Semester 1 2018 Under 18 Care Program and CAAW Applications close 12 February 2018. Semester 2, 2018 Applications open 01 April 2018.

International students under the age of 18 on arrival in Australia must have approved accommodation and welfare arrangements in place before a student visa can be issued. These arrangements are regulated by the Australian government to ensure student safety and wellbeing.

**Information booklet**

Download the *Information Booklet for Parents and Carers of Students* (PDF, 7.5mb, 39 pages)

**Accommodation and welfare arrangements**

**Option 1** - Live in Australia with a parent/legal guardian or relative approved by Department of Home Affairs (former Department of Immigration and Border Protection)
For more information about this option please refer to the Department of Home Affairs

If you are living in Australia with a parent/legal guardian or relative approved by Department of Home Affairs please complete the Under 18 International Students Living with an Approved Parent/Legal Guardian or Relative Notification Form before you accept your offer. You are also eligible to enrol in the UNSW Under 18 Care Program.

OR

Option 2 - Live in Australia unaccompanied by a parent, legal guardian, or a relative approved by Department of Home Affairs and have a Care Arrangement approved by UNSW (fees apply). The Care Arrangement includes the Confirmation of Approved Accommodation and Welfare (CAAW) letter and the UNSW Under 18 Care Program.

This option requires UNSW to approve the student's accommodation and welfare arrangements.

A Care Arrangement with UNSW requires students to:

1. Live in UNSW approved accommodation at either Unilodge@UNSW, Unilodge@Broadway or Urbanest Darling Square.

2. Participate in the UNSW Under 18 Care Program until you turn 18 years of age.

Students who are accepted for an Under 18 Care Arrangement will receive a Confirmation of Approved Accommodation and Welfare (CAAW) letter after they have accepted their offer to UNSW. The CAAW is then presented to the Department of Home Affairs when applying for a student visa.

Are you turning 18 before you arrive in Australia?

If you turn 18 before or on your arrival date in Australia you can still lodge your visa application before your 18th birthday, however;

1. You must include a Student guardianship arrangements 157N form with your visa application.
2. You must complete questions 1-8 in the 157N Form and tick 'YES' for question number 8 of the form- that you will arrive in Australia after your 18th birthday.
3. Your parent/s or legal guardian must sign the 157N Form.
4. If you tick 'NO' in the form- that you intend to arrive in Australia before your 18th birthday, Department of Home Affairs will ask you further questions in regards to your welfare.

To apply for the UNSW Under 18 Care Arrangement

1. You and your parents or legal guardian must complete the following forms and send as directed;

   - Option 2 application form for The Under 18 Care Arrangement and The online accommodation application form for Unilodge@UNSW, Unilodge@Broadway or Urbanest Darling Square. Currently Unilodge@UNSW is FULL.
   - If Unilodge @UNSW, Unilodge @Broadway or Urbanest is considered unsuitable, parents/guardians should contact Student Development International via email under18@unsw.edu.au

2. Pay FEES
The Under18 Care Arrangement includes:

   - A fee for the CAAW of $150
   - A fee for the Care program of $8 a day from the beginning of the CAAW period until you turn 18 years of age

How to make a payment for the Under 18 Care Arrangement

Payment can be made online via the form UNSW Under 18 Care Arrangement Application using MasterCard, Visa or American Express. Once payment is complete a receipt will be forwarded to your nominated email address. You do not need to inform us that payment has been made.
Refunds

If a student enrolls in the Under 18 Care Arrangement and subsequently wishes to withdraw, they must notify Student Development International (SDI) by email under18@unsw.edu.au. A full refund minus the CAAW registration fee (AUD$150) will be made if written notification of withdrawal is received by SDI before the start of the care arrangements. After this date, unused portions of the Care Program fee will be refunded. Please note that students are required to give ten working days' notice if they are discontinuing in the UNSW Under 18 Care Program.

If a student who has been issued with a Confirmation of Appropriate Accommodation and Welfare (CAAW) by the UNSW withdraws from the UNSW Under 18 Care Program, the University will cancel the CAAW and notify Department of Home Affairs that these care arrangements have ceased.

The UNSW Under 18 Care Program is also available to option 1 students (international students who will be under 18 years of age when they enter Australia and commence their course at the UNSW and have their own guardian) who would like to have extra support and guidance until they turn 18 years of age. Please complete the form UNSW Under 18 Care Program.

The UNSW Under 18 Care Program fee is $8 a day from the beginning of the Care Program until you turn 18 years of age.

UNSW Under 18 Care Program

The UNSW Under 18 Care Program is available to students who;

1. will be under 18 when entering Australia to begin a course at UNSW
2. will be under 18 when beginning a course at UNSW
3. are post Foundation Studies students remaining in their selected Undergraduate Program (as listed on your Provisional Offer)
4. do not need a Confirmation of Appropriate Accommodation and Welfare (CAAW) in order to meet Department of Home Affairs student visa requirements

The UNSW Under 18 Care Program includes:

- Under 18 Orientation workshops and programs
- Regular meetings with an International Student Advisor to support your academic and social adjustment
- An assigned cultural mentor to help you in your transition to study at UNSW

For more detailed information about the UNSW Under 18 Care Program refer to the Care Program information booklet

To apply for the UNSW Under 18 Care Program

1. You and your parents or legal guardian must complete the UNSW Under 18 Care Program Application Form
2. Pay FEES
   A fee for the Care Program of $8 a day from the beginning of semester until you turn 18 years of age.

How to make a payment for the Under 18 Care Program

Payment can be made online via the form UNSW Under 18 Care Program using MasterCard, Visa or American Express. Once payment is complete a receipt will be forwarded to your nominated email address. You do not need to inform us that payment has been made.

Refunds

If a student enrolls in the UNSW Under 18 Care Program and subsequently wishes to withdraw, they must notify Student Development International (SDI) by email under18@unsw.edu.au. A full refund will be made if written notification of withdrawal is received by SLL before the start of the UNSW Under 18 Care Program. After this date,
unused portions of the **UNSW Under 18 Care Program** fee will be refunded. Please note that students are required to give ten working days’ notice if they are discontinuing in the **UNSW Under 18 Care Program**.

**Transitioning from UNSW Global Foundation Studies on a Package Offer**

If you are on a packaged offer from UNSW Global Foundation Studies you will have been issued a conditional Confirmation of Appropriate Accommodation and Welfare (CAAW). In order to meet the conditions of your CAAW, you will need to apply for the **UNSW Under 18 Care Program** prior to starting your course at the UNSW.

If you are changing your Program from the one on your original conditional offer, you will need to apply for both a new CAAW from UNSW and the **UNSW Under 18 Care Program** before accepting your new offer.

**Transitioning from another registered provider**

UNSW does not accept responsibility for an under 18 student's accommodation and welfare arrangements before the commencement date on the CAAW. The CAAW is issued to student 14 days before the commence of the semester.

**Care arrangement process**

- **Step 1:** Student/Parent to complete the online form U18 Care Arrangement Application and upload all required documents
- **Step 2:** Student/Parent pay Care Arrangement fee online
- **Step 3:** Student/Parent book accommodation by applying directly online. Student/Parent upload copy of confirmation of booking with online forms
- **Step 4:** Accommodation Provider advise UNSW the accommodation is confirmed
- **Step 5:** SLL advise UNSW Admissions the accommodation and welfare arrangements have been approved
- **Step 6:** UNSW Admissions process the COE and CAAW for the Student/Parent and send to SLL
- **Step 7:** SLL send CAAW signed by Manager, with UNSW Welcome Letter, Notice of Arrival and a copy of the COE to the Student/Parent
- **Step 8:** Student/Parent apply for student visa
- **Step 9:**
  1. Student/Parent book flight arriving in Australia no earlier than 14 days prior to semester start date and no later than the day before the International Student Briefing Day
  2. Student send Notice of Arrival to SLL
  3. Student book Airport Pick Up Service

**Frequently asked questions**

**When will I receive the Confirmation of Appropriate Accommodation and Welfare (CAAW) and Confirmation of Enrolment (COE) I want to apply for a student visa as soon as possible?**

Student Development International (SDI) staff will then assess your application, if it meets the requirements your online application will be approved and you will be sent the CAAW and CoE. If it does not meet the requirements you will be notified.
What do I need to do as an under 18 student with a Care Arrangement?

