

# Underage Student (Minor) Parent/Legal Guardian Welfare and Accommodation Arrangements Form

The [Department of Home Affairs](#) requires students under the age of 18 to have [appropriate accommodation and welfare arrangements](#) while studying in Australia. It is a condition of a Student Visa that these arrangements be maintained. Failure to do so may result in visa cancellation.

Underage Students (Minors) are required to provide Edith Cowan College (ECC) with information relating to their parent or legal guardian, regardless of the welfare arrangement option chosen. Parent or legal guardian must also sign the Letter of Offer if the is underage Students (Minor).

This form must be completed and returned to [admissions@ecc.edu.au](mailto:admissions@ecc.edu.au) as part of the acceptance process.

## Student Details

Family Name:		Given Names:	
Nationality (as per passport):	Passport number:	Date of Birth:	
Course Start Date:	ECC Student ID:		
Course Title:			

## Parent or Legal Guardian Details

Family Name:		Given Names:	
Date of Birth:	Relation to the student:		
Address:			
Suburb / City / State:	Country:	Postcode:	
Email address:	Telephone / Mobile:		

## Emergency Contact

Family Name:		Given Names:	
Email address:	Telephone / Mobile:		

## Accommodation and Welfare Arrangement Details and Options

### Option A: ECC-Approved Accommodation and Welfare Arrangements for Unaccompanied Minors

Select this option if your child will be unaccompanied by a parent or legal guardian and will be living in Australia under an ECC-approved accommodation and welfare arrangement. Follow the steps below to arrange accommodation and welfare services for your child. Once the arrangements are confirmed, ECC will issue the *Confirmation of Appropriate Accommodation and Welfare* letter (CAAW) for the student visa application.

**Please note:** Underage Students (Minors) **must** not arrive in Australia before the date nominated by the College on their CAAW confirmation letter.

**Step 1: Arrange Accommodation through [Australian Homestay Network \(AHN\)](https://www.homestaynetwork.org/students/apply/).** This is an ECC-approved homestay provider. To apply, click on the following link: <https://www.homestaynetwork.org/students/apply/>

### Step 2: Arrange Welfare Services

Under 18 students in ECC approved arrangements must have a Student Advocate arranged by the welfare support provider, ISA Student Advocates. You can learn more about ISA's services and how to apply at <https://www.studentguardians.com/>.

### Step 3: Provide to ECC

Complete the checklist below and provide the listed documents to ECC.

- A signed and completed copy of this form, the *Underage Student (Minor) Parent/Legal Guardian Welfare and Accommodation Arrangements Form* which includes the *Edith Cowan College-Approved Underage Student (Minor) Welfare and Accommodation Arrangements Terms and Conditions*.
- A certified copy of the parent or legal custodian's identification with photo and signature. Example: passport, driver's licence or official ID Card. If the identification is not in English, certified English translated copies must be provided.
- Evidence of a signed Homestay provider agreement and proof of payment to AHN.
- Evidence of a signed ISA Student Advocates agreement and proof of payment to ISA Student Advocates.

## Option B: Accommodation and welfare provided by a relative approved by the DHA

Select this option if your child will be living in Australia with either:

- A parent on a Student Guardian Visa (subclass 590); or
- Department of Home Affairs (DHA)-approved relative as per [157N Student guardianship arrangements form](#).

ECC will not issue a CAAW, as the accommodation and welfare arrangements will be approved by the DHA.

### Step 1: Provide the parent (on a Student Guardian Visa) or DHA-approved relative's details

#### Details of parent (on a Student Guardian Visa) or DHA-approved relative

Family Name:	Given Names:
Relation to the student:	
Nationality (as per passport):	Passport Number:
Status in Australia: (tick one) <input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Student / Temporary Residence Visa Holder	
Email address:	Telephone / Mobile:
Home address in Australia:	

#### Emergency Contact

Family Name:	Given Names:
Email address:	Telephone / Mobile:

### Step 2: Provide to ECC

Complete the checklist and declaration below and submit this form, completed and signed with the required supporting documents, to [admissions@ecc.edu.au](mailto:admissions@ecc.edu.au).

