



Nomination of accommodation and responsible adult

Section 1: student and parent or legal custodian information

THIS SECTION MUST BE COMPLETED IN FULL

STUDENT INFORMATION	MALE	FEMALE	OTHER
FAMILY NAME: _____			
GIVEN NAME(S): _____			
STUDENT NUMBER (IF KNOWN): _____		DATE OF BIRTH: _____	
NAME OF PARENT(S) OR LEGAL CUSTODIAN(S) : _____			
RELATIONSHIP TO STUDENT: _____			
ADDRESS OF PARENT(S) OR LEGAL CUSTODIAN(S) : _____			
TELEPHONE OF PARENT(S) OR LEGAL CUSTODIAN(S): _____			
EMAIL OF PARENT(S) OR LEGAL CUSTODIAN(S): _____			

Section 2: nomination of responsible adult

To assist us in satisfying the requirements of the Department of Home Affairs, please select one of the following **FOUR** options:

- 1. Parent or Legal Custodian** – the student will reside with a parent or legal custodian (no CAAW form required)
- 2. Suitable relative*** – the student will reside with a suitable relative (no CAAW form required).
- A suitable relative is defined as either; a grandparent/stepgrandparent, brother/stepbrother, sister/stepsister, aunt/steпаunt, uncle/stepuncle, niece/nephew or stepniece/nephew
 - Aged at least 25
 - Of good character

Personal information of suitable relative

NAME OF SUITABLE RELATIVE: _____

RELATIONSHIP OF
SUITABLE RELATIVE: _____



ADDRESS OF
SUITABLE RELATIVE:

TELEPHONE OF
SUITABLE RELATIVE:

EMAIL OF
SUITABLE RELATIVE:

- 3. Responsible Adult** – the person responsible for the student’s welfare will be as set out below I/we the parent(s) and/or legal custodian(s) nominate:

Personal information of responsible adult

NAME:

RELATIONSHIP TO STUDENT:

ADDRESS:

TELEPHONE:

EMAIL:

4. “Your Care Team”- This is a paid additional AE service that provides general student support, 24 hour on- call care team assistance and first language counselling, academic counselling and guidelines to international students. This is in additional to the student services provided to all AE students.

Section 3: nomination of accommodation

Accommodation – the student’s residence will be as set out below.

Please select one from below:

1. AE homestay program
 I/we the parent(s) and/or legal custodian(s) have completed and signed the attached AE homestay application form
2. Residing with nominated responsible adult
3. Other accommodation nominated by parent/s or legal custodian*

PLEASE PROVIDE DETAILS BELOW:

NAME:

RELATIONSHIP TO STUDENT:

ADDRESS:

TELEPHONE NUMBER:

EMAIL ADDRESS:

*If ‘Other’ selected, the following must be provided:

- Working with Children’s Check/Police check
- Copy of driver’s license/passport



Section 4: declaration by parent/legal custodian

The supply of education and other services by Acknowledge Education Pty Ltd (AE) is subject to the general terms and conditions set out on AE's website. In particular, AE does not accept any duty of care and has no liability (including liability in negligence) to any person for any loss or damage, consequential or otherwise, suffered or incurred by that person attending any premises owned or occupied by AE or in relation to the services AE supplies. AE will undertake routine checks of accommodation and nominated adults selected for students according to our policies and procedures in discharging AE's responsibility in approving the suitability of the accommodation and welfare arrangements. However, AE is not responsible for the accommodation and general welfare arrangements. The student and the parents or legal custodian of the student should make their own enquiries regarding the suitability of those arrangements.

I/we, the parent(s) or legal custodian(s) of the student, authorise the person(s) or institution nominated in this form to act as my son or daughter's representative whilst he/she is enrolled at Acknowledge Education.

我理解这个文件中包含的所有内容

Tôi hiểu ý nghĩa của mọi đi ề u nêu lên trong văn bản này

PARENT/LEGAL CUSTODIAN SIGNATURE: _____ DATE _____

PARENT/LEGAL CUSTODIAN SIGNATURE: _____ DATE _____

Section 5: acceptance of responsibility by responsible adult

1. I, the nominated adult, agree and accept:

The role of responsible adult as detailed in this form and required by the Department. I am eligible to act as a responsible adult and:

- am over 25 years of age
- have provided certified copies of 100 points of identification
- have provided a current Working with Children Check (must have if living with student)
- have provided evidence of permission to reside in Australia until the student has completed their course (eg. citizenship or a visa)
- have contacted the AE Homestay Coordinator 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 arranged an inspection and approval with AE's Homestay Coordinator prior to Confirmation of Enrolment (\$200 administration fee is payable)

The responsibilities of responsible adult, which include:

- ensuring the student's accommodation that is provided is safe, appropriate and that it meets the standards required for AE's Homestay
- cooperating with AE's inspection, approval and monitoring of the accommodation
- complying with all AE's guidelines and policies, including the AE's 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 AE 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 AE if there are concerns
- notifying AE 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 AE's "Your Care Team" if I am absent from Melbourne for one week or more. I understand that this is on a fee basis and costs approximately \$60 per week (subject to change)

2. I, the responsible adult, confirm that the student's parent(s) or legal custodian(s) have given me authority to act on their behalf.

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

RESPONSIBLE ADULT SIGNATURE: _____ DATE: _____



OFFICE USE ONLY

- POLICE CHECK/WORKING WITH CHILDREN CARD
- DRIVER'S LICENSE OR PASSPORT
- HOMESTAY VISIT
- NOMINATED ACCOMMODATION HOST FORMS (IF APPLICABLE)
- APPLICATION APPROVED

APPROVED/DISAPPROVED BY: _____
HOMESTAY COORDINATOR/REGISTRAR

DATE: _____