



# UNDER 18 STUDENT ACCOMMODATION AND WELFARE APPROVAL APPLICATION FORM

- » All fields must be completed in order for this application to proceed for assessment
- » Please print clearly in CAPITAL LETTERS

International students under 18 years must satisfy the University's admission and welfare conditions as specified in the University's policy at <http://policies.uws.edu.au/view.current.php?id=00319>

This application for accommodation and welfare approval must be completed and signed by the parents/ legal custodian and as appropriate by the nominated care giver of the under 18 year student. Please upload this completed form and the required documents to your application on Studylink.

## SECTION 1: STUDENT INFORMATION

**Family Name:**

**Given Name:**

**Date of Birth:** (dd/mm/yyyy)                    /                    /

**Gender:**    Male                    Female

**University Student ID Number:**

**Telephone/Mobile:**

**Email:**

**Course Name:**

**Course Start Date:** (dd/mm/yyyy)                    /                    /

**Nationality:** (as per passport)

**Passport Number:**

## SECTION 2: PARENT OR LEGAL CUSTODIAN INFORMATION

**Full Name:** Father or legal custodian

**Address:** Number and Street Name

**City/Suburb:**

**State:**

**Country:**

**Telephone/Mobile:**

**Email:**

**Full Name:** Mother or legal custodian

**Address:** Number and Street Name

**City/Suburb:**

**State:**

**Country:**

**Telephone/Mobile:**

**Email:**

**Please attach certified copies of ID from both parents/custodian(s) which include a photo and signature such as passport or driver's licence.**

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## SECTION 3: ACCOMMODATION AND WELFARE ARRANGEMENTS

**Please specify your choice of accommodation and welfare arrangements while you are in Australia:**

*(tick one option only and complete the appropriate section)*

**OPTION 1:** **Student residing with relative or a legal custodian over 21 years who will be approved by DIBP.**  
*Complete Section 4 part A below.*

**OPTION 2:** **Student will require accommodation and welfare arrangements to be approved by the University.  
Student will be residing with a University approved Homestay provider.**  
*Complete Section 4 part B below.*

**Please specify the duration of the accommodation and welfare arrangements:**

**From** (dd/mm/yyyy):                    /                    /

**To** (dd/mm/yyyy):                         /                    /

*(Maximum of 14 days before the enrolment date of the course start date indicated in Section 1 above, and until student turns 18)*

## SECTION 4: CAREGIVER/CUSTODIAN INFORMATION

**PART A:** **Student residing with relative or a legal custodian over 21 years who will be approved by DIBP.**  
*(a relative/legal guardian is parent or adoptive or step-parent, spouse, grandparent, brother, sister, aunt, uncle, niece, nephew, or a step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step-niece, or step-nephew. It does not include cousin.)*

**Name(s):**

**Address in Australia:**

**Telephone:**

**Mobile:**

**Email:**

**Relationship to student:**

**Parent(s)/legal custodian signature:**

**Date** (dd/mm/yyyy):                    /                    /

**Student signature:**

**Date** (dd/mm/yyyy):                    /                    /

*Note: it is the caregiver's responsibility to inform Western Sydney University of any changes to the approved/existing welfare arrangements.*

**PART B:** **Student will require accommodation arrangements with a Homestay Provider approved by the University.**  
*Please indicate your preference from the University pre approved Homestay provider options below:*

**Global Experience** [globalexperience.com.au](http://globalexperience.com.au)

**Australian Homestay Network** [homestaynetwork.org](http://homestaynetwork.org)

**Homestay Network** [homestaynetwork.com.au](http://homestaynetwork.com.au)

**Oz Homestay** [ozhomestay.com.au](http://ozhomestay.com.au)

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## SECTION 5: DECLARATION

### I understand and accept that:

- (1) A student who is the subject of an accommodation and welfare arrangement with the University must:
  - a. live in the University-approved accommodation for the duration of the CAAW letter or until it is cancelled or changed by the University;
  - b. act responsibly, including being aware of their responsibilities under Australian law, not participate in illicit activities, and not partake in risk-taking behaviour;
  - c. attend scheduled meetings with their University case manager;
  - d. follow the instructions of their University case manager; and
  - e. obtain their parent/guardian's prior written approval to stay away from the approved accommodation.
- (2) Where the student has their parent/guardian's written approval to stay away from the approved homestay accommodation, the homestay provider will inform the Manager, Student Welfare Services or the student's case manager in advance of the relevant period.
- (3) The University may cancel the accommodation and welfare arrangements of any student who breaches any of these conditions, by cancelling the student's CAAW letter. Before cancelling a CAAW letter, the University will provide the student with an opportunity to show cause as to why the CAAW letter should not be cancelled.
- (4) Where the University cancels a CAAW letter:
  - a. the University will cancel the student's enrolment if no alternative suitable arrangements have been put in place for the student's accommodation and welfare;
  - b. the student's parents/guardian should contact the Department of Immigration and Border Protection (DIBP) as to the impact on the student's visa.
- (5) If a student and their parents/guardian wish to put in place accommodation and welfare arrangements that are different from those the University has approved:
  - a. the parents/guardian must first consult the University about the proposed alternative arrangements and provide evidence that the arrangements will satisfy the requirements of the ESOS National Code for international students under 18 years;
  - b. where the University is satisfied the alternative arrangements will satisfy the requirements of the ESOS National Code:
    - i. if the student will no longer have a homestay place with an approved homestay provider, the University will cancel the CAAW letter; or
    - ii. if the student is to transfer to another approved homestay provider, the parents/guardian must enter into an agreement with the new homestay provider and provide a copy of the agreement to the University who will then issue a new CAAW letter; and
- (6) I will abide by the terms and conditions that apply to the use of a Homestay provider approved by the University.
- (7) The student must make contact with their Western Sydney University under 18 Case Manager to confirm their arrival within 48 hours of arrival in Australia.
- (8) I authorize the University to check my child's visa conditions and status using the Department of Immigration and Border Protection (DIBP) Visa Electronic Verification Online (VEVO) system.
- (9) I give permission to The University to release information regarding the student's contact details, academic performance and results and attendance to the appointed welfare provider to inform the welfare provider of their progress and to the Australian government to ensure the student is meeting their visa requirements.

### Signature of father/legal custodian

/ /

Date (dd/mm/yyyy):

### Signature of mother/legal custodian

/ /

Date (dd/mm/yyyy):

- (10) In addition to the declaration above, I confirm that I accept responsibility for the welfare and accommodation arrangements of the nominated student for the duration stated in Section 1 above.

### Name of Nominated caregiver as named in Section 4 above

### Signature of nominated caregiver as named in Section 4 above

/ /

Date (dd/mm/yyyy):

More information is available at [www.immi.gov.au/students/students/573-2/eligibility-student-18.htm](http://www.immi.gov.au/students/students/573-2/eligibility-student-18.htm)



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