

 BOND UNIVERSITY	WELFARE ARRANGEMENTS FOR UNDER 18 YEARS OF AGE INTERNATIONAL STUDENTS POLICY
Contact Officer	Director, Student Business Services
Date First Approved	29 November 2007
Approval Authority	University Registrar
Date of Next Review	24 July 2023

1. PURPOSE AND OBJECTIVES

Australian Government regulations (ESOS National Code – Standard 5) and Student Visa conditions require that any student under the age of 18 years ([Minors](#)) must have approved accommodation and welfare arrangements in place.

2. AUDIENCE AND APPLICATION

All Bond University international students under 18 years of age

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Designated Student Affairs Manager	▪ Clause 4.1 Meet regularly with all students who are minors.
Students under 18 years of age	▪ Clause 4 Must have accommodation approved as per this Policy.
Senior Resident Fellow	▪ Clause 4.2.2.1 Monitor the wellbeing of students who are minors.

4. POLICY STATEMENT

Students under 18 years of age applying for a student visa will need to provide confirmation of the arrangements that they have in place to assure appropriate accommodation and welfare for themselves. These arrangements must meet the requirements of the Australian Government Department of Home Affairs (DHA) and this includes either:

- a) living with a parent or approved caregiver; or
- b) staying at approved accommodation either on-campus or in an approved homestay arrangement.

4.1. All students Who are Minors:

- Must attend regular meetings with their DSAM and SRF
 - Students will be required to meet regularly during the semester with their Designated Student Affairs Manager ([DSAM](#)) to discuss any concerns or issues with their accommodation and academic progress. In the case of a student enrolled in a combined degree program, there will be a single DSAM for that student. Any concerns or issues may be reported back to the student's parents if necessary.
 - Where the minor is in on-campus residential accommodation they will be required to participate in at least four meetings during the semester with their Senior Resident Fellow ([SRF](#)).
- Must have in place accommodation arrangements which satisfy the requirements of the University
- Must be compliant until 18 years of age
 - Condition 8532 of the Student Visa Regulations requires all international students under the age of 18 years to maintain accommodation and welfare arrangements approved by the DHA or Bond University until they turn 18 years of age.

4.2. Accommodation Requirements for Students who are Minors

4.2.1. Off-Campus

A minor is required to:

- Live with a parent, custodian, or eligible relative over the age of 21 years, or an approved caregiver as nominated by their parent. If a student intends living with a parent or nominated eligible relative over the age of 21 years, these arrangements must be approved by the DHA when applying for a student visa; or
- Where a minor is not being cared for in Australia by a parent or suitable nominated eligible relative, the University is required to have documented procedures in place to check whether the student's accommodation, support and general welfare arrangements are acceptable. If the arrangements change and are no longer acceptable, the University is required to advise DHA as soon as possible.

A minor who will be cared for by a parent, custodian, or eligible relative over the age of 21 years will be required to complete the Living Arrangements form and provide the completed form to the Office of Admissions with their Response to Offer documentation.

A minor who changes their accommodation and welfare arrangements without seeking prior approval

from the [SBC](#) (or Bond University College) will be considered to have failed to comply with the University procedures.

The University is required to report non-compliance to the DHA.

4.2.2. On-campus or in an approved homestay arrangement

For all other minor students, Bond University must approve the care arrangements as required by DIBP and the Australian Government, to ensure compliance with Public Interest Criterion 4012A and visa condition 8532.

Bond University takes on significant responsibility in relation to a student's accommodation, support and general welfare and students issued with a Bond University Confirmation of Appropriate Accommodation and Welfare (CAAW) letter will be required to comply with the following Bond University procedures in relation to such arrangements. There are two options other than living with a parent or approved caregiver and they are as follows:

4.2.2.1. Bond University on-campus accommodation

Bond University will ensure the suitability and location of the on-campus accommodation within one of the University's Student Residences. A designated SRF will monitor the student's wellbeing in accommodation and should be the first point of call for any problems or concerns the student may have regarding their accommodation.

4.2.2.2. Homestay arrangements

Students in homestay arrangements agree to stay until they turn 18 years of age. Bond University will make regular contact with the host family to ensure the ongoing accommodation and welfare arrangements are adequate.

5. DEFINITIONS, TERMS, ACRONYMS

Minor	For the purposes of this Policy is an individual international student who is less than 18 years of age
Designated Student Affairs Manager (DSAM)	For the purposes of this Policy, includes Faculty Student Affairs & Service Quality Managers , and Bond University College designated staff member
Student Affairs & Service Quality Manager	There is a Student Affairs & Service Quality Manager in each Faculty
SBC	Student Business Centre
Senior Resident Fellow (SRF)	Senior Resident Fellow in the on-campus student residence in which the minor is accommodated

6. RELATED DOCUMENTS

[Care Arrangement Procedures for Under 18 International Students Studying at Bond University](#)
[Under 18 Years of Age – Living Arrangements Form](#)
[Under 18 Years of Age – Living Arrangements Checklist](#)
[Education Services for Overseas Students \(ESOS\) – Standard 5](#)

7. MODIFICATION HISTORY

Date	Sections	Source	Details
24 July 2020			



CARE ARRANGEMENT PROCEDURES FOR UNDER 18 YEAR OLD INTERNATIONAL STUDENTS STUDYING AT BOND UNIVERSITY

In order for the appropriate arrangements and relevant forms to be completed students must complete the following questions:

During my studies at Bond University I will be residing with my parents, or custodian or an approved relative aged 21 and over?

