



**TRINITY COLLEGE** | FOUNDATION  
THE UNIVERSITY OF MELBOURNE | STUDIES

# Trinity College Pathways School

## Under-18 Student Supervision Policy

## Overview

Trinity College is an affiliated College of the University of Melbourne.

The Pathways School consists of the Trinity College Foundation Studies Program, the Young Leaders Program and other short programs and conferences.

The College reserves the right to review and make changes to this Policy from time to time.

## Scope

This policy applies to all future and current Trinity College Foundation Studies students who are under the age of 18.

All international students under the age of 18 must, by Australian law and as outlined in the Education Services for Overseas Students (ESOS) Act (2000), maintain appropriate arrangements for accommodation and welfare.

Under the Act, Trinity College is responsible for your safety and welfare as an under-18 student and for approving your accommodation arrangements. Our responsibility for your accommodation and welfare arrangements ceases on your 18<sup>th</sup> birthday or, in the event of your transfer to another registered provider, when that provider accepts responsibility for you.

## Acronyms and definitions

*CAAW* – Confirmation of Appropriate Accommodation and Welfare letter. This is a letter issued by the educational provider to the DIBP. It states that the under-18 student is not living with a relative/legal custodian, and that the education provider approves of the student's accommodation arrangements.

*CoE* – Confirmation of Enrolment. A document, provided electronically, which is issued by Trinity College to intending overseas students and which must accompany their application for a student visa. It confirms the international student's eligibility to enrol in a particular course offered by TCFS.

*Curfew* – A regulation requiring people to remain indoor between specific hours.

*DIBP* – Department of Immigration and Border Protection. The Australian Federal Government's administrative division on all immigration and visa matters.

*ESOS Act (2000)* – Education Services for Overseas Students. This Act regulates delivery of education services to overseas students.

*Minder* – A care giver nominated by the parents or legal custodian who is approved by the College.

*National Code 2007* – Nationally consistent standards and procedures for providers who deliver international education services.

*PRISMS* – Provider Registration and International Student Management System. A database developed jointly by Department of Education and DIPB for the purposes of administering the ESOS Act.

*Suitable relative* – A grandparent, brother, sister, aunt, uncle, niece or nephew, or a step-grandparent, step-brother, step-sister, step-aunt, step-niece or step-nephew, over the age of 21.

*TCFS* – Trinity College Foundation Studies.

*TCPS* – Trinity College Pathways School.

## **Acceptance of an international student under the age of 18**

Prior to your acceptance by Trinity College as an international student under the age of 18, your parents or legal guardian must complete a ‘Nomination of Carer and Accommodation Form’ advising where you will be living. The Australian Department of Immigration and Border Protection (DIBP) needs to be satisfied that you are going to be well looked after in Australia.

TCFS Housing & Accommodation Office provides targeted accommodation and welfare training and services to offshore agents/counsellors. Agents who have a clear understanding of Trinity accommodation application procedures are better able to educate prospective under-18 students on pre-approved accommodation options.

There are three options for acceptable accommodation and welfare arrangements for under-18 students:

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

In this case, DIBP will need evidence of the relationship between you and your parent or legal custodian, and that they have the right to remain in Australia for the period of your stay, or until you turn 18, whichever happens first.

### **Option 2: Living with a nominated relative**

In this case, your parent or legal custodian nominates a family member to be your guardian and they need to be approved by the DIBP. This person must be at least 21 years old, have the appropriate police clearance, and evidence that they have the right to remain in Australia for the period of your stay, or until you turn 18, whichever happens first.

### **Option 3: Living arrangements approved by Trinity College**

You will live in Australia under accommodation and welfare arrangements that have been approved by us, for example, living in pre-approved accommodation, homestay or with a Minder who has been nominated by a parent or legal custodian and approved by Trinity College. The College will require appropriate documentation and supporting documents including identity papers that show the Minder is over 21 years old, has a valid Australian visa until you turn 18, and has a current Working with Children check.

Where Trinity College agrees to accept full responsibility for your accommodation, support and general welfare arrangements, as outlined under Option 3, the nominated dates will be reported through PRISMS using the CAAW letter.

Where Option 3 applies, the College's responsibility commences 14 days prior to the start of your course at Trinity and ends seven days after completion, or when you turn 18, whichever is earlier. The nominated dates will be specified in the CAAW letter.

You are permitted to arrive in Australia before the nominated period of responsibility however Trinity College will not accept responsibility for your welfare if you do so.

