP 2: Upon receipt of the flight booking/itinerary confirmation, email the student’s full arrival details to isa@swin.edu.au, SUBJECT: “U18 enquiry”. On receipt of full itinerary and delivery address details, the airport pickup booking will be made for the student. Failure to meet with and use the pre-booked airport pick-up will result in the student being asked to reimburse Swinburne for the fees and charges of this service. Minimum 24 hours’ notice is required for bookings/changings of arrival details during normal business days.

STEP 3: Swinburne will receive a notification via Harlan Airport Pick Up service to confirm the arrival details. Swinburne U18 ISA will notify all associated parties of the student’s arrival.

PRE-DEPARTURE ADVICE TO BE GIVEN TO THE STUDENT

1. All students must contact U18 ISA (Swinburne University International Student Adviser for Under 18 Students) within four days of their arrival in Melbourne.

   Contact Details as follows:
   Ms Sharon Chan
   International Student Adviser (Under 18’s)
   Swinburne University
   Swinburne Place West
   Level 1, Wakefield Street
   Hawthorn, Vic. 3122

   Tel: (03) 9214 5925
   Fax: (03) 9214 5929
   Email: sharonchan@swin.edu.au
   Mob: 0405 127 549

   Swinburne will be confirming that students have arrived at their accommodation on the expected date and be seeking to make direct contact with students. However, if for any reason, this has not been possible, it is important that students contact U18 ISA so that the students are able to abide by and adhere to their visa conditions.

2. Please inform students and their families that arrivals are likely to experience delays:
   • at the airport; and
   • when being transferred from the airport to their accommodation.
It is not uncommon for students to experience delays at the airport once they arrive. Airport pick up drivers often collect a number of students for the one transfer. Students can arrive from various countries at different times. While drivers plan to avoid delays as much as possible, delays are sometimes unavoidable.
ENROLMENT PROCEDURE FOR STUDENTS WHO ARRIVE AFTER THE OFFICIAL ENROLMENT SESSION

ELICOS Students

- Students should visit one of the Student HQ’s for assistance in enrolling into their ELICOS Programs.
- Ensure students are told to bring the following with them:

  a) Swinburne University offer letter
  b) Any documentation to satisfy conditions on their offer letter eg. IELTS test score sheet
  c) Passport

Please Note:
Students must arrive at the Hawthorn Campus in time to attend Enrolments at 9.00am on the date stated on the Offer Letter.

Unilink and Foundation Students

- Students should visit one of the Student HQ’s for assistance in enrolling into their ELICOS Programs.
- Ensure students are told to bring the following with them:

  a) Swinburne University offer letter
  b) Passport
  c) Original or certified copies of transcripts from their previous course/s and a copy of the associated syllabus (if seeking exemptions)
  d) Any documentation to satisfy conditions on their offer letter eg. IELTS test score sheet

Please Note:
Students must arrive at the Hawthorn Campus in time to attend Enrolments at 9.00am on the date stated on the Offer Letter.

PLEASE NOTE: Upon arrival Under 18 students have conditions surrounding their welfare and safety which need to be adhered to. These conditions are explained at the under18 orientation.
SWINBURNE INTERNATIONAL
Information for Agents Regarding International Students Who are Under 18 Years of Age

APPENDIX: RELEVANT CONTACT DETAILS

Swinburne University International Student Adviser (ISA) for International Students Under 18 Years of Age

Ms. Sharon Chan
International Student Adviser (Under 18’s)
SWINBURNE UNIVERSITY
Swinburne Place West
Level 1, Wakefield Street
Hawthorn, Vic. 3122

Tel: (03) 9214 5925
Fax: (03) 9214 5929
Email: sharonchan@swin.edu.au
Mob: 0405 127 549
(During Business Hours, Monday – Friday: 9.00am – 5.00pm)

Swinburne University Regional Team Email Addresses

Americas and Europe: AEadmissions@swin.edu.au
Australia and New Zealand, Pacific and North Asia: AUSTadmissions@swin.edu.au or NAadmissions@swin.edu.au
South Asia and Africa: SAadmissions@swin.edu.au
South East Asia and the Middle East: SEAadmissions@swin.edu.au

Care Provider Agency Contact Details

Care provider agencies currently recommended by Swinburne University are:

A&J Student Care Services: www.guardians4student.com.au
                           ajstudentcare@bigpond.com

ISA Guardianship and Welfare Services www.studentguardians.com
                                      info@studentguardians.com