

## Under 18 Management Form

### Section 1. Personal Details:

|                           |                                |
|---------------------------|--------------------------------|
| Student ID number:        | Course Start Date:             |
| Family Name:              | Course Name:                   |
| Given Name:               | Email Address:                 |
| Date of Birth: DD/MM/YYYY | Passport Number:               |
| Gender:                   | Nationality (as per passport): |

### Section 2. Parent(s)/Legal Custodian Details:

|                |                          |
|----------------|--------------------------|
| Name:          | Relation to the student: |
| Mobile Number: | Email Address:           |
| Home Address:  |                          |

### Section 3. Guardian and Homestay Options

- Deakin College Guardianship and Homestay (Burwood ONLY)**  
My child will apply for Deakin College Guardianship and Homestay provided by [Student Accommodation Services \(SAS\)](#)  
Or [Australian Homestay Network \(AHN\)](#)  
**You are required to complete Section 4, Section 7 and Section 8.**
- External Guardianship and Homestay (Geelong ONLY)**  
My child will apply for homestay and external guardianship.  
**You are required to complete Section 5, Section 7 and Section 8.**
- Approved Guardian\***  
My child will be living in Australia with me or a Department of Home Affairs approved relative aged over 21 until he/she turns 18.  
**You are required to complete section 6, Section 7 and Section 8.**  
\*You must apply to the Department of Home Affairs and is subject to approval

**NOTE:** Accommodation and guardianship arrangements for students under 18 years of age and holding a student visa must be approved in accordance with the *National Code of Practice for Providers of Education and Training to Overseas Students*. Compliance with these requirements will enable Deakin College to issue a Confirmation of Enrolment (COE) and a Confirmation of Appropriate Accommodation and Welfare (CAAW) form where applicable. You will need these documents to apply for your student visa.

**Privacy statement:** The information on this form is collected for the purposes of assessing your accommodation and guardianship arrangements. You have the right to access personal information that Deakin College hold about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Deakin College at: [deakincollege@deakin.edu.au](mailto:deakincollege@deakin.edu.au)

## Section 4. Deakin College Guardianship and Homestay

- I am applying for the Deakin College Under 18 Guardianship service.
- I am applying for my child to live in a Homestay provided by [Student Accommodation Services \(SAS\)](#) OR [Australian Homestay Network \(AHN\)](#).

*Note: Upon receiving this application, Deakin College will issue an invoice for Guardianship. To obtain a CoE and CAAW, you must provide proof of payment for Guardianship and confirmation email from your Homestay Provider. Please indicate your **first course** in your Letter of Offer when submitting the homestay application form.*

### I understand and agree that:

1. Deakin College U18 Guardianship Service will contact me regarding any concerns over my child's welfare, breach of accommodation rules or other requirements of Deakin College or Deakin University dealt with in these Terms and Conditions.
2. Deakin College U18 Guardianship Service 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, Deakin College U18 Guardianship Service will follow its [Critical Incident Policy](#) to manage the situation.
4. If my child requires urgent medical attention and the Deakin College U18 Guardianship Service is unable to contact me, I authorise it to make decisions on my behalf.
5. Deakin College U18 Guardianship Service can access my child's timetable.
6. Deakin College U18 Guardianship Service can liaise with external providers, such as the Student Accommodation Services, emergency services etc, regarding my child's welfare.
7. I am responsible for informing Deakin College U18 Guardianship Service of any change to my contact details.
8. If Deakin College U18 Guardianship Service requests my permission for my child to engage in an activity, I am responsible for providing my authorisation in writing.
9. If my child refuses or fails to comply with any of these Terms and Conditions, Deakin College U18 Guardianship Service and Deakin College are unable to compel my child's compliance and so are not liable for any consequences which may affect my child's well-being.
10. 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 Deakin College in accordance with their respective exclusion rules.

|   |              |
|---|--------------|
| <b>I acknowledge that I have read, understood and accept all of the conditions details above.</b> |              |
| <b>Student's signature:</b>   | <b>Date:</b> |
| <b>Parent's signature:</b>  | <b>Date:</b> |

## Section 5. External Guardianship and External Homestay – Geelong students ONLY

I am applying for an external [Guardianship service](#) that is approved by Deakin College/Deakin University.

I am applying for my child to live in a Homestay provided by [Student Accommodation Services \(SAS\)](#) OR [Australian Homestay Network \(AHN\)](#).

*Note: Deakin College requires a confirmation email from the Guardianship Company and the Homestay provider before issuing a CoE and CAAW.*

## Section 6. Living with Parent, Legal Custodian or Relative over 21 Years

A Relative is defined as a parent, adoptive or step-parent, brother, sister, step-brother, step-sister, grandparent, step-grandparent, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece or step-nephew. It does not include a cousin.

Deakin College will not issue CAAW for those living with approved guardian. Please visit Department of Home Affairs (DHA) webpage for further information. Please click [here](#).

|                                |                  |
|--------------------------------|------------------|
| Name of DHA approved relative: | Passport Number: |
| Relation to the student:       | Nationality      |
| Mobile:                        | Email address:   |
| Address in Australia:          |                  |

## Section 7. Additional Document Checklist for ELICOS Students

**Document checklist** (To be submitted with this form):

- Confirmation of Appointment of Carer form.
- Homestay Application confirmation  
(Please indicate you are a DU/ELI student when submitting the Homestay Application).
- Parent Declaration form.
- Certified copy of parent/legal custodian identification with photo and signature. (Example: passport, driver's license, or official ID card) if the identifications not in English, certified English translated copies must be provided.