See check list below checklist to confirm that the required documents are submitted with this form:

- A signed and completed copy of this form, the *Underage Student (Minor) Parent/Legal Guardian Welfare and Accommodation Arrangements Form*.
- Certified copy of the parent or legal custodian's identification with photo and signature. (Example: passport, driver's licence or official ID Card). If the identification is not in English, certified English translated copies must be provided.
- Certified copy of the DHA-approved Australian-residing legal guardian's visa status and identification with photo and signature, such as a passport, driver's license or official ID card. If the identification is not in English, certified English translated copies must be provided.

#### Declarations

##### To be completed by the parent or legal guardian

##### I understand and accept that

- The information provided above is correct and acknowledged.
- I will provide evidence of approval by DHA of the student's welfare and accommodation arrangements once visa is granted (only applicable to Option B).
- If my child refuses or fails to comply with any of these *Terms and Conditions*, it may lead to exclusion from Edith Cowan College.
- Internet access at Edith Cowan College is provided for academic and administrative purposes. While Edith Cowan College does not filter any content my child's usage of the service is subject to the [IT Acceptable Use Statement](#).
- I am responsible for informing Edith Cowan College of any change to my contact details.
- If my child is an unaccompanied minor who will be living in Australia under Edith Cowan College-approved welfare and accommodation arrangements, I have read and understood the attached *Edith Cowan College-Approved Underage Student (Minor) Welfare and Accommodation Arrangements Terms and Conditions*.

Print Name:			
Signature:		Date:	

# ECC-Approved Underage Student (Minor) Welfare and Accommodation Arrangements Terms and Conditions

**Guardian** means the legal guardian or parent of the child.

**Accommodation Provider** means an Edith Cowan College-approved Homestay provider.

**ISA Student Advocates** means [International Student Alliance \(ISA\) Student Advocates](#), which provides welfare services to Minors.

These *Terms of Reference* are for unaccompanied Underage Students (Minors) who will be living in Australia under an Edith Cowan College-approved Accommodation and Welfare Arrangement, specified in a *Confirmation of Appropriate Accommodation and Welfare* (CAAW) letter.

## Student Visa Requirements

To meet the requirements in your child's student visa:

1. Your child must update their Australian residential address, Australian phone number and emergency contact details via the Edith Cowan College Student Portal within seven days of arrival in Australia.
2. Your child must not change their welfare or accommodation arrangements without written approval from their parent or legal guardian and Edith Cowan College, otherwise their Enrolment might be terminated.
  - Your child must make and attend an appointment with their ISA Student Advocate and with Edith Cowan College if they want to propose a change to their accommodation or welfare arrangements.
  - Approval for any requests to change accommodation or welfare arrangements is not automatic. Edith Cowan College may decline to approve any change in arrangements, if this is determined to be in the best interest of the child.
3. Your child must not enter Australia before the day nominated by Edith Cowan College as the day on which their welfare and accommodation arrangements are to commence. This is the *Confirmation of Appropriate Accommodation and Welfare* (CAAW) start date.
4. Your child must meet their visa conditions while studying and living in Australia, or their visa may be cancelled and they may have to leave Australia.
5. As an international student, your child must remain enrolled in the course or transfer to another course with the approval of Edith Cowan College, or they may be reported to the Department of Home Affairs as being in breach of their visa.
6. Your child must maintain satisfactory academic results for each trimester or semester of the course. If your child's results do not meet the course requirements, they may be reported to the Department of Home Affairs for unsatisfactory progress which is a breach of their visa.
7. Your child must maintain satisfactory attendance for each trimester or semester of the course. If your child's attendance does not meet course, legislative or regulatory requirements, your child may be reported to the Department of Home Affairs for unsatisfactory attendance.
8. Your child must return to their home country if there is a large gap between their courses. Any gap of two months or more will normally require your child to return to their home country.

