



## Confirmation of Appropriate Accommodation and Welfare (CAAW) form for Under 18 students

This form must be submitted at least 4 weeks before your course begins together with proof of payment for your accommodation.

### Student details

ID number:  Family name:  Given name:   
Date of birth:  Gender:  Email:

### Parent contact details

Name:   
Address:   
Telephone:  Mobile:   
Email:  Passport number:

### Agent contact details

Name:   
Address:   
Telephone:  Mobile:   
Email:

### Course details

Course name  Course Start date

### Parent or legal guardian to nominate accommodation/welfare arrangement.

Please tick one option only:

Non-CAAW

- Option 1a:** My child will be living with me in Australia. *Please complete Section A only.*
- Option 1b:** My child will be living in Australia with a relative over age 21; DIBP to approve. *Please complete Section A only.*
- Option 2:** My child requires the Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter. *Please complete Sections B and E.*

U18 CAAW Form Version update: 21/09/2017

## Section A. Parent, Legal Guardian or Relative Details

**Complete this section only if you have chosen Option 1a or 1b.**

This section should be completed by the student's parents or legal guardian intending to apply, or having already been approved by the Department of Immigration and Border Protection (DIBP), to provide care arrangements. '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. For further details please see the DIBP website at <https://www.border.gov.au/>

Name of parent/relative:  Date of birth:

Address:

Telephone:  Mobile:  Email:

Relationship to Student:

Parent's signature:  Date:

I agree and understand that the information provided above is part of the student's Conditions of Enrolment. I confirm that the details provided are correct and true and will inform UNSW Global should changes occur with my son/daughter's guardianship or care arrangements.

## Section B. CAAW Accommodation Arrangements

The student will reside in the following accommodation during their studies in Australia through UNSW Global and UNSW while under 18 years of age.

### Accommodation Preference

Please select the accommodation option you have arranged and booked by ticking the box below.

**Please note:** UNSW Global will try to approve your first choice of accommodation. However, please be advised that as rooms are limited, you may be offered alternate accommodation in order to be able to approve your Under 18 Care Arrangement.

Please select your preferred accommodation option, which you have arranged and booked, by ticking the relevant box below. The CAAW Letter will only be issued if you provide the invoice/receipt number, along with proof of payment and return this form within 4 weeks before the start of the course.

Insert accommodation start date:

Insert accommodation end date:

### Student Accommodation

I have booked, paid for & confirmed a place at any UniLodge, Urbanest, Scape or other approved student residence. My booking number is:

### OR Homestay Placement

I have booked and paid for homestay accommodation with:

**Please select Homestay provider below**

Auzzie Families Homestay Care P/L. My receipt/invoice number is:

OZ Homestay. My receipt/invoice number is:

Homestay Network. My receipt/invoice number is:

Study Vision. My receipt/invoice number is:

Global Experience. My receipt/invoice number is:

Australian Homestay Network (AHN). My receipt/invoice number is:

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UNSW Global Pty Limited PO Box 6666 UNSW 1466 Australia

Telephone: 61 2 9385 0555 Email: [admissions@unswglobal.unsw.edu.au](mailto:admissions@unswglobal.unsw.edu.au)

UNSW Global Pty Limited is a not-for-profit provider of education, training and advisory services and a wholly owned enterprise of the University of New South Wales. UNSW CRICOS Provider Code: 00098G | UNSW Global Pty Limited CRICOS Provider Code: 01020K | UNSW Global Pty Limited ABN 62 086 418 582

### OR Homestay nomination

I request to reside in Sydney with a close family friend or family member aged 21 or over.

**Please note:** This option is subject to inspection of the Homestay and UNSW Global approval. Homestay placement/registration fees also apply.

