

International Student Under 18 Agreement

Student Information

Student ID/application Number: _____

Family Name: _____ Given Names: _____

Date of Birth: ____ / ____ / ____ Email Address: _____

Nationality (as per passport): _____ Passport Number: _____

Parent Information (Legal guardian Information – evidence of legal guardianship required)

Relationship to student: _____ Contact number: _____

Family Name: _____ Given Names: _____

Home Address: _____

City: _____ Country: _____ Post/Zip Code: _____

Email address: _____

Emergency contact number in home country: _____

Emergency contact number in Australia (if applicable): _____

Nomination of the person responsible for the student's general welfares and supports

Option A1:

- Parent or legal custodian** (No CAAW required).

Option A2:

- An eligible relative over the age of 21.** (No CAAW required)

An eligible relative is a grandparent, brother, sister, aunt, uncle, niece, nephew or step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step-niece, step-nephew.

Please provide a certified copy of photo identification for the carer such as passport, or driver's license and complete the Parent/Legal Guardian Declaration. Student is to complete point 1 of the Student Declaration and sign. **Please complete the following:**

Relationship to Student: _____

Family Name: _____ Given Names: _____

Australian Address: _____

_____ Post Code: _____

Australian Phone No: _____

Option A3: (CAAW required)

- I would like *GBCA* to organise care giver/guardianship arrangements with GBCA approved guardian services provider.
ISA Guardian & Welfare Services – Victoria - Suite 1/Level 1 - 108 Bourke Street, Melbourne 3000, Australia,
Tel: + 31 3 9663 2887
Email: info@studentguardians.com
<http://www.studentguardians.com/index.php>

Please apply for approved welfare service via the website <https://admin.studentguardians.com/apply> . GBCA will only release CoE and CAAW when confirmation has been received from ISA Guardian & Welfare Services.

- Option A4:** (CAWW required)

I arranged a guardian to look after my child's welfare

Relationship to Student: _____

Family Name: _____ Given Names: _____

Australian Address: _____

_____ Post Code: _____

Australian home phone no: _____ Mobile: _____

Please provide evidence for the nominated guardian:

- Work with Children Check
- Victoria police check
- Driver licence/Passport
- Declaration of undertaking of guardian responsibilities
- Evidence of duty of care insurance

Accommodation arrangements for the student

Option B1:

- Residing with parent/ eligible relative (No CAAW required)

Option B2:

- I would like GBCA to organise homestay for my child (CAAW required)
Please indicate any special request such as: (religion, special religion related dietary request.

Option B3:

- My child will stay in a homestay arranged by me. (CAAW required)

Australian Address: _____

Name of the homestay host: _____ Emergency number: _____

Please provide evidence for the homestay host:

- Work with Children Check
 Victoria police check
 Driver licence/Passport

Student Declaration

- I declare that the information provided in this form is true and correct.
- If the Global Business College of Australia (GBCA) is accepting responsibility for my welfare, I understand that until I am 18 I must:
- Live in the GBCA approved homestay accommodation until the end of their welfare dates and not change that accommodation unless written agreement is obtained from the parent/legal guardian and GBCA;
 - Attend orientation, and meet with a GBCA Student Support Officer in the first week after their arrival in Australia;
 - Send to GBCA the completed SA043 Student deferral, Suspension cancellation application form and obtain permission from the Manager, Student Administration in case of late arrival to Melbourne. On arrival, I must make contact with the GBCA Student Support Officer.
 - Meet with a GBCA Student Support Officer to discuss academic progress every two weeks and at the end of each study term, or upon turning 18, whichever comes first.
 - Not stay overnight from the approved homestay address without written approval from the student's parent or legal custodian and the representative from GBCA.
 - Act responsibly, comply with Australian Law by not participating in illicit activities, and not partake in any risk taking behaviour.
- I give permission for GBCA to contact my parent/legal guardian, my welfare services provider or my homestay parents to discuss matters regarding my welfare if GBCA reasonably believes this to be necessary at any time while I am under 18.