## Section 8. Declaration

**I understand and accept that**

- The above information from Section 1 through to Section 7 is correct and acknowledged.
- I am responsible to inform Deakin College of any change to my contact details.
- I have read and accept the Terms and Conditions as stated in this form.
- I agree to the Deakin College student [code of conduct policy](#).

|                             |              |
|-----------------------------|--------------|
| <b>Student's signature:</b> | <b>Date:</b> |
| <b>Parent's signature:</b>  | <b>Date:</b> |

## Terms & Conditions: Deakin College Guardianship Service and Accommodation

These terms and conditions apply to use of the Deakin College Under 18 Guardianship Service by Deakin College students.

In these terms and conditions:

**Guardian** means the Deakin College Under 18 Guardianship Service or a Department of Home Affairs approved guardian, whichever is applicable to your child;

**Deakin College Under 18 Guardianship Service** is the guardianship service operated by Melbourne Institute of Business and Technology Pty Ltd (MIBT) trading as Deakin College;

**Accommodation Provider** means Homestay;

**Homestay** means a homestay provided by the Student Accommodation Service (SAS) and Australia Homestay Network (AHN).

### Visa requirements

1. Your child must not change their accommodation or welfare arrangements without written approval from the Deakin College Under 18 student counsellor.
  - o Your child must make and attend an appointment with their Guardian if they want to propose a change to their accommodation or welfare arrangements.
  - o Approval for any requests to change accommodation or welfare arrangements is not automatic. Deakin College may decline to approve any change in arrangements, if this is determined to be in the best interest of the child.
2. Your child must not enter Australia before the day nominated by Deakin College and Deakin University 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.
3. If you have not selected the Deakin College U18 Guardianship Service for your child, you must apply for a Department of Home Affairs approved arrangement. Your child is then required to stay in Australia with the person who is their parent or legal custodian; or a relative nominated by their parent or legal custodian who has turned 21 and is of good character. This arrangement is approved by the Department of Home Affairs, not by Deakin College.
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 Deakin 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 progress for each trimester of the course. If their results do not meet the course requirements, your child may be reported to Department of Home Affairs for unsatisfactory attendance which is a breach of their visa.
7. 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. Your child must seek immediate advice from their Guardian if the gap is two months or more.

### Welfare and Progress requirements:

1. Your child must attend every meeting that their Guardian schedules for them and respond promptly (within 24 hours) to their Guardian's requests for information.
2. Your child must attend compulsory orientation activities.
3. If your child has any issues or concerns, your child must raise them with their Guardian to seek assistance and advice.
4. Your child must obtain their Guardian's permission before making any travel arrangements.
5. If your child is absent from class for any reason, they must notify their Guardian.
6. Your child should ask their Guardian for assistance if they need help arranging their travel plans to return home during holiday breaks.

7. Your child must obtain their Guardian's permission before they will be allowed to attend an excursion or camp.
8. Your child must ask for their Guardian's advice if they are thinking of working in Australia.
9. Your child must abide by Australian law.
10. Your child is not permitted to purchase cigarettes, e-cigarettes 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 hold a full Victorian driver's licence or to drive a car.
12. If your child has any complaint or grievance they can follow the Deakin College complaints Policy to report and seek to resolve their complaint: [www.deakincollege.edu.au/policies-procedures](http://www.deakincollege.edu.au/policies-procedures)

### Accommodation requirements:

1. You must notify the Under 18 Management Team a minimum of 5 business days of your arrival date: [dcoll-studentservices@deakin.edu.au](mailto:dcoll-studentservices@deakin.edu.au)
2. Your child must return to their accommodation by the curfew time set by their Guardian if they are accommodated in a Homestay.
3. Homestay host will inform the Guardian if your child returns to the accommodation after curfew or if they do not to return to the accommodation overnight.
4. 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 Deakin College and reported to the Department of Home Affairs for breach of their visa.
5. All Deakin College Under 18 in homestay are expected to adhere to rules and curfew. Breach of curfew or rules may result in termination of CAAW and/or CoE which may result in visa cancellation. In the event of termination, no refund will be given.
6. Your child is required to stay in homestay until they turn 18 years old.

### Deakin College U18 Guardianship Service fees and refund policy

1. No refund will be issued for students who have been obligated to leave U18 accommodation due to unacceptable conduct and/or breach of regulations. Please refer to the refunds policy.
2. If you provide certified evidence that the Department of Home Affairs has rejected your child's application for a student visa, Deakin College U18 Guardianship Service will give you a full refund of guardianship fees you have paid, excluding the application fee.
3. If after commencing with the Deakin College U18 Guardianship Service your child changes to a Department of Home Affairs approved arrangement, you will be refunded the balance of the Deakin College U18 Guardianship Service fees from the latter of the date you provide to Deakin College valid documentation showing a new Department of Home Affairs approved arrangement or the start date of the new Department of Home Affairs approved arrangement.
4. If after commencing with the Deakin College U18 Guardianship Service your child changes education provider, you will be refunded the balance of the Deakin College U18 Guardianship Service fees from the latter of the date you provide to Deakin College valid documentation showing a new welfare provider or the start date of the new welfare provider.