

Change of Welfare Arrangements

Important information for overseas students

As a condition of your student subclass 500 (schools) visa, you must have appropriate welfare arrangements in place at all times. If at any time those arrangements need to change, you must complete this form so that Education Queensland International (EQI) can provide the required supporting materials or issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter. **Any change of welfare needs to be lodged with the Department of Home Affairs (DHA).**

The different types of change of welfare include:

Change of welfare type	What is required?
Changing from living with a DHA approved Guardian to living in homestay (EQI welfare)	CAAW letter (refer to fee schedule)
Changing from living with one DHA approved Guardian to another DHA approved Guardian	Letter of support from EQI to attach to your DHA 157N form application
Changing from living in homestay (EQI welfare) to living with a DHA approved Guardian	
Your DHA approved guardian is required to travel without you and a temporary welfare arrangement is required*	

If you are requesting your welfare to change to a new DHA approved guardian, you will need to fill out a [Form 157N Nomination of a student guardian](#) and submit this, along with other supporting materials as part of your application to DHA. Information about requesting to change welfare arrangements is available on the [DHA website](#). Once you have completed your application, it can be submitted to the Australian Government through the online form: [Request for approval of alternative welfare arrangements](#).

If you live with a guardian approved by DHA and they need to temporarily depart Australia without you, **before they leave, your guardian must provide evidence:*

- *there is a compelling and compassionate reason for their travel*
- *they have made alternative welfare arrangements for your accommodation, general welfare and support until they return.*

Where possible, please allow sufficient processing time for a change of welfare request, and call 1800 316 540 for urgent matters.

If your DHA approved guardian is planning to travel overseas without you, EQI must be notified as soon as possible with details of the proposed alternative welfare arrangement, including if a CAWW letter is required. The DHA guardian should seek advice from the DHA about when they are able to depart Australia to ensure they meet visa conditions. Your guardian cannot leave Australia without you if the alternative welfare arrangements are not suitable.

EQI should be notified when the DHA has approved any alternative welfare arrangements.

Please provide details below of the type of change of welfare and any requests for supporting materials and return to EQInternational@qed.qld.gov.au.

Student Details

Student Full Name	
Student Date of Birth	
School	
Is the change of welfare temporary or ongoing?	
Proposed dates of the welfare arrangement	

Select	Change of welfare type
<input type="checkbox"/>	Changing from living with a DHA approved Guardian to living in homestay (EQI welfare)
<input type="checkbox"/>	Changing from living with one DHA approved Guardian to another DHA approved Guardian
<input type="checkbox"/>	Changing from living in homestay (EQI welfare) to living with a DHA approved Guardian
<input type="checkbox"/>	Your DHA approved guardian is required to travel without you and a temporary welfare arrangement is required

What is the reason for the change of welfare? Please provide evidence of compassionate and compelling circumstances where the DHA approved guardian is required to travel without any student under their guardianship.

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Guardian Details

Any correspondence relating to the change of welfare request will be sent to the following nominated email address, please ensure this inbox is monitored. **Approved guardian (current) or parent (if student is currently under EQI welfare)**

Given names	
Family name	
Contact number	
Email address	

Proposed guardian (new)	
<i>Please leave blank if you are requesting the student transfer to EQI welfare (homestay)</i>	
Given names	
Family name	
Australian Address	
Contact number	
Email address	
Relationship to student	

Parent/Legal custodian consent			
Name:			
Signature:		Date:	
<p>I understand that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I am required to submit my application to request for approval of alternative welfare arrangements through the DHA website: https://immi.homeaffairs.gov.au/change-in-situation/study-situation/welfare-arrangements <input type="checkbox"/> I am required to update EQI with any change of welfare approvals, and inform my school of any changes to my accommodation and guardian contact details <input type="checkbox"/> I am aware that additional fees apply for a CAAW issued by EQI for the student to be placed in homestay accommodation (See fee schedule) <input type="checkbox"/> EQI will only provide a CAAW and a homestay placement when homestay fees have been paid 			

OFFICE USE ONLY – EQI Officer acknowledgement			
Name:			
Signature:		Date:	
<p>I acknowledge this request and am willing to provide a CAAW letter if required, when approval is given by DHA.</p>			