### **Curfew Safety Policy**

If you are living in pre-approved accommodation, such as a hostel, apartment or homestay, you are required to abide by the College's Curfew Safety Policy. Which requires you to comply with a 10pm curfew, unless an exemption has been approved by the Student Welfare Office. If you breach the Curfew Safety Policy your enrolment may be cancelled.

### **Changes to accommodation, support and welfare arrangements**

You have certain responsibilities if you wish to make changes to any arrangements while you are in Australia. The *TCPS Under-18 Student Supervision Procedure* gives you the process for the following:

- Changes to your accommodation
- Cancellation and suspension of enrolment
- Interim accommodation
- Semester breaks
- Leave of absence
- Suspension of studies
- End of program
- Transition to University of Melbourne
- Transfer to new institution
- Course Withdrawal

<b>Trinity College Pathways School U18 Student Supervision Policy</b>	
CRICOS Code	00709G
ABN	39 485 211 746
Date of current revision	May 2017
Topic	U18 Student Supervision
Review date	May 2020
Business owner	Associate Dean, Student Services
Authorising body	Pathways School Executive
Audience	Public – students, parents
Related legislation and government departments	Department of Education and Training (Cth) Department of Immigration and Border Protection (Cth) Education Services for Overseas Students Act 2000 (ESOS Act) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) Overseas Students Ombudsman Criminal Code Act 1995 (Cth) Crimes Act 1958 (Vic) Commission for Children and Young People Act (2012)
Related documents	TCPS Complaint Policy and Procedure TCPS Student Code of Conduct TCPS Student Curfew Safety Policy TCPS Attendance Policy TCPS Procedures to Monitoring Student Attendance TCPS U18 Student Supervision Procedures
Notes	Students are bound by all applicable federal and state legislation.
Published	Portal and website



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## Trinity College Pathways School Under-18 Student Supervision Procedure

## Overview

Trinity College is an affiliated College of the University of Melbourne.

The Pathways School consists of the Trinity College Foundation Studies Program, the Young Leaders Program and other short programs and conferences.

The College reserves the right to review and make changes to this Procedure from time to time.

## Scope

This procedure applies to all under-18 students in the Trinity College Foundation Studies program who have been issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) by the College.

All international students under the age of 18 must, by Australian law, and as outlined in the Education Services for Overseas Students (ESOS) Act (2000), maintain appropriate arrangements for accommodation and welfare.

Under the Act, Trinity College is responsible for your safety and welfare as an under-18 student and for approving your accommodation arrangements. Our responsibility for your accommodation and welfare arrangements ceases on your 18<sup>th</sup> birthday or, in the event of your transfer to another registered provider, when that provider accepts responsibility for you.

## Acronyms and definitions

*CAAW* – Confirmation of Accommodation and Welfare Arrangement.

*Curfew* – A regulation requiring people to remain indoors between specified hours.

*DIBP* – Department of Immigration and Border Protection. The Australian Federal Government's administrative division on all immigration and visa matters.

*ESOS Act (2000)* – Education Services for Overseas Students. This Act regulates delivery of education services to overseas students.

*Leave of absence (LoA)* – to temporarily place studies on hold usually on compassionate or compelling grounds. This may include leaving the country while still being enrolled and is usually for a short period.

*Minder* – A care giver nominated by the parents or legal custodian who is approved by the College.

*National Code 2007* – Nationally consistent standards and procedures for providers who deliver international education services.

*Pre-approved accommodation* – Approved accommodation meeting the Trinity College Accommodation Service Standards.

*Suspension of Studies* – To defer or suspend your enrolment and to put your studies temporarily on hold for a long period. You may request a deferment or suspension on compassionate or compelling

grounds. Additionally, where the College places your studies on hold temporarily for misbehaviour and breaches of the *Student Code of Conduct* and other policies.

*SW016 and SW017* - Semester Break and Holiday Forms to collect data about under-18 students' activities and plans during semester breaks and at the end of programs.

*Trinity Supervisor* – Employees of Trinity College deemed to have an appropriate level of knowledge and expertise, who are able to provide advice and referral to our students on a range of wellbeing and accommodation matters.

### **Requirements of under-18 students living with a minder at a private address**

1. You are required to remain living with the approved minder in their home until you turn 18 years old.
2. You cannot change your mind about your minder after *TCFS Confirmation of Accommodation and Welfare Arrangement (CAAW)* has been issued.
3. If you wish to nominate another minder after the Trinity CAAW has been issued, you will be referred to the Department of Immigration and Border Protection (DIBP).
4. You must remain living with the approved minder until you show evidence to the Welfare Office of the change of guardian approved by DIBP.
5. You will be removed from living with a private minder if there is report of criminal activity or abuse under the Victorian Child Safe Standards made against the minder or any other person living in the household.
6. You will be in breach of your student visa if you change your approved living arrangements (e.g address and minder) without notifying the Welfare Office. This is a breach of your visa requirements and can result in visa cancellation.
7. The Welfare Office will refer you to the Housing and Accommodation Office if you plan to move from a minder private address to a pre-approved accommodation.
8. You are required to have a regular meeting with a Student Welfare Officer until welfare arrangements cease on your 18<sup>th</sup> birthday or, in the event you are transferring to another registered provider, until that provider accepts responsibility for you.

