

UNDER 18 SUPERVISION PROGRAM

Handbook



the university
for the real world





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SECTION 1: QUT Under 18 Supervision Program

Student Services coordinates the Under 18 Supervision Program (U18SP) at QUT to meet regulatory obligations such as the Department of Home Affairs [‘Welfare arrangements for students under 18’](#) and Education Services for Overseas Students (ESOS) National Code ([Standard 5](#)). Students without an approved family member are required to register in the QUT Under 18 Supervision Program prior to commencing studies at QUT.

How does the Under 18 Supervision Program work?

QUT’s Under 18 Supervision Program offers a specialised support to help you have a smooth transition into academic and social life in Australia. The program includes:

- Pre-arrival assistance and airport transfers (incoming and returning).
- An induction session to get familiar with support services at QUT.
- Workshops and seminars to assist with adjusting to life in Brisbane and QUT.
- Regular in-person contact sessions with our dedicated supervision team.
- Mandatory meetings for under 18 students to discuss concerns and progress.
- Monitoring the general welfare of under 18 students.
- Where appropriate and required, updates for parents on their child’s concerns including any emergency.

Parental Communication and Student Support

Parents and approved carers can reach out to us at u18sp@qut.edu.au for any concerns relating to the child. We will regularly remind students to connect with their families and relay important messages.

Who is eligible for the QUT Under 18 Supervision Program?

QUT will approve commencing under 18 international students into the Under 18 Supervision Program under the following conditions:

1. The student is at least 17 years of age. Students under 17 years of age will be considered at the discretion of the Director, Student Services.
2. The student is registered and participates in the QUT’s Under 18 Supervision Program.
3. The student must have a valid and appropriate student visa and be enrolled full-time in a QUT course or study program as per [Confirmation of Appropriate Accommodation and Welfare \(CAAW\) letter](#) requirements.
4. The student’s legal parent/guardian has agreed in writing to the University accepting responsibility for their child’s welfare by completing and signing the university’s Under 18 Supervision Program agreement.
5. The student must live in a QUT approved accommodation until 18 years of age and not change that accommodation unless written agreement is obtained from the parent/legal guardian and the University.
6. The student must abide by the Under 18 Supervision Program guidelines.

7. The student must be met on arrival at the Brisbane airport by the approved University representative.
8. The student must attend the Under 18 Supervision Program Induction and any other orientation program related to their course or program.
9. The student will not stay overnight away from the approved accommodation address without written approval from the student's legal parent/guardian and the University.
10. The student must have approval from the legal parent/guardian and complete the U18SP Activity Permission form for activities outside their curriculum.
11. The student must act responsibly and not partake in risk-taking behaviour.

Student Services oversees the approval for the application process and the welfare and accommodation arrangements of the student. The Under 18 Supervision Program serves as the main liaison for all Under 18 accommodation providers.

QUT Approved Under 18 Accommodation options and Welfare Arrangements?

We work with accommodation providers to ensure that appropriate care arrangements are provided to students under the age of 18.

Accommodation options approved by QUT offers private rooms, great facilities, and a secure environment. All properties are located nearby Kelvin Grove and Gardens Point campuses.

Option A:

Iglu Kelvin Grove Student Accommodation.

Iglu Kelvin Grove, provides fully supported living just across from QUT Kelvin Grove campus. Enjoy a private bedroom in a furnished 5-bedroom share apartment with 24/7 onsite support, unlimited Wi-Fi, free weekday breakfast, and regular events. Stay for 6, 12, or 18 months, arriving within 7 days of your course start. Check the all-inclusive weekly cost and apply at Iglu.

Option B:

Student One – Wharf Street building.

Student One, QUT's under 18 accommodation provider, offers a secure living experience in Brisbane's city centre. With modern furnished rooms, flexible leases from 4 weeks, and 24/7 staffed, each residence provides a safe, student-only environment. Exclusive access, a vibrant calendar of activities, collaborative study spaces, a gym, games room, cinema, and a swimming pool enhance the living experience. Explore preferred student accommodation at Student One.

Option C :

Scape South Bank.

