

# Welfare and Accommodation Approval Form

## Under 18 International Students

Melbourne Polytechnic International  
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Email: international@melbournepolytechnic.edu.au

1. This form is for under 18 international students only. **Do not** complete this form if you are over 18 or a citizen of Australia or New Zealand or permanent resident of Australia.
2. Please ensure all sections are completed clearly, typing or printing in BLOCK LETTERS. Missing or incorrect information may cause delays in the approval process.

### 1. STUDENT DETAILS

Student Number .....

Family name ..... Given names .....

Date of birth DD / MM / YYYY ..... Age .....

### 2. PARENT OR LEGAL GUARDIAN DETAILS

#### Father or legal guardian contact details

Name .....

Address .....

Telephone ..... Email address .....

#### Mother or legal guardian contact details

Name .....

Address .....

Telephone ..... Email address .....

### 3. WELFARE AND ACCOMMODATION ARRANGEMENTS

Please select one option from the list below.

**OPTION 1 – The student will reside in Australia with a parent or legal guardian – TO BE APPROVED BY DIBP**

**Note:** The parent or legal guardian must hold or have applied for a visa, such as a Student Guardian visa that allows them to remain in Australian until the student has turned 18 years of age. For this option a Confirmation of Appropriate Accommodation/Welfare (CAAW) letter is **not** required.

Family name ..... Given names .....

Date of birth DD / MM / YYYY ..... Age ..... Relationship to student .....

Address (where the student will be staying in Australia) .....

Telephone ..... Email address .....

**OPTION 2 – The student will reside in Australia with a nominated relative – TO BE APPROVED BY DIBP**

**Note:** The parent or legal guardian must hold or have applied for a visa, such as a Student Guardian visa that allows them to remain in Australian until the student has turned 18 years of age. A 'Nominated Relative' is defined by the DIBP as a brother or sister, step-brother or step-sister, step-parent, grandparent, step-grandparent, aunt or uncle, step-aunt or step-uncle, niece or nephew, step-niece or step-nephew. The person must be over 21 years of age and be of good character. For this option a CAAW letter is **not** required.

Family name ..... Given names .....

Date of birth DD / MM / YYYY ..... Age ..... Relationship to student .....

Address (where the student will be staying in Australia) .....

Telephone ..... Email address .....

Period of welfare arrangement from DD / MM / YYYY ..... to DD / MM / YYYY .....

**Note:** If the student will reside with an approved homestay host instead of the nominated relative, please also complete the homestay details in the following section.

**OPTION 3 – The student will enter an approved welfare arrangement with a guardianship company and homestay provider.**

**Note:** Welfare arrangements must be from at least 7 days prior to orientation and the start of your first course until either the completion of study or when the student has turned 18. For this option a CAAW letter is required.

**Guardianship details**

Please contact Professional Student Care at [www.piscaustralia.com.au](http://www.piscaustralia.com.au) to arrange suitable guardianship for the student.

Name of approved guardian .....

Telephone ..... Email address .....

Period of welfare arrangement from DD / MM / YYYY to DD / MM / YYYY

**Homestay details**

Please contact Family Homestay Services at [www.familyhomestay.com.au](http://www.familyhomestay.com.au) to arrange appropriate homestay for the student.

Name of homestay host .....

Address (where the student will be staying) .....

Telephone ..... Email address .....

Period of homestay residence from ..... to .....

**4. DECLARATION**

I understand and accept that:

- The care and accommodation arrangements approved on this form are for the period until the student completes their study or turns 18 and cannot be changed without prior consent from Melbourne Polytechnic International.
- Any requested changes to arrangements will require approval from the student's parents or legal guardian.
- Melbourne Polytechnic will consider changes to care arrangements in the following circumstances:
  - Failure on the part of the caregiver or accommodation provider to provide appropriate services to the student.
  - A parent arriving in Melbourne on a guardianship visa in order to resume care arrangements.
- Melbourne Polytechnic may insist on a change of care or accommodation arrangements in the following situations:
  - Failure on the part of the caregiver or accommodation provider to provide appropriate services to the student.
  - Dishonest or inappropriate behaviour by the caregiver or accommodation provider.
- Melbourne Polytechnic will withdraw the Confirmation of Accommodation and Welfare (CAAW) for the student if the student does not maintain the arrangements agreed upon in this form and withdrawal of the CAAW may result in cancellation of the student visa.
- The student must make contact with the Melbourne Polytechnic International within 5 days of arriving in Australia to confirm their arrival.
- I authorise Melbourne Polytechnic to check the student's visa conditions and status using the Department of Immigration and Border Protection (DIBP) Visa Electronic Verification Online (VEVO) system.
- I give permission to Melbourne Polytechnic to release information regarding the student's contact details, academic performance and results and attendance to the appointed welfare provider, to inform the welfare provider of their progress, and to the Australian Government to ensure that they are meeting their visa requirements.
- Excursions involving a class group leaving Melbourne Polytechnic campuses to undertake part of their learning may be required as part of the student's course of study. An *Excursion Form* and *Medical Authorisation Student Declaration Form* must be completed by the student's nominated guardian for each excursion the student will partake.
- Internet access is provided for academic, research and administrative purposes and the student agrees to the conditions of use outlined in the *Student Use of the Melbourne Polytechnic ICT Network policy* at <http://www.melbournepolytechnic.edu.au/explore-melbourne-polytechnic/rules-and-policies>.
- I certify that all information, including supporting documentation is correct.

Signature of father or legal guardian ..... Date DD / MM / YYYY

Signature of mother or legal guardian ..... Date DD / MM / YYYY

**5. DOCUMENTS**

Please ensure you attach the following documents with this form.

- A copy of student's passport bio page
- A copy of student's birth certificate or any other proof of relationship between student and the parent.
- Evidence of parent or legal guardian's identity including photo and signature (e.g. passport, driver's licence or official ID card).
- Evidence of legal guardianship of the student (if applicable)