

Accommodation and Welfare Arrangements for Overseas Students Under the Age of 18

1. Purpose

International students who are under the age of 18 years and who will be studying on a student visa are required by the Department of Immigration and Citizenship (DIAC) to have care and accommodation provided as follows:

- Visa condition 8532 requires that under-18 year old students maintain suitable accommodation, support and general welfare arrangements. Under-18 year old students may stay with a parent or suitable relative or, if this is not possible, they may stay in accommodation approved by their education provider.
- If the student is not residing with a parent or legal custodian, or in accommodation approved by the education provider, the student can reside with a relative who is:
 - a grandparent, brother, sister, aunt, uncle, niece or nephew, or a step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step-niece or step-nephew;
 - nominated by a parent of the applicant or a person who has custody of the applicant;
 - aged at least 21; and
 - of good character.
- If the student will not be staying with a parent or suitable relative, the student must stay in accommodation approved by the provider. Providers must have documented procedures for checking the suitability of the student's accommodation, support and general welfare arrangements.

2. Process

International students who will not be 18-year-of-age at the time their course starts must do the following if they plan to accept the offer of enrolment at JMC Academy according to your circumstances:

a. International Students Residing with a Parent or Suitable Nominated Relative

If you are going to live in Australia with a parent, or a suitable nominated relative, you are required to do the following:

1. Complete the JMC Academy Guardian Confirmation form that will be supplied by the International Services team and indicate that you will be residing with a parent or suitable nominated relative. The form must include the full name and residential address of your parent or suitable nominated relative.

2. Your parent and suitable nominated relative must sign the Guardianship Confirmation form.
3. You must attach the identification page of your passport and your parent's or suitable nominated relatives' passport and certified copies of the following documents as evidence of the relationship between you and your parent or suitable nominated relative:
 - Birth Certificate
 - Family Card or Register
 - Marriage Certificate of your parents
 - Evidence of the relationship with your suitable nominated relative if it is not evident in the previous documents.
4. Forward the Guardianship Confirmation form and certified copies of the identification documents to the JMC Academy's International Services division at the address or email address shown on your Letter of Offer.
5. JMC Academy's International Services division will process your acceptance of offer and assess your guardianship documentation. Once the relationship between you and your parent or suitable nominated relative has been established, your International Services will send you an electronic Confirmation of Enrolment (eCoE), so that you can apply for your student visa.

b. International Students Not Residing with a Parent or Suitable Nominated Relative

JMC Academy is required to approve the accommodation and welfare arrangements for international students who are under 18 years of age and who are not residing with a parent or a suitable nominated relative. JMC Academy is required to sign a Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter to indicate approval of your accommodation arrangements to facilitate your application for a student visa. Once you arrive in Australia you will be required to attend twice weekly meetings with a member of the International Services team until you complete your course or until you turn 18. If you need the JMC Academy to approve your accommodation and welfare arrangements, you are required to do the following:

1. Arrange Accommodation with an Approved Homestay Provider. JMC Academy will only approve the accommodation and welfare arrangements for students who are residing with an approved Homestay Provider. JMC Academy approves a number of providers in Brisbane, Sydney and Melbourne. We will forward a list on request.
2. Once you have identified a suitable Homestay provider you will need to confirm your accommodation and guardianship arrangements directly with the provider.
3. Complete the JMC Academy Guardian Confirmation form that will be supplied by the International Services team and indicate with which Homestay Provider you have arranged accommodation and guardianship. Include the full name and residential address of your Homestay Host.

4. Your parent and your Homestay Host must both sign the Guardianship Confirmation form.
5. Attach the identification pages of your passport and your parent's passport and **certified copies** of the following documents as evidence of the relationship with between you and your parent:
 - Birth Certificate
 - Marriage Certificate of your parents
6. Also provide a copy of the contract with the Homestay Provider listing full name and residential address of your Homestay Host.
7. Submit the Guardianship Confirmation form and certified copies of the identification documents and Homestay contract to JMC Academy's International Services office.
8. JMC Academy's International Services division will process your acceptance of offer and assess your guardianship documentation. Once the relationship between you and your parent or suitable nominated relative has been established, your International Services will send you an electronic Confirmation of Enrolment (eCoE), so that you can apply for your student visa.

Your CAAW Letter will commence 7 calendar days prior to the commencement of Orientation and Enrolment and will conclude 7 days after the end date of your course or the day you turn 18, whichever date is the earliest.

Approved providers

JMC Academy's approved homestay provider is **The Australian Homestay Network**. See <http://www.homestaynetwork.org>

JMC Academy's approved guardianship provider is **ISA Guardian & Welfare Services**. See www.studentguardians.com

Responsibilities

JMC Academy must approve any change of accommodation or accommodation provider. You will be required to attend weekly meetings with a member of the International Services Division team. If you experience any problems with your accommodation and welfare arrangements you should contact your International Student Adviser immediately.

Should you fail to attend your weekly meetings or change your accommodation without approval, JMC Academy is obliged to advise the Department of Immigration and Citizenship (DIAC) and this may have an impact on your student visa.