Please provide details of the close family friend or family member aged 21 or over, who is providing your Homestay

Name:  Date of birth:  Gender:

Address:

Telephone:  Mobile:

Email:

Relationship to Student:

### Section C. Accommodation Agreement

**Please note:** It is the student's responsibility to seek approval from UNSW Global for any changes to their accommodation or care arrangements. Students must advise UNSW Global immediately of any changes in their residential arrangements.

My parents and I agree that I shall live in the accommodation nominated on this form whilst residing in Australia, or until I am 18 years of age. I understand that a new application must be approved by UNSW Global should I need to change accommodation after UNSW Global's CAAW has been approved on my behalf. I am aware that additional fees may apply for new CAAW approval arrangements. I am also aware that if I change my accommodation, new placement and accommodation fees for Homestay arrangements and/or the Residential College may be applicable and that my parents will be advised of any changed accommodation arrangements.

### Section D. Exchange of Personal Information and Authorisation of Medical Treatment

I give permission for my personal information to be exchanged with UNSW Global, UNSW, Unilodge, Urbanest or other student residence and/or my Homestay provider.

I also give permission for UNSW Global to authorise on my behalf any emergency medical treatment that may be required. UNSW Global will monitor the care arrangements of under age students through regular meetings with the student for UNSW Global registered courses. I understand that monitoring will be conducted by UNSW once I commence UNSW undergraduate studies if I am still under eighteen. I give permission for UNSW Global to report details of meetings to my parents, if required.

### Section E. Under 18 Confirmation of Appropriate Accommodation and Welfare (CAAW) Arrangements

Students under the age of eighteen years requiring Confirmation of Appropriate Accommodation and Welfare Arrangements (CAAW) must, upon arrival in Sydney, go directly to their nominated accommodation, either in Homestay, UniLodge, Urbanest or other student residence.

**Please note:** Prior to the commencement date of your course, UniLodge, Urbanest or your Homestay provider will contact you requesting confirmation of your exact flight arrival details.

**It is compulsory for students Under 18 to book an airport pick up through UNSW Global. If you have booked a homestay, your host family will arrange your airport pickup.**

**UNSW Global will contact you if no arrangements have been made prior to arrival.**

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I will/intend to arrive in Sydney on:

**UNSW Global will only approve your CAAW arrangements if you arrive in Sydney no earlier than 14 days prior to the commencement date of your course.**

Please provide arrival details to Sydney immediately after booking your flight.

Flight number:  Departure date and time:

I understand that arrival is a **maximum of 14 days** prior to course commencement and that I must go directly to my approved accommodation. I also understand that I must provide flight arrival details when requested by the accommodation provider UniLodge, Urbanest, Scape, other approved student residence or the Homestay agency that has booked my accommodation - as indicated on this form.

### Airport Pickup Arrangement

Under 18 students with a CAAW **must** have one of the following UNSW Global approved airport pickup arrangements. We strongly advise homestay students to book through their homestay agency. Students staying in Unilodge/Urbanest/Scape or other approved student residence should book UNSW Global airport pickup.

Please select which option you have/will arrange -

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- Arriving in Sydney with parents (Please contact [Under18@unswglobal.unsw.edu.au](mailto:Under18@unswglobal.unsw.edu.au) to seek approval)

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### Declaration by the parent/legal guardian and student

I declare that I have read and understood the contents of this form and the information provided by me is true and correct.

Student signature:

Date:

Parent signature:

Date:



## Under 18 Confirmation of Appropriate Accommodation and Welfare (CAAW) Information

If you are under 18 and intending to study in Australia, you need to have appropriate accommodation and welfare arrangements in place before the Australian Government and Australian Department of Immigration and Border Protection (DIBP) will grant you a visa.

If you accept an offer for any UNSW Global Pty Limited (UNSW Global) registered course including English courses or UNSW Foundation Studies, you must choose one of the care arrangement options acceptable to DIBP.

These options are:

### **Option 1: UNSW Global does not provide a Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter**

If you choose this option, you will need to reside in Australia with a parent, legal guardian, or a close relative of good character (nominated by both parents) who is 21 or over. This arrangement must be approved directly by DIBP.

