

Services for Under 18 International Students Procedure

Purpose and Scope

Provide the procedure and responsibilities for selecting and monitoring accommodation and welfare providers for International Student Visa Holders under the age of 18.

This procedure applies to all staff and students.

See the:

[Admission Procedure](#) for the admission of International Student Visa Holders under the age of 18

[Murdoch University Critical Incident Plan](#) for response to critical incidents

[Student Wellbeing \(sub-critical\) Incident Support Plan](#) for responses to serious, but non-critical, incidents related to the welfare and wellbeing of students.

Overarching Policy

[Support for Students Policy](#)

Procedure

1. The following defined terms are specific to this document:
 - 1.1. “Caregiver” means an employee of a welfare provider, who is assigned to assist, support and manage students.
 - 1.2. “Home Stay Provider” means a company that manages student accommodation with individual host families.
 - 1.3. “International Student Visa Holder” is defined in the [Admission and Enrolment Policy](#).

SELECTION

2. Due diligence will be undertaken for the selection of welfare and accommodation providers to ensure that prospective providers have the capacity, capability and experience to meet University standards and legislative requirements.

3. The University will only establish service agreements for the accommodation of international student visa holders under the age of 18 with providers of:
 - 3.1. on-campus accommodation
 - 3.2. Home Stay accommodation
4. The University will enter into service agreements with welfare and accommodation providers on the condition that they meet the following requirements:
 - 4.1. have an International Student Visa Holder under the age of 18 policy and procedure
 - 4.2. ensure a valid Working with Children Check is current for all:
 - 4.2.1. Caregivers
 - 4.2.2. adults residing at the premises of a host family
 - 4.2.3. on-campus accommodation staff members with responsibility for students under the age of 18.
 - 4.3. maintain records, accessible by the University, of all contact with parents and legal guardians
 - 4.4. have critical incident procedures that require the University to be notified of any critical incident involving its students within 60 minutes of the incident being identified.
5. Service agreements will require welfare providers to ensure:
 - 5.1. bi-monthly updates on the student's wellbeing and academic progress are provided to parents and legal guardians
 - 5.2. that Caregivers:
 - 5.2.1. assess the suitability of host family and on campus accommodation for under 18 students
 - 5.2.2. conduct an initial visit with a student at their accommodation within 48 hours of their arrival
 - 5.2.3. have fortnightly meetings with students under their care.
6. Service agreements will require a Home Stay Provider to ensure:
 - 6.1. accommodation is age appropriate and meets agreed standards
 - 6.2. physical inspection of individual host family premises at least every 12 months
 - 6.3. checks on accommodation arrangements by contacting the host family at least every 3 months
 - 6.4. appropriate training is completed by host families.
7. Service agreements will require on-campus accommodation providers to ensure:
 - 7.1. that accommodation is age appropriate and meets agreed standards
 - 7.2. a residential assistant is assigned to each under 18 international student
 - 7.3. 24/7 support is available.

MONITORING WELFARE AND ACCOMMODATION PROVIDERS

8. The University monitors accommodation and welfare providers by:
 - 8.1. conducting regular meetings with and reviewing regular reports from the providers
 - 8.2. undertaking an annual review including a review of the provider's critical incident procedures
 - 8.3. seeking and reviewing student feedback
 - 8.4. requiring providers to supply evidence annually that all employees involved in providing welfare arrangements or accommodation for students under 18 have a Working with Children Check that is valid for the duration of the agreement.

Responsibilities

Role	Responsibility
Pro Vice Chancellor International	<ul style="list-style-type: none">• Approves the appointment of welfare and accommodation providers for International Student Visa Holders under the age of 18.• Ensures due diligence is undertaken for the selection of welfare and accommodation providers for International Student Visa Holders under the age of 18.• Ensures regular monitoring of welfare and accommodation providers to International Student Visa Holders under the age of 18.• Responds to notification of critical incidents from welfare and accommodation providers.
International Committee	<ul style="list-style-type: none">• Oversees welfare and accommodation provision for International Student Visa Holders under the age of 18:<ul style="list-style-type: none">○ Recommends the appointment of welfare and accommodation providers• Reviews reports from welfare and accommodation providers at least annually.

Governance

Approval Authority	Deputy Vice Chancellor Global Engagement
Owner	Deputy Vice Chancellor Global Engagement
Legislation mandating compliance	<u>Education Services for Overseas Students Act 2000</u> <u>National Code of Practice for Providers of Education and Training to Overseas Students 2018</u> <u>National Higher Education Code to Prevent and Respond to Gender-based Violence 2025.</u>
Category	Primarily academic
Related University Legislation and Policy Documents	<u>Admission and Support of International Students Policy</u> <u>International Student Transfer Procedure</u> <u>Admission Procedure</u> <u>Murdoch University Critical Incident Plan</u> <u>Student Wellbeing (sub-critical) Incident Support Plan</u>
Date effective	13/01/2026
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Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Approved	13/01/2026	

Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.