

## Appendix B

### HOMESTAY – GUARDIAN/CARER FORM



827 – 839 George Street (PO Box 707) BROADWAY NSW 2007  
Telephone (612) 1300 302 456 / 9217 4801 Fax (612) 9212 6721  
Email [isc@det.nsw.edu.au](mailto:isc@det.nsw.edu.au)  
Web: [www.internationalschool.edu.au](http://www.internationalschool.edu.au) [www.studyintafe.edu.au](http://www.studyintafe.edu.au)

Students under 18 years are required by the Department of Immigration and Citizenship (DIAC) to have adequate welfare arrangements as a condition of their student visa.

The New South Wales Department of Education and Training (the Department) and TAFE NSW approve arrangements for Student's accommodation, support and general welfare, if the Student is not to be accompanied by a parent or suitable relative as defined by DIAC. This approval requires accommodation to meet minimum standards and homestay hosts to take on a guardian / carer role for students under 18 years.

As a Homestay Host registered with .....(*Homestay Provider name*)  
I/we agree and undertake to the Department and or TAFE New South Wales and to the parents of the Student to become a guardian/carer to the Student. I/We understand that I/we are responsible for the welfare, support, care and supervision of the Student and agree to perform the following:

1. Welcome the Student into my home and include the Student in family activities.
2. Maintain regular contact and liaise between the Student, the School/College, and the Student's parents;
3. Familiarise the Student with the local area including the location of shops, banks, medical centres / hospitals and local transport, specifically transport to and from school.
4. Ensure the Student is aware of emergency numbers including 000, location of police stations and Australian laws pertaining to under 18 year olds;
5. Attend school meetings including enrolment interviews, parent/teacher interviews, subject selection meetings and other school or college meetings deemed necessary by the Principal/Institute Director on behalf of the parents;
6. Ensure that the Student attends regularly and punctually and advise the school/college in writing of any Student absences or lateness with an explanation. Student visas for school students require a minimum of 80% attendance;
7. Assist the Student to seek any necessary medical attention and ensure proper medical certification is obtained in case of absence and provided

to the school / college;

8. Provide in writing requests for short leave to the School/college for the Student to attend medical/dental appointments or other leave, specifying the dates and times of the absence;
9. Contact the parents, Homestay provider and School/Institute immediately in case of accident/serious illness or medical emergency;
10. Liaise with the School/college Coordinator concerning the Student's behaviour, or issues effecting the Student's course progress;
11. Assist the Student to understand school rules, expectations and visa requirements and abide by them;
12. Ensure there are adequate accommodation and welfare arrangements for Students during vacation periods, if the Student is not returning to their home country. Students under 18 years are not to undertake independent travel or holidays without adult supervision. Written approval must be obtained from parents if students are taking holidays with adult relatives or family friends. Such holidays must be within the vacation periods.
13. Notify the Homestay Provider and the School/college Coordinator of any intended changes to your address or living arrangements prior to those changes occurring or as soon as practicable. This notification must be in writing and provide full details of the new arrangements, and must comply with the Department's and DIAC requirements;
14. Notify the Homestay Provider if you no longer wish to act as Homestay host and guardian / carer for the student.
15. Notify the Homestay Provider and the School/college immediately if the student intends to move from your address;
16. Ensure that any other person over the age of 18 years who resides at your address contacts the Homestay Provider to obtain a Working With Children Check;
17. Inform the parents promptly in the event of any problems, discuss solutions and act promptly on their advice;
18. Agree to provide accommodation and care in accordance with the Required Standards set out on the Homestay Information for Parents Form attached, including fees charged and no more than 3 overseas students residing in your home.

**Please print Guardian/Carer details in ENGLISH**

Family Name .....  
Given Names .....  
Address .....  
Suburb / town.....Postcode.....  
Telephone No (H) .....(W).....(Mobile) .....  
Email .....

**Homestay Guardian/Carer Declaration**

I/We have read, understood and agree to undertake the responsibilities of the Homestay Guardian/Carer

as set out above for.....  
(Name of Student)

..... Date: .....

**Signature**

**Note: If the Guardian/Carer is in Australia on a visa, please provide a copy of the passport and current visa.**

**Student Detail**

The Student referred to in this Homestay – Guardian/Carer Form is

Student name:.....

DOB:.....ISC Reference No:.....

**Homestay Provider Detail**

The Homestay Provider relevant to this Homestay – Guardian/Carer Form

is .....

Contact detail .....

CRICOS Provider Name: NSW Department of Education and Training - Schools. CRICOS Provider Code: 00588M  
CRICOS Provider Name: TAFE NSW - Technical and Further Education Commission. Provider Code: 00591E