

UNSW Enrolled Students Under 18 Care Arrangement Procedure Information

If you are under the age of 18 and intend 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.

Students accepting an offer for UNSW may choose one of the care arrangement options acceptable to DIAC. The 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, you will need UNSW Global 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 live 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. These meetings provide you with the opportunity to discuss any issues you may have about your accommodation, academic progress, and any other personal concerns. International Student Services (ISS) monitors the care arrangements of underage students through regular meetings between students and an International Student Adviser.

For details regarding CAAW arrangements and forms to be completed, please answer the question 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 Enrolled Students Under 18 Care Arrangement Procedure Information continued

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

YES – continue to read details below
(Option 1)

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

If you choose this option you must arrange your own accommodation and have these arrangements approved directly by DIAC when applying for a Student Visa. These arrangements include obtaining a Police Clearance Check of your parent/s, or close 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.

If you have chosen this option you do not need to read the remaining information or complete the attached UNSW Enrolled Students Under 18 Care Arrangement form.

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 \$500.

Please complete the attached UNSW Enrolled Students Under 18 Care Arrangement Form and fax the completed form to the Accommodation and Welfare Officer, UNSW Global (61 2 9662 2651).

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

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

If you have received an offer of enrolment for UNSW, but have not applied for the UNSW Foundation Studies Residential College (UniLodge@UNSW) please contact UniLodge@UNSW directly to confirm availability and receive advice about the procedure, including the deposit to be paid to confirm your accommodation booking.

Once you have applied for accommodation, UNSW Global will then verify with UniLodge that a place has been confirmed prior to issuing a CAAW. Should a room be either unavailable and/or unconfirmed, you will need to arrange Homestay accommodation to be eligible for the CAAW (see No. 4).

To ensure that your room is available on your first day, UniLodge@UNSW require your flight arrival details. **It is compulsory for all CAAW under-age students to go directly to their approved accommodation upon arrival.**

Further information can also be found on the UNSW Global website www.ufs.unsw.edu.au
Click on '**Living in Sydney**' to view UNSW Global Residential College information.

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

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UNSW Enrolled Students Under 18 Care Arrangement Procedure Information continued

4. New Homestay Placement

UNSW Global has special arrangements with two online Homestay agents.

To apply for homestay accommodation please choose one agent listed below and apply using their 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 for the placement/administration fee and for four (4) weeks accommodation in advance.

UNSW applicants for whom UNSW Global issues the Care and Welfare CAAW letter **cannot** nominate a friend/family member as their homestay host.

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

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

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

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

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UNSW Enrolled Students Under 18 Care Arrangement Form

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

Student's details: UNSW ID number: _____

Family name: _____ Given name: _____

Date of birth: _____ Email: _____

Confirmation of enrolment number: _____

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 Enrolled Students Under 18 Care Arrangement Procedures and Information document and agree to comply with its conditions.

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

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

If your child requires UNSW Global to issue the Confirmation of Appropriate Accommodation and Welfare (CAAW) letter, please complete all sections of the form (A, B, C, D, and E).

Section A. UNSW Global CAAW Accommodation Arrangements

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

Accommodation Preference

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

I have applied and confirmed a place at UNSW Global's Residential College (UniLodge@UNSW). My UniLodge Booking Number is: _____

UNSW Enrolled Students Under 18 Care Arrangement Form continued

Accommodation Preference continued

- I have applied and paid for accommodation with one of the Homestay agencies for a host family (please select Homestay provider below).
- Stay Down Under P/L. My Invoice Number is: _____
- Auzzie Families Homestay Care P/L. My Invoice Number is: _____

Section B. Accommodation Agreement

Please note: It is the student's responsibility to seek approval from UNSW International Student Services (ISS) and UNSW Global for any changes to their accommodation, care, or holiday arrangements and advise either UNSW International Student Services (ISS) or UNSW Global of any changes in their situation. For approval to changes in care arrangements after enrolment, please see ISS.

My parents and I agree that I must live in the accommodation arrangement 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 UNSW Global if I need to change accommodation after I have been issued with UNSW Global's CAAW arrangements. I am aware that additional fees may apply if I wish to change my accommodation arrangements, payable to UNSW Global, UNSW Foundation Studies Residential College, and/or the Homestay agency.

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

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

Section C. 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 and UNSW Global to authorise on my behalf any emergency medical treatment that may be required. During UNSW studies, UNSW International Student Services will monitor care arrangements of under-age students through regular meetings between the student and a Student Adviser. I give permission for UNSW and UNSW Global to report details of Student Adviser meetings, if required, to my parents.

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

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

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UNSW Enrolled Students Under 18 Care Arrangement Form continued

Section D. Arrival in Sydney

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

UNSW Global will only agree to your CAAW arrangements if you agree to 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. You will then be required to provide full details of your arrival in Sydney.

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

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

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UNSW Enrolled Students Under 18 Care Arrangement Form continued

Section E. CAAW Payment

The signed CAAW letter will be sent to you upon receiving the following:

1. UNSW Enrolled Students Under 18 Care Arrangement Form (pages 4–7); and
2. UNSW Confirmation of Enrolment Number; and
3. Receipt of Payment.

Payment can also be made by bank draft or telegraphic transfer.

Student Details

Student identification number: _____

Student's name: _____ Date of birth: _____

Care arrangement fee: \$500

Please charge the Care Arrangement Fee amount of \$500 (Australian Dollars) to:

Visa MasterCard

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Expiry date

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Name on Card

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Cardholder's signature

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Cardholder's Family Name

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