Scape South Bank is QUT's approved accommodation partner for U18 students. We offer world-class living and learning environments, along with a wide range of exclusive perks that come with being part of the Scape family. From wellness and mental health programs to exclusive Scape dedicated events program includes activities such as glow yoga, puppy therapy and exciting day trips as well as specialist workshop sessions, with everything included in your rent.

Scape South Bank is conveniently located near education hubs in Brisbane.

Turning 18 years old

Upon turning 18, the student will no longer be required to continue with the Under 18 Supervision Program. Students are required to complete an exit form and provided a plan to support the transition out of the program. Students will need to seek alternate arrangements directly with the accommodation provider if they choose to stay on. Students are encouraged to access the University's extensive support services for assistance as needed.

SECTION 2: How to apply for the QUT Under 18 Supervision Program?

Apply to QUT Under 18 Supervision Program.

Before starting your studies at QUT, you must apply to be registered in the Under 18 Supervision Program. You will need to complete the following:

1. Students and legal parents/guardian must complete the following forms and send as directed:
 - Download the [Under 18 Supervision Program application form](#)
 - Find and apply for a [QUT approved under 18 student accommodation](#)
2. Program fees:
 - \$150.00 for the Under 18 Supervision Program registration fee (one time), and:
 - **\$8.80 per day** from the beginning of the CAAW period (7 days before the course start date) until students turn 18 years of age. Minimum charge of two weeks.
 - Payment is only required after student's course commencement. Please refer to 'payment method' in this handbook.
3. Under 18 Student are required to book an airport transfer prior to their arrival.
 - Airport transfer is available to students arriving at Brisbane International Airport.
 - Book free airport transfer at [QUT - Airport reception](#)
 - Under 18 Student are NOT ALLOWED to arrive on their own at Gold Coast or Sunshine Coast airports which are over 50kms away from Brisbane City.
 - For more information on airport pick-up, please visit [QUT - Airport reception](#) or email arrivals@qut.edu.au.

Once you have completed the relevant forms and booked the accommodation provider, please email both information to the qut.intadmission@qut.edu.au. Once the applications have been approved, the under 18 students will be sent a copy of the *Confirmation of Enrolment (COE) and Confirmation of Appropriate Accommodation and Welfare (CAAW)*.

Payment method

- Under 18 students at QUT will receive an invoice to pay the registration and program fees after commencing at QUT. The invoice to pay the fees is usually one month after commencing at QUT.
- Payment for the Under 18 Supervision Program is done through QUT Pay with various methods outlined in the How to pay your fees - Student - QUT Portal.
- Once the payment has been made, a receipt will be sent to your nominated email address. You do not need to inform us that payment has been made.

How can I apply for the U18SP fee refund?

- If a student cancels their course, they can apply for a refund by notifying the under 18 supervision team via email u18sp@qut.edu.au

Please note: The Student Visa and CAAW issued to the Under 18 student will be cancelled and QUT will notify the Department of Home Affairs that these care and welfare arrangements have been cancelled.

Transfer Provider Institution

Under 18 students intending to transfer to another CRICOS registered provider must complete the Letter of Release Request Form. Approval from the legal parent/guardian and the transferring institution provider is required.

Under 18 student monitoring and CAAW rules.

- Student arrival details, including accommodation provider details will be managed by the Under 18 Supervision Program. The student must participate in the Under 18 Supervision Program induction and any other course related orientation program. The student must contact Student Services at u18sp@qut.edu.au upon arrival to arrange contact sessions with nominated staff in the Under 18 Supervision Program team. These contacts must occur until:
 - The student turns 18 years of age, or
 - The student leaves Australia, or
 - Another provider accepts responsibility for accommodation, support, or welfare, or
 - The student's parent/relative/legal custodian accepts responsibility in accordance with Department of Home Affairs regulations, or
 - The University ceases provision of care and welfare arrangements.

Procedure in managing student breaches

If an under 18 student breaches the guidelines and rules of the program a notification process will be issued as follows:

1. First time – notification by email to student and meeting scheduled with Under 18 Supervision Program nominated staff member
2. Second time – notification by email to parent and student, and a meeting scheduled with a nominated Manager.

