



# Under 18's Student Welfare Form

January - December 2020

UNDER 18'S STUDENT WELFARE FORM 2020 - BRISBANE

### Student's Personal Details

Start Date:    End Date:

Family Name:

Given Name:

Date of Birth:    Gender: M  F

Nationality:

Passport Number:

### Parent/Legal Guardian Personal Details

Family Name:

Given Name:

Date of Birth:

Nationality:

Country of Residence:

Australia  Other

Address:

Telephone (Home):

Telephone (Mobile):

Email Address:

Relationship to Student:

Father  Mother  Guardian

Signature:

IMPORTANT: Please attach a photo ID showing: Photo, Full Name, Signature

### Airport Transfers for Students

- OPTION 1**
- Shafston Airport Greeting, Return and Under-18 Check in Service**
- (Please note that the Under-18 Check in service is compulsory for all students aged 12 - 17 years old. Fees apply as indicated on International Application Form). Students who are classed as an unaccompanied minor by their chosen airline must purchase the unaccompanied minor pick-up service.
- OPTION 2**
- Alternative Airport Transfer arranged by student's guardian**
- (must be completed if Welfare is to be provided by Shafston. Please note that this option is subject to approval by Shafston International College).

Complete if you ticked OPTION 2.

### Person Providing Airport Transfer Details

Name of Person:

(Greeting & Transferring Student from the Airport to their Accommodation)

Relationship to Student:

Date of Birth:

Address in Australia:

Telephone:

Email Address:

### Accommodation Arrangements for Students: Option 1 - Parents/Guardian

I, the Parent or Legal Guardian, hereby advise that I will be living in Australia and will take full responsibility for my child's accommodation while he/she is enrolled with Shafston International College.

Address:

(Parent's/Legal Guardian's Address in Australia)

Telephone in Australia:

### Accommodation Arrangements for Students: Option 2 - Relatives

I, the Parent or Legal Guardian, hereby agree that my child will live under the care of a relative that is nominated by me. I agree that my child will not be left on their own or in the care of minors, agents or persons unknown to Shafston International College, even for a short period of time. The nominated relative is either:

- A parent, adoptive or step-parent, brother, sister, step-brother, step-sister, grandparent, step-grandparent, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece, step-nephew (but not cousins);
- Has permission to reside in Australia until the student turns 18 or their visa expires;
- Aged at least 21 years old.

Relative's Family Name:

Relative's Given Name:

Telephone (Home):

Telephone (Mobile):

Email Address:

How will the student commute to Shafston each day?

IMPORTANT: Please attach a photo ID (Australian Driver's License and/or Passport)

### Accommodation Arrangements for Students: Option 3 - Homestay

Shafston approved Homestay Family.

**Details of homestay will be provided via the Homestay confirmation letter once confirmed.**

# Under 18's Student Welfare Form

## Terms & Conditions

### 1. Parent(s) and/or Legal Guardian(s):

1.1 The Parent(s) and/or Legal Guardian(s) must complete the "Under 18's Student Welfare Form," and understand and accept the terms & conditions outlined on page 2 for each student under 18 years old that wishes to apply to study at Shafston International College.

1.2 Should the Parent(s) and/or Legal Guardian(s) select option 1 or option 2 pertaining to the student's accommodation, the Parent(s) and/or Legal Guardian(s) understands that they must inform Shafston International College of any changes to the accommodation arrangements, including (but not limited to) any change of address or change of circumstances pertaining to the student's accommodation.

1.2.1 Under no circumstances should any under 18 students live in a Backpackers and/or Hostel, or with other students or minors in a share house, or on their own.

1.3 Should the Parent(s) and/or Legal Guardian(s) select option 3 pertaining to the student's accommodation and the Parent(s) and/or Legal Guardian(s) wishes to make changes to the arrangement, the Parent(s) and/or Legal Guardian(s) agrees to provide at least two weeks' notice to Shafston International College. The Parent(s) and/or Legal Guardian(s) understands that the request to make changes to the existing arrangement is subject to approval by Shafston International College.

1.3.1 Under Australian Government law, Shafston International College is held responsible for the care and welfare of all of its students under 18 years of age, which means that Shafston International College has the right to reject the request to make any changes to the existing arrangement.

1.3.2 The Parent(s) and/or Legal Guardian(s) understand that it may take quite some time to find a suitable Homestay Family, so please allow the Homestay Department as much time as possible to secure an appropriate Homestay Family.