### **Homestay student guidelines**

1. You cannot stay away from your Homestay overnight, unless the Student Welfare Office notifies the Homestay Host about the approval in writing.
2. You need to have read and understood the Trinity College Student Code of Conduct.
3. Homestay hosts are not servants.
4. Women and men are equally respected and everyone is expected to help with household chores.
5. Do not enter the bedrooms of other members of the host family nor other students' rooms.
6. Always treat your host family members the way you would like to be treated.
7. Endeavour to meet the etiquette of being a household member, in relation to use of the facilities, cleaning up and telling people where you are.

### **Homestay student responsibilities**



1. Ensure the host is aware of any health and wellbeing concerns you may have.
2. Ensure you are home by 10pm each night to meet curfew.
3. Ensure that you are contactable 24/7 by either your school, your host and/or your parents.
4. Be responsible for your own personal hygiene.
5. Be responsible for your own study pattern.
6. Respect the personal space of other members of the home.
7. Contribute your strengths towards family life and every day activities.

### **Support and monitoring**

1. You will be required to attend meetings with your mentor to monitor your academic progress, living arrangements, health or any other personal matters.
2. You will be required to abide by all the relevant Trinity College policies and procedures, including the Curfew Safety Policy.
3. All pre-approved accommodation providers are subject to our Accommodation Service Standards. These are monitored and reviewed regularly by regular inspections and feedback from students.

### **Under-18 shared accommodation procedure**

1. Trinity College will not encourage a shared lease for under-18 students, when this is requested.
2. In the event that parents pursue such an arrangement, they assume full responsibility for any challenges arising from this agreement, including financial penalties.
3. If a cancellation of tenancy occurs, parents should follow the cancellation procedure associated with the lease, in accordance with relevant legislation.
4. Parents who pursue such an arrangement will need to sign a Consent Form, before Trinity College approves the accommodation and welfare arrangements for the student.

### **Trinity supervisor support model**

Trinity College Housing and Accommodation Office employs and trains “live-in” Trinity supervisors in some accommodation locations, who serve as a liaison between the accommodation provider and the under-18 student. This service means student health and wellbeing issues can be identified quickly and redirected to Student Services. Supervisors assist the student with the transition to life in Melbourne including making referrals to relevant services including banking, shopping and public transport. Free cooking classes are also organised by many of the supervisors encouraging students to learn how to cook nutritious food in a fun environment.

### **Changes to accommodation, support and welfare arrangements**

The Housing and Accommodation Office will review and assess the risk of any request for changes to your accommodation in line with the Accommodation Service Standards, except where the provider has moved you as a result of an emergency or for your immediate safety. The College will also arrange emergency accommodation for you if you feel unsafe.

If you would like to change your accommodation placement you will be required to produce supporting documentation in person including:

- Relevant documentation, such as a lease/contract, condition report, receipt/s, invoice and bond receipt number from your housing and accommodation provider or profile from the Homestay Agency
- Evidence to support your reason for moving e.g. incident, photos.

A decision will be made within six weeks from the date of receipt of your visit to the Housing and Accommodation Office. You will be notified of the outcome via your Trinity email. Note: If you are living in inappropriate or unauthorized accommodation this is a breach of your visa and can result in visa cancellation.

A copy of the Change of Accommodation information will be sent to you and/or your agent prior to arrival.

The Housing and Accommodation Office will maintain up-to-date records of your contact details in PRISMS including;

- your current residential address, mobile number and email address.
- who to contact in emergency situations.
- any changes to those details, within 7 days of the change.
- we will advise DIBP as required if you have changed your welfare and accommodation arrangements or in the event that alternative welfare arrangements need to be made. Notification to the DIBP will also occur within 24 hours if we are no longer able to approve your welfare arrangements.

### **Cancellation and suspension of enrolment**

If your enrolment is cancelled or suspended, Trinity College will continue to check and approve the suitability of your accommodation and welfare arrangements. This applies when you have withdrawn until another provider takes responsibility for approving your accommodation, support and general welfare arrangements.