3. Third time – parents and students are notified by formal letter from the nominated Manager to schedule a resolution meeting.

At the discretion of the Director, Student Services, any breach may result in the cancellation of the student's "Confirmation of Appropriate Accommodation and Welfare" (CAAW) and Student Visa.

Apply for an Under 18 Activity Permission Request

To request permission for an Under 18 student to participate in an activity while under the supervision of their legal parents/guardian, the student must complete the following steps and email the required forms to the Under 18 Supervision Team at least 5 working days before the activity date:

1. Download and complete the Under 18 Activity Permission Form.
2. Provide a copy of the legal parent/guardian's identification details, which can include:
 - a. Blue card
 - b. Australian Driver Licence
 - c. Passport
3. Provide details of the accommodation where the under 18 student will be staying.

Once the Under 18 Supervision Team receives this information, they will verify the details and documentation provided by the legal parents/guardian. A decision will then be communicated directly to the under 18 student.

Accommodation Guidelines and Regulations

Specific guidelines are in put in place to prioritise the safety and wellbeing of students,. (see Appendix 3.0).

U18 Students must abide by the following guidelines:

1. Always stay contactable:

- a. Respond promptly to any communications from the Under 18 Supervision Program team and your parents.
- b. Notify the above mentioned persons and office immediately of any new mobile phone number.
- c. Report to the nominated Under 18 Supervision Program staff at scheduled contact sessions.
- d. QUT 24/7 support line contact number is 3138 2019.
- e. No travel or overnight stays are permitted, unless an Activity Permission form has been completed and approved by the Under 18 Supervision Program, and your legal parent/guardian.
- f. Curfew time is 10 pm; nightly sign-in begins at 9.30 pm at your accommodation provider.
- g. Notify your accommodation provider as soon as possible if you are running late.

2. Emergency Procedures:

- a. Off-campus emergency contact '000' for Fire, Police, or Ambulance emergencies.
- b. On campus QUT Security 3138 8888.

3. Accommodation Rules:

- a. Inform your accommodation provider before 9pm if you will be late.
- b. No unapproved friends' visits.
- c. Notify your provider about day trips. You must complete an Activity Permission form and seek approval from the Under 18 Supervision Program and your legal parent carer to participate on any trips.

- d. No sleepovers without the approval of the Under 18 Supervision Program and your legal parent/guardian.
- e. No smoking, vaping, illicit drugs, or alcohol consumption if under 18.
- f. No disruptive loud music or noise, including on the phone after 10 pm.
- g. No rideshare services for under 18s (e.g., Uber, Didi, OLA).

4. Respect and Participation:

- a. Contribute to household chores.
- b. Engage in apartment life and daily activities.
- c. Embrace the concept of "give and take."

5. Personal Hygiene and Cleanliness:

- a. Maintain cleanliness in your room and manage laundry.
- b. Keep bathroom and toilet facilities clean.
- c. Be responsible for your own personal hygiene and cleanliness.

6. Health and Wellbeing:

- a. Inform your provider of allergies or medication requirements.
- b. Report sickness promptly.
- c. In the event of an emergency, contact '000' for Ambulance.

7. Academic Responsibility:

- a. Be punctual to classes and maintain satisfactory attendance.
- b. Complete assessments diligently.
- c. Participate in all school organised activities.
- d. Practice English both at classes and with friends.
- e. Communicate problems or questions to the teacher, lecturer, or faculty.
- f. Notify the lecturer or course coordinator promptly of important information, such as illness or lateness.

Critical incidents and non-approval procedure

- In cases of medical emergencies or significant behavioural concerns, including situations where students are unaccounted for in approved accommodation and cannot be reached, the U18SP Critical Incident Management Policy and Procedure is initiated.
- If a considerable time passes after filing a missing person's report with the police, and the student is not located, the University is obliged to issue a letter on PRISMS indicating Non-Approval of Appropriate Accommodation/ Welfare Arrangements. This procedural measure is implemented to handle critical incidents effectively and prioritise the wellbeing of our students.



