



UNSW
College

Under 18

Student visa requirements
& care arrangements



Section 1

Visa requirements for Under 18 students

Under 18 (U18) students applying for a student visa in addition to providing a valid Confirmation of Enrolment (COE) from their Education Provider must demonstrate that they have adequate welfare arrangements in place.

How can U18 students satisfy this requirement?

Students can choose from two available options:

Option 1

Request that their Education Provider takes on the responsibility for the student's welfare arrangements. This includes provision of accommodation and welfare monitoring and support for an U18 student. This means the provider must issue Confirmation of Appropriate Accommodation and Welfare (CAAW). Students who are issued with CAAW by UNSW College must live in UNSW approved accommodation as well as pay a CAAW administration fee and weekly welfare monitoring fees.

Option 2

Nominate a parent, legal custodian or a relative over 21 to be a student guardian. Students choosing this option must apply directly to Department of Home Affairs for approval. The student's guardian is required to have a valid visa to lawfully reside in Australia and student must live with the guardian. (No CAAW is required if the student is choosing this option).



More information

For more information about U18 students visa requirement refer to the [Department of Home Affairs \(DHA\) website.](#)



Section 2

U18 students application to enrolment process

Below is a summary of the steps involved from the application stage, through course acceptance until the commencement of the program.

> If you are choosing Option 1: Requesting CAAW

Step 1

Apply for your UNSW College English course, Foundation Studies Program or Diploma Program.

[Apply now >](#)

Step 2

UNSW College will assess your eligibility for a chosen program and, if you meet entry requirements, you will be issued with a Letter of Offer. If you are U18 at commencement of your chosen program your Letter of Offer will also include the following U18 Student related fees:

- CAAW Administration Fee of \$150
- Under U18 Student Weekly Monitoring Fee of \$49 per week (this is calculated from the start date of your program until you turn 18 years old or complete your program – whichever comes first).

Step 3

Arrange accommodation with a [UNSW College Approved Accommodation Provider](#). Allowing at least two weeks to have accommodation confirmed is a reasonable timeframe.

Step 4

Accept your Offer by providing all required documents as listed in the checklists below:

If student is located outside Australia at time of acceptance (eg. in students home country/region)

- Under 18 Students Care Arrangement Form
- Confirmation of Accommodation Booking with UNSW College U18 Student Approved Accommodation Provider
- Certified copy of Parent/Legal Guardian identity document which includes a photo and a signature (for example copy of passport or driver's licence)
- Acceptance Agreement
- Receipt for Tuition Fee Payment

If student is located in Australia at time of acceptance

- Under 18 Students Care Arrangement Form
- Confirmation of Accommodation Booking with UNSW College U18 Student Approved Accommodation Provider
- Certified copy of Parent/Legal Guardian identity document which includes a photo and a signature (for example copy of passport or driver's licence)
- Evidence of current guardianship arrangements:
 - Confirmation of DHA approved guardian or
 - Copy of CAAW from current education provider
- Acceptance Agreement
- Receipt for Tuition Fee Payment

Step 5

UNSW College will issue you with:

- Confirmation of Enrolment (COE) and
- Confirmation of Appropriate Accommodation and Welfare Letter (CAAW)

Step 6

Apply for your Student Visa.

Step 7

Before you arrive, arrange Airport Reception Service.

Airport Reception Service is compulsory for U18 students who have been issued with CAAW:

- If you have chosen to live in homestay – book your Airport Reception Service with the homestay agency.
- If you have chosen to live in a residential college (New College, Jacaranda Hall, Urbanest), book accommodation via UNSW College.

[How to book Airport Pick-up Service >](#)

Step 8

Attend Orientation.

You will receive your Orientation Information via email, so it is important that you check your email account regularly. Orientation information is also available on our **[current students website \(Student Hub\)](#)**.

As an U18 Student, you will attend all student orientation sessions but also an additional U18 Students Information Session in which you will meet with the Student Advisers who will be providing support to you.

Step 9

Start attending your classes.

- Foundation Studies and English Students: You will receive your class timetable at Orientation
- Diploma students must follow the enrolment guide that they will receive via email, advising them to enrol in courses online (via MyUNSW)

> **If you are choosing Option 2: Living in Australia with your Parent or Guardian (No CAAW required)**

Step 1

Complete the UNSW College Online Application Form.

