

UNDER 18s – WELFARE AND ACCOMMODATION ARRANGEMENTS

This form is to be used by parents: to inform APC of the accommodation and welfare arrangements for your child or to request approval of your accommodation and welfare arrangements for your child

Student family name _____ DOB: _____
Given names _____ SID # _____

My child's/ward's welfare and accommodation arrangements are as indicated below:

Option	Description ↓ Details to supply→	Parent declaration (A)	Overseas contact details (B)	Homestay- Guardian preferences (C)	Local contact details (D)	Other documents required
<input type="checkbox"/> 1	I would like the College/School to arrange homestay and/or guardianship for my child <input type="checkbox"/> Guardian (fees apply) <input type="checkbox"/> Homestay (fees apply)	✓	✓	✓		
<input type="checkbox"/> 2	I _____ intend to accompany my child on a guardianship visa and therefore do not require a Confirmation of Arrangements for Accommodation and Welfare (CAAW) letter.	✓	✓			Copy of parent's guardianship visa label and passport*
<input type="checkbox"/> 3	My child will be living with a relative** over age 21 and I will apply directly to Immigration to have these arrangements approved. NOTE: The college will not supply a CAAW in these cases. If you require a CAAW please select option # 4	✓	✓		✓	Copy of relative's passport (s) Copy of approval from immigration*
<input type="checkbox"/> 4	I would like to appoint my own: <input type="checkbox"/> Guardian <input type="checkbox"/> Homestay <i>Inspection fees & conditions apply</i>	✓	✓		✓	Copy of host and/or guardian's passport Working with children check number for all adults in house^ Signed declaration forms (host/guardian) Pay inspection fee
<input type="checkbox"/> 5	My child will not be travelling on a student visa.	✓	✓		✓	Signed declaration forms (host/guardian)

* When made available by Department of Immigration and Border Protection (DIBP) – >> If DIBP refuses your arrangements or guardianship visa the college will arrange homestay and guardianship

** Relative is defined as step-parent, brother, sister, step-brother, step-sister, grandparent, step-grandparent, aunt, uncle, step-aunt, step-uncle, step-niece or step-nephew)

^ Your Working With Children Clearance number should be submitted (volunteer check or paid employee check) along with a form of identification.

"Dedicated to Quality, Equity and Advancement"

www.apc.edu.au

Email: info@apc.edu.au

Under18s welfare and accommodation arrangements 2015 v1.2R.doc

Kent Street Campus (CBD)
189 Kent Street
Sydney NSW 2000
Phone: (61 2) 9251 7000
Fax: (61 2) 9251 7575

York Street Campus (CBD)
Level 5, 37 York Street
Sydney NSW 2000
Phone: (61 2) 9279 2122
Fax: (61 2) 9299 1135

Clarence Street Campus (CBD)
Level 3, 123 Clarence Street
Sydney NSW 2000
Phone: (61 2) 9262 3222
Fax: (61 2) 9262 3388

Bondi Junction Campus
1/100 Ebley Street
Bondi Junction NSW 2022
Phone: (61 2) 9389 9755
Fax: (61 2) 9389 9766

Manly Beach Campus
48-52 Sydney Road
Manly NSW 2095
Phone: (61 2) 9976 2122
Fax: (61 2) 9976 218

Brisbane Campus (CBD)
Level 4, 115 Queen Street
Brisbane QLD 4000
Phone: (61 7) 3003 0088
Fax: (61 7) 3003 1138

STUDENT NAME: _____ SID: _____

A. PARENTS DECLARATION

I/we declare that the enclosed arrangements for our/my child’s accommodation and welfare arrangements are true and correct.

We agree to supply the college with the additional documents required at least 2 weeks before our child departs for Australia. We agree to the college/school arranging homestay and guardianship at a cost to us if our arrangements are deemed not suitable by either the College or the Department of Immigration and Border Protection (DIBP).

FATHER – signature

MOTHER –signature

FATHER – print name

MOTHER – print name

B. OVERSEAS CONTACT DETAILS

	1	2
Given names		
Family names		
Relationship to student	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other _____	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other _____
Main contact person?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email		
Phone Number		
Mobile Number		
Address		

STUDENT NAME: _____ SID: _____

C. HOMESTAY & GUARDIAN PREFERENCES (when College arranges homestay and/or guardianship services)

Services required (fees apply – see website for details)	<input type="checkbox"/> Homestay (accommodation) <input type="checkbox"/> Guardianship <input type="checkbox"/> Airport pick up	Homestay start: / / Arrival date in Australia: / /
Homestay Preferences	Has pets? <input type="checkbox"/> Yes <input type="checkbox"/> No Has children? <input type="checkbox"/> Yes <input type="checkbox"/> No Is a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Allergies/dietary requirements		