SECTION 3: New Under 18 at QUT

The Under 18 Supervision Program aims to facilitate a seamless transition to life in Brisbane and QUT studies.

Student Responsibilities and Regular Check-ins

Upon settling into your accommodation (within 24 hours), you must contact the under-18 supervision team at u18sp@qut.edu.au and provide your Australian mobile number. The U18SP team will make contact with you and will be available to assist and support you with any enquiries.

Regular Check-ins:

- **Schedule:** Establish a consistent day and time for weekly check-in sessions.
- **Check-in Methods:** Sessions may vary, including one-on-one, group, virtual (video or phone), text messages, or email.
- **Location:** Choose a meeting space, whether in person (office or at the college) or virtually.
- **Session Times:** Each session typically lasts between 15 to 30 minutes.

Under-18 students are encouraged to ask questions during these sessions, providing a chance to discuss academic studies, personal and family matters. All communications are private and confidential.

Education Services for Overseas Students Act 2000 (ESOS)

International Student responsibility.

- You should complete your study (including any compulsory registered work-based placement) within the duration of your Confirmation of Enrolment (CoE)
- You must maintain satisfactory academic course progress.
- You must maintain your Overseas Student Health Cover (OSHC) for the duration of your stay in Australia.
- You must inform QUT if you change your address within seven days of arrival or changing your address.
- You must study at QUT for the first Six months of your principal course.
- If you are under 18, you need to maintain your approved accommodation, support, and welfare arrangements.
- Under 18 students must apply to Under 18 Supervision Program team, if they wish to stayover, travel over 50kms out from Brisbane City, travel home and getting a job. (Refer to appendix 2.0)
- You must hold a valid visa with study rights while in Australia.
- Your request for deferral or suspension of studies will only be approved in limited circumstances.

In addition to the above, QUT College students must also maintain satisfactory attendance. Students must attend at least 80% of all lectures and tutorials in courses where attendance is monitored e.g., QUT College courses.

SECTION 4: Program and Support

U18 Induction

A welcome email will be provided to students with details on the Induction session which will cover:

- Safety in Australia including emergency contact information and a 24/7 afterhours contact
- Health and medical info
- Campus map
- Under 18 Activity Permission form (refer to appendix 2.0)
- Change of personal details – Form D (refer to appendix 1.0)
- International student rights and responsibilities
- Transportation in Australia
- Other? Check-in on general wellbeing?
- Confirmation of contact details

Ongoing monitoring

Students are required to attend scheduled check-ins provided through contact session with the Under 18 Supervision Program.

Scheduled contact sessions may be provided at the following locations:

- Student Services locations at both Gardens Point and Kelvin Grove campuses
- QUT college
- QUT Chaplaincy
- HiQ Service Points on both campuses
- Accommodation provider property

During the contact session, students can discuss academic, personal, medical, or other concerns with the supervision team. The nominated staff member will provide a general welfare check-in and refer a student to the appropriate support services.

Group workshops

Group workshops are provided throughout the year.

These workshops include,

- **U18 Induction:** Transition, preparation, university life, and services.
- **Personal Safety and Wellbeing:** Cultural sensitivity, safety procedures, social integration, adapting to academic life, and learning support at QUT.
- **Personal Health Wellbeing:** Physical and mental health awareness, nutritional guidance, QUT Medical centres, and health services.
- **Healthy Relationships:** Building friendships, relationships, cultural differences, personal safety, understanding boundaries, and consent.

Note: Workshops may vary and are subject to change.

SECTION 5: Communication and support

Contacting the Under 18 Supervision Program.

Students can contact Student Services for support on 3138 2019, or present at the service location on each campus.

- Gardens Point campus – Level 3, X Block
- Kelvin Grove campus – Level 4, C Block

[Make an appointment online](#)

Students can also contact the Under 18 Supervision Program directly by emailing u18sp@qut.edu.au

The Under 18 Supervision Program office is located within Student Services on both campuses.

Other form of communications

Students – communication and contact with students will be made with either one or more of the following via.

