

International Students Under the Age of 18 Policy

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1.0 Purpose

This policy defines how Griffith University will ensure appropriate arrangements, in line with Federal and State Legislation, are in place to govern the admission, learning, support, and protection of the personal safety and social well-being of international students under the age of 18.

2.0 Scope

This policy applies to:

- International students under the age of 18 studying in Australia on a student visa;
- Griffith University Staff involved in the promotion, recruitment, admission, student support, accommodation, academic delivery, management or administration of international students under the age of 18; and
- Griffith University business partners who are responsible for the provision of accommodation and welfare arrangements for international students under the age of 18.

This policy applies until the international student:

- is outside Australia; or
- turns 18; or
- transfers to another provider's Confirmation of Appropriate Accommodation/Welfare (CAAW) arrangements; or
- enters the care of a nominated guardian approved by the Department of Home Affairs.

This policy does not apply to Griffith University's interactions with students on alternative visas such as Dependents (including a spouse or a dependent child of a student visa holder) and Tourist Visa holders.

3.0 Policy statement

The University is committed to ensuring that international students under the age of 18 are provided with appropriate support, general welfare arrangements and accommodation.

Where the University enrolls an international student who is under the age of 18, it must comply with:

- (a) Commonwealth and State legislation or other regulatory requirements relating to child welfare and protection¹;
- (b) a general requirement² to provide all international students under the age of 18 with age- and culturally-appropriate information about certain matters; and
- (c) additional requirements³ if the University takes on responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements for the international student.

3.1 Child welfare and protection

The University is committed to the safety and wellbeing of children and young people, and has responsibilities and obligations under Commonwealth and State legislation or other regulatory requirements (“**Laws**”) relating to child welfare and protection. Where required by those Laws, Griffith will ensure that persons interacting with an international student who is under the age of 18 have been subject to the prescribed screening checks.

Further information about this can be found in the University’s *Child Safety and Wellbeing Policy* and Procedure documents.

3.2 Provision of information

The University will ensure all international students under the age of 18 are provided with age- and culturally-appropriate information on:

- (a) who to contact in emergency situations, including contact numbers of a nominated staff member and/or service provider to the University; and
- (b) seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse.

The University’s process for ensuring this information is provided is described in the [International Students Under the Age of 18 Procedure](#).

3.3 Maintenance of student welfare

If an overseas student is under the age of 18, the Commonwealth Government requires (as a student visa condition) that the student’s welfare must be maintained for the duration of their stay in Australia. To maintain welfare, overseas students can either:

- (a) stay in Australia with a “nominated guardian” approved by the Department of Home Affairs; or
- (b) stay in accommodation, support and general welfare arrangements that have been approved by the overseas student’s registered education provider. In this case, the registered provider is required to issue a Confirmation of Appropriate Accommodation and Welfare (**CAAW**) letter via the Commonwealth’s Provider Registration and International Student Management System (“**PRISMS**”) to indicate approval of the accommodation arrangements, to facilitate the application for a student visa.

¹ National Code of Practice for Providers of Education and Training to Overseas Students 2018 (“**National Code 2018**”), Standard 5.1

² National Code 2018, Standard 5.2

³ National Code 2018, Standards 5.3 to 5.7

If the University is asked to accept responsibility for the accommodation, support and general welfare arrangements for an international student under the age of 18, it will do so on the conditions set out in the [International Students Under the Age of 18 Procedure](#).

3.4 Termination of University approval

While all Reasonable Efforts will be made to support international students under the age of 18 with difficulties impacting their welfare arrangements, the University can terminate welfare arrangements if the student refuses to follow the conditions under which the University has agreed to support their welfare or if the student's enrolment is cancelled.

4.0 Roles, responsibilities and delegations

The University Council (relying on advice from the General Counsel) has ultimate responsibility for ensuring that the University complies with the relevant Commonwealth legislation, State legislation or other regulatory requirements relating to child welfare and protection as appropriate to the University's activities.

The Vice President (Global) has ultimate responsibility for this policy and may delegate responsibility for international students under the age of 18. The Deputy Director, Griffith International and the Director, Griffith English Language Institute have delegated authority to accept responsibility for the welfare arrangements of international students under the age of 18.

The University requires those responsible for all University activities that include international students under the age of 18, whether on or off campus, to comply with the relevant legislation and standards, as well as University policies and procedures.

5.0 Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

CAAW - means the Confirmation of Appropriate Accommodation and Welfare arrangements, under which Griffith University approves the accommodation and general welfare arrangements for international students under the age of 18.

PRISMS is a secure database owned and maintained by the Department of Education, Skills and Employment for the purposes of administering the [Education Services for Overseas Students Act 2000 \(The ESOS Act\)](#). PRISMS provides a means for education and training providers to comply with legislative requirements.

Reasonable Efforts refer to what can reasonably be done in the circumstances when complying with duties to maintain international student under the age of 18 enrolment whilst managing their welfare and protection.

Staff refers to both paid and unpaid people undertaking work for, or on behalf of, the University.

INFORMATION		Printable version (PDF) Downloadable version (Word)
Title	International Students Under the Age of 18 Policy	
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Purpose	This policy defines how Griffith University will ensure arrangements to protect the personal safety and social well-being of international students under the age of 18 are appropriate and in line with Federal and State Legislation.	
Audience	Staff; Students; Public	
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Subcategory	Student Services	
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Policy advisor	Deputy Director, Griffith International Director, Griffith English Language Institute	
Approving authority	Academic Committee	

RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	<u>National Code of Practice for Providers of Education and Training to Overseas Students 2018, Part B, Standard 5</u> <u>Migration Regulations 1994</u> <u>Child Protection Act 1999</u> <u>Working with Children (Risk Management and Screening) Act 2000</u>
Policy	<u>Student Misconduct Policy</u> <u>Student Review and Appeals Policy</u> <u>Student Critical Incident Management Policy</u> <u>Student Charter Framework</u>
Procedure	<u>International Students Under the Age of 18 Procedure</u> <u>Student Review and Appeals Procedure</u> <u>Student Critical Incident Management Procedures</u> <u>International Student Provider Transfer Request Policy and Procedure</u> <u>Student Reports of Bullying, Harassment, Discrimination and Sexual Harm Procedure</u>
Local protocol	N/A
Form	<u>Review of Decision Form</u> Griffith International Under 18 International Student Agreement Form Under 18 International Student Overnight Accommodation Consent Form Under 18 International Student Travel Request Form