

## 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 (parent to tick preferred option)

**Deakin College Guardianship and On Campus Accommodation**

My child wishes to apply for Deakin College Under 18 Guardianship service and On-campus accommodation.

**You are required to complete Section 4, Section 7 and Section 8.**

**External Guardianship and External Homestay (for 16 – 16½ years old and Geelong students ONLY)**

My child will apply for external homestay and external guardianship.

**You are required to complete Section 5, Section 7 and Section 8.**

**Approved Guardian\***

My child will be living in Melbourne (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 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 On Campus Accommodation:

- I am applying for the Deakin College Under 18 Guardianship service.
- I am applying for [Deakin Residences](#) at the Melbourne Burwood Campus.
- I give consent for Deakin College to share my information with Deakin Residences for the purposes of my on campus accommodation.

<b>Application Fee</b>	\$200 (non-refundable)
<b>Guardianship Fee</b>	\$8 per day until you turn 18
<b>On campus accommodation</b>	\$320 per week

*Note: On receipt of this application Deakin College will issue an invoice. Confirmation of Guardianship and On Campus Accommodation payment must be provided to Deakin College admissions before an eCoE and CAAW can be provided.*

### 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 Deakin Residences, 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 – for 16 – 16 ½ years old and 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 \(SAS\)](#)

*Note: A confirmation email from the Guardianship Company and a copy of the Homestay application must be provided to Deakin College admissions before an eCoE and CAAW can be provided.*

## 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.

Please visit [www.homeaffairs.gov.au/trav/stud/more/welfare-arrangements-under18](http://www.homeaffairs.gov.au/trav/stud/more/welfare-arrangements-under18) for further information.

Name of Department of Home Affairs 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):

- [DUELI Under 18 Forms](#)
  1. Confirmation of Appointment of Carer form
  2. Homestay Application for Deakin Students form
  3. Parent Declaration form
- Certified copy of parent/legal custodian 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.

## 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 On Campus 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 Deakin Residences or Homestay;

**Homestay** means a homestay provided by the Student Accommodation Service (SAS).

### 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. The Deakin Residence online application (sent by Student Services) must be completed and accepted before the student arrives.
2. You must notify the Under 18 Management Team a minimum of 2 business days of your arrival date: [dcoll-under18@deakin.edu.au](mailto:dcoll-under18@deakin.edu.au)
3. Deakin Residence is compulsory for under 18 students. (Students 16 – 16½ must stay in homestay until they turn 16½.
4. Your child must return to their accommodation by the curfew time set by the Accommodation Provider, or by their Guardian if they are accommodated in a Homestay.
5. Caretaker or 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.
  - o 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.
  - o Students living in Deakin Residence must sleep in designated room.
3. Your child must get permission from Deakin College before they will be allowed to be absent overnight or longer from their accommodation.
4. If your child is going to be late arriving or registering at their Accommodation Provider, you must inform the Accommodation Provider and Guardian 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 the Guardian and their accommodation booking might be cancelled.
5. All students in Deakin College Under 18 residences 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. Students who are 18 years old at the end of the trimester are required to move out of the Under 18 residence. If they wish to continue to stay on campus they must apply directly to Deakin residence.
7. Your child is required to stay in Deakin Residence until the end of the trimester after 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 Deakin Residence U18 accommodation due to unacceptable conduct and/or breach of regulations. Please refer to the reunds 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.