



International Admissions Update

Under 18 students

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Under 18 Students

Students DO NOT require a Confirmation of Appropriate Accommodation and Welfare (CAAW) form if DHA approves a nominated relative with whom the student will live while in Australia.

Students DO require a CAAW form when Swinburne University approves the student's accommodation and accepts responsibility for the student's support and general welfare arrangements.

ACCEPTANCE OF AN UNDER 18 INTERNATIONAL STUDENT – GENERAL GUIDELINES

Swinburne University will only accept a student if :

- They are no younger than 17 years of age at the time they are due to commence their studies.
- They engage a Swinburne University approved care provider agency or
- They have their parent or legal custodian nominated and DHA approved relative with whom they will live while in Australia.
- They live, either, in the Swinburne Residential College or Swinburne University approved homestay accommodation (This does not apply to those students who will live with a DHA approved relative while in Australia).
- The required documentation is returned to the University concurrently with, or prior to, the student's completed Offer Acceptance Form.

OPTION 1: WHEN DHA APPROVES A RELATIVE (A CAAW FORM IS NOT REQUIRED)

- Information on these criteria and conditions, which are likely to be attached to the student's visa, can be found on the DHA website, Student Guardian Visa <https://www.border.gov.au/Trav/Visa-1/590->.

Students/ Agents/ Relatives to apply for guardian visa directly with DHA and final approval rests with DHA.

- When a relative is approved by DHA, Swinburne University is not responsible for ensuring the accommodation, support and general welfare arrangements for the student. In such cases, the relative must make an application to DHA for an appropriate visa.
- must complete and return to Swinburne University:
 1. The 'Care Arrangements Declaration for International Students' form with proof of identity such as driving license and/or passport.
 2. A National Police Check of the nominated approved relative

OPTION 2: WHEN SWINBURNE UNIVERSITY ACCEPTS RESPONSIBILITY FOR THE STUDENT (A CAAW FORM IS REQUIRED)

Students will not be permitted to enter Australia before the nominated start date on the CAAW form.

Nominated welfare start date: Swinburne University's Under 18 International Student Adviser (U18 ISA) will confirm the date in a welfare approval email to the respective admissions team, to ensure all the required welfare arrangements are in place.

Nominated welfare end date: The date will normally conclude one week after the end date of the course or until the student turns 18 years of age, whichever occurs first.

3 requirements in total:

- **Requirement 1: Accommodation**
Documentary evidence that the student has secured accommodation at the Swinburne Residential College (Hawthorn Campus) or at a Swinburne approved homestay.
- **Requirement 2: Care Provider Agency**
Documentary evidence that they have engaged a Care Provider Agency approved by Swinburne International until they turn 18 years of age.
- **Requirement 3: Underage Student Agreement Form**
Complete the 'Underage Student Agreement' form signed by both the student and their parent/s or legal custodian.

All documentation must be submitted to seaadmissions@swin.edu.au before finalising the student's course acceptance.

Option 2 – CAAW (cont...) Accommodation – Swinburne Residential College

- Make an appropriate booking application for the student via the following website link: <https://www.swinburne.edu.au/current-students/student-services-support/accommodation/on-campus/>.
- Under 18 students can ONLY apply for college rooms; other on-campus accommodation options are not available.
- If a room is available at the Residential College, an 'Offer for Swinburne Residential College' will be sent.
- Upon receipt, submit proof of payment and reservation documentation to the College.
- Once all conditions of the 'Offer for Swinburne Residential College' are met, an accommodation confirmation will be sent via email.

Upon receipt of the email, please send the booking confirmation to seaadmissions@swin.edu.au. Please cc ANNIE PEAKE (U18 ISA) anniepeake@swin.edu.au and the student's Care Provider Agency (A&J Student Care Services or ISA Guardian & Welfare Services).

Option 2 – CAAW (cont...) Accommodation - Home Stay

The Australian Homestay Network (AHN) is the only homestay company recognised and approved by Swinburne University

- Make an appropriate booking application for the student via the following website link:
<https://www.swinburne.edu.au/current-students/student-support-services/accommodation/off-campus/homestay/>
- Please note that there are different logins for individual student requests and requests for more than one student. Please refer to <http://www.homestaynetwork.org> for more information.
- Once you receive a homestay profile from AHN, please forward it to the student's parent/legal custodian for their consideration and approval
- Inform ANNIE PEAKE (anniepeake@swin.edu.au), the U18 ISA, via email as to whether or not the parent/legal custodian approve of the proposed homestay.

Option 2 – CAAW (cont...) Care Provider Agency

Care provider agencies currently approved by Swinburne University are:

- A&J Student Care Services:
www.guardians4student.com.au
ajstudentcare@bigpond.com
- ISA Guardianship and Welfare Services
www.studentguardians.com
info@studentguardians.com

CoE and CAAW

Admissions team will only issue CoE and CAAW upon approval from Welfare team (Annie Peake)

The welfare approval process takes minimum 2 weeks. Please proceed early to allow enough time for this process and visa application.

AIRPORT PICK UP

It is compulsory for U18 students to use the free Swinburne airport pickup service on first arrival in Australia

- Request the confirmed flight booking/ itinerary from the student
- Upon receipt of the flight booking/ itinerary confirmation, email the student's full arrival details to isa@swin.edu.au and CC ANNIE PEAKE (anniepeake@swin.edu.au) with SUBJECT: "U18 enquiry "
- On the receipt of full itinerary and delivery address details, Swinburne University will make an airport pick-up booking for the student via Swinburne's airport agent, Harlan. The Swinburne U18 ISA will forward the pick- up confirmation to all associated parties, including the student, agent, guardian and homestay host/ Swinburne Residences.
- All U18 students must arrive at Tullamarine Airport, in which the airport pick-up by Harlan can only be arranged at this airport. For example: Airasia Jakarta - Melbourne will be landed at Avalon airport (approx. 1 hour from city)". → not Tullamarine

Under 18 students (cont...)

Please refer to “Information for Agents” guidelines for more details on procedures and contacts.

Thank You !