Step 2

UNSW College will assess your eligibility for a chosen program and, if you meet entry requirements you will be issued with a letter of offer. Please note that your letter of offer will automatically include the following U18 Student related fees:

- CAAW Administration Fee
- U18 Student Weekly Monitoring Fee (this is calculated from the start date of your program until you turn 18 years old or complete your program – whichever comes first)



If you are nominating your own guardian, which requires DHA approval, you do not need to pay the above fees.

Step 3

Accept your Offer by providing all required documents as listed in the checklists below:

If student is located outside Australia at time of acceptance – eg. in students home country/region

- Under 18 Students Care Arrangement Form
- Student Guardianship Declaration
- Certified copy of Parent/Legal Guardian identity document which includes a photo and a signature (for example copy of passport or driver's licence)
- Acceptance Agreement
- Receipt for Tuition Fee Payment

If student is located in Australia at time of acceptance

- Under 18 Students Care Arrangement Form
- Evidence of current guardianship arrangements as approved by DHA
- Certified copy of Parent/Legal Guardian identity document which includes a photo and a signature (for example copy of passport or driver's licence)
- Evidence of current guardianship arrangements:
 - Confirmation of DHA approved guardian or
 - Copy of CAAW from current education provider
- Acceptance Agreement
- Receipt for Tuition Fee Payment

Step 4

UNSW College will issue you with Confirmation of Enrolment (COE).

Step 5

Apply for your Student Visa.

Step 6

Attend Orientation.

You will receive your Orientation Information via email, so it is important that you check your email account regularly. Orientation information is also available on our [current students website \(Student Hub\)](#).

As an U18 Student, you will attend all student orientation sessions but also an additional U18 Students Information Session in which you will meet with the Student Advisers who will be providing support to you.

Step 7

Start attending your classes.

- Foundation Studies and English Students: You will receive your class timetable at Orientation
- Diploma students must follow the enrolment guide that they will receive via email, advising them to enrol in courses online (via MyUNSW)

Section 3

U18 students care program



U18 Students who have been issued with Confirmation of Appropriate Accommodation and Welfare (CAAW) are automatically enrolled in UNSW College U18 Care Program. As part of this program, U18 students are offered a range of support. Students must also follow certain rules which have been put in place to ensure that they have a safe and rewarding study experience.

> Supports that are offered to U18 students:

Regular meetings with Student Advisers

Student Advisers will discuss with students all matters related to their studies, their health and wellbeing, social life and accommodation. These meetings are also an opportunity for students to ask any questions or raise any concerns they may have. Student Advisers can also refer students to other support services such as doctor or a counselor. Student Advisers work closely with academic and student accommodation providers.

Accommodation assistance

U18 Students issued with CAAW can only stay in Accommodation approved by UNSW College. However, if students are not satisfied with their current accommodation or are experiencing any issues, our Accommodation Team can assist in resolving those issues and if required, assisting with changing accommodation.

Transition to UNSW process

U18 students who remain U18 at commencement of their UNSW program will be provided with assistance with planning for the gap between programs, securing approved accommodation for the commencement of University and providing students with information regarding any seminars they need to attend before commencing at UNSW as an U18 student.

After hour emergency support

All U18 students can access support during business hours and also after hours. Students requiring emergency support after hours are advised to contact their accommodation provider emergency number. If the matter is serious, the accommodation provider will contact a member of the UNSW College Student Support team who is on call, so comprehensive support can be provided to the student in need.

Section 4

For parents

We understand that sending your child overseas to study, particularly while they are still under 18, is very exciting but can also be stressful. This is why we have a dedicated Student Support team to provide care and support to our students and assist parents with necessary information and advice.

We value the opportunity to communicate with parents of our U18 students. There are opportunities for parents to meet with the Student Support team both in a group setting as well as individually.

> Supports that are offered to parents



Parent information sessions

All parents of U18 students are invited to attend a 'Parent Information Session' together with our Student Support team and our Academic Heads. The purpose of this session is to inform parents about their child's learning journey as well as academic and welfare support offered throughout their program. During this session, parents have the opportunity to ask questions.



Liaising with parents

Student Advisers will liaise with parents regarding important matters related to student's course progress and attendance as well as any health and welfare related issues and accommodation matters. Parents wishing to contact Student Advisers should email:

student.support@unswcollege.edu.au





Section 5

How to contact us

UNSW College Admissions

For questions regarding your application and acceptance process.

admissions@unswcollege.edu.au

Under 18 Student Support

For any support you need as an Under 18 student.

Under18@unswcollege.edu.au

The information contained in this guide is correct as at May 2023. UNSW College reserves the right to amend any or all of the information, without notice in response to changing circumstances or for any other reason in line with relevant legislation.

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