1. Advise Student Development International (SDI) of your arrival details in Sydney by completing the Notice of Arrival form. Please also include a copy of your flight e-ticket.
2. Book an airport pick up service
3. View the international students online Orientation Tutorial UNSW Essentials
4. On arrival in Sydney go directly to your approved accommodation
5. Within 24 hours of arriving in Sydney come to the Welcome Centre to register your arrival
6. Register and attend the full day, on-campus International Students Briefing Day
7. Attend the Under 18’s Induction Day during orientation prior to the start of semester and meet your assigned International Student Advisor. International Student Advisors are professional staff with significant experience working with and supporting younger international students. You will meet with the same International Student Advisor until you turn 18 years of age. When you turn 18 you will not be required to attend compulsory meetings. However, you can stay in touch with your International Student Advisor throughout your studies at UNSW.
8. Attend Orientation and your faculty welcome/s
9. Activate your university email account and check it regularly for scheduled meetings
10. Book in fortnightly (every 2 weeks) meetings with your assigned International Student Advisor. At these meetings you will discuss your academic progress, your transition to living independently in Sydney, friendships and any challenges you may be experiencing in adjusting to your new environment
11. Stay at your approved accommodation until turning 18
12. Abide by the rules and conditions at UniLodge or Urbanest or Homestay
13. Let your International Student Advisor know the departure and return dates for any times you will be away from your approved accommodation. This includes:
   1. Returning to your home country during the Mid Semester Breaks or Winter/Summer Vacations. Complete a Vacation/Pre-departure Form, attach your eticket and an Overnight Stay Form for your Accommodation Provider and submit to your Advisor for approval. OR
   2. Staying with a parent, grandparent or sibling over the age of 18 on a Friday or Saturday night (during semester). Complete an Overnight Stay Form for your Accommodation Provider and submit to your Advisor for approval.
   3. Staying in Australia with a parent, grandparent or sibling over the age of 18 during the Mid Semester Break or Summer/Winter Vacations. Complete a Vacation/Pre-departure Form, attach your eticket and an Overnight Stay Form for your Accommodation Provider and submit to your Advisor for approval.
14. Complete a Vacation/Pre-departure Form prior to the mid semester and end of semester breaks
15. Update current contact details – address, email, mobile and home phone number on myUNSW as required by student visa conditions
16. Once you turn 18, an End of Care Arrangements letter will be provided to you. The letter will advise that you are no longer bound by the arrangements, including residing at prearranged accommodation, attending regular meeting with the International Student Advisor, seeking approval for any change of accommodation, care or holiday arrangements and the provision and exchange of personal information. However as an international student, you must still continue to comply with the conditions of your student visa.

What do I need to do as an under 18 student enrolled in the Care Program?

1. Advise Student Development International (SDI) of your arrival details in Sydney by completing the Notice of Arrival form. Please also include a copy of your flight e-ticket.
2. View the international students online Orientation Tutorial UNSW Essentials
3. Within 24 hours of arriving in Sydney come to the Welcome Centre to register your arrival
4. Register and attend the full day, on-campus International Students Briefing Day
5. Attend the Under 18’s Induction Day during orientation prior to the start of semester and meet your assigned International Student Advisor. International Student Advisors are professional staff with significant experience working with and supporting younger international students. You will meet with the same International Student Advisor until you turn 18 years of age. When you turn 18 you will not be required to attend compulsory meetings. However, you can stay in touch with your International Student Advisor throughout your studies at UNSW.
6. Attend Orientation and your faculty welcome/s
7. Activate your university email account and check it regularly for scheduled meetings
8. Book in fortnightly (every 2 weeks) meetings with your assigned International Student Advisor. At these meetings you will discuss your academic progress, your transition to living independently in Sydney, friendships
and any challenges you may be experiencing in adjusting to your new environment.

9. Once you turn 18, an End of Care Program letter will be provided to you

More information

International Students Under the Age of 18 years - Welfare, Support and Accommodation Arrangements Procedures -
To read UNSW's policy and procedures go to

Accommodation and Welfare Requirements for Overseas Students factsheet this factsheet outlines three options
for acceptable arrangements for students aged under 18 years, as per mandatory student visa requirements.

For visa information please refer to the Australian Government Office.

For further information about a CAAW letter please email: under18@unsw.edu.au