### **Option 2: UNSW Global provides a CAAW Letter**

If you choose this option, UNSW Global will need to approve your accommodation and welfare arrangements. You need to present this CAAW Letter from UNSW Global to DIBP when applying for your Student Visa.

**You must submit this form together with proof of payment for your accommodation at least 4 weeks before your course begins.**

UNSW Global follows procedures to ensure that the responsibilities it undertakes in signing CAAW Letters to students are fulfilled. If you require UNSW Global to provide you with a CAAW Letter, you must agree:

- a) To stay in accommodation approved by UNSW Global until you turn 18 years of age. If you choose to reside in a Homestay, a UNSW Global staff member will visit the home and meet with the prospective host family to ensure that the accommodation and welfare arrangements are adequate. If you intend to stay at UniLodge, an International Student Adviser will maintain regular contact with UniLodge staff to ensure that your accommodation and welfare arrangements are adequate and continue to remain appropriate for your needs.
- b) While UNSW Global will try to approve your first choice of accommodation, we may offer alternate accommodation in order to be able to approve your Under 18 Care Arrangement.
- c) To attend regular scheduled meetings with a Student Adviser (which will be monitored by UNSW Global). These meetings provide you with the opportunity to discuss any issues you may have about your accommodation and/or host family, academic progress, and any other personal concerns.

For details regarding CAAW arrangements and forms to be completed, please answer the questions over the page and follow the instructions carefully.

**1. During your study in a UNSW Global registered course, will you be residing with one of your parents, a legal guardian, or a relative aged 21 or over?**

YES - continue to read details below (Option 1)

If you choose this option you must arrange your own accommodation and have these arrangements approved directly with DIBP when applying for a Student Visa. The arrangements include obtaining a Police Clearance check of your parent/s, custodian, or relative with whom you will reside. A CAAW Letter is not issued by UNSW Global for this option. For further information, please visit the DIBP website <https://www.border.gov.au/>

Complete the first page of this form: Student Details and Section A, and email this form to UNSW Global Admissions at [admissions@unswglobal.unsw.edu.au](mailto:admissions@unswglobal.unsw.edu.au). If you have chosen this option you do not need to read the remaining information.

NO - UNSW Global will sign the CAAW (Option 2) go to No. 2

**2. UNSW Global signs the CAAW**

In signing the CAAW required for Student Visa processing, UNSW Global is undertaking an important responsibility by confirming to DIBP that appropriate arrangements have been made for the student's accommodation, support, and general welfare. The CAAW fee for these arrangements is AUD\$150 in 2017, plus an additional AUD\$49 per week in 2017 for every week the student remains under 18 years of age during UNSW Global English courses and/or the UNSW Foundation Studies program.

You must choose one of the following accommodation arrangements:

Urbanest - go to No. 3

UniLodge@UNSW - go to No. 3

Homestay placement - go to No. 4

Stay with a friend or relative with UNSW Global approval - go to No. 5

Please complete this form including sections B, C, D and E and submit with your application.

**3. UniLodge & Urbanest**

If you have received an offer of enrolment for any UNSW Global registered courses including English courses, but have not already applied for UniLodge or Urbanest, please visit their websites at <https://unilodge.com.au/lodge/unsw/> or <http://urbanest.com.au/> to submit an application.

The service provider will contact you or your agent directly to advise accommodation availability and the procedure - including payment of deposit - to confirm your booking.

Once you have applied and paid for accommodation, please provide your UniLodge or Urbanest booking number on this form. UNSW Global will verify with the provider that a room has been confirmed.

Should a room be unavailable or unconfirmed, you will need to arrange Homestay accommodation to be eligible for the CAAW letter (see No. 4).

To ensure your room is available for your first day, UniLodge or Urbanest will require your flight arrival details. It is compulsory for all under age students to book an airport pickup and you must go to your accommodation directly. If you have chosen this option, you do not need to read the remaining information.



