

UNSW Global Enrolled Students Under 18 Care Arrangement Procedure Information

If you are under 18 and intending to study in Australia, you need to have appropriate accommodation and welfare arrangements in place before the Australian Government and Australian Commonwealth Department of Immigration and Citizenship (DIAC) grant you a visa.

If you accept an offer for any UNSW Global Pty Limited (UNSW Global) registered course, such as General Proficiency English, English for Academic Purposes, Pre-Foundation Year English, or UNSW Foundation Studies, you may choose one of the care arrangement options acceptable to DIAC.

These options are:

Option 1: UNSW Global does not provide a Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter

If you choose this option, you will need to reside in Australia with a parent, legal guardian, or a close relative of good character (nominated by both parents) who is 21 or over. This arrangement must be approved directly by DIAC.

Option 2: UNSW Global provides a CAAW Letter

If you choose this option, UNSW Global will need to approve your accommodation and welfare arrangements. You need to present this CAAW Letter from UNSW Global to DIAC when applying for your Student Visa.

UNSW Global follows procedures to ensure that the responsibilities it undertakes in signing CAAW Letters to students are fulfilled. If you require UNSW Global to provide you with a CAAW Letter, you must agree:

- a) To stay in accommodation approved by UNSW Global until you turn 18 years of age. If you choose to reside in a Homestay, a UNSW Global staff member will visit the home and meet with the prospective host family to ensure that the accommodation and welfare arrangements are adequate. If you intend to dwell at UniLodge, an International Student Adviser will maintain regular contact with UniLodge staff to ensure that your accommodation and welfare arrangements are adequate and continue to remain appropriate for your needs.
- b) To attend regular scheduled meetings with a Student Adviser (which will be monitored by UNSW Global). These meetings provide you with the opportunity to discuss any issues you may have about your accommodation and/or host family, academic progress, and any other personal concerns.

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

UNSW Global Pty Limited PO Box 6666 UNSW 1466 Australia

Telephone: 61 2 9385 5396 Facsimile: 61 2 9662 2651 Email: admissions@unswglobal.unsw.edu.au

UNSW Global Pty Limited is a not-for-profit provider of education, training and consulting services and a wholly owned enterprise of the University of New South Wales.

UNSW CRICOS Provider No. 00098G UNSW Global Pty Limited CRICOS Provider No. 01020K

UNSW Global Pty Limited ABN 62 086 418 582

UNSW Global Enrolled Students Under 18 Care Arrangement Procedure Information continued

1. During your study in a UNSW Global registered course, will you be residing with one of your parents, a legal guardian, or a relative aged 21 or over?

- YES – continue to read details below (Option 1)

If you choose this option you must arrange your own accommodation and have these arrangements approved directly with DIAC when applying for a Student Visa. The arrangements include obtaining a Police Clearance check of your parent/s, custodian, or relative with whom you will reside. A CAAW Letter is not issued by UNSW Global for this option. For further information, please visit the DIAC website – www.immi.gov.au – and see also Student Visa Application Form 157A.

Complete the first page of the UNSW Global Care Form: Student Details and Section A, and fax this form to UNSW Global Students Services (61 2 9662 2651).

If you have chosen this option you do not need to read the remaining information.

- NO – UNSW Global will sign the CAAW (Option 2) go to No. 2

2. UNSW Global signs the CAAW

In signing the CAAW required for Student Visa processing, UNSW Global is undertaking an important responsibility by confirming to DIAC that appropriate arrangements have been made for the student's accommodation, support, and general welfare. The CAAW fee for these arrangements is AUD\$410, plus an additional AUD\$15 per week for every week the student remains under 18 years of age during the Pre-Foundation Year English, General Proficiency English, English for Academic Purposes, or UNSW Foundation Studies program.

You must choose one of the following accommodation arrangements:

- UNSW Foundation Studies Residential College (UniLodge@UNSW) – go to No. 3
 New Homestay placement – go to No. 4
 Stay with a friend or relative with UNSW Global approval – go to No. 5

Please complete the attached UNSW Global Care Arrangement Form including sections B, C, D, E, and F and fax the completed form to UNSW Global Student Services (61 2 9662 2651).

3. UNSW Foundation Studies Residential College (UniLodge@UNSW)

If you have received an offer of enrolment for any UNSW Global registered courses (Pre-Foundation Year English, General Proficiency English, English for Academic Purposes, or UNSW Foundation Studies), but have not already applied for the UNSW Foundation Studies Residential College (UniLodge@UNSW), you can download and print an Application Form from www.unilodge.com.au/Sydney/UNSW/ complete and fax it to UniLodge@UNSW (61 2 9017 6251).

UniLodge will contact you or your agent directly to advise accommodation availability and the procedure – including payment of deposit – to confirm your booking.

Once you have applied for accommodation and confirmed that a room is available for you, please provide your UniLodge booking number on the UNSW Global Under 18 Care Arrangement Form. UNSW Global will verify with UniLodge@UNSW that a room has been confirmed.