- U18SP Induction
- School orientation
- Regular contact sessions and check-ins for general welfare?
- Telephone calls and SMS text to Students and Provider
- Email contact with students and Provider
- Attendance register
- U18 activity permission request

Social media, photography, and mobile phones

Staff, Accommodation Providers, and students are only permitted to use social media platforms and mobile phones for the purpose of the welfare and care arrangements of the student. As per [QUT's Child Protection Policy](#).

Accommodation Providers – communication and contact with approved Accommodation Providers registered with QUT will be made with either one or more of the following.

- Telephone, email, or SMS text
- Accommodation Providers biannual visit
- QUT U18SP – accommodation provider Blue Card register and compliance updates.
- QUT U18SP – Risk Management Strategy review with accommodation providers
- Under 18 student orientation with approved accommodation provider when first check in to their room

Support

It is important to create multiple access points for students to seek appropriate support and assistance. Students will be provided with multiple access points and support services during induction.

Students can contact 3138 2019 to access these services:.

- 18 Supervision Program - u18sp@qut.edu.au
- Counselling and welfare support
- General advice, adjustment, and settlement support
- 24/7 QUT Support Line
- Disability and Accessibility Services
- QUT Medical Centre
- Chaplaincy

On Campus Security (include number and email address)

- General: 07 3138 5585
- Emergency: 07 3138 8888
- Free call: 1800 065 585
- Email: qutsecurity@qut.edu.au

Other contacts

- Under 18 students can email u18sp@qut.edu.au for any related matters.
- Contact [Accommodation Office](#) for accommodation related matters, contact details provided to Student and Accommodation Provider at orientations.
- Contact QUT - [Disability and Accessibility Services for Accessibility Support](#).
- In the event of a conflict of interest between the services offered to the student, referrals should be made to the Director (SSD) to determine the appropriate actions to resolve matters.

Transport

For Under 18 students looking for transport options, these include:

- Airport reception - contact u18sp@qut.edu.au
- [Public transport](#) (bus, train, ferry) - information about Student Concession go cards [here](#)
- Taxis
- Rideshare services NOT Allowed (According to Uber, riders can't request a ride for someone under the age of 18 who will not be accompanied by an adult).

For Students to travel outside Brisbane beyond a 50km radius, they will need to complete and have approved an Under 18 Activity Permission Form.

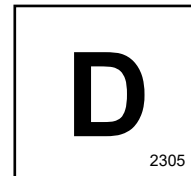
For example, for visiting areas such as the Gold Coast or Sunshine Coast and returning on the same day, Students will need to have an approved Under 18 Activity Permission Form completed by their parents. (Appendix 10.1).

Appendices





Queensland University of Technology
Student Administration
 Victoria Park Road
 Kelvin Grove Qld 4059
 Phone 07 3138 2000
 www.qut.edu.au
 CRICOS No. 00213J ABN 83 791 724 622



Change to Personal Details Form

Current personal details - details as currently shown on QUT records

Course code (eg 'BS05')

Student number

Family name

Given names

Title (Mr, Miss, Mx etc)

Date of Birth (dd/mm/yyyy)

Gender

Male Female Other

Email

Instructions - read this before proceeding

- You are obliged to provide personal information, including your full legal name, for record-keeping purposes and for statistical purposes as required by the Commonwealth Government.
- You can lodge this form at HiQ on campus or mail it to the address above.
- Further name change information is available from the Australian Government's Births, deaths and marriages registries.
www.nla.gov.au/research-guides/australian-birth-death-and-marriage-records

1. Change of name - provide details as you would like shown on QUT records

If you propose to change your legal name from those that are currently shown on QUT records, please select which one of the following documents confirms your new name:

- | | |
|--|---|
| <input type="checkbox"/> *Australian Birth Certificate (including re-issued Australian Birth Certificates) | <input type="checkbox"/> Australian Proof of Age Card (current) |
| <input type="checkbox"/> *Australian Marriage Certificate | <input type="checkbox"/> Australian and International Passport (current) |
| <input type="checkbox"/> *Australian Change of Name Certificate | <input type="checkbox"/> ImmiCard (current) |
| <input type="checkbox"/> Australian Drivers Licence (current) | <input type="checkbox"/> Australian Divorce Papers (if all relevant details are listed) |

* Issued by Births, Deaths and Marriages

Please note ceremonial marriage certificates or foreign language documents are not accepted. If you provide copies of documentation, make sure these copies are properly certified by a Justice of the Peace or Commissioner of Declarations (must include their registration number and official stamp), Solicitor (must include their full name and office stamp) or HiQ staff member.

