



Care for Shafston Students Under 18 Years of Age

Policy

In ensure that Shafston remains compliant with the ESOS Act (2000), and Standard 5 of the National Code, all prospective and current students of Shafston that are under 18 years of age must have appropriate accommodation, support and general welfare arrangements for the duration of their course.

All prospective and current students that are under the age of 18, and are not being cared for in Australia by a parent or suitable nominated relative, will be monitored by Shafston within the Shafston determined dates.

Process

1. The student has a choice of living and welfare arrangements; this is clearly indicated on the Under 18's additional information form that is completed upon enrolment.

- Live in Australia with a parent or legal guardian or;
- Live in Australia with a relative over 21years of age nominated by the student's parent or legal custodian or;
- Allow for Shafston to organise accommodation, support and general welfare that has been approved by Shafston.

All Under 18 years of age prospective and/or current Shafston students are required to complete the 'Under 18's Welfare Form' upon enrolment. The form must be signed by the parent or legal guardian (agents are to witness the parent or guardian signature). If the student is requestion for Shafston to arrange their accommodation, welfare arrangements they will be asked for further information as the form is processed.

2. Shafston Home stay arrangements will follow the following process to ensure that the accommodation is appropriate:

- a) The homestay family will act as the student's carrier in Australia;
- b) if the student has decided to stay with a Shafston Homestay they are required to do so for the duration of their study – unless they are able to demonstrate evidence of the other two options, and or turn 18 years of age;
- c) all forms must be signed by a parent or guardian.

3. When processing applications for Shafston approved accommodation and welfare arrangements – home stay, Shafston follows the following process;

- a) The Admissions Officer ensures that the appropriate documents have been signed by the parent or guardian.
- b) The Admissions Officer forwards all of the relevant documents to the Homestay Manager to ensure that airport pick up and accommodation arrangements are sourced and formalised.
- c) The Homestay Manager approves the accommodation and welfare arrangements and forwards the information back to the Admissions Team to issue a COE and confirmation of appropriate accommodation and welfare letter for inclusion in the student's visa application
 - i) Homestay Manager creates and signs the confirmation of accommodation and welfare letter
 - ii) the COE and signed accommodation and welfare confirmation letter are distributed to the agent with a copy kept on the students' file
- d) Shafston College will accept responsibility for the accommodation, support and general welfare arrangements of the under 18 year old student for a maximum of 7 days prior to the commencement of study and a maximum of 7 days after the COE.



Where the student turns 18 prior to the completion of the course, PRISMS will automatically do the cancellation.

e) If the student is applying for a packaged visa with multiple providers Shafston may accept responsibility for the care arrangements for a longer period as defined under point (d). Contact will be made with the other providers involved to negotiate reasonability timelines.

4. When a student requires for a change in the type of accommodation and welfare arrangements the following steps are followed:

- a) Any changes must be approved by the Homestay Manager;
- b) a new 'Student welfare form' must be completed and signed by the student's parents or guardian, and submitted to the Homestay Manager who in turns (once the new arrangements have been approved) updates the Admissions Team;
- c) the Admissions Team updates SEMS and PRISMS
- d) if the Homestay manager does not approve the new accommodation and welfare arrangements, the Homestay Manager will advise the Admission Team to DIAC via PRISMS as soon as practicable after the change.

5. If the student's enrolment is suspended or cancelled the Shafston will maintain the responsibility of monitoring of the students arrangements until:

- a) the student is accepted by another provider and that registered provider takes over the responsibility for approving the students accommodation, support and general welfare arrangements;
- b) the student leaves Australia;
- c) other suitable arrangements have been made that satisfy Migration Regulations;
- d) Shafston reports the student to DIAC through PRISMS for changing living arrangements that Shafston no longer approves of through PRISMS
- e) the student turns 18 years of age

Please note: When a student's course duration will be affected, a new COE will be created, alternatively when a student cancels their enrolment with Shafston, the COE will be cancelled.

6. Shafston will monitor the under 18 years of age students via the following points;

- a) The Homestay Manager, Marketing team and Student Support Officers are responsible for assisting the student to adjust to studying at Shafston and life in Australia
- b) A Student Support Officer will initially meet with the student on a fortnightly basis to offer support to the student and will extend this timeframe to monthly meetings, depending on the wellbeing of the student.
- c) Any issues with the carer or homestay provider must be brought to the attention of both the Homestay Manager and the Student Support Officer, who will act upon the information within seven days of receiving notice of the issue

7. Shafston will monitor the Shafston approved accommodation and welfare services via the following points;

- a) Shafston requires all approved accommodation and welfare services to sign an agreement outlining the required minimum performance standards, this includes that the provider will be subject to review;
- b) Shafston requires all persons living in or associated with the approved care location to have a current blue card
- c) Shafston uses feedback, and surveys to compile feedback and review accommodation and welfare services.