

Under 18 welfare and accommodation arrangements form

Please return this completed form to mc.documents@monash.edu. If you are applying for Monash Guardianship, please include all the required documents listed under Section 5 **Document Checklist**. If applying for Urbanest, you must send your Urbanest application direct to enquiries@urbanest.com.au.

Section 1. Student personal details

Monash 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. To be completed by parents

- ✓ Please tick only one option and complete form sections as indicated. Note: options 2 & 3 are subject to Department of Home Affairs' approval. Monash is not required to create a Confirmation of Appropriate Accommodation and Welfare (CAAW).

<input type="checkbox"/> 1. My child will be on a student visa , will require the Monash College Under 18 Guardianship service and Monash approved accommodation. Complete sections 5&6
<input type="checkbox"/> 2. My child will be on a student visa and will be living in Melbourne (Australia) with me or a Department of Home Affairs approved relative aged over 21 until he/she turns 18. Complete section 4
<input type="checkbox"/> 3. My child will NOT be on a student visa:
<input type="checkbox"/> He/she requires the Monash College Under 18 Guardianship service Complete section 5
<input type="checkbox"/> He/she requires Monash approved accommodation Complete section 6
<input type="checkbox"/> He/she will be living in Melbourne (Australia) with me or a relative aged over 21 Complete section 4

Section 4. Living with parent, legal custodian or relative over 21

Relative is defined as parent or 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 cousin.

Name (of Department of Home Affairs approved relative):	Nationality & Passport Number:
Address in Australia:	Relation to the student:
Mobile:	Email address:

Section 5. Monash Guardianship

I am applying for the Monash Under 18 Guardianship service.

Document checklist (Ensure the following documents are submitted with this form):

- Copy of parent/legal custodian identification with photo and signature. (Example: passport, driver's license or official ID Card) If the identification is not in English, certified English translated copies must be provided as well.
- Copy of letter of confirmation from your selected accommodation; OR
- Homestay Profile form from [Homestay Accommodation Services \(HAS\)](#)
- If you are applying for Urbanest, complete application form and return to enquiries@urbanest.com.au

Section 6. Approved accommodation

Please take some time to review our approved accommodation overview

For 2019, Urbanest and Journal Student Living have an allocation of beds reserved exclusively for Monash College Students.

	Location	Options	Booking	Facilities	Meals	Internet	Cost P.W
Urbanest Swanston and Melbourne Central	20 min walk to City campus	Single room or shared	Same day	Gym, Games room, study area, common cooking areas, café	Cooking facilities, close to restaurants	Unlimited	From \$335
Journal Student Living	20 min walk to City campus	Single room or shared	Same day	Gym, Games room, study area, common cooking areas, café	Cooking facilities, on site café, close to restaurants	Unlimited	From \$329
Homestay	Up to 1 hour travel	Single room	Depending on availability	Common areas including bathroom and kitchen	All meals included	N/A	\$378
Scape	20 min walk to City campus	Single room	Same day	Gym, Games room, study area, common cooking areas, café	Cooking facilities, on site café, close to restaurants	20 GB	From \$479
MRS	On campus	Single room	Depending on availability	Subsidised gym membership at Monash Sport, Games room, study area, common cooking areas, café	Cooking facilities, on site café, close to restaurants	Monash University Wi-Fi	From \$235
Albert House	20 min walk to City campus	Single or shared	Depending on availability	Common cooking area	All meals included	25 GB per month	From \$375

✓ Please select your accommodation from the following approved options (tick only one)*.

Accommodation option	Location	Available for
<input type="checkbox"/> Urbanest	Melbourne City	Foundation Year, Diplomas, Undergraduate Parkville & City
<input type="checkbox"/> Journal Student Living	Melbourne City	Foundation Year, Diplomas
<input type="checkbox"/> Homestay Accommodation Services	Campus Specific	Diplomas, Foundation Year, Undergraduate
<input type="checkbox"/> Scape Swanston	Melbourne City	Diplomas, Foundation Year
<input type="checkbox"/> Monash Residential Services	Clayton / Peninsula ¹	Diplomas, Undergraduate
<input type="checkbox"/> Albert House	Melbourne City	Foundation Year only

¹ Undergraduate students enrolled at the Peninsula campus will be placed in MRS accommodation at that campus

Under 18 students enrolled at Monash University can only choose MRS or HAS. University students enrolled at Parkville and city can also choose Urbanest. Therefore, students transferring from Monash College to the University may be required to change their accommodation.

I confirm that I have applied for the accommodation option ticked above.

(You are declaring that you have applied for the selected accommodation and have received confirmation of accommodation from the provider.)

NOTE: Accommodation and welfare 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 Monash 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.

For more information

Monash College students: <https://www.monashcollege.edu.au/life-at-monash-college/under-18s>

Monash University students: www.monash.edu/study/international

Certification process and who can certify your documents: www.adm.monash.edu.au/human-resources/forms/certified-copies.html

Download this form from Monash [Under 18 website](#)

Privacy statement: The information on this form is collected for the purposes of assessing your accommodation and welfare arrangements. You have the right to access personal information that Monash University and Monash 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 Monash College Privacy Officer at: privacy@monashcollege.edu.au

Student's signature

Date:

I understand and accept that

- 1. The above information from Section 1 through to Section 6 is correct and acknowledged.
- 2. Internet access at Monash is provided for academic, research and administrative purposes. While Monash does not filter any content, my child's usage of this service is subject to the conditions of the [IT Acceptable Use Policy](#)
- 3. I am responsible for informing Monash College or Monash University of any change to my contact details.