Updating your name in this section will change your name on all QUT documents produced after this form is processed.

New title Mr Mrs Ms Miss Mx Dr Other

New surname

New given name/s New other name/s

2. Change of gender details - provide details as you would like shown on QUT records

To update your gender details on QUT records, choose one of the following options:

Male Female Other

Note: If you also need to change your name or title details complete section 1 'Change of name' above.

3. Cultural name variation for parchment only

Use this section if you are expecting to graduate and wish to change the way your name will appear on your graduation parchment for cultural reasons. Please note the relevant cut off dates for this request, after the cut-off date charges may apply. Check [key dates](#) for details.

Cultural variations include:

- changing the order of your names (eg: make family name first)
- adding accents or correct casing
- adding cultural variations such as Bin/Binte or S/O

Changes made in this section will not appear on your academic record or Australian Higher Education Graduation Statement (AHEGS).

I wish my name to appear as follows:

QUT will contact you if we are unable to accept your request

4. Change of mailing address

You are required to provide a reliable mailing address for University correspondence. If you are a current QUT student you can update your mailing address through the HiQ site without completing this form.

You may need to update your mailing address using this form if:

- you are a recent graduate of QUT
- you are under 18 years of age
- you are a graduating student whose documentation has been returned to QUT
- it is past the due date to update your mailing address via the HiQ site (e.g. graduation parchment)

New mailing address:

Street/PO Box No

Suburb/Town

State Country.....

Postcode

Telephone Number

Please tick if you also wish to change your Permanent Home Residence to this address (used for statistical purposes only).

5. Declaration

I declare that to the best of my knowledge the information supplied by me is true, correct and complete in every respect. I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in cancellation of my enrolment or delays in processing, or that I may be subject to disciplinary action under the QUT Student Code of Conduct [www.mopp.qut.edu.au/E/E_02_01.jsp](#) and the procedures for management of student misconduct [www.mopp.qut.edu.au/E/E_08_01.jsp](#). I acknowledge that I am subject to and must comply with any policies or procedures of the University governing my conduct as a student and academic matters affecting my studies.

I acknowledge that it is my responsibility to provide all necessary documentary evidence of qualifications or experience. I authorise QUT to verify such records through QualSearch or grant my consent for other educational institutions, admissions centres, government bodies or employers to disclose information about my qualifications and experience directly to QUT.

Student's signature Date/...../.....

Privacy

Details of QUT's practices regarding student information and privacy see [www.qut.edu.au/privacy](#)

If you are unable to access this form online, you may visit HiQ on campus, phone 07 3138 2000 or email askqut@qut.edu.au for this information.

Office use only – data entry

Student Centre: Updated by..... Date...../...../.....

Admissions: Updated by..... Date...../...../.....

QRecords to Ceremonies: By..... Date...../...../.....

2.0 Under 18 Supervision Program Activity Permission Form



Under 18 Supervision Program Activity Permission Form

Please return form to:

International QUT Student Services – Under 18 Supervision Program

Email: U18SP@qut.edu.au

Phone: +61 7 3138 2019

Web: www.qut.edu.au

Address: Victoria Park Road, Kelvin Grove Qld 4059

CRICOS No. 00213J

ABN 83 791 724 622

STUDENT DETAILS

Title: Mr / Miss / Ms / Mrs / Others

Family name: _____ First name: _____

Date of birth: _____ Student ID: _____

Email address: _____ Mobile: _____

Address: _____

STUDENT REQUEST

I request to *(provide details)*;

- Go on a trip or travel outside Brisbane
- Stayover with friends and/or family
- Participate in a sporting event
- Work while studying (within Student Visa conditions)

– Employer's contact details _____

Other: (please provide details) _____

Details of activity: _____

Period of activity: From *(date and time)* _____ to *(return date & time)* _____

I declare that the information I have provided in this form is true and correct.