YES

If you answer YES, you must take care of your own accommodation and these arrangements must be approved by the Department of Home Affairs (DHA) when applying for a student visa. More information can be obtained from the [DHA website](#):

Complete either Section A or Section B on the Bond University Under 18 years of age – Living Arrangements Form (attached)

NO

If you answer NO, then Bond University will complete and sign the Department of Home Affairs Education Provider Confirmation of Appropriate Accommodation/Welfare Form (CAAW) for your student visa. This means that Bond University is taking on significant responsibility in this instance by confirming to DHA that it has in place appropriate arrangements for your accommodation, support and overall general welfare.

On-Campus Accommodation (available for students who are 17 at the time of enrolment) (Not available to students studying BUC English language programs)

On-campus accommodation is in high demand, so it is best to book as early as possible.

A \$600 security deposit is required to secure your booking and must be paid prior to your arrival. This deposit also serves as your bond and will be returned upon leaving the residence, provided the room is left in a satisfactory condition.

The balance of your accommodation fees and meal package are payable at the beginning of each semester.

Accommodation can be booked and paid for online at: [Bond University - Student Housing Booking Portal](#)

Or to request an Accommodation Booking Form, contact the Student Housing Office Phone: 075595 5000 (+617 5595 5000 for international callers) email: student_housing@bond.edu.au

Students will need to complete Section C on the Bond University Under 18 years of age - Living Arrangements Form confirming they have booked on campus accommodation online.

Homestay Placement (available to all students)

Homestay is a popular choice for some under 18 students and those looking for a more family-oriented lifestyle. It is a wonderful opportunity for students to experience Australian lifestyle and make new friends.

We recommend that all international students experience Homestay living as it helps them to practice their English and settle in to their new life on the Gold Coast.

Host families provide a single room with study facilities and 3 meals per day meals per day.

Students will need to complete Section C on the Bond University Under 18 years of age - Living Arrangements Form authorising Bond to make homestay arrangements.

UNDER 18 YEARS OF AGE – LIVING ARRANGEMENTS

IMPORTANT NOTE:

At least one parent or legal guardian must complete this form for international students who are under 18 years of age and will be studying at Bond University or Bond University College.

Australian Government regulations, the National Code and Student Visa conditions require that any international student under the age of 18 must have approved accommodation and welfare arrangements in place.

STUDENT DETAILS:			
Family Name			
Given Names			
Date of Birth			
Agent's Name			
Correspondence/Agent's Address			
Contact Telephone			
PARENT/LEGAL GUARDIAN DETAILS:			
Family Name			
Given Names			
Relationship to Student			
Address			
Contact Telephone			
<input type="checkbox"/> Section A: I will be living with a Parent or Person who has Legal Custody			
Family Name			
Given Names			
Relationship to Student			
Address			
Home Telephone		Mobile Telephone	
Please provide a copy of passport and/or Australian Driver's Licence of Parent or person who has legal custody with this form			
<input type="checkbox"/> Section B: I will be living with a Relative/Guardian			
<i>Important note: Relatives/guardians must be 21 years of age or over and be of good character</i>			
Relative/Guardian's Family Name			
Relative/Guardian's Given Names			
Relationship to student			
Relative/Guardian's Address			
Home Telephone		Mobile Telephone	
Please provide a copy of passport and/or Australian Driver's Licence of the Relative/Guardian with this form			
<input type="checkbox"/> Section C: I will be living in On-Campus Accommodation or Homestay			
<input type="checkbox"/> I have arranged my on-campus accommodation online at: Bond University - Student Housing Booking Portal My booking confirmation letter is attached, OR <input type="checkbox"/> I, Click here to enter text. (parent/legal guardian) intend to arrange Homestay accommodation with the Bond University approved provider. I understand that the appointed Homestay family will be responsible for the general welfare, accommodation and support of my son/daughter while he/she remains under 18 years of age.			
Parent/Legal Guardian please provide a copy of passport, driver's licence or official ID card with this form			
Declaration:			
I confirm that the information I have provided is correct and I will advise Bond University or Bond University College if these arrangements change while I am studying at Bond.			
SIGNATURES			
Student's signature		Click here to enter a date.	
Parent/Guardian's signature		Click here to enter a date.	



UNDER 18 YEARS OF AGE – LIVING ARRANGEMENTS

CHECKLIST

- Student One Report – Under 18 years of age International Confirmations
 - On Campus
 - Off Campus

- Under 18 years of age Living Arrangements Form Received

- CAAW Letter Signed

- Accommodation Office notified
 - Room assigned
 - Senior Resident Fellow notified

- Faculty or Bond University College notified

- On Arrival
 - Residence Orientation conducted
 - Faculty or Bond University College Orientation conducted

- Progress Meetings
 - [Senior Resident Fellow](#)
Week 1 Week 4 Week 7 Week 10

 - [Designated Student Affairs Manager](#)
Week 2 Week 6 Week 11