



International under 18 welfare arrangement procedure

If you will be under 18 years of age at the commencement of your studies, you must have welfare arrangements in place to be granted a visa.

The Department of Home Affairs requires one of the following three welfare options to be in place for the duration of your study or until you turn 18, whichever happens first.

OPTION 1: LIVE WITH A PARENT OR LEGAL CUSTODIAN

If you choose to live with a parent or legal custodian, the Department of Home Affairs is responsible for approving this arrangement. The University is not required to create a Confirmation of Appropriate Accommodation and Welfare letter (CAAW) in this case but requires the following details (SEE OPTION 1 ON PAGE 2) to meet our obligations under Standard 5 of the National Code 2018.

Your parent or legal custodian must have an appropriate visa to remain in Australia for the period of your stay, or until you turn 18, whichever is earlier. For further details refer to the **Student Guardian Visa** information on the website of the Department of Home Affairs.

If you will live with your parent or legal custodian, you will need to submit the following documents:

- International Under 18 Welfare Arrangement Form
(COMPLETE OPTION 1 ON PAGE 2)
- Legal custodian document if applicable

OPTION 2: LIVE WITH A SUITABLE RELATIVE

When a student under 18 years of age chooses to live with a suitable relative, the Department of Home Affairs is responsible for approving this arrangement. The University is not required to create a Confirmation of Appropriate Accommodation and Welfare letter (CAAW) in this case but requires the following details (SEE OPTION 2 ON PAGE 2) to meet our obligations under Standard 5 of the National Code 2018.

If you will live with a suitable relative during your stay in Australia, your parent or legal custodian will need to give their permission for this arrangement on your application form and your relative must be nominated.

A suitable relative is a grandparent, brother, sister, aunt, uncle, niece or nephew, or a step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step-niece or step-nephew. The relative must be **at least 21 years of age** and of good character, as outlined by the Department of Home Affairs.

See **character and penal clearance requirements**.

Your relative can also come to Australia as your guardian on a **Student Guardian visa**.

If you will live with a suitable relative, submit the following documents:

- International Under 18 Welfare Arrangement Form
(COMPLETE OPTION 2 ON PAGE 2)
- Legal custodian document if applicable

OPTION 3: LIVE WITH A UNIVERSITY-APPROVED HOMESTAY

Your parent or legal custodian can give their permission for your accommodation, support and general welfare arrangements to be provided by Macquarie University.

You are not required to arrange student guardian services provided by a third party and Macquarie University does not endorse such student guardianship unless the guardian is appointed by a legal process.

STEP 1

Choose one of the following university-approved homestay providers, then book and confirm your accommodation and guardianship arrangements directly with the homestay provider:

- **Homestay Network**
- **Australian Homestay Network**
- **Auzzie Families**

STEP 2

Submit the following documents to the Admissions Officer:

- International Under 18 Welfare Arrangement Form
(COMPLETE OPTION 3 ON PAGE 2)
- Proof of confirmation from your homestay provider or Homestay Host Family Profile
- Legal custodian document if applicable

STEP 3

Once all of the requirements are met, an Admissions Officer will send you a Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter to facilitate the application for your student visa. The nominated welfare period will commence seven calendar days prior to the commencement of Orientation and will conclude seven days after the end date of your course, or the day on which you turn 18, whichever date is earlier.

WELFARE REQUIREMENTS AND YOUR RESPONSIBILITIES

You must not enter Australia prior to the commencement of the nominated welfare period or your visa may be subject to cancellation unless you are accompanied by a parent or legal guardian

Your welfare arrangements require you to:

- Engage in regular consultations with an U18 Student Administration Officer.
- Not change your accommodation without approval from the University
- Contact an U18 Student Administration Officer in advance if you are unable to attend any of your regularly scheduled meetings, and we will reschedule the meeting for another time within that same week or following week.
- Seek permission in writing from your parents/legal guardian, Home Stay Family and your U18 Student Administration Officer if you plan to sleep overnight at another residence or travel outside Sydney. This is applicable from the time of your arrival in Australia.
- Notify an U18 Student Administration Officer to discuss any problems or issues that may arise relating to your accommodation and/or welfare arrangement

NOTE: Should you fail to comply with the requirements, Macquarie University is obligated to notify the Department of Home Affairs. By notifying the Department of Home Affairs, Macquarie University is reporting a breach of your student visa condition 8532. This report may result in a cancellation of your student visa.

International under 18 welfare arrangement form

This form must be signed by the parent or legal custodian of an international student under 18 years of age to confirm that appropriate arrangements have been made for the student's accommodation, care and general welfare during their stay in Australia.

STUDENT DETAILS

Family name

Given names

Student ID

Date of birth / / Age

Email

Course name

Passport number

Country of issue

PARENT DETAILS

Name

Address

Telephone

Mobile

Email

Passport number

English speaker Yes No

AGENT'S CONTACT DETAILS

Name

Address

Telephone

Mobile

Email

OPTION 1 – Live with a parent or legal custodian

Relationship to student

Family name

Given names

Date of birth / /

Occupation

Residency

Australian address

Email

Daytime telephone

Mobile

OPTION 2 – Live with a suitable relative

Relationship to student

Family name

Given names

Date of birth / /

Occupation

Residency

Australian address

Email

Daytime telephone

Mobile

OPTION 3 – Live with a university approved homestay

Select Homestay provider below:

Australian Homestay Network Auzzie Families
 Homestay Network

Macquarie University provides free pickup from Sydney Airport to a student accommodation property or private residential address in Sydney. Please complete the **airport pickup request** if you require airport pickup.

Do you require airport pickup? Yes No

TERMS AND CONDITIONS

A student who is under 18 years of age when they commence their course at the University, and is not living with a parent or suitable relative, needs a Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter to obtain a student visa. The University will only sign a CAAW Letter if accommodation is arranged with a University approved Homestay Provider, and on the following conditions:

1. The student named below will not change the approved accommodation without first obtaining the approval of the University, as represented by an U18 Student Administration Officer.
2. The student will attend regular face-to-face appointments with an U18 Student Administration Officer.
3. The student will contact an U18 Student Administration Officer and discuss any problems or issues that may arise relating to their accommodation and/or welfare arrangement.
4. The student will not travel to Australia before the commencement date of their welfare arrangements, as nominated in the CAAW.
5. The University is not legally liable for the actions of the student whilst in Australia.

STUDENT CONFIRMATION

I agree that while living in Australia as a student under 18 years of age, I will comply with my welfare related requirements and responsibilities.

Student signature

Date

 / /

PARENT/LEGAL CUSTODIAN CONFIRMATION

I, the undersigned, being the parent/s of the student confirm the accommodation and welfare arrangements specified on this form. I confirm that the details provided are correct and true and will inform Macquarie University should any changes occur regarding my son/ daughter's guardianship or care arrangements.

Parent/legal
custodian's signature

Date

 / /