Should a room be unavailable/unconfirmed, you will need to arrange Homestay accommodation to be eligible for the CAAW (see No. 4).

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UNSW Global Enrolled Students Under 18 Care Arrangement Procedure Information continued

To ensure your room is available for your first day UniLodge@UNSW will require your flight arrival details. It is compulsory for all under-age students to go directly to their approved accommodation upon arrival. If you have chosen this option you do not need to read the remaining information.

4. New Homestay Placement

UNSW Global has special arrangements with two online Homestay agents. To apply for home stay accommodation, please choose one of the agents listed below and apply using the online application system.

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

or

Auzzie Families Homestay Care P/L
Rear Suite 4, 793-795 New South Head Road,
Rose Bay NSW 2029
Australia
Phone: 61 2 9301 0900
Fax: 61 2 9301 0999
E-mail: bookings@auzziefamilies.com
www.auzziefamilies.com

When you have applied to the Homestay agent you will be invoiced in advance for the placement/administration fee and for four (4) weeks accommodation.

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

The UNSW Global Accommodation and Welfare Officer will liaise with the agent to confirm that you have applied and paid the Homestay fees. Once homestay payment has been received, the agent will send a host family profile to UNSW Global for approval.

UNSW Global inspects the accommodation and meets the host to assess whether the arrangement is appropriate. Once the Homestay arrangements are approved by UNSW Global, a notice is sent to the Homestay agent who then conducts the appropriate police checks and confirms the Homestay placement with you.

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

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

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UNSW Global Enrolled Students Under 18 Care Arrangement Procedure Information continued

5. Stay with a family friend or relative with UNSW Global approval

To assess whether the arrangement is appropriate, a UNSW Global staff member will visit the proposed accommodation and meet with the nominated friend or relative providing Homestay accommodation for you. Once accommodation is approved by UNSW Global, your contact details and the details of your nominated friend or relative are sent to a Homestay agent for registration.

The Homestay agent will send an invoice for the registration/placement fee to you. Once paid, the agent will contact the nominated Homestay and organise a date to register the host family; this procedure includes obtaining police clearances for all adults living on the premises.

Please note: Homestay fees are additional to the care arrangement fees charged by UNSW Global and are invoiced separately by the Homestay agency. Homestay approval is subject to UNSW Global's nominated host family standards and registration of the family with the Homestay agency.

Prior to making any of these arrangements, please ensure that your nominated host family understands the standards and procedures required by the Homestay agency and UNSW Global for them to be approved as a suitable Homestay host.

For a copy of the standards, please download one from the following website: www.ufs.unsw.edu.au/popups/under18forms/HomestayInformation.pdf

Once the nominated Homestay has been registered and approved by both the agent and UNSW Global, a host family profile is sent to you as confirmation of your accommodation. The homestay agent will also require your flight arrival details to ensure that the host family will be available to greet you on your arrival.

It is compulsory for all CAAW under-age students to go directly to their approved accommodation immediately upon arrival.

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UNSW Global Enrolled Students Under 18 Care Arrangement Form

This form should be completed and read in conjunction with the UNSW Global Under 18 Care Arrangement Procedures and Information for Enrolled Students.

Student's details:

ID number: _____
Family name: _____ Given name: _____
Date of birth: _____ Gender: _____ Email: _____

Parent's contact details:

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

Agent's contact details:

Name: _____
Address: _____
Telephone: _____ Fax: _____ Email: _____

I have read and understood the information outlined in the UNSW Global Enrolled Students Under 18 Care Arrangement Procedures and Information Document and agree to abide by its conditions.

Student's name: _____ Student's signature: _____
Parent's name: _____ Parent's signature: _____

Parents/or legal guardian to nominate accommodation/welfare arrangement.

Please tick one option only:

- Option 1a:** My child will be living with me in Australia. CAAW Letter is not required. **Please complete Section A only.**
- Option 1b:** My child will be living in Australia with a close relative over age 21. CAAW Letter is not required. **Please complete Section A only.**
- Option 2:** My child requires the Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter. **Please complete Sections B, C, D, E, and F.**

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UNSW Global Enrolled Students Under 18 Care Arrangement Form continued

Section A. Parent, Legal Guardian or Relative Details

Complete this section only if you have chosen Option 1a or 1b.

This section should be completed by the student's parents or legal guardian intending to apply, or having already been approved by DIAC, to provide care arrangements. 'Relative' is defined as parent or adoptive or step-parent, brother, sister, step-brother, step-sister, grandparent, step-grandparent, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece or step-nephew. For further details please see the DIAC website www.immi.gov.au or the Student Visa Application Form 157A.

Name of parent/relative: _____ Date of birth: _____

Address: _____

Telephone: _____ Mobile: _____ Email: _____

Parent's signature: _____ Date: _____

I agree and understand that the information provided above is part of the student's Conditions of Enrolment. I confirm that the details provided are correct and true and will inform UNSW Global should changes occur regarding my son/daughter's guardianship or care arrangements.

