

INFORMATION FOR AGENTS – INTERNATIONAL STUDENTS UNDER 18 YEARS OF AGE STUDYING AT MONASH

Monash University and Monash College welcome international students under the age of 18 years. When a student enters Australia on a student visa before his/her 18th birthday, he/she must have appropriate accommodation, support and welfare arrangements in place, as required by Department of Home Affairs.

Please note: Information in this guide relates to students under the age of 18 years, studying at Monash College or Monash University in Australia. The collective term 'Monash' is used throughout.

SUMMARY OF MONASH UNDER 18 GUARDIANSHIP PROCESS

- Step 1: Ensure student meets the age requirements for their preferred course. Students must be no younger than 16 years of age at the time they are due to commence their studies at Monash College; and 17 years of age when they commence Monash University.
- Step 2: Apply for and receive a full offer to Monash College or Monash University.
- Step 3: Explain that welfare and accommodation guidelines must be met, as required by the Australian Department of Home Affairs, for a student visa to be granted.
- Step 4: There are two options:
- Option 1 - Live with parent, legal custodian or close relative approved by the Department of Home Affairs, while in Australia.
Note: Confirmation of Appropriate Accommodation and Welfare (CAAW) is not required.
See page 1 for details.
 - Option 2 - If a student can't live with an approved family member, they must choose Monash as the welfare provider. With this option they must live in accommodation approved by Monash: Urbanest, Scape Swanston, Journal Student Living, Albert House, on campus in Monash Residential Services or in Monash Homestay. Note: Confirmation of Appropriate Accommodation and Welfare (CAAW) is required. *See page 2 for details.*
- Step 5: Complete the [Under 18 welfare and accommodation arrangements form](#) selecting welfare and accommodation option 1 or option 2.
- Step 6: Submit the Under 18 welfare and accommodation arrangements form to Monash Admissions, along with the completed Part B of the offer letter (International Student Course Agreement).
- Step 7: Once all relevant documents and payments have been received, a Confirmation of Enrolment (CoE) will be issued.
- Step 8: Ensure student has completed all pre-arrival requirements, has important contact details and is ready for enrolment and orientation. *See page 4 for details.*

WELFARE AND ACCOMMODATION

OPTION 1 – WHEN DEPARTMENT OF HOME AFFAIRS APPROVES A RELATIVE (CAAW FORM IS NOT REQUIRED)

Students can reside with a Department of Home Affairs approved relative.

The Department of Home Affairs considers a relative to be a parent, legal custodian or relative over the age of 21 years. Prior to approving the Student Guardian, Department of Home Affairs will establish:

- the relationship between the student and the nominated relative
- the age of the nominated relative (must be over 21)
- the character of the nominated relative
- the health and financial status of the nominated relative

Applying to Department of Home Affairs for student guardianship

To nominate a parent or relative, you will need to complete the Form 157N Nomination of a Student Guardian, providing information about the student, parent and nominated relative.

For more information and to access the Form 157 N nomination of a student guardian, visit: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/welfare-arrangements-students-under-18>

Notifying Monash of Department of Home Affairs approved Student Guardian

Once you have completed Form 157N and submitted to the Department of Home Affairs, you will need to notify Monash of the outcome of the application.

Complete the [Under 18 welfare and accommodation arrangements form](#) and return to Monash Admissions along with Part B of the offer letter (International Student Course Agreement). Upon receipt of this full completed form, Monash will issue a Confirmation of Enrolment (CoE) as no additional student welfare information is required.

For more information and to download the Under 18 welfare and accommodation arrangements form visit: <https://www.monashcollege.edu.au/how-to-apply/international-students>

Important information

If the Department of Home Affairs approved guardian needs to travel to Australia, they must apply for an appropriate visa. Information on student guardian visas is available at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-590>

WELFARE AND ACCOMMODATION

OPTION 2 – WHEN MONASH ACCEPTS RESPONSIBILITY FOR THE STUDENT (CAAW FORM IS REQUIRED)

Since 2015 Monash College has managed the welfare of students under 18 years through our Under 18 Guardianship Service. The guardianship team consists of trained professionals whose sole role is to provide students under 18 years with welfare support and advice while living away from their parents/legal custodian. As part of the service we have a list of approved accommodation providers who have experience in supporting younger students.

The service is available to Monash College and Monash University students.