When you have left Australia and/or your parents take over your welfare for a period during your studies, Trinity College will cease to be responsible for your welfare arrangements and will reactivate them when your parents have returned home.

If you refuse to maintain accommodation, support and welfare arrangements approved by Trinity College, and where all other attempts for resolution have been exhausted, we will be obliged to report this non-approval on PRISMS using the 'Non-Approval of Appropriate Accommodation/ Welfare Arrangements' letter which may compromise your visa.

If you go missing and cannot be found after 24 hours, despite implementation of our critical incident plan, the College will report you to the DIBP and inform Victoria Police, your parents and/or your agent. Your student visa may be cancelled as a consequence.

To ensure you have appropriate monitoring and supervision, you are required to inform the Student Welfare Office of your planned activity during the semester breaks whilst you are still under-18. This procedure includes interim accommodation upon arrival, LoA plan during a study period, gaps and when you transfer to a new education provider.

### **Interim accommodation**

1. You can apply for interim accommodation to stay with your parents only. This process should be as follows:
  - On arrival in Melbourne, go directly to your booked, pre-approved accommodation;
  - you and you parents will need to visit the Student Welfare Office (ground floor, 200 Victoria St, Carlton) to complete the Interim Accommodation Application form;
  - bring the parent passport, Australian visa and hotel booking, etc.
2. The Welfare Office will notify your accommodation provider of the outcome such as curfew exemption and date of your return to your accommodation.

### **Semester breaks**

1. Prior to each semester break SW16 or SW17 forms are distributed to all under-18 students to complete.
2. You are required to indicate your planned activity for the break on this form. Completed forms need to be returned to the Student Welfare Office at least 14 days prior to your break commencement.
3. The Student Welfare Office use a checklist to ensure documents, areas of responsibility and duty of care requirements are met.
4. Incomplete submissions will not be approved by the Student Welfare Office.
5. If you are unable to provide the requested supporting documentation by the deadline, your application will be declined and you will be required to remain living in your accommodation and continue to sign curfew each night.

### **Leave of absence**

1. You are required to submit the Leave of Absence (LoA) form and attached flight ticket if you are leaving the country during the study period.
2. You must provide a consent letter from your parent / legal guardian to the Student Welfare Office.
3. The Student Welfare Office will notify your accommodation provider of your curfew exemptions if appropriate.

### **End of program**

1. You will be asked to complete the SW17 form before finishing the program.
2. You will be mandated to have regular supervision and monitoring contact with Trinity, as defined by the College, if you remain in Melbourne until the Trinity CAAW end date.

### **Transition to University of Melbourne**

1. The Welfare Office works with the University of Melbourne Under-18 International Student Supervision Program team to best support students' university transition.
2. You are required to attend a compulsory TCFS Supervision and University of Melbourne Under-18 Supervision Program.

### **Transfer to new institution**

1. You will be mandated to have a regular meeting with a Student Welfare Officer until you provide evidence of a new CAAW.
2. You must continue to sign curfew at your accommodation until a new CAAW is received. If the Trinity College Curfew Safety Policy is breached this may result in visa cancellation.

### **Course withdrawal**

1. You must provide evidence of a flight ticket if you are withdrawing to return home.
2. You are mandated to have regular contact with the Student Welfare Office and continue to sign curfew with your accommodation provider until you return home.
3. Non-compliance can result in CAAW cancellation and this may affect your future visa to return to Australia.
4. The Trinity Registration Office will cancel your CAAW the day after you depart Australia.

<b>Trinity College Pathways School U18 Student Supervision Procedures</b>	
CRICOS Code	00709G
ABN	39 485 211 746
Date of current revision	May 2017
Topic	U18 Student Supervision
Review date	May 2020
Business owner	Associate Dean, Student Services
Authorising body	Pathways School Executive
Audience	Public – students, parents

Related legislation and government departments	Department of Education and Training (Cth) Department of Immigration and Border Protection (Cth) Education Services for Overseas Students Act 2000 (ESOS Act) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) Overseas Students Ombudsman Criminal Code Act 1995 (Cth) Crimes Act 1958 (Vic) Commission for Children and Young People Act (2012)
Related documents	TCPS Complaint Policy and Procedure TCPS Student Code of Conduct TCPS Student Curfew Safety Policy TCPS Attendance Policy TCPS Procedures to Monitoring Student Attendance TCPS Under-18 Student Supervision Policy TCPS Procedures for Monitoring Third Party Providers
Notes	Students are bound by all applicable federal and state legislation.
Published	Intranet/website

# PROCEDURES FOR U18 SUPERVISION AND MONITORING