1.4 From time to time, Shafston's teachers and Activities Centre may arrange 'off-campus' class activities. Parent(s) and/or Legal Guardian(s) hereby give consent for the student to attend all excursions organised through Shafston International College for the entire duration of their studies at Shafston International College.

1.5 Should the student require completion of the Form 1257 - Undertaking Declaration, a minimum of 1 week notice must be given to Shafston International College.

### 2. Shafston International College

2.1 Shafston International College will notify the relevant Education Agency and/or the student's Parent(s) and/or Legal Guardian(s) should any students under the age of 18 years old is found to be in a situation of inadequate care or faces danger to personal security or has been frequently absent from class without reason.

2.1.1 Shafston International College has a legal duty to report any issues pertaining to low attendance or issues with the welfare of the student to the Department of Immigration and Citizenship.

2.2 If the student's enrolment is suspended or cancelled, Shafston International College will report the matter to the Department of Immigration and Citizenship. Shafston International College will closely liaise with the student's Education Agent and/or the Parent(s) and/or Legal Guardian(s) to find alternative care arrangements before relinquishing welfare responsibilities.

2.3 Should the Parent(s) and/or Legal Guardian(s) select option 3 pertaining to the student's accommodation, the Homestay Department at Shafston International College will carefully select a suitable Homestay Family to care for the student.

2.3.1 The Homestay Department at Shafston International College, with the support from the Marketing & Student Services Team will assist the under-age student to adjust to life in Australia and studying at Shafston International College.

2.3.2 The Homestay Department at Shafston International College will maintain frequent contact with the Homestay Family to ensure that there are no issues or problems.

2.3.3 The Homestay Department at Shafston International College will arrange to meet the under-age student initially one week after commencement of their program at Shafston International College to discuss the student's welfare. The second meeting will take place three weeks after the student's arrival. Subsequent to the second meeting, the Homestay Department will determine if following meetings should be held on a fortnightly or monthly basis.

2.3.4 Any issues or problems raised must be brought to the attention of the Homestay Manager, who will act upon the information in an appropriate manner within 7 days of receiving the notice of the issue.

2.3.5 If the Homestay Department is unable to find a suitable Homestay Family, we will contact the student's Education Agent and/or Parent(s) and/or Legal Guardian(s) immediately and alternative arrangements will need to be organised and a new "Under 18 Welfare Form" signed.

### 3. Homestay Families hosting Under-18 Students:

3.1 It is the duty of the Homestay Family to report any problems, concerns or unexplained absences promptly to the Homestay Department at Shafston International College.

3.2 All members who are 18 years and older that are residing permanently in the Homestay Family home must hold a current Queensland Government approved "Blue Card," which determines a person's eligibility to work with children and young people.

3.3 The Homestay Family should make the utmost effort to only speak English in the home and assist the student to practice English.

3.4 The Homestay Family must provide a safe environment, which is clean, comfortable and well-maintained. The student's bedroom is to be private, clean and warm and the student must be provided with good healthy food, laundry facilities and a supportive environment.

3.5 The Homestay Family is to provide Homestay care as per the type of care agreed upon with Shafston International College.

3.6 There are not to be any other international students of the same nationality or who speak the same language residing in the home, unless approved by Shafston International College and the Parent(s) and/or Legal Guardian(s).

### 4. Under-18 Homestay Rules: (please note that this is only applicable for students aged 16 years and above. Students under 16 must remain with their host family at all times.)

4.1 Should the Parent(s) and/or Legal Guardian(s) select option 3 pertaining to the student's accommodation, the following Homestay rules will be applied to the student:

4.1.1 Curfew is strictly set to 9:00pm for the student.

4.1.2 The student must maintain regular contact regarding their whereabouts with their Homestay Family when outside the Homestay Home. An indication of estimated pick up time or arrival to the family home must be clearly articulated by the student.

4.1.2.1 The student must carry a mobile phone with an existing working phone number whilst in Australia to assist in maintaining contact with the Homestay Family.

4.1.3 Strictly no alcohol, smoking or drugs.

4.1.4 No friends allowed in the student's bedroom.

4.1.5 Should the student be absent from school, the Homestay Department and Homestay Family must maintain contact.

4.1.6 The Homestay Family must not be absent overnight whilst the student is staying with them. Should the Homestay Family require to be absent overnight, they must arrange for another adult to stay in their home (this must be put in writing to the Homestