

## Younger Students Enrolment Guidelines

### Introduction

If you are an international student under the age of 18 and wish to study at Stanley College, special accommodation/care arrangements will need to be in place. These arrangements are required by the Australian Government. The Department of Home Affairs (DHA) will only grant a Student Visa where appropriate accommodation, support and welfare arrangements are in place.

**Note: The arrangements have to be maintained for the duration of your student visa or until you turn 18, depending on what happens first.**

To find more information regarding Student Visa's visa please refer to the Department of Home Affairs website: [www.homeaffairs.com.au](http://www.homeaffairs.com.au).

### Living options

As a student under the age of 18 you have three (3) different accommodation options while studying in Australia at Stanley College:

1. Living with a parent or legal custodian
2. Living with a close relative (nominated by your parent or legal custodian)
3. Living with a Stanley College approved Homestay

#### Option 1: Living with a parent or legal custodian

If you live with a parent or a legal custodian while you are under the age of 18, they provide accommodation, support and welfare for you. You will need to indicate this on your student visa application form.

*Note: Where you nominate a parent or legal custodian, Stanley College will NOT be accepting responsibility for Welfare Arrangements, and therefore will **NOT** issue a CAAW. In this case, the student must have made their own welfare arrangements and these arrangements must have been approved by DHA for the student to obtain their student visa.*

#### Option 2: Living with a close relative

According to DHA, a relative is defined as a spouse, de facto partner, sibling, step-parent, step-grandparent, aunt, uncle, niece, nephew, step-grandparent, step aunt, step uncle, step aunt. Your parent or legal custodians will need to give their permission for this arrangement on your visa application form and your relative must be nominated through the form 157N *Nomination of a student guardian* from the DHA website: [www.homeaffairs.com.au](http://www.homeaffairs.com.au).

All relatives must be aged over 21, they must be eligible to stay in Australia until you turn 18 or your visa expires and they must be of good character by providing police clearance.

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### Option 3: Living with a Stanley College approved Homestay

Where you cannot stay with a parent, a legal custodian or a relative while you are under the age of 18, Stanley College as your education provider, will make appropriate accommodation, support and welfare arrangements for you.

Stanley College's approved accommodation provider is the Australian Homestay Network. You will need to live with a host family organized by AHN, and pay the appropriate fees (as outlined on their website <http://www.homestaynetwork.org/stanley-college-students/>), until you turn 18 or your student visa expires, whichever is the earlier.

To apply for homestay you need to complete the relevant section on our Application for Enrolment, our Admissions Team will then guide you through the process.

Stanley College confirms this through a Confirmation of Appropriate Accommodation/Welfare Arrangements (**CAAW**) letter that you also need to get your student visa granted. The dates when the accommodation arrangement commences will be stated on your CAAW letter. You also must not travel to Australia before the day that your welfare arrangements will commence and you have to agree to stay with your host family until you turn 18.

While you live with the host family a **Stanley College staff member will meet with you every two weeks until you turn 18**. If you cancel your homestay, or leave the homestay provider organized by AHN, without permission from Stanley College, Stanley College will inform the Department of Home Affairs, which may result in the cancellation of your student visa.

### Child Welfare and Protection

If you enrol with Stanley College and you are under 18 years of age, Stanley College must meet the Commonwealth, state or territory legislation or other regulatory requirements relating to child welfare and protection appropriate to the jurisdiction(s) in which it operates.

### Emergency Support:

As a student that is under 18 years of age, your welfare is of a primary concern to Stanley College. Information concerning emergency support and contact details are provided to all students as follows:

- **Stanley College Emergency Telephone Line/Email** – Stanley College provides a 24 hour Emergency Assistance telephone line/email address. This service provides younger students with a direct line of support to seek assistance or report any incident or allegation involving actual or alleged sexual, physical or other abuse. The details are as follows:

**Vice President Corporate Services & Operations, Dhyan Singh - The emergency telephone number available 24 hours a day 7 days per week is 0400 274 033, or alternatively you can email [dhyan@stanleycollege.edu.au](mailto:dhyan@stanleycollege.edu.au).**

- Police / Fire / Ambulance (Emergency Services) – If you require assistance for **life threatening or emergency situations only**, Dial **000** or **112** mobile (to override key locks). Always call Triple Zero (**000**) in situations where a life is in danger, a crime is taking place, or in time critical situations.
- Police – If you require further assistance and would prefer not to contact Stanley College Directly. In a non-emergency situation you can contact the local police station directly on: **131**

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**444** - Nearest Police Station or **08-9222 1111** - Police Central. You may also contact your local police station to seek assistance or report any incident or allegation involving actual or alleged sexual, physical or other abuse.

**Verifying Students Accommodation:**

Stanley College is required to have and implement documented processes for verifying that your accommodation is appropriate to your age and needs. Therefore Stanley College:

- Ensures your accommodation is appropriate prior to the accommodation being approved
- Receives monitoring visit reports from Australian Homestay Network (AHN) every 6 months to ensure the continued suitability of your accommodation.

**Verifying Students Emergency Contact details:**

Stanley College is required to maintain up-to-date records of your contact details as outlined in the National Code (2018) Standard 3.5, including the contact details of the your parent(s), legal guardian or any adult responsible for your welfare. This is done through:

- International Student Application Form - During the application process, you are required to complete the International Student Application form which requires completion of both your own details and your emergency contact/guardian details.

Verification of Details - Each time one of our Student Services Staff has a discussion with you that requires reference to your personal details; the staff member will perform verification. This includes verifying the following information with you:

- Date of Birth
- Current Local Address/Mobile Number/Email Address
- Emergency contact details (contact details of your parent(s), legal guardian or any adult responsible for the your welfare is required)

**Note:** *If your details have changed, you are required to complete Contact Details - Confirmation Form or log on to the Student Portal and update your details immediately.*

- Data Collection (Three (3) times per year - every 4 months) - During February, June, October of every year, Stanley College will require each student to confirm or change their contact details. This process will be administered by the Student Services Staff, and will be completed in conjunction with the Trainers/teaching staff. A notice will also be included in the Student Portal prompting you to check their current contact/emergency contact details.

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