Section B. CAAW Accommodation Arrangements

The student will reside in the following accommodation during their studies in Australia through UNSW Global and UNSW and whilst under 18 years of age.

Accommodation Preference:

Please select the accommodation option you have arranged and booked by ticking the box below.

Please note: The CAAW Letter will only be issued if you provide the booking or invoice number where required.

UniLodge@UNSW

- I have booked, paid for, and confirmed a place at UNSW Foundation Studies Residential College (UniLodge@UNSW). My UniLodge booking number is: _____

or Homestay

I have booked and paid for homestay accommodation from: _____

Please select Homestay provider below.

- Stay Down Under P/L. My invoice number is: _____
- Auzzie Families Homestay Care P/L. My invoice number is: _____

or Homestay nomination

- I request to reside in Sydney with a close family friend or family member aged 21 or over.

Please note: This option is subject to inspection of the Homestay and UNSW Global approval. Homestay placement/registration fees also apply.

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UNSW Global Enrolled Students Under 18 Care Arrangement Form continued

Section B. CAAW Accommodation Arrangements (continued)

Please provide details of the close family friend or family member aged 21 or over, who is providing your Homestay:

Name: _____
Address: _____
Date of birth: _____
Telephone: _____ Mobile: _____
Email: _____

Section C. Accommodation Agreement

Please note: It is the student's responsibility to seek approval from the UNSW Global Accommodation and Welfare Officer for any changes to their accommodation or care arrangements. Students must advise UNSW Global immediately of any changes in their residential arrangements.

My parents and I agree that I shall live in the accommodation nominated on this form whilst residing in Australia, or until I am 18 years of age. I understand that a new application must be approved by UNSW Global should I need to change accommodation after UNSW Global's CAAW have been approved on my behalf. I am aware that additional fees may apply for new CAAW approval arrangements. I am also aware that if I change my accommodation, new placement and accommodation fees for Homestay arrangements and/or the Residential College may be applicable.

Student's name: _____ ID number: _____ Signature: _____

Parent's name: _____ Parent's signature: _____

Section D. Exchange of Personal Information and Authorisation of Medical Treatment Agreement

I give permission for my personal information to be exchanged with UNSW Global, UNSW, UNSW Foundation Studies Residential College (Unilodge@UNSW), UniLodge staff, and my Homestay provider. I also give permission for UNSW Global to authorise on my behalf any emergency medical treatment that may be required. The UNSW Global Accommodation and Welfare Officer and/or student advisers will monitor the care arrangements of under-age students through regular meetings with the student for UNSW Global registered courses. I understand that monitoring will be conducted by UNSW International Student Service (ISS) once I commence UNSW undergraduate studies if I am still under eighteen. I give permission for UNSW Global to report details of Student Adviser meetings to my parents, if required.

Student's name: _____ ID number: _____ Signature: _____

Parent's name: _____ Parent's signature: _____

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UNSW Global Enrolled Students Under 18 Care Arrangement Form continued

Section E. Under 18 Confirmation of Approval of Appropriate Welfare Arrangements Form

Students under the age of eighteen years requiring the Confirmation of Approval of Appropriate Welfare Arrangements (CAAW) must, upon arrival in Sydney, go directly to their nominated accommodation, either in Homestay or at UniLodge@UNSW.

UNSW Global will only approve your CAAW arrangements if you arrive in Sydney no earlier than 14 days prior to the commencement date of your course.

Please note: Prior to the commencement date of your course, UniLodge or your Homestay provider will contact you requesting confirmation of your exact flight arrival details.

Student name: _____ Student ID: _____

I will/intend to arrive in Sydney on: _____

Date advised must not be earlier than 14 days prior to course commencement.

Please provide arrival details to Sydney immediately after booking your flight.

Flight number: _____ Departure date and time: _____

I understand that arrival is a maximum of 14 days prior to course commencement and that I must go directly to my approved accommodation. I also understand that I must provide flight arrival details when requested by the accommodation provider—UniLodge@UNSW or the Homestay agency that has booked my accommodation—as indicated on the UNSW Global Under 18 Care Arrangement Form.

Student's signature: _____ Date: _____

Parent's signature: _____ Date: _____

UNSW Global Enrolled Students Under 18 Care Arrangement Form continued

Section F. UNSW Global CAAW Payment Form

Please note: The Care Arrangement Fee is required for all UNSW Global CAAW arrangements.

Payment can be made together with course fees by bankdraft or telegraphic transfer, or separately by credit card.

The signed CAAW letter will be sent to you on receipt of payment and the completed Under 18 Care Arrangements Form.

Student Details

Student identification number: _____

Student's name: _____ Date of birth: _____

Care arrangement fee: \$410

Plus \$15 per week monitoring fee from course start date until student's 18th birthday AUD\$ _____

Total Payable AUD\$ _____

Visa

MasterCard

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Card Number

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Expiry date

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Name on Card

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Cardholder's signature

--

Cardholder's Family Name

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