



**UTS**  
**College**

UNIVERSITY  
OF TECHNOLOGY  
SYDNEY

# Under-18 Student Information Guide

[utscollege.edu.au](http://utscollege.edu.au)





# Welcome

Young people are welcome at UTS College. They bring unique points of view, strengths and ideas which add value to our institution, and they deserve to feel safe and protected at all times.

if you're under 18 years old this Student Information Guide explains how UTS College works to ensure a safe and welcoming environment for you. We look forward to welcoming you to UTS College.

## Applying for a student visa while under 18

If you're applying for a student visa and you're under 18 years of age, you must have adequate accommodation and welfare arrangements in place for the time you are in Australia under the age of 18.

Please see the Department of Home Affairs website for more details on applying as an [under 18 student](#).



# How can a UTS College under-18 student satisfy this requirement?

You can choose from two options, depending on whether a **Confirmation of Appropriate Accommodation and Welfare (CAAW)** is required.

## Option one (CAAW not required)

You can nominate a parent, legal custodian, or eligible relative (as defined in 'Welfare arrangements approved by the Department of Home Affairs') over 21 years of age as your student guardian. This person must have a visa to stay in Australia for the duration of your student visa or until you turn 18. UTS College does not provide a CAAW in this case.

### What is the application process for an under-18 student who doesn't require a CAAW letter?

If you're an international student under 18 years of age, and you want to live with a parent, legal custodian, or relative over 21 years of age, please apply to the Department of Home Affairs for approval of your accommodation and welfare arrangement. UTS College will not issue a CAAW letter in this case.

For more information visit the [Department of Home Affairs](#).

## Option Two (CAAW required)

You can arrange a CAAW from UTS College covering your enrolment period until your 18th birthday. UTS College will provide a CAAW by ensuring that you use the services of an approved caregiver and ensuring you live in a UTS College approved accommodation option.

The UTS College airport pickup service is compulsory for students requesting a CAAW letter. You must provide all your arrival details to UTS College at least 48 hours in advance to confirm this service.

A CAAW letter is only available to under-18 students on, or intending to apply for, a Subclass 500 Student Visa. UTS College will not accept welfare responsibility for under-18 students on any other visa type.



# What is the application process for an under-18 student who requires a CAAW letter?



Apply for a UTS College program via [an education agent](#).



UTS College will assess your eligibility and issue an offer letter which will include the following under-18 student fees:

Welfare and administration fee	\$450
Airport pickup service fee	\$180 (applicable only to student residential)



You can research under-18 accommodation options from a UTS College approved accommodation provider [on the UTS College website](#) and arrange accommodation with them directly.

# Accommodation options include

## Homestay

[Australia Homestay Network \(AHN\)](#)

[Global Experience](#)

Please follow the steps below to apply for Homestay:

1. Complete [Homestay terms and conditions](#).
2. Arrange accommodation directly with Homestay provider.
3. Send your confirmation payment receipt, signed contract, and signed Homestay terms and conditions to UTS College.
4. The UTS College Student Success Team will assess your application. Once approved, issue a CAAW letter.
5. You or your education agent must submit your visa confirmation and flight details to the Homestay provider at least two weeks prior to arrival.

## Student Residential

[Scape Sydney](#)

**Note:** *You must arrange welfare with a UTS College approved welfare provider if you choose to live in Student Residential Accommodation.*

The UTS College-approved welfare provider is [International Student Alliance \(ISA\)](#).

Please follow below steps to apply for Student Residential:

1. Complete the [Student residential terms and conditions](#).
2. Arrange accommodation directly with student residential provider and welfare provider.
3. Send confirmation of your payment receipt, signed contracts (student residential and welfare) and signed student residential terms and conditions to UTS College.
4. The UTS College Student Success Team will assess your application, once approved, issue a CAAW letter.
5. You or your education agent must submit your visa confirmation and flight details to the Student Success Team at least two weeks prior to arrival.