Visit [our website](#) for more information regarding the Monash Under 18 Guardianship Service.

Applying for Monash guardianship

When the student receives a Monash offer, they will also receive an [Under 18 welfare and accommodation arrangements form](#).

On the form the student will be required to choose their preferred welfare and accommodation option.

The completed form and confirmation of accommodation booking needs to be submitted to Monash Admissions with or prior to accepting their Monash offer.

Note: Monash Admissions cannot issue the CAAW without proof of confirmed accommodation booking.

Monash Admissions will send the student their CAAW which confirms that Monash has taken on the responsibility for approving their accommodation, support and general welfare arrangements for a nominated period of time.

The CAAW form/s identifies a nominated welfare period for the student which will normally commence two weeks before the start date of the course and conclude one week after the end date of the course or until the student turns 18 years of age, whichever occurs first.

Please note

- Students will not be permitted to enter Australia before the nominated start date on the CAAW form and must leave Australia on or before the nominated end date on the CAAW form.
- Once a student turns 18, guardianship is no longer required and the student is free to choose their preferred accommodation.

AGENT'S ROLE IN ARRANGING ACCOMMODATION

Monash College and Monash University have an approved list of accommodation providers. When advising students and their parents on which accommodation is best, please consider:

- Location of primary campus
- Level of independence
- Duration of stay

Arranging accommodation

Step 1: Complete the Under 18 welfare and accommodation arrangements form, nominating preferred accommodation option from the pre-approved list provided.

Step 2: Apply for accommodation direct to the accommodation provider. Once the initial invoice has been paid, the provider will email confirmation of accommodation to Monash Admissions.

We recommend students apply early for their accommodation as places fill up very quickly.

- Urbanest is ideally located for Foundation Year and City / Parkville students.
- Scape Swanston, Journal Student Living, Albert House and Homestay are also suited to City-based Monash College students. Please note that travel time from Homestay to the City could be up to one hour by public transport.
- If the student will be based at Clayton, Caulfield or Peninsula, we recommend Monash Residential Services and Homestay.
- Undergraduate students commencing their studies at Monash University can only reside in Monash Residential Services or Homestay. However Parkville and city campus students can choose Urbanest, Monash Residential or Homestay.
- For advice on choosing the right accommodation option email: accommodation@monashcollege.edu.au

PREPARE TO ARRIVE

Please note: It's compulsory for under 18 students to use the free Monash airport pickup service on first arrival in Australia.

Step 1: Confirm the student has arranged approved accommodation

Step 2: Complete the online airport transfer form at least three working days before arrival

Monash College students:

monashcollege.edu.au/airport-reception

Monash University students:

<https://www.monash.edu/study/how-to-apply/international-student-applications/preparing-to-arrive/book-your-airport-reception>

Step 3: Check that the student receives an email confirming the request for airport reception.

If flight times or plans change, email aero@aerocorporatecars.com with the new details as soon as possible.

Step 3: Arrive at Melbourne International Airport. If you cannot find your driver, go to a public phone and make a free call (no coins required) to Aero Corporate Service on 1800 350 850.

PRE-ARRIVAL ADVICE TO BE GIVEN TO THE STUDENT

After booking your flights

All students must contact the Monash Under 18 Guardianship Service advising their arrival date and time once booking has been completed.

Contact details

Under 18 Guardianship Service

Monash College

Level 3/222 Bourke Street, Vic 3000

Tel: +61 3 9903 8252

Email: guardians@monashcollege.edu.au

The appointed Monash guardian will confirm that student has arrived at their accommodation on the expected date and will meet with the student within the first few days after arrival.

Staying with your parents when you arrive in Melbourne

If the student is traveling with their parents and intends to stay with them prior to moving into their approved accommodation, the guardian team must be notified. Email guardians@monashcollege.edu.au to arrange.

Know who to contact

When the guardianship service is confirmed, the student will receive an email from their guardian - including their mobile phone number.

It's important to write this number down, or save it in their phone contacts in case they need to contact them when they arrive.

If they arrive late or don't remember the number, use the support line for Monash College students: 1800 725 315.

ENROLMENT AND ORIENTATION

MONASH COLLEGE

All Monash College students are required to attend the compulsory enrolment and orientation session as advised on their offer. This is when students will learn about their classes, timetables, teachers, and have the opportunity to meet with other students and explore the campus.

