

Under 18 Student Guardianship Form

Student Information

Family name:	Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
First name:	Nationality:	<input type="checkbox"/> Indeterminate
Home address:	Passport number:	
City:	First language:	
Country:	State:	Phone:
	Post/zip code:	Email:

PARENT OR LEGAL GUARDIAN INFORMATION

FATHER / Legal guardian	
Family name:	Given names:
Home address:	Home phone:
City:	Work/business phone:
Country:	State: Mobile:
	Post/zip code: Email:
MOTHER / Legal guardian	
Family name:	Given names:
Home address:	Home phone:
City:	Work/Business phone:
Country:	State: Mobile:
	Post/zip code: Email:

ACCOMMODATION / WELFARE ARRANGEMENTS

Tick (✓) **one** option only **NOTE:** For options 1 and 2 Australian Centre of Further Education (ACFE) will not accept responsibility for the care and welfare of the student.

- 1 my child will be living with me – please provide the name of Parent / Legal Guardian: _____
- 2 my child will be living in Australia with a Department of Home Affairs approved relative over 21 years.

Name of relative:	Home phone:
Relationship:	Work/Business phone:
Home address:	Mobile:
City: State:	Comments:
Country: Post/zip code:	

If option 2 is selected, the following documents must be provided to ACFE

- A copy of Australian Citizenship or passport & visa (if permanent resident)
- A proof of residential address (e.g. Driver's licence)
- A copy of Police Check & Working with Children Check
- Completed **Parental Advice of Independent Accommodation Arrangements Form** (The accommodation must be inspected by ACFE Student Support Officer)

- 3 Until the age of 18, my child will be living with an ACFE approved homestay accommodation and we will have a written agreement with a guardianship provider, to ensure the provision of appropriate arrangements for my accommodation, support and general welfare, and as a condition of my acceptance of my child's enrolment at ACFE. We will provide ACFE a signed **Homestay Application Form** and a signed copy of the **guardianship agreement** which must, as a minimum:

<p>1. <i>Be in writing.</i></p> <p>2. <i>Require the guardianship service provider to ensure the provision of appropriate arrangements for the student's accommodation, support and general welfare while they are enrolled at ACFE and until such time as the student reaches 18 years of age, such services would include that the provider would:</i></p> <ul style="list-style-type: none"> • meet with the student within three days of their arrival in Melbourne. • Provide the student with an orientation to the city and suburbs, including a security and safety briefing, within two days of their arrival in Melbourne. • One week prior to the student's arrival, visit their confirmed accommodation facility to inspect the premises, meet the responsible adult and confirm the suitability of these 	<p><i>arrangements and any special requirements which the student may have.</i></p> <ul style="list-style-type: none"> • upon the student's arrival in Melbourne, provide them with information to allow them to access 24-hour, seven days a week telephone advice and emergency assistance, if required. • liaise directly with the designated adviser at Students Support (SS) on a monthly basis and ensure the student's timely referral to appropriate support services should personal problems arise that may have an effect on the student's academic progress or visa status. • represent the student, should any grievance in relation to the student's accommodation facility arise. • notify the designated adviser at SS of 	<p><i>any unresolved grievance the student may have regarding homestay or other accommodation facility.</i></p> <ul style="list-style-type: none"> • represent the student in liaising with ACFE, including assisting the student to lodge any grievance with the Student Support Officer. • liaise with ACFE on behalf of the student's parent or guardian, including the signing of documents with ACFE on behalf of the parent or guardian. • maintain a working knowledge of the ESOS (Education Services for Overseas Students) Act 2000, ACFE Complaints and Appeals Policy and Procedures and Department of Home and Affairs' requirements for studying in Australia. • notify ACFE immediately, should the arrangement between the guardianship (carer) service and the 	<p><i>student's Parent(s) or guardian(s) lapse or terminate while the student is still under the age of 18 years.</i></p> <p>3. <i>Require the guardianship service provider to warrant that it complies, and will continue to comply, with the employment screening provisions of the Commission of Children and Young People Act 2000.</i></p> <p>4. <i>Require the guardianship service provider to agree that you can provide a copy of the agreement with the guardianship service provider to ACFE.</i></p> <p>If, for any reason, the agreement with the guardianship service provider terminates or expires prior to the student's reaching 18 years of age, you/the student must immediately notify ACFE.</p>
--	---	---	--