Parent's signature

Date:

These terms and conditions apply to use of the Monash College Under 18 Guardianship Service by Monash College students and Monash University students.

In these terms and conditions:

Guardian means the Monash College Under 18 Guardianship Service or a Department of Home Affairs approved guardian, whichever is applicable to your child;

Monash College Under 18 Guardianship Service is the guardianship service operated by Monash College Pty Ltd, that provides services to approved Monash College and Monash University students;

Accommodation Provider means one of the Monash-approved accommodation providers listed on the Under 18 Application for Welfare and Care Arrangements form;

Homestay means a homestay provided by the Monash College Homestay Accommodation Service.

Visa requirements

To meet the requirements in your child's student visa:

1. Your child must not change their accommodation or welfare arrangements without written approval from their Guardian.
 - Your child must make and attend an appointment with their Guardian if they want to propose a change to their accommodation or welfare arrangements.
 - Approval for any requests to change accommodation or welfare arrangements is not automatic. The Guardian 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 Monash College and Monash 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 Monash 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 Monash College or Monash University.
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 Monash College or Monash University, 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 results for each term, trimester or semester of the course. If your child's results do not meet the course requirements, they may be reported to the Department of Home Affairs for unsatisfactory progress which is a breach of their visa.
7. Your child must maintain satisfactory attendance for each term, trimester or semester 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.
8. Your child must return to their home country if there is a large gap between their courses.
 - o 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.

Monash College and Monash University requirements generally

To meet Monash College or Monash University requirements (whichever is your child's current enrolled educational institution):

1. Your child must attend every meeting that their Guardian schedules for them and respond promptly (within 48 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. If your child is absent from Monash College or Monash University (as applicable) without their Guardian's permission, Monash College or Monash University may implement its Missing Student Procedure and your child's absence may be reported to law enforcement authorities and to the Department of Home Affairs, as going missing is a breach of their visa.

7. Your child should ask their Guardian for assistance if they need help arranging their travel plans to return home during holiday breaks.
8. Your child must obtain their Guardian's permission before they will be allowed to attend an excursion or camp.
9. Your child must ask for their Guardian's advice if they are thinking of working in Australia.
10. Your child must abide by Australian law.
11. Your child is not permitted to purchase or consume alcohol or enter licensed premises unless accompanied by a responsible adult and legally allowed to do so.
12. Your child is not permitted to purchase cigarettes.
13. Your child is not permitted to hold a full Victorian driver's licence or to drive a car.
14. If your child has any complaint or grievance with the Monash College U18 Guardianship Service, they can follow the Monash College Grievance Policy to report and seek to resolve their complaint:
https://www.monashcollege.edu.au/data/assets/pdf_file/0007/722833/mc-grievance-policy.pdf

Monash College and Monash University accommodation requirements

To meet Monash College or Monash University accommodation requirements (whichever is your child's current enrolled educational institution):

1. 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.
2. The Accommodation Provider or Homestay host will inform the Guardian if your child returns to the accommodation after curfew or if they do not return to the accommodation overnight.
 - 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 Monash College or Monash University and reported to the Department of Home Affairs for breach of their visa.
3. Your child must get their Guardian's permission 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.

Monash College U18 Guardianship Service fees and refund policy

1. If you provide certified evidence that the Department of Home Affairs has rejected your child's application for a student visa, Monash College U18 Guardianship Service will give you a full refund of guardianship fees you have paid, within 28 days of receipt of written notice of cancellation.
2. If after commencing with the Monash College U18 Guardianship Service your child changes to a Department of Home Affairs approved arrangement, you will be refunded the balance of the Monash College U18 Guardianship Service fees from the latter of the date you provide to Monash 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.
3. If after commencing with the Monash College U18 Guardianship Service your child changes education provider, you will be refunded the balance of the Monash College U18 Guardianship Service fees from the latter of the date you provide to Monash College valid documentation showing a new welfare provider or the start date of the new welfare provider.

I understand and agree that:

1. Monash College U18 Guardianship Service will contact me regarding any concerns over my child's welfare, breach of accommodation rules or other requirements of Monash College or Monash University dealt with in these Terms and Conditions.
2. Monash 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, Monash College U18 Guardianship Service will follow its Critical Incident Management Procedure to manage the situation.
4. If my child requires urgent medical attention and the Monash College U18 Guardianship Service is unable to contact me, I authorise it to make decisions on my behalf.

5. If considered by the Monash College U18 Guardianship Service to be necessary, my child can be transported by staff in accordance with Monash College policy for transporting students.
6. Monash College U18 Guardianship Service can give permission for my child to attend approved activities, such as extra-curricular excursions and overnight camps.
7. Monash College U18 Guardianship Service can access my child's timetable.
8. Monash College U18 Guardianship Service can liaise with external providers, such as the Accommodation Provider, emergency services etc, regarding my child's welfare.
9. Internet access at Monash is provided for academic, research and administrative purposes. While Monash does not filter any content, your child's usage of the service is subject to the conditions of the [IT Acceptable Use Policy](#)
10. I am responsible for informing Monash College U18 Guardianship Service of any change to my contact details.
11. If Monash College U18 Guardianship Service requests my permission for my child to engage in an activity, I am responsible for providing my authorisation in writing.
12. If my child refuses or fails to comply with any of these Terms and Conditions, Monash College U18 Guardianship Service and Monash College and Monash University are unable to compel my child's compliance and so are not liable for any consequences which may affect my child's well-being.
13. 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 Monash College or Monash University in accordance with their respective exclusion rules.