Students should ensure they bring the following to Enrolment and Orientation:

- Offer letter
- Printed copy of their Authority to Enrol form
- Passport
- Laptop or tablet

Dates, schedules and activities vary across courses. For more information, visit: monashcollege.edu.au/get-started

Late enrolment*

If a student is unable to attend enrolment, they need to have a valid reason to be able to apply for late enrolment. To request a late enrolment, email: latereg@monash.edu stating ID number, full name, course, expected arrival date and reason for late enrolment.

MONASH UNIVERSITY

Enrol in units

Monash University students should enrol in their units online as soon as they receive instruction from Monash to do so. The deadline to enrol online is Friday the week before class commencement. No extension for enrolment past this date will be approved. Failure to enrol in units by this deadline will result in being unable to start the course as planned.

Early online unit enrolment means students select their preferred units before these units reach capacity as well as enabling them to access earlier timetable allocation and parking permit.

Please advise students to read all the instructions carefully and to contact Monash Connect if they need help to enrol in units. Monash Connect can be contacted on:

- Phone +613 9902 6011 and select option 1. Monash Connect is open from 9am-5pm AEDT
- Make an online enquiry using your personal email address and the subject: Enrol online - international

Notes:

- Conditional offer: If the student's acceptance is still conditional, the student will not be able to enrol until they have met and finalised their conditions. Once they have met the conditions on their offer, they can enrol in units by following the steps provided on the Get Started website.
- Awaiting credit assessment: If the student is waiting for their credit assessment, they may still proceed with the online enrolment, they can change their units in the first couple of weeks of semester. If they have issues or queries in relation to this, they may contact Monash Connect, or alternatively, they may bring their queries to the Faculty directly during the Academic Engagement Day. Rest assured, we'll be there to help them every step of the way.

ENROLMENT AND ORIENTATION

MONASH UNIVERSITY CONTINUED

Attend Academic Engagement Day

Faculties have arranged a special welcome day where students will meet senior academic staff members and fellow students. They'll also learn about important support services, get in-depth course information, and the opportunity to check or get assistance with their unit enrolment if they still have any questions.

For details, see Academic Engagement Day in step 5 on the Get Started website: monash.edu/get-started

If the student nominated to collect their Monash ID card on campus, this day is an ideal day to do it.

Register student's arrival at Monash

Students need to register their arrival at Monash Connect in person by no later than Monday, the first day of Orientation week. Students' welfare is very important to us and therefore we need to know when they have arrived. It is also a requirement for us to cancel a student's CoE if they are unable to commence their course as planned.

To register their arrival, students need to go to Monash Connect then scan their Monash ID card.

Late arrival*

If a student is unable to arrive by Monday of Orientation week, they need to have a valid reason to be able to apply for late arrival. To request a late arrival, email: latereg@monash.edu stating Monash ID number, full name, course, expected arrival date and reason for late arrival.

***Please note: approval to arrive late is not guaranteed. In some instances, students unable to arrive in time may have to defer their course commencement to the following semester/trimester/term.**

RELEVANT CONTACT DETAILS

MONASH UNDER 18 GUARDIANSHIP SERVICE

Under 18 Guardianship Service
Level 3/222 Bourke St, Melbourne, VIC 3000
Tel: (03) 9903 8252 (during business hours, Monday – Friday: 9.00am – 5.00pm)
Email: guardians@monashcollege.edu.au

MONASH ADMISSIONS

Monash College students: mc.documents@monash.edu
Monash University students: mu.documents@monash.edu
General enquiries: study@monash.edu

ACCOMMODATION PROVIDERS

PROVIDER	URL	EMAIL
Urbanest	urbanest.com.au/monash-college/	monash@urbanest.com.au
Monash Homestay	monashcollege.edu.au/homestay	has@monashcollege.edu.au
Monash Residential (on campus)	monash.edu/accommodation	mrs.applications@monash.edu
Scape	scape.com/en-au	Hello.Swanston@scape.com
Albert House	alberthouse.com.au	info@alberthouse.com.au
Journal Student Living	journalstudentliving.com.au	students@journalstudentliving.com.au

AIRPORT PICK UP

Aero Corporate Service
1800 350 850
aero@aerocorporatecars.com

AFTER HOURS SUPPORT LINE

For Monash College students
1800 725 315