

UNSW Enrolled Students Under 18 Care Arrangement Information

Australian Government regulations (National Code) and DIMA (student visa conditions) require students under age 18 to have Appropriate Accommodation and Welfare arrangements.

When applying for your student visa you will need to provide Confirmation of Appropriate Accommodation and Welfare (CAAW). If you plan to reside in Australia with a parent, custodian or relative aged over 21 years, you must arrange this yourself and have these arrangements approved directly with DIMA when applying for your student visa. In every other case, UNSW Foundation Year (UFY) on behalf of UNSW will approve the CAAW care arrangements for underage students as required by DIMA and the Australian government.

Students accepting an offer for UNSW may choose one of the care arrangement options acceptable to the Australian Commonwealth Department of Immigration and Multicultural Affairs (DIMA). The law specifies that students under 18 must either:

- Option 1:** Reside in Australia with a parent, custodian, or a relative aged 21 and over of good character nominated by either parent or the person having custody of them approved by DIMA, or
- Option 2:** Provide evidence that they will be going into care arrangements—for their accommodation, support and general welfare—approved by the education provider for the course in which they are enrolled (CAAW).

Under Option 2, when UFY signs the CAAW required for student visa processing, we are taking on an important responsibility by confirming to DIMA that appropriate arrangements have been made for the student's accommodation, support and general welfare. The fee for these arrangements is \$500.

UFY has procedures in place to ensure that the responsibilities it undertakes in signing CAAW letters to underage students are fulfilled. UFY procedures specify that underage students who are issued with a CAAW letter for UNSW studies must agree:

- a) **To stay in an accommodation arrangement approved by UFY until he/she turns 18 years of age.** If the student is in homestay, a UFY staff member will visit the homestay home and meet with the host family to ensure the accommodation and welfare arrangements are adequate. If the student is residing at Unilodge, a International Student Adviser will maintain regular contact with Unilodge staff to ensure the accommodation and welfare arrangements are adequate and ensure that it continues to remain appropriate for the student.
- b) **To attend regular scheduled meetings with a Student Adviser.** These meetings give the student an opportunity to discuss any concerns they may have about their accommodation and/or host family, academic progress and any other personal issue that may be affecting their wellbeing. International Student services (ISS) will monitor the care arrangements of underage students through regular meetings held with the student by a Student Adviser. ISS or UFY may report back to the parents of the underage student if required.

UNSW Enrolled Students

Under 18 Care Arrangement Procedures

For details regarding CAAW arrangements and forms to be completed, please answer the question and follow the instructions carefully.

1. During your study at UNSW, will you be residing with one of your parents, or custodian, or a relative aged 21 and over?

YES – continue to read details below
(Option 1)

NO – UFY will sign the CAAW.
Go to No. 2 (Option 2)

You must arrange your own accommodation and approve these arrangements directly with DIMA when applying for a student visa. These will include obtaining a Police Clearance Check of your parent/s, custodian or relative with whom you will reside. A CAAW is not issued by UFY for this option. For further information, please visit the DIMA website – www.immi.gov.au – and see also student visa application form 157A.

You do not have to continue to read the remaining information.

2. When UFY signs the CAAW required for student visa processing, we are taking on an important responsibility by confirming to DIMA that appropriate arrangements have been made for the student's accommodation, support and general welfare. The fee for these arrangements is a CAAW fee of \$500. You will also need to send your UNSW Confirmation of Enrolment Number (COE) to UFY.

You must choose one of the following accommodation arrangements:

- UFY Residential College (UniLodge@UNSW) – Go to No. 3
- New Homestay Placement – Go to No. 4

3. UFY Residential College (UniLodge@UNSW)

If you choose this type of accommodation, you must complete **UFY Care Arrangement form, page 1: Student Details: Sections A and page 2: Sections B, C and D.** Fax the form to UFY (+61 2 96622651).

Notes:

If you have received an offer of enrolment for UNSW, but have not already applied for the Residential College, please request a Residential College Application Form, complete and fax it to UFY (+61 2 96622651).

UniLodge will then contact you or your agent directly to advise availability and advise the steps and deposit to be paid to confirm your accommodation booking.

