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## Under 18 International Student Procedures

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### 1. Governing policies

[Admissions Policy](#)

[Enrolment Policy](#)

### 2. Purpose

- a. These procedures govern the admission and ongoing support of international students aged under 18 years, and are part of the University's compliance framework for the protection of international students aged under 18 years, in accordance with the [National Code 2018](#).
- b. The elements of the framework are:
  - these procedures
  - Welfare and Accommodation Provider Requirements – Under 18 International Students as approved by the Vice-President and Pro Vice-Chancellor (International)
  - Internal Standard Operating Procedure for International Under 18 Students: Admissions, Management and Support
  - Critical Incident Procedures for Under 18 International Students, under the [Emergency Management Procedures](#).

### 3. Procedures

- a. The University will not make an offer of admission to any international applicant who will not be at least 17 years of age by the start date of the applicant's course.
- b. The University will not accept any course fees (or issue a subsequent Confirmation of Enrolment) from an international applicant aged under 18 years who has received an offer of admission until it is satisfied that the applicant, as an enrolled student, will live in Australia:
  - i. with a parent or legal guardian, or
  - ii. with a suitable relative (as specified by the relevant government department) nominated by the parent or legal guardian, or
  - iii. under University-approved welfare and accommodation arrangements.
- c. If the applicant intends to live in Australia under University-approved welfare and accommodation arrangements, the applicant must:
  - i. provide, no later than the date of accepting an offer of admission to the course:

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- a binding agreement with a University-approved welfare provider<sup>1</sup>, and
  - a binding agreement with a University-approved accommodation provider<sup>2</sup>, and
- ii. demonstrate that the required welfare and accommodation arrangements will:
- be in place not earlier than 14 days and not later than 7 days prior to the course commencement date, and
  - remain in place until the student turns 18, and
- iii. return the signed Under 18 Declaration showing that they
- A. agree to:
- continue living at the approved accommodation unless a change is agreed to by the University and the welfare provider, and
  - maintain one-on-one and phone contact with the welfare provider, and
  - act responsibly, and in accordance with their visa conditions and Australian law at all times, and
  - consent to the University sharing student information with the welfare and accommodation providers including, but not limited to, information about contact details, academic progress, examination results, and issues affecting or relating to the student's studies including health issues, and
- B. acknowledge that:
- the University may withdraw its approval of the welfare or accommodation arrangements should the conditions above not be met, and
  - the University is not responsible for any costs associated with the welfare or accommodation arrangements, and
  - the student's parent or guardian remains legally responsible for the student while they are in Australia.
- d. Once the University is satisfied of arrangements under c., the applicant will be issued with a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter to submit with their visa application.
- e. Applicants under 18 who will live under University-approved welfare and accommodation arrangements must not travel to Australia more than 14 days before the course commencement date.
- f. If an enrolled student ceases to be a student of the University before their 18<sup>th</sup> birthday, the University will continue to take responsibility for the student's welfare and accommodation arrangements until the first occurring of the following circumstances:
- i. the student is accepted by another provider who approves the welfare and accommodation arrangements
  - ii. care of the student by a parent or nominated relative is approved by the relevant government department
  - iii. the student leaves Australia
  - iv. the student turns 18, or
  - v. the University reports to the relevant government department that it no longer approves the welfare and accommodation arrangements of the student.
- g. If the University is no longer able to approve the welfare and accommodation arrangements it will
- i. notify the relevant Australian Government department within 24 hours; and

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<sup>1</sup> Flinders University has one approved welfare provider: ISA Guardian and Welfare Services.

<sup>2</sup> Flinders University has one approved accommodation provider: the Australian Homestay Network.

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- ii. make all reasonable efforts to ensure that the student's parents or legal guardians are notified immediately
  - h. If the University is unable to contact the student and has concerns for the student's welfare, the University will make all reasonable efforts to locate the student, including notifying the police and any other relevant Commonwealth, state or territory agencies as soon as possible.

<b>Approval Authority</b>	Vice-President and Pro Vice-Chancellor (International)
<b>Responsible Officer</b>	Director, International Recruitment
<b>Approval Date</b>	18 April 2018
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\* Unless otherwise indicated, this procedure will still apply beyond the review date.

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