

Student Residential Accommodation and Welfare Policy

POLICY PURPOSE

International students may wish to stay in Student Residential Accommodation managed by a UTS Insearch approved external provider, as an alternative to Homestay, during their studies at UTS Insearch.

The policy ensures that UTS Insearch meets all necessary welfare and accommodation regulatory and legislative requirements for all students, in particular, those under 18 years of age.

SCOPE

This policy applies to all students who:

- Are on a subclass 500 student visa and require a CAAW, and/or
- are studying at UTS Insearch in Sydney and are undertaking an ELT, Diploma or UTS Foundation Studies program or a combination of these; and
- Wish to stay with a UTS Insearch approved Student Residential Accommodation Provider during their studies.

This policy also applies to UTS Direct Students under the age of 18, where UTS requests UTS Insearch to provide the accommodation and welfare arrangements on behalf of UTS.

It does not apply to students undertaking UTS Insearch or UTS courses transnationally.

This policy applies to any staff member involved in the process of administration, selection, allocation and approval of accommodation and welfare arrangements.

DEFINITIONS are set out at the end of this policy

POLICY PRINCIPLES

Principle	Responsible
CHOOSING RESIDENTIAL ACCOMMODATION	
<ol style="list-style-type: none"> 1. UTS Insearch students who are over 18 years of age and who wish to stay in Student Residential Accommodation must enter into a binding agreement between themselves and the Student Residential Accommodation Provider. 2. UTS Insearch students who are under 18 years age, who require a UTS Insearch CAAW and UTS students under the age of 18 who require a UTS CAAW who wish to stay in Student Residential Accommodation must enter into, and show proof of, a binding agreement between themselves, their parent(s) / legal guardian, and the Student Residential Accommodation Provider. They must also enter into, and show proof of, a binding agreement between themselves, their parent(s) / legal guardian and a UTS Insearch approved welfare provider until they turn 18. 3. For students under 18 years of age, once accommodation and welfare arrangements are in place and approved by UTS Insearch, no changes can be made to these without written approval from UTS Insearch and the student's parent(s) or legal guardian. 	Student
<ol style="list-style-type: none"> 4. Where UTS Insearch takes on responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements for a student who is under the age of 18, the nominated dates for which UTS Insearch (or UTS for UTS Direct students) takes responsibility must be advised to the Department of Home Affairs via the CAAW form. Once accommodation and related welfare arrangements are approved UTS Insearch will issue the CAAW letter. UTS is responsible for generating the CAAW form for UTS Direct Students. Confirmation of arrangements must be made to the student in writing. 5. When UTS Insearch takes on responsibility for the accommodation and welfare of a student under the age of 18 but is no longer able to approve the student's welfare arrangements, UTS Insearch must advise the Department of Home Affairs of this within 24 hours. Where the arrangement is for a UTS Direct student, UTS Insearch will also advise the UTS Student Adviser - Under 18 Students 6. Where UTS Insearch (or UTS for UTS direct students) admits a student under 18 years of age who has welfare arrangements approved by another registered provider, UTS Insearch (or UTS) must inform the student of their visa obligations 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 place. 	Admissions Staff

Principle	Responsible
<p>7. Students requesting Student Residential Accommodation must comply with this Policy, and if the student is under 18 years of age, they must also comply with the Under 18 Policy.</p> <p>8. Where an under 18 student does not maintain approved arrangements or does not comply with UTS Insearch policies and procedures, it may impact the student's visa status. In such cases UTS Insearch reserves the right to cancel the CAAW and report the student to the Department of Home Affairs.</p>	
<p>STUDENT RESIDENTIAL ACCOMMODATION AND WELFARE PROVIDERS</p>	
<p>9. UTS Insearch will only approve and enter into contractual agreements with Student Residential Accommodation Providers and Welfare Providers if they meet all legislative and regulatory child welfare and protection requirements. UTS Insearch must have evidence that the provider(s) meet UTS Insearch minimum standards.</p> <p>10. Once approved by UTS Insearch, Student Residential Accommodation Providers and Welfare Providers must continue to meet legislative and regulatory requirements, applicable UTS Insearch Policies and Procedures and minimum contractual service delivery standards.</p> <p>11. The UTS Insearch Accommodation Team will undertake audits of Student Residential Accommodation Providers and Welfare Providers to ensure adherence to legislative, regulatory and contractual agreements. Findings and any applicable recommendations will be presented to UTS Insearch's senior management team and to key UTS stakeholders, as appropriate. Please consult the UTS Insearch Third-Party Audit Process.</p> <p>12. UTS Insearch may terminate the agreement with any provider of Student Accommodation or Welfare Arrangements with immediate effect if they do not comply with their Contractual agreements with UTS Insearch. In these instances, students will be relocated to new accommodation and welfare arrangements approved by UTS Insearch.</p> <p>13. UTS Insearch will review this Policy and applicable procedure at least once a year.</p>	<p>Head of Student Services/ UTS Insearch Accommodation Team</p>

DEFINITIONS

CAAW	Confirmation of Appropriate Accommodation and Welfare. The DE pro-forma letter downloadable through PRISMS to confirm appropriate accommodation and welfare arrangements are in place for international students under the age of 18.
DE	Department of Education
ELT	English Language Teaching
Homestay Provider	<p>A third-party provider, an organisation or a person, that is contractually engaged by UTS Insearch to provide Homestay Accommodation and related Support Services. This includes <i>Special Homestay Host Arrangements</i>.</p> <p>Note: For students who are under 18 years of age, this provider is required to ensure appropriate support arrangements are in place to protect the personal safety and social well-being of the student.</p>
Legal Guardian	A parent, step-parent, adoptive parent, or any other person who has legal responsibility for an international student while they are studying in Australia
PRISMS	Provider Registration and International Student Management System
Staff	People employed to work on an ongoing, fixed term, sessional or casual basis under the terms and conditions of an employment agreement (contract) issued by UTS Insearch.
Student Residential Accommodation Provider	Means a third party, other than a Homestay Provider approved by UTS Insearch to provide residential accommodation to students
UTS Direct Student	Any student under 18 years of age who gains direct entry to UTS or completes a UTS Insearch course offered transnationally whether by UTS Insearch or by a UTS Insearch partner institution.
UTS Insearch	Insearch Limited, its representative offices and its controlled entities.
Welfare Provider	Means a third party approved by UTS Insearch to provide student welfare arrangements
Working with Children Check	A legislated requirement under the Child Protection (Working with Children) Act 2012 and managed by the NSW Office of the Children's Guardian.

SUPPORTING DOCUMENTS

- Education Services for Overseas Students (ESOS) Act 2000
- The National Code 2018
- Migration Regulations 1994 (Cth)
- Third-Party Audit Procedure
- Under 18 Policy
- Refund Policy
- Student Complaints and Appeals Policy and Procedure
- Critical Incident Policy - Student Management
- Management of Student Incident Procedure
- Student Residential Accommodation and Welfare Procedure

ADMIN USE ONLY

APPROVAL		
Signature:		
Position title:	Managing Director	Date: 05/08/2019
Policy Title	Student Accommodation and Welfare Policy	
Senior Leader	Chief Operating Officer (COO)	
Manager	Head of Student Services	
Policy ID	PO/OPS/07/19	
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