Dear Welfare Provider

RE: REQUEST FOR TEMPORARY ABSENCE FROM APPROVED ACCOMMODATION FOR UNDER 18 INTERNATIONAL STUDENT

Thank you for contacting us regarding the under 18 international student under your care.

Given the University’s strict legal obligations to under-18 students and the high level of risk involved in student absences, requests for absences from approved accommodation will only be approved in the following circumstances (and subject to receiving all relevant information / documentation / consents):

1. where the student is required to be absent to attend University activities;
2. where the student is travelling back to their home country; and
3. where the student is travelling with their parent(s)/approved temporary guardian(s).

In order for the University to assess this request for the student to be temporarily absent from their current approved accommodation arrangements, please:

1. Complete all fields in this secure, online Application Form [if hyperlink does not work, please copy and paste the following URL into your browser: https://sydney.au1.qualtrics.com/jfe/form/SV_3IUH33aDdlTqCC9]
2. Submit all required documentation to support.under18@sydney.edu.au, including the student’s name and University student identification number in the email subject field.

Please note:
• Applications will not be considered until all required information and supporting documents are received.
• The application will be assessed based on the information provided and the level of risk posed to the student and the University. Decisions regarding the approval/denial of the request is at the discretion of the University of Sydney.
• You will be advised of the outcome of the application within 3 business days of receipt of the full application. Decisions are final and further correspondence will not be entered into.
• Under the terms of the Confirmation of Appropriate Accommodation and Welfare (CAAW), international under 18 students are required to reside at the address of their approved accommodation provider at all times and CANNOT stay overnight at any other address without prior approval from the University of Sydney. To do so is in breach of student visa requirements. Further information is available: https://sydney.edu.au/study/under-18-international-student-visa-holders.html

DOCUMENTATION REQUIRED FOR ALL REQUESTS:
• Complete travel itinerary from departure to return date. This should include information such as flight tickets, hotel /accommodation bookings and addresses.
• Signed approval from the parent/s and welfare provider approving the absence, including departure and return dates.
• Documentation relating to temporary welfare arrangements including formal identification (driver’s license or passport) and contact information for the responsible adult (aged above 21 years of age) and signed statement that:
  o they are prepared to be temporarily responsible for under 18 student from the time of their departure from their accommodation until their return to their accommodation by the specified time and date;
suitable sleeping arrangements have been made to allow student to sleep in a single bed in secure, safe accommodation;

- they have asked for and been provided with information relating to any medical or health issues specific to the student, including allergies or prescribed medication, have the student's OSHC insurance details and are aware of emergency procedures if required (including contacting you or the University);

- all laws will be strictly adhered to, particularly ensuring no alcohol or illegal substances are used by or supplied to student;

- the student has been advised to act with caution and avoid risk-taking behaviour at all times, has been made aware of, and agrees to abide by, all rules and safety protocols, including evacuation and emergency procedures.

PROVIDE AS APPROPRIATE:

- If a parent/relative is coming to Sydney and student wishes to stay with them:
  - Official flight bookings showing departure and return date for parent/s and/or relative(s)
  - Documentation detailing suitable accommodation arrangements for the entire period of absence
  - Written, signed confirmation that the student will be with the parent/relative for the entire period requested and he/she/they will be responsible for and accompany the student throughout this period.

- If absence is requested during the University teaching period, particularly for University course-based activities:
  - detailed information regarding the activity including why the student is required to take part
  - information detailing arrangements made with University regarding this absence

ALSO INCLUDE ANY OTHER RELEVANT DOCUMENTATION TO SUPPORT APPLICATION

You will receive an email within 3 working days advising the status of the application (approved/not approved) or if further documentation is required.

Many thanks,

STAR Team

Student Transition and Retention (STAR) Team | Student Support Services

THE UNIVERSITY OF SYDNEY
Level 5, Jane Foss Russell Building | G02
The University of Sydney | NSW | 2006
E: support.under18@sydney.edu.au | W: http://sydney.edu.au

In an emergency, call 000 for police, fire or ambulance. To contact the University of Sydney in an emergency, call Campus Security - available 24 hours per day, 7 days per week: +61 2 9351 3333.

CRICOS 00026A

Acknowledging the traditional owners upon whose ancestral lands the University of Sydney campuses stand.