

Policy	
International Students – For Students Under 18	
1. Policy Statement	<p>SAE Institute Pty Ltd trading as SAE Creative Media Institute (SAE) recognises that there exist special requirements for international students under 18 and SAE must comply with the regulations as set by the Education Services for Overseas Students (ESOS) Act 2000, Education Services for Overseas Students (ESOS) Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code).</p>
2. Purpose	<p>This policy outlines the welfare and accommodation arrangements required for international students that are under the age of 18 that are enrolled or intending to enrol with SAE.</p>
3. Scope	<p>This policy applies in the context of SAE Institute Pty Ltd operations in Australia and its approved offshore delivery sites, and is applicable to international students enrolled with, or intending to enrol with SAE.</p> <p>Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. International students registered with SAE Institute Pty Ltd who transfer their studies to a campus outside Australia, will have their registration with SAE in Australia terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration. This policy is applicable to all international students or prospective international students of SAE, irrespective of their place of residence, campus or mode of study.</p>
4. Associated Policies and Procedures	<ul style="list-style-type: none"> ● International Student Policy ● International Students Release within 6 months Policy and Procedure
5. Associated Documents	<p>This policy should be read in conjunction with the following documentation;</p> <ul style="list-style-type: none"> ● Education Services for Overseas Students (ESOS) Act 2000 ● Education Services for Overseas Students (ESOS) Regulations 2001 ● National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code)
6. Policy	<p>International students under the age of 18 studying on a student visa are required to obtain SAE's approval to show that appropriate arrangements have been made for their accommodation, support and general welfare during their stay in Australia until they turn 18. SAE will only accept applications from International Students under the age of 18 who will be turning 18 during their first trimester of studies at SAE.</p> <p>Where accommodation and welfare cannot be provided by a parent/guardian or approved family member, SAE may agree to take responsibility for the student's welfare. SAE is required to confirm to the Department of Home Affairs (DHA) that appropriate arrangements are in place by completing a declaration called the Confirmation of Appropriate Accommodation and Welfare (CAAW), using the DHA pro forma letter available through PRISMS. The CAAW is submitted together with the student's Confirmation of Enrolment (CoE) as part of the Student Visa application and is subject to approval by the DHA. If SAE is no longer able to approve the welfare arrangements of a student, SAE will make all reasonable efforts to ensure that the student's parents or legal guardians are notified immediately.</p> <p>SAE will approve the welfare of students who are enrolled in courses offered by SAE, as covered by the period of the Confirmation of enrolment (CoE) plus 7 days. If SAE is unable to contact a</p>

student and has concerns for the student's welfare, SAE will make all reasonable efforts to locate the student, including notifying the Police, and/or any other relevant Commonwealth, State or Territory agencies as soon as practicable. Further, SAE will make all reasonable efforts to ensure that the student's parents or legal guardians are notified immediately.

If SAE suspends or cancels the enrolment of the overseas student, SAE will continue to approve the welfare arrangements for that student until any of the following applies:

- the student has alternative welfare arrangements approved by another registered provider;
- care of the student by a parent or nominated relative is approved by Immigration
- the student leaves Australia;
- SAE has notified Immigration under Standard 5.3.6 of the National Code 2018 that it is no longer able to approve the student's welfare arrangements or under Standard 5.5 of the National Code 2018 that it has taken the required action after not being able to contact the student.

If SAE enrolls a student under 18 years of age who has welfare arrangements approved by another registered provider, SAE will:

- Negotiate the transfer date for welfare arrangements with the releasing registered provider to ensure there is no gap;
- Inform the student of their visa obligation to maintain their current welfare arrangements until the transfer date, or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect; and
- Make all reasonable efforts to ensure that the student's parents or legal guardians are immediately notified if SAE is no longer able to approve the welfare arrangements of a student.

If SAE delivers courses as part of a package of courses, SAE will communicate with other providers about sharing responsibility for approving accommodation, support and general welfare arrangements for the students to ensure any gap period is covered by SAE or the other providers involved in delivering the package of courses.

SAE will approve the welfare of students as covered by the period of the Confirmation of enrolment (CoE) based on the agreed date with the other providers.

Parents/legal custodians must nominate one of the two options below for students before SAE will issue a Confirmation of Enrolment (CoE).

Option 1:

SAE may accept responsibility for the student's welfare and issue a CAAW where the parent or legal guardian has made appropriate arrangements for homestay and guardianship are in place with an approved external agency. SAE does not provide accommodation or legal guardianship services. SAE will approve arrangements made with Australian Homestay Network and ISA Guardian & Welfare Services"

SAE will issue a CoE and CAAW after receiving either an AHN Homestay profile or an AHN Homestay care letter and a confirmation of guardianship from ISA Guardian.

SAE student services staff will have access to view the Homestay and Guardianship providers' online portal to confirm that the arrangements are in place.

Option 2:

Parent/Guardian or approved family member accepts responsibility for student's welfare. In this case, SAE do not need to accept responsibility for the student's welfare and do not need to issue a CAAW. Welfare arrangements will be reviewed and approved by DIBP as part of the student visa application process. Before issuing the COE, SAE will review the arrangements to ensure they will meet the DHA guidelines:

- The identity of the family member and relationship to the student must be proven
- The family member must be over 21 years of age
- The parent/guardian of the student must provide written approval for the nominated family member to provide welfare & guardianship
- The family member must provide evidence they are a temporary or permanent resident of Australia who is permitted to reside in Australia for the duration of the welfare period
- The family member must provide evidence of their address and information about the suitability of the accommodation
- The accommodation must be within reasonable distance from campus
- The family member must provide evidence of good character (National Police Certificate)

If the student is being accompanied by their parent or guardian in Australia, then the student is under DHA rules and must apply through DHA in regards to their minor status. SAE issues a CoE as normal and does not issue a CAAW.

Administrative Information and Version Control

Date	Summary of Changes	Approved by
12 September 2014	policy implemented	Joseph Anthonyysz, CEO & Managing Director)
5 April 2019	Policy Revised	Academic Board
6 March 2020	Policy revised	Director of Student Experience