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
Given names
DOB:

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

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Parent declaration</th>
<th>Overseas contact details</th>
<th>Homestay/Guardian preferences</th>
<th>Local contact details</th>
<th>Other documents required</th>
</tr>
</thead>
</table>
| 1      | I would like the College/School to arrange homestay and/or guardianship for my child
        |              | ✓                  | ✓                        | ✓                            |                      |                         |
|        | q  Guardian (fees apply)
        |              | ✓                  | ✓                        | ✓                            |                      |                         |
|        | q  Homestay (fees apply)   | ✓                  | ✓                        | ✓                            |                      |                         |
| 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* |
| 3      | My child will be living with a relative** over age 21 and I will apply directly to Immigration to have these arrangements approved. | ✓ | ✓ | ✓ | Copy of relative’s passport (s) |
|        | NOTE: The college will not supply a CAAW in these cases. If you require a CAAW please select option # 4 | | | | Copy of approval from immigration* |
| 4      | I would like to appoint my own:
        |              | ✓                  | ✓                        | ✓                            |                      |                         |
|        | q  Guardian
        |              | ✓                  | ✓                        | ✓                            |                      |                         |
|        | q  Homestay   | ✓                  | ✓                        | ✓                            |                      |                         |
|        | Inspection fees & conditions apply | | | | | |
| 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


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

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given names</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family names</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship to student</td>
<td>☐ Mother ☐ Father ☐ Other</td>
<td>☐ Mother ☐ Father ☐ Other</td>
</tr>
<tr>
<td>Main contact person?</td>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C. HOMESTAY & GUARDIAN PREFERENCES (when College arranges homestay and/or guardianship services)

<table>
<thead>
<tr>
<th>Services required</th>
<th>Homestay start: ..... / ..../....</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homestay (accommodation)</td>
<td></td>
</tr>
<tr>
<td>Guardianship</td>
<td></td>
</tr>
<tr>
<td>Airport pick up</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Homestay Preferences</th>
<th>Has pets?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has children?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Is a smoker?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Allergies/dietary requirements

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

<table>
<thead>
<tr>
<th>Given names</th>
<th>Self appointed homestay details</th>
<th>Self appointed guardian details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>please write in column below “same as left” if you are appointed as homestay too</td>
</tr>
</tbody>
</table>

Given names

Family names

Email

Phone number

Mobile number

Address

Relationship to student

FOR HOMESTAY ONLY:

Names & dates of birth of all other people living at this address

1. ....../.......
2. ....../.......
3. ....../.......
4. ....../.......
5. ....../.......
6. ....../.......

Declaration

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.

Declaration signature(s)

Additional Documents to attach

- 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).