Student Signature: _____ Date: _____

Parent/legal guardian Declaration

(If a student's legal guardian is signing this form, evidence of legal guardian decision is required)

- I declare that the information provided in this form is true and correct.
- I acknowledge and agree that my child will not change accommodation providers, support or welfare arrangements without written agreement from GBCA before my child's 18th birthday.
- I acknowledge and agree that where GBCA is accepting responsibility for my child's welfare and issue the Confirmation of Appropriate Accommodation and Welfare (CAAW), that my child will comply with the conditions listed in this agreement until his/her 18th birthday. In the event that my child does not comply with these conditions, I accept responsibility for transportation costs for my child to return home.
- I acknowledge and agree that if my child is residing in a homestay arrangement through a homestay accommodation provider arranged by GBCA, or that my child is registered with a GBCA approved guardian service and that we are responsible for all associated costs payable.
- I acknowledge that where Option A1, A2, B1 or B2 is chosen, that GBCA will not be accepting responsibility for my child's welfare. DIBP will approve the welfare and accommodation arrangements and GBCA is not required to issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter with the CoE.
- I give permission for a GBCA internet access account to be created for my child and acknowledge that my child will have unrestricted access to the internet through facilities and services offered by GBCA.
- I acknowledge and agree to pay the Under 18 student administration fee of \$500. I also acknowledge and agree to pay an addition of \$350 homestay/guardian inspection and approval fee if option **A4** or/and **B2** (above) is selected.

Parent/Legal Guardian's signature: _____ Date: _____

(a copy of a passport bio page of parent/legal guardian with signature must be attached with this form)

GBCA Student Admission Officer

The accommodation arrangements for the above student meet with my approval. I accept responsibility for the student's welfare.

Signature: _____ Date: _____

Declaration of undertaking of guardian responsibilities

I, the nominated care giver/guardian, am eligible to act as a responsible adult and I:

- am/are over 21 years of age
- have provided certified copies of 100 points of identification
- have provided a Police Check within the last 12 months
- have provided a current Working with Children Check
- have provided a current duty of care insurance certificate
- have provided evidence of permission to reside in Australia until the student has completed their course (eg. citizenship or a visa)
- have contacted the GBCA welfare officer to arrange a face – to – face interview (if new nominee) or phone interview (if existing nominee in the past 12 months)
- have provided details of the student accommodation and arrange inspection and approval with GBCA's welfare officer prior to GBCA's approval of CAAW (\$350 administration fee is payable)

The responsibility of Responsible Adult, which include:

- Ensuring the student's accommodation that provided is safe, appropriate and that it meets the standards required for GBCA Homestay
- Offer full security and safety orientation of the city and suburbs, including topics such as transport, entertainment venues, how to call for emergency assistance, police, ambulance, and medical emergencies.
- Provide twenty-four (24) hour, seven days a week telephone advice and emergency assistance if required.
- Attend school orientation days
- Cooperating with GBCA's inspection, approval and monitoring of the accommodation
- Complying with all GBCA guidelines and policies, including the GBCA Critical Incident Policy
- Having regular contact with both the student and his or her parents
- Acting on the parent or legal custodian's behalf in dealings with GBCA regarding the student
- Being readily available to discuss matters of concern to the Student's welfare, including health issues, medical emergencies, travel and accommodation arrangements
- Monitoring the academic progress of the student and notifying GBCA if there are concerns
- Notifying GBCA of any reasonable concerns regarding Student welfare, including all absences
- Fulfilling other responsibilities as requested by the student's parents / legal guardian
- Agree to engage ISA Guardian & Welfare Services – Victoria as the guardian of the student if I am absent from Melbourne for one week or more. I understand that this is on a fee basis and costs \$99 per week (subject to change).

I agree to carry out the responsibilities for overseas students as stipulated by GBCA in this form and its other policies.

Care giver/Guardian Name _____ Signature _____ Date: ___/___/___

I agree to nominate the above person as my child's care giver/guardian during his/her study with GBCA until he/she turns 18 years of age.

Parent/Legal Guardian Name _____ Signature _____ Date: ___/___/___