D. LOCAL CONTACT DETAILS / ARRANGEMENTS (Where parents nominate arrangements)

Given names	Self appointed homestay details	Self appointed guardian details <small>please write in column below "same as left" if you are appointed as homestay too</small>
Given names		
Family names		
Email		
Phone number		
Mobile number		
Address		
Relationship to student		
FOR HOMESTAY ONLY: <i>Names & dates of birth of all other people living at this address</i>	1. / / 2. / / 3. / / 4. / / 5. / / 6. / /	
Declaration	<i>I have read and understand the conditions of being a guardian and/or homestay host (on page 4). I also agree that Australian Pacific College cannot be held responsible for any loss, damage, death or injury which we may suffer or cause as a result of or in connection with or during any period of guardian provision for the College's students.</i>	
Declaration signature(s)		
Additional Documents to attach	<ul style="list-style-type: none"> ♦ 100 points of identification for ALL adults listed in this table ♦ Working With Children Clearance number for ALL adults living at this address 	

HOMESTAY GUIDELINES AND CONDITIONS

Minimum conditions for homestays

1. The host must be 21 years of age or older and of sound character with no criminal record.
2. The host and all adults living in the household must have a working with children clearance
3. The household must pass a college inspection
4. The host is to provide the student with suitable furniture and adequate storage space, and at a minimum
 - a. an enclosed room with a door available for the student* only (a lounge or rumpus room is an inappropriate room)
 - b. a proper bed including clean/sanitary linen (single, double, queen or king) (a sofa bed is not appropriate)
 - c. a desk, chair and a lamp for study purposes
 - d. a wardrobe or drawers for the student to store their belongings
 - e. adequate ventilation
 - f. convenient access to and from the house (for example a key)

* One room per student unless a shared booking accommodation is made – in these cases 2 beds are required
5. The host is to provide the student with nutritious and adequate* meals, and at a minimum
 - a. two meals per day on weekdays (Breakfast and dinner)
 - b. three meals per day on weekends (if the student is in for lunch)

(It is advisable for hosts to keep a supply of instant noodles/fruit/snacks on hand for students to help themselves in between main meals).
*Adequate: Providing a variety of meals in reasonable quantities
6. The host is to provide the student with access to bathing and laundry facilities.
7. The homestay host should not have more than 3 homestay students at any one time.
8. The Host is required to show students the travel route to and from the College, with maps if necessary and take the student to the station or bus stops. If necessary, please accompany your student to the College on their first day.
9. The host is required to have smoke detectors fitted in their household
10. The host is required to notify the College if/when
 - a. Additional adults move into the household (working with children clearance and copy of ID required)
 - b. The student moves out of the household before turning 18 years of age.

General Conditions for homestay bookings:

1. Booking and fees must be sent with your arrival details at least 2 weeks prior to the student's arrival.
2. Homestay fees are based on a minimum of 4 weeks stay. The first 4 weeks of homestay fees are not refundable if you cancel homestay after arrival or leave the homestay before the end of the first 4 weeks.
3. Any refund of homestay fees will be given at the discretion of the College.
4. To change or leave a Homestay after the first 4 weeks, the host must be given at least 2 weeks (14 days) notice or paid 2 weeks in lieu (instead) of notice.
5. Meals included: Breakfast & Dinner (every day); Lunch (Saturday-Sunday i.e. weekends only).

6. Once a booking is made, the Booking Fee is NOT refundable under any circumstances.
7. Single Homestay refers to a single room, but there may be more than one student in the home. Shared Homestay refers to a shared room (2 in one room) and is available only to bookings of 2 or more students who already know each other.
8. By signing this form, you give the college, its employees, agents, representatives and associates express permission to forward and keep your personal details to perform this service on your behalf.
9. All conditions are subject to change without notice and other conditions may apply depending on Homestay families and Australian Government regulations.

GUARDIAN GUIDELINES AND CONDITIONS

Guardian/Carers are an important link between parents, Australian Pacific College (APC) and the student.

Minimum requirements for a guardian

1. A guardian must be a resident of NSW and over 21 years of age.
2. The guardian must be able to remain in Australia until the student is 18 years of age.
3. The guardian must be of sound character and have no criminal record.
4. The guardian must be responsible.
5. The guardian must complete all required documentation as requested by the college prior to commencement of the period of guardianship

Duties of a guardian

1. Maintain regular contact with the student and liaise with APC, homestay host and parents
2. Ensure the student has regular and punctual attendance at APC. Student visa regulations require a minimum of 80% attendance and failure to meet attendance requirements can lead to the cancellation of the student visa
3. Notify the APC coordinator and the Department of Immigration and Border Protection (DIBP) of any changes in address or living arrangements, in writing within 7 days. The guardian must sign the notification and provide full details of the new arrangements. If the student is under 18 years and the accommodation and welfare arrangements are approved by APC, then written approval must be obtained prior to the change of arrangement
4. Contact the parents and the APC coordinator in case of an accident, serious illness or medical emergency
5. Assist the student to seek necessary medical attention and obtain proper medical certificates in case of absence
6. Inform the parents promptly in the event of any problems, discuss solutions with parents and act promptly on their advice
7. Telephone or write to APC requesting leave for the student for medical, dental or any other appointments, specifying the dates and times of their absence
8. Liaise with the APC coordinator concerning behaviour, conduct or any issues that may affect the student's progress
9. Attend meetings at APC such as parent/teacher interviews, subject selection meetings and other APC meetings deemed necessary by the principal on behalf of the parents
10. Assist the student to understand APC and visa requirements and abide by them
11. Ensure that the number of students in their guardianship care at any one time is no more than five (5).