POLICY: Campus management of under 18 year old students not cared for in Australia by a parent or nominated relative/close family friend

1 PURPOSE
To document the procedure to ensure the arrangements made to protect the personal safety and social well-being of students under 18 year of age at Taylors College.

2 SCOPE
This procedure applies to students who are under 18 years of age for whom Taylors College has taken on responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements.

3 BACKGROUND
To have a visa approved for those who are under 18 years of age, not being cared for in Australia by a parent or suitable nominated relative approved by DIBP, Taylors College must sign a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter for student to be submitted to the Department of Immigration and Citizenship (DIBP). Taylors College undertakes to ensure that each student is living in suitable accommodation. Generally this means that students must live in a homestay, provided by a recognised Homestay Company or TC Homestay. They are not allowed to live in apartments with a group of friends, even if one of the friends is over 18.

Taylors College can, if the student refuses to live in approved accommodation or to obey the rules, cancel the student’s enrolment and notify the Department of Immigration and Citizenship of Non-Approval of Accommodation/Welfare Arrangements, under s13.4, Standard 13, National Code 2007. This will result in the student’s visa being cancelled. The student has no right of appeal.

4 POLICY
For all students under 18 years of age to live in appropriate accommodation

5 PROCEDURES
Monitoring/Responsibility

Care Givers are responsible for visiting the student in the approved accommodation to ensure all is well. Care Givers must speak to the student by telephone on a weekly basis and ensure that they have fortnightly meetings with the student. Care Givers liaise with the Accommodation Coordinator if they have any concerns.

Accommodation Providers (homestay parents, homestay companies) are expected to pass on any concerns to the Care Giver and/or the Accommodation Manager.

It is the responsibility of the Support Services Manager following up on concerns raised, for
counselling the student and making any necessary referrals and/or arrange intervention action as appropriate. It is the responsibility of the Support Services Manager to inform the person or persons, raising the initial concern that action has been taken and to pass on appropriate details. A Note is made in Study Global.

It is the responsibility of the Support Services Manager to assist, counsel and to make referrals and/or arrange intervention as appropriate. Alternative accommodation may need to be arranged, making Notes in Study Global.

It is the responsibility of the Support Services Manager, Accommodation Coordinator Accommodation providers and Care Givers to ensure that living/welfare arrangements are adhered to during the holiday periods. If a student is returning to their home country, confirmation from the parents and a copy of the air ticket are required.

It is the responsibility of the Support Services Manager to ensure that this materials in included in the Orientation programme.

It is the responsibility of the Support Services Manager to inform students who have not attained 18 years of age by the end of their course that our welfare arrangements must be adhered to until:

- The student is accepted by another registered provider who takes over this responsibility
- The student leaves Australia
- Other suitable arrangements are made that satisfy the Migration Regulations
- We report that we can no longer approve of the arrangements for the student

**Procedure:**

At the Orientation for new students, Homestay and accommodation rules are explained to the students.

If a student does not obey the rules of their accommodation, the Accommodation Coordinator or Support Services Manager is usually contacted by the Homestay Company or the student’s Care Giver. The Support Services Manager will speak with the student, discuss the problem and reiterate the rules. The student will be asked to sign a document which explains that if they breach the rules again they understand that their enrolment will be cancelled and DIBP will be notified of Non-Approval of Accommodation/Welfare Arrangements. The student’s Care Giver and Parents are contacted and the situation explained. It is explained that unless the student follows the rules, we can notify DIBP and cancel the enrolment which means the student’s visa will be cancelled with no right to appeal the decision. If the student fails to obey the rules, their Care Giver and Parents will be contacted.
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Version Control

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<th>Approved by: Principal</th>
<th>Date: 1 January 2014</th>
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<td>Next review date: 1 January 2015</td>
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