## Special Host

If you're an under-18 international student, and want to live with a family member that does not meet the definition of eligible relative or close family friend who is an Australian resident, your relative or friend will need to apply to be a Special Host under UTS College Homestay arrangements.

Please follow the steps below to apply to be a Special Host:

1. Choose the Special Host arrangement option in the application form.
2. Complete the [Special Host application form](#), [Special Host terms and conditions](#) and [Code of conduct](#) and return to UTS College.
3. Contact and make payment to AHN for an initial assessment.
4. AHN will organise an initial assessment with the nominated host and send the inspection report back to the UTS College Student Success Team. The Student Success Team may request additional information (photos, documents etc) if required.
5. The UTS College Student Success Team will assess your application, and once approved, will issue a CAAW letter.
6. You or your education agent must submit your visa confirmation and flight details to AHN at least two weeks prior to arrival. AHN will send you an invoice for the weekly management fee and arrange airport pick-up. You can research under-18 accommodation options from a UTS College approved accommodation provider on the UTS College website and arrange accommodation with them directly.

# Under-18 student support programs

## Orientation sessions

All under-18 students are required to attend the following orientation sessions:

- UTS College Welcome program
- U18 Orientation session tailored for your age group.

## Peer mentoring program

- Each under-18 student is assigned a mentor who can provide support, encouragement and information to help you with your study at UTS College and transition to study at UTS.

## Academic and welfare support

- Class teachers are notified about under-18 students for in-class support.
- Dedicated Student Success Advisers for under-18 students do regular welfare checks twice a semester on each student. Student Success Advisers also perform regular monitoring of student's progress and provide timely support.
- End-of-semester academic and welfare report to parents or guardians.

## 24/7 emergency support

Call 000 for ambulance, police and fire.

As a student, you can call the UTS College 24/7 accommodation and welfare emergency phone line if you need urgent support: +612 9218 4911.

## Who to contact for help

- Accommodation-related questions: [accommodation@utscollege.edu.au](mailto:accommodation@utscollege.edu.au)
- Any other under-18 student related matters: [AdvisersUnder18@utscollege.edu.au](mailto:AdvisersUnder18@utscollege.edu.au)
- General enquiries: [studentcentre@utscollege.edu.au](mailto:studentcentre@utscollege.edu.au)









# Frequently Asked Questions

## How much do I need to pay for accommodation?

See the following accommodation providers' websites for information on accommodation costs.

### Homestay price list:

[Australian Homestay Network](#)

[Global experience](#)

### Student Residential Accommodation price list:

[Scape](#)

## What do I do if I have problems with my current accommodation or want to change my accommodation?

If you want to change your accommodation or have any problems with your existing accommodation, please contact the Student Success Adviser (SSA) team by emailing [accommodation@utscollege.edu.au](mailto:accommodation@utscollege.edu.au) or call (+61 2) 9056 4354.

## What do I do if my parents are visiting me in Sydney?

If your parents are visiting and you wish to stay with them, you can apply to the student accommodation team for a short stay with your parents. You must complete a [Short Stay Application Form](#) and send it to the Student Success Team, along with other supporting documents for approval.

## What do I do if I want to return home for my holidays?

You must discuss your plans with the SSA team and your accommodation provider if you wish to travel during recognised holiday periods. Leave applications must be confirmed by the UTS College SSA team. You'll need to complete the [Holiday Application Form](#), including written permission from your parent/legal guardian, and provide a copy of your flight itinerary.

## How do I get to my accommodation from the airport?

If you're an international student under 18 years of age, you must use UTS College-approved airport transport or have made alternative arrangements approved by UTS College. Please arrange and pay for this service at least two weeks before arrival.

## What do I do if I want to move out when I turn 18?

Students under 18 are not permitted to leave approved accommodation without seeking approval from the SSA team. This includes holidays. Once you turn 18, you can arrange your own accommodation if you wish. Please check with your accommodation provider for their notice period and contract cancellation policy.



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# Thank you

Thank you for choosing UTS College. We look forward to welcoming you to Australia, Sydney and UTS.

We're excited to be part of your journey.

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