- I understand, I must seek permission for this request from my parent(s)/legal guardian and the University.
- I understand that I must submit this form for approval **at least 5 working days** before my activity.

Student signature: _____ Date: DD / MM / YY

- Student's parent / legal guardian to complete the next section/page -

PARENT / LEGAL GUARDIAN DETAILS

Title: Mr / Miss / Ms / Mrs / Others

Family name: _____ First name: _____

Relationship to student: _____

Email address: _____ Mobile: _____

Mailing address: _____

Country _____ Suburb _____ Postcode _____

TICK (All boxes) TO CONFIRM

- I give permission for my child to undertake the requested activity.
- I hereby release QUT, its staff, and other assistants/volunteers from any liability whatsoever arising from any loss, injury or damage which may suffer or incur, directly or indirectly as a result of his/her actions and I agree to refrain from instituting any action, suit, claim, or demand whatsoever in respect of any loss, injury or damage which may suffer or incur.
- I release and will release the University from all claims, demands and proceedings including liability for personal injury, death or property damage which may arise due to any negligent act or omission or otherwise.

**I hereby give consent for my child (name) _____
detailed above to work while studying at QUT and accept the final decision from QUT Under 18
Supervision Program.**

Parent / Legal guardian name: _____

Signature (will be verified): _____ Date: DD / MM / YY

APPROVED / REJECTED BY – QUT U18SP STAFF (Office Use)

U18SP Contact Officer (Name): _____

Signature: _____ Date: DD / MM / YY

3.0 QUT Under 18 Student Guidelines and Accommodation rules



Under 18 Student Guidelines and Accommodation rules

U18 Students must abide by the following rules:

1. Ensure that you are always contactable (24/7).

- By the **QUT Accommodation Officer**, your **U18 Contact Officer**, and **your parents**.
- When you get a **new mobile phone number**, inform the above people immediately.
- You must report to **your U18 Contact Officer at least once a week**.
- QUT after-hours contact number: **3138 2019**.
- You are **NOT** allowed to travel or stay overnight.
- It is compulsory that you notify your **accommodation provider** if you are running late.

2. Contact **000** for emergency related to **Fire, Police or Ambulance**.

3. Ensure you follow the **Accommodation Rules and Guidelines**.

- **Always** tell your Accommodation provider if you are running late (latest 9pm).
- **NOT** allowed to invite friends over, unless approved by your Accommodation provider.
- Always let your Accommodation provider know where you are going on a day trip only.
- **NO sleepovers** at another residence without gaining approval from your Contact Officer.
- **NOT allowed to** smoke or drink alcohol when you are under 18 years old in Australia.
- After 10pm, talk softly on the phone.
- Under 18's is not permitted to use rideshare transportation (example Uber, Didi, OLA).

4. Respect your accommodation provider and housemates.

- Help with some household chores when you can.

- Become a part of share apartment life and participate in the day-to-day activities.
- Realise that a good relationship involves "give and take".

5. Be responsible for your own personal hygiene and cleanliness.

- Keep your room clean and manage your laundry.
- Keep your bathroom and toilet clean.

6. Ensure your accommodation provider is aware of your health and well-being.

- Please inform your accommodation provider if you are **allergic to some foods or medications**.
- Inform your accommodation provider if you are feeling sick.

7. Be responsible for your own studies (QUT College and VISA requirements).

- Have excellent attendance and arrive on time for classes.
- Do all homework and assignments to the best of your ability.
- Participate in all school-organised activities.
- Practice your English at college and with friends.
- Tell the college/lecturer if you have any problems or questions.
- Inform the college/lecturer immediately about important information, such as illness or if are going to be late for class.

QUT Contact details

Contact Officer or Accommodation Officer
3138 2019 or u18sp@qut.edu.au

QUT | Student Services
2 George Street
Brisbane QLD 4000
Australia

dirss@qut.edu.au
qut.edu.au

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