

Information Sheet for Parents: Student Under 18

At TAFESA we pride ourselves on providing a high quality educational and Australian experience for international students. We provide a welcoming and supportive environment for international students between 17 and 18 years of age. With world class facilities, a dedicated student support team, and 24-hour support, TAFESA is an excellent choice for young students. It is a requirement that students under 18 years of age have appropriate accommodation, support and general welfare arrangements in place prior to arrival in Australia. Please take the time to read this information sheet in conjunction with the Welfare and Accommodation Arrangements Form.

International students who are under the age of 18 and who will be studying on a student visa are required by the Department of Home Affairs (HA) to have care and accommodation provided by:

Option 1: A parent/legal custodian/a suitable nominated relative*

Option 2: TAFESA (represented by TAFESA International)

* A suitable relative is defined by HA as: 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. A suitable nominated relative must be over 21 years of age and of good character.

OPTION 1 PROCEDURE FOR UNDERAGE STUDENTS RESIDING WITH PARENT/LEGAL CUSTODIAN/NOMINATED RELATIVE

1. As part of the application process for underage students into a course at TAFESA, TAFESA International will send a Conditional Letter of Offer and:
 - Information Sheet for Parents: Student Under 18
 - Student Welfare and Accommodation Arrangement Form
2. Advise TAFESA International Admissions that you can nominate an eligible relative the student will reside with until turning 18 by completing the *International Student Welfare and Accommodation Arrangement Form*. (Choose Option 1)
3. Send the signed International Student Welfare and Accommodation Arrangement Form to TAFESA International Admissions together with copies of the following documents:
 - A copy of the student's passport (information page)
 - A copy of the student's birth certificate or any other proof of relationship between the student and parent/legal custodian
 - A copy of parent/legal custodian identification with photo and signature (e.g. passport, driver's licence or official ID card).
4. Upon payment of tuition fees, an electronic Confirmation of Enrolment (CoE) will be sent by TAFESA to parent. Please take the COE and all other required documents (see immi.gov.au/students) to an Australian Diplomatic Mission to apply for a student visa.
5. Parents must lodge the **Nomination of a student guardian form (157N)** available via the immigration office (Embassy) in your home country.
6. Before issuing a student visa, HA will require proof of:
 - The nominated relative's relationship to the student
 - The relative's right to remain in Australia while the student is studying,
 - Their good character.
7. The student must contact TAFESA International Unit at the Adelaide City Campus within five working days of arrival in Australia.

**OPTION 2
PROCEDURE FOR UNDERAGE STUDENTS RESIDING AT
TAFESA'S APPROVED ACCOMMODATION**

If parents cannot nominate an eligible relative the underage student can reside with while studying in Australia, they must accept TAFESA's approved welfare and accommodation agency.

1. On accepting an underage student into a course at TAFESA, TAFESA International will send you a Conditional Letter of Offer and:
 - Information Sheet for Parents: Student Under 18
 - Student Welfare and Accommodation Arrangement Form
2. Advise TAFESA International Admissions that you can **NOT** nominate an eligible relative the student will reside with until turning 18 by completing the *Welfare and Accommodation Arrangement Form*. (Choose Option 2)
3. Nominate the ISA Guardian & Welfare Services (International Student Alliance) to provide care for the student and organise accommodation through the Australian Homestay Network (AHN). You will also need to send payments to the welfare agency and the AHN and receive confirmation of care from them.
4. Send the signed Student Welfare and Accommodation Arrangement Form to TAFESA International Admissions together with copies of the following documents:
 - A copy of the student's passport (information page)
 - A copy of parent/legal custodian identification with photo and signature (e.g. passport, driver's licence or official ID card).
 - A copy of the student's birth certificate or any other proof of relationship between the student and parent/legal custodian
 - Evidence that housing has been arranged with the approved accommodation provider (invoice, contract or letter from the AHN)
 - Evidence that a welfare service has been arranged with a TAFESA's approved welfare agency (invoice, contract or letter from the ISA Guardian & Welfare Services)

5. TAFESA Admissions will verify welfare and accommodation arrangements. Then, TAFESA International Admission will issue a *Confirmation of appropriate accommodation and welfare arrangements form* (CAAW form)
6. Upon payment of tuition fees an *electronic Confirmation of Enrolment* (COE) will be sent to you with the CAAW form. Take the COE form and the CAAW form to an Australian Diplomatic Mission to apply for a student visa.
7. The student must contact their welfare agency immediately upon arrival in Australia. The student is also required to contact the International Unit at the Adelaide City campus within five working days of arrival in Australia.
8. The student will not be allowed to travel to Australia before the start date of their approved welfare arrangements, which is printed on the CAAW form.
9. Homestay fees may be charged up front by AHN through to the date the student turns 18.

APPROVED SERVICE PROVIDERS
Welfare Agency
<p>ISA Guardian & Welfare Services (International Student Alliance)</p> <p>National Office: Suite 20/Level 1 108 Bourke Street, Melbourne VIC 3000 Australia</p> <p>T +61 3 9663 2887 F +61 3 8678 1317 E info@studentguardians.com studentguardians.com</p>
Homestay Accommodation
<p>Australian Homestay Network (AHN)</p> <p>Australian Homestay Network Head Office 2 / 1 St Pauls Tce SPRING HILL QLD 4001 AUSTRALIA Telephone: (07) 3122 3595</p> <p>AHN South Australia PO Box 395 MSC Torrens Park SA 5061 Telephone: (08) 83733725 E Adelaide@homestaynetwork.org homestaynetwork.org</p>