

Under 18 Guardianship Service – Terms and Conditions

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 (DHA) 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.

ESOS 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 (DHA) 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 DHA, 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 DHA 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 DHA 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 DHA 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.
 - 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 DHA, 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:
<http://www.monashcollege.monash.edu.au/monashcollege/assets/doc/mc-grievance-policy-proc.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 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 Monash College or Monash University and reported to DHA 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 DHA 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 DHA-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 DHA-approved arrangement or the start date of the new DHA-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.

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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.