Please refer to the Department of Home Affairs website <https://www.homeaffairs.gov.au/> for detailed information regarding the requirements

CONTACT DETAILS – guardianship service providers approved by ACFE

<p>International Student Alliance (ISA) Guardian and Student Care Service</p> <p>National Office: Suite 20 / Level 1, 108 Bourke Street Melbourne VIC 3000 Phone (03) 9663 2887 Fax: (03) 8678 1317 Email: info@studentguardians.com Website: www.studentguardians.com Emergency: 0401 995 900</p>	<p>Wyndham Guardianship Service</p> <p>Address: 6 Triller Court, Williams Landing VIC 3027 Phone (03) 9369 3621 Mobile: 0402 717 084 Email: info@wyndhamguardianshipservice.com.au Website: http://www.wyndhamguardianservices.com.au/ Emergency: 0425 800 498</p>
--	---

PLEASE NOTE:

a) The above list of guardianship service providers is not intended to be a complete list of all guardianship service providers and therefore, other guardianship service providers may provide suitable guardianship services. Each student should make his/her own enquiries.

b) ACFE does not recommend or endorse or make any representation whatsoever in respect of any of the above listed guardianship service providers.

c) ACFE is not responsible or liable in any way whatsoever for the recommendation of, or provision of, guardianship services.

d) It is the responsibility of you and your parent(s) or legal guardian to ensure that an agreement with a guardianship service provider complies with ACFE's requirements as stipulated in this guardianship service provider form, and any terms and conditions required by law.

STUDENT DECLARATION

I declare that:

- Information provided in this form is true and correct
- A copy of **Homestay Application Form** and **Guardianship Agreement** must be provided to ACFE as a condition of my enrolment of ACFE (if option 3 above selected)
- If, for any reason, the agreement with the guardianship service provider terminates or expires prior to me reaching 18 years of age, I must immediately notify ACFE. (If option 3 above selected)
- I will only be living in Australian Centre of Further Education approved homestay accommodation until I turn 18 years of age. I will not move from that homestay without first getting approval from Australian Centre of Further Education. I will seek prior permission to travel or stay overnight with another guardian (If option 3 above selected)
- I understand that if option 1 or 2 above is selected, ACFE will not accept responsibility for the care and welfare of me
- I give permission for Australian Centre of Further Education to contact my parents/guardian should there be any matters of concern
- I will abide by the above conditions until I reach 18 years of age or I may have my student enrolment and visa cancelled.

Student signature:	Date:
--------------------	-------

PARENT / LEGAL GUARDIAN DECLARATION

I declare that:

- Information provided in this form is true and correct
- A copy of **Homestay Application Form** and **Guardianship Agreement** must be provided to ACFE as a condition of my child's enrolment of ACFE (If option 3 above selected)
- If, for any reason, the agreement with the guardianship service provider terminates or expires prior to my child reaching 18 years of age, I must immediately notify ACFE. (If option 3 above selected)
- I understand that if options 1 or 2 above are selected, ACFE will not accept responsibility for the care and welfare of my child and I have to provide ACFE relevant documents required
- If my child's visa is cancelled due to the breach of visa conditions, I will take responsibility for transport cost for my child to return home
- I have read the Privacy Policy and Procedure on ACFE website and understand that ACFE collects, stores, and uses personal information only for the purpose of administering prospective student admissions, enrolment and education and the information collected will be handled in accordance with ACFE's Privacy Policy and Procedures.

Parent / Guardian signature:	Date:
------------------------------	-------

Please return the completed form with supporting documents to ACFE: at reception on Level 5, 341-345 Queen Street, Melbourne VIC 3000; or to email: admissions@acfe.edu.au.