#### 4. Homestay Placement

UNSW Global has special arrangements with six Homestay agencies. To apply for Homestay accommodation, please choose one of the agencies listed below and apply using their application system.

##### **Auzzie Families Homestay Care P/L**

Suite 4, Rear 795 New South Head Road  
Rose Bay NSW 2029 Australia  
Phone: 61 2 9301 0900  
E-mail: [info@auzziefamilies.com](mailto:info@auzziefamilies.com)  
[www.auzziefamilies.com](http://www.auzziefamilies.com)

##### **OZ Homestay**

PO Box 416, Sydney Markets NSW 2129  
Australia Phone: 61 2 9325 6988  
E-mail: [info@ozhomestay.com.au](mailto:info@ozhomestay.com.au)  
[www.ozhomestay.com.au](http://www.ozhomestay.com.au)

##### **Global Experience**

PO Box Q680 Sydney NSW 1230 Australia  
Phone: 61 2 9264 4022  
E-mail: [enquiry@globalexperience.com.au](mailto:enquiry@globalexperience.com.au)  
[www.globalexperience.com.au](http://www.globalexperience.com.au)

##### **Homestay Network**

PO Box 270 Beecroft NSW 2119 Australia  
Phone: +61 2 9412 3100  
E-mail: [placements@homestaynetwork.com.au](mailto:placements@homestaynetwork.com.au)  
[www.homestaynetwork.com.au](http://www.homestaynetwork.com.au)

##### **Study Vision**

Suite 301, 414 Gardeners Road  
Rosebery NSW 2018 Australia  
Phone: 61 2 96695225  
E-mail: [info@studyvision.com.au](mailto:info@studyvision.com.au)  
[www.studyvision.com.au](http://www.studyvision.com.au)

When you have applied to the Homestay agency, you will be invoiced in advance for the placement/administration fee and for four (4) weeks accommodation.

**You must pay your Homestay fees before submitting this form.**

**Please note:** Homestay fees are additional to the care arrangement fees charged by UNSW Global and are invoiced separately by the Homestay agency.

UNSW Global will liaise with the agency to confirm that you have applied and paid the Homestay fees. Once Homestay payment has been received, the agency will send a host family profile to UNSW Global for approval.

Once the Homestay arrangements are approved by UNSW Global, a notice is sent to the Homestay agency which then conducts the appropriate police checks and confirms the Homestay placement with you.

To ensure that the host family will be available to greet you on your first day, the Homestay agency will also require your flight arrival details. It is compulsory for all CAAW students to go directly to their approved accommodation immediately upon arrival.

#### 5. Stay with a family friend or relative with UNSW Global approval

To assess whether the arrangement is appropriate, a UNSW Global staff member will visit the proposed accommodation and meet with the nominated friend or relative providing Homestay accommodation for you. Once accommodation is approved by UNSW Global, your contact details and the details of your nominated friend or relative are sent to a Homestay agency for registration.

The Homestay agency will send an invoice for the registration/placement fee to you. Once paid, the agency will contact the nominated Homestay and organise a date to register the host family; this procedure includes obtaining working with children checks for all adults living on the premises.

**Please note:** Homestay fees are additional to the care arrangement fees charged by UNSW Global and are invoiced separately by the Homestay agency. Homestay approval is subject to UNSW Global's nominated host family standards and registration of the family with the Homestay agency.

Prior to making any of these arrangements, please ensure that your nominated host family understands the standards and procedures required by the Homestay agency and UNSW Global for them to be approved as a suitable Homestay host.

Once the nominated Homestay has been registered and approved by both the agency and UNSW Global, a host family profile is sent to you as confirmation of your accommodation. The homestay agency will also require your flight arrival details to ensure that the host family will be available to greet you on your arrival.

It is compulsory for all CAAW students to go directly to their approved accommodation immediately upon arrival.

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