Once you have applied and confirmed a room, UFY will verify with Unilodge that a place has been confirmed before issuing the CAAW. Should a room not be available and/or confirmed, you will need to arrange homestay accommodation to be eligible for the CAAW (see No. 4).

UniLodge@UNSW will require your flight arrival details to ensure your room is available for your first day.

It is also compulsory for all CAAW underage students to go directly to their approved accommodation upon arrival.

Further information can also be found on the UFY website www.ufy.unsw.edu.au. Click on 'Living in Sydney' to view UFY Residential College information.

You do not have to continue to read the remaining information.

4. New Homestay Placement

If you choose this type of accommodation, you must complete **UFY Care Arrangement form, page 1:** Student Details: Sections A and page 2: Sections B, C and D. Fax the form to UFY (+61 2 96622651).

Notes:

You will need to apply to one of the homestay agencies with whom UFY has special arrangement with through the agents on-line application. Please choose only one agent below to make your application for a host family.

Auzzie Families Homestay Care P/L
58 Nancy Street,
North Bondi NSW 2026 Australia
Phone: 61 2 9365 4898
Fax: 61 2 9130 8680
Mobile: 0419 628 168
E-mail: christine.rose@auzziefamilies.com
www.auzziefamilies.com

or

Stay Down Under P/L
PO BOX 423,
Killara NSW 2071 Australia
Phone: 61 2 8901 4499
Fax: 61 2 8901 4599
Mobile: 61 410761499
E-mail: Rachel.whyte@staydownunder.com.au
www.staydownunder.com.au

Once you have applied to the homestay agent directly using their on-line application, you will be invoiced for the placement/administration fee and for four weeks accommodation fees in advance.

Please note: Homestay fees are additional to the care arrangement fees charged by UFY and are invoiced separately by the homestay agency.

UFY's Accommodation and Welfare Officer will liaise with the homestay agent to check that you have applied and paid the homestay fees. Once payment has been received by the homestay agency, the agent will send a host family profile to UFY for approval.

UFY inspects the homestay and meets the homestay host to assess whether arrangement is appropriate. Once the homestay is approved by UFY, a notice of approval is sent to the homestay agent. The homestay agent will then confirm the homestay placement with you by sending the host family profile.

The homestay agent will also require your flight arrival details to ensure that the host family will be available to greet you on your first day.

It is compulsory for all CAAW underage students to go directly to their approved accommodation upon arrival.

UNSW Enrolled Students Under 18 Care Arrangement Form

These forms should be completed and read in conjunction with the Under 18 Care arrangement procedures and Information for UNSW Enrolled students.

Student's Details: _____ ID number: _____
 Family name: _____ Given name: _____
 Date of birth: _____ Email address: _____
 Confirmation of enrolment number: _____

Parents contact details

Name: _____
 Address: _____
 Telephone: _____ Fax: _____ Mobile: _____
 Email address: _____
 Passport number: _____

My Child requires UFY's Confirmation of Appropriate Accommodation and Welfare (CAAW)
 Please complete Sections A, B, C & D)

Section A. UFY CAAW Accommodation Arrangements

The student will reside in the following accommodation during his/her studies at UNSW and while in Australia and under 18 years of age:

Accommodation Preference

You must clearly indicate your order of preference from 1 to 2, with 1 being your first preference and 2 your last preference.

- I have applied and confirmed a place at UFY's Residential College (UniLodge@UNSW).
 My UniLodge Booking Number is: _____
- I have applied to one of the homestay agencies for a homestay family (Please complete Homestay provider details below)

Homestay provider name: _____
 Address: _____
 Telephone: _____ Mobile: _____ Email address: _____

Section B. Accommodation Agreement

Please note: It is the student's responsibility to seek approval from UNSW International Students Services (ISS) and UNSW Foundation studies (UFY) and advise any changes to the care arrangements. For approval to changes in care arrangements after enrolment, please see ISS.

I and my parents agree that I must live in the accommodation nominated on this form whilst residing in Australia until I am 18 years of age. I understand that a new application must be approved by UFY should I need to change accommodation after I have been issued with UFY's CAAW arrangements. I am aware that additional fees for UFY's approval of new CAAW arrangements and/or placement and accommodation fees for homestay arrangements and/or the Residential College may be applicable.

