



in association with



QIBT and Griffith International Under 18 year old Student's Agreement

If you are under 18 years of age and have been made an offer to study at QIBT and Griffith University there are some conditions which you must satisfy before you can be accepted into QIBT and Griffith University and obtain the electronic **Confirmation of Enrolments** (eCoEs) required for your student visa.

You and your parent/guardian must complete and return **this form** prior to your acceptance and enrolment at QIBT and Griffith University. Please read this form carefully.

The Department of Immigration and Citizenship (DIAC) requires students under the age of 18 years to have proper accommodation, support and general welfare arrangements before a student visa is issued. QIBT and Griffith University is responsible for ensuring that these arrangements are in place. These arrangements cannot be changed without the written approval of QIBT and Griffith University.

QIBT and Griffith University will only issue the electronic Confirmation of Enrolments (eCoEs) required for your student visa once this Under 18 Agreement has been returned to QIBT as part of accepting your offer.

This form must be completed by the future student who will be under 18 years of age when he/she intends to commence studies at QIBT and Griffith University, and also by the parent/guardian of the future student.

Name and Contact Details of Student

Family Name:

Given Name(s):

Date of Birth:

Contact Telephone Numbers:

Current Address:

Email Address:

Name and Contact Details of Student's Parents

Family Name:

Given Name(s):

Date of Birth:

Contact Telephone Numbers:

Current Address:

Email Address:

Griffith University and QIBT Emergency Contacts

In case of an emergency, both student and parents can contact the following persons (24 hours):

Ms Lucinda Chappell, Senior Manager, International Administration, Griffith International

Phone: +61 7 373 57142 Mobile: +61 434171953 Email: l.chappell@griffith.edu.au

or

Mr. Chris Hannigan, Welfare Advisor, QIBT

Phone: +61 7 373 55786 Mobile: +61 407375072 Email: chris@qibt.qld.edu.au

Welfare in Australia

QIBT and Griffith University will only accept responsibility for your accommodation, support and general welfare arrangements from _____ to _____.

Subject to you staying with a QIBT approved **Homestay provider**, QIBT will provide appropriate arrangements for your accommodation, support and general welfare until you turn 18 years old.

Arrangements are in place for independent grievance handling/dispute resolution. You will receive information concerning this at your orientation session with the Griffith University International Student Advisor and the QIBT Welfare Advisor.

On arrival, you will be provided with access to, and/or information about, the following:

- Orientation
- Academic progress
- An International Student Advisor
- Support services, including counselling, to promote the successful adjustment to life and study at Griffith University and to assist you in resolving any difficulties which may arise
- Code of Conduct

QIBT and Griffith University will only confirm welfare requirements have been met if you are staying with a QIBT approved Homestay provider.

Students will not be permitted to live on campus in student residences until they turn 18 years of age.

Homestay arrangements

Please confirm (with a

- I will be staying with a QIBT Homestay provider.
- I have confirmed my Homestay arrangements with the relevant QIBT approved Homestay provider.
- I am attaching the confirmation document from the Homestay provider.

Approved QIBT Home stay provider

Brisbane International Students Services

Phone: 61 7 32772776 Fax: 61 7 32770818

Mobile: (61) 0433024103 Email: evelyn@biss.com.au

While studying at QIBT and Griffith University

We request that the future student and parent/guardian read and agree to the following. If a student is not willing to accept the following, QIBT and Griffith University will not confirm welfare arrangements and will not issue eCoEs.

Please tick (✓) each box.

- I will meet with the Griffith University International Student Advisor upon arrival in Australia and then every three (3) weeks. I realise that if I do not meet regularly with an Advisor I may be reported to the Department of Immigration for breaching visa conditions.
- I will meet with the QIBT Welfare Advisor during the second week of the QIBT semester.
- I will meet with the Griffith University International Student Advisor and QIBT Welfare Advisor at the end of semester to discuss my academic progress.
- I (student/ parents/ guardian) understand it is my responsibility to update my contact details with the University.
- I understand that, if I am staying with a Homestay provider, I am not permitted to move from that provider without first discussing my options with the Griffith University International Student Advisor and the QIBT Welfare Advisor. If I move and do not notify a Student Advisor I may be reported to the Department of Immigration for breaching visa conditions.
- I give permission to the Student Advisory Unit of Griffith International and the QIBT Academic Unit to contact my parents/ guardian on my behalf should there be any matters of concern.
- I understand that I may be sent home to my parents for reasons such as
 - academic misconduct and unacceptable behaviour (Code of Conduct to be provided to student at orientation)
 - non/poor attendance at University
 - unacceptable behaviour outside University (Code of Conduct to be provided to student at orientation)
 - serious illness
- I understand, as a parent, that I will be responsible for the costs of transferring my child home for any, or all, of the reasons listed above. Consultation will occur with student and parents prior to this happening.
- I understand that if I do not comply with the above requirements, my enrolment at Griffith University and QIBT may be cancelled and I may be reported to the Department of Immigration and Citizenship and be sent home. Consultation will occur with student and parents prior to this happening.

I/we understand that if I/we disagree with this decision, I/we have the right to access the Student Grievances and Appeals Policy. See website: www.griffith.edu.au/ua/aa/studentappeals; www.qibt.qld.edu.au

Signature of student: _____ Date: _____

Signature of parent or guardian: _____ Date: _____

Please return this form to QIBT with your acceptance of offer.