## Edith Cowan College requirements

1. Your child is required to provide their flight details to their ISA Student Advocate.
2. Your child must attend every meeting that their ISA Student Advocate schedules for them and respond promptly (within 48 hours) to ISA Student Advocate's requests for information.
3. Your child must attend compulsory orientation activities.
4. If your child has any issues or concerns, your child must raise them with their ISA Student Advocate to seek assistance and advice.
5. Your child must not make any travel arrangements without seeking advice from their ISA Student Advocate. All requests for travel must be approved by Edith Cowan College.
6. If your child is absent from class for any reason, they must notify their ISA Student Advocate in addition to informing Edith Cowan College.
7. If your child is absent from Edith Cowan College without their ISA Student Advocate's permission, Edith Cowan College may implement its critical incident response and your child's absence may be reported to law enforcement authorities and to the Department of Home Affairs, as going missing is a breach of their visa.
8. Your child must obtain their ISA Student Advocate's permission before they will be allowed to attend an excursion or camp.
9. Your child must abide by Australian law.
10. Your child is not permitted to purchase or consume alcohol or enter licensed premises unless accompanied by a responsible adult and legally allowed to do so.
11. Your child is not permitted to purchase cigarettes.
12. Your child is not permitted to hold a full Western Australian driver's licence.
13. If your child has any complaint or grievance while under an Edith Cowan College-approved welfare arrangement, they can follow the *Complaints Policy* to report and seek to resolve their complaint.

## Accommodation requirements

1. Your child must return to their accommodation by the curfew time set by the Accommodation Provider or by ISA. Curfew requirements are outlined in ECC's *Underage Students (Minors) Procedures*.

2. A child who breaches curfew can expect to be given a warning letter and asked to agree to a behaviour contract. If your child continues to breach curfew, they may be suspended or excluded by Edith Cowan College and reported to the Department of Home Affairs for breach of their visa.
3. If your child is going to be late arriving or registering at their Accommodation Provider, you must inform the Accommodation Provider and ISA Student Advocates of their new arrival time and date. If you have made a booking and your child fails to arrive or check in, the Accommodation Provider will notify ISA Student Advocates and their accommodation booking might be cancelled.

### **Refunds for Tuition, Welfare Services and Accommodation Services**

1. If you provide certified evidence that the Department of Home Affairs has rejected your child's application for a student visa, you need to apply for a refund of tuition fees from Edith Cowan College according to the [Refunds Policy](#).
2. If, after commencing with Edith Cowan College-arranged welfare and accommodation services, your child changes to a Department of Home Affairs-approved arrangement, you are to apply for refunds according to the refund policies of the Accommodation Provider and ISA Student Advocates.

I understand and agree that:

1. Edith Cowan College will contact me regarding any concerns over my child's welfare, breach of accommodation rules or other requirements of Edith Cowan College dealt with in these Terms and Conditions.
2. Edith Cowan College may remove my child from their accommodation without notice if it considers this is necessary to ensure my child's safety.
3. If my child is involved in a critical incident, Edith Cowan College will follow its [Critical Incident and Business Continuity Policy](#) and associated procedures to manage the situation.
4. If my child requires urgent medical attention and the ISA is unable to contact me, I authorise it to make decisions on my behalf.
5. If considered by ISA Student Advocates to be necessary, my child can be transported by staff in accordance with Edith Cowan College's [Wellness, Health and Safety Procedures](#).
6. ISA Student Advocates can give permission for my child to attend approved Edith Cowan College activities, such as extra-curricular excursions and overnight camps.
7. ISA Student Advocates can access my child's timetable.
8. ISA Student Advocates can liaise with external providers, such as the Accommodation Provider, emergency services etc., regarding my child's welfare.
9. Internet access at Edith Cowan College is provided for academic, research and administrative purposes. While Edith Cowan College does not filter any content, my child's usage of the service is subject to the conditions of the [IT Acceptable Use Statement](#).
10. I am responsible for informing ISA Student Advocates of any change to my contact details.
11. If ISA Student Advocates requests my permission for my child to engage in an activity, I am responsible for providing my authorisation in writing.
12. If my child refuses or fails to comply with any of these Terms and Conditions, the Accommodation Provider, ISA Student Advocates and ECC are unable to compel my child's compliance and so are not liable for any consequences which may affect my child's well-being.
13. If my child does not comply with any of the requirements set out in these Terms and Conditions, this may lead to my child's exclusion from Edith Cowan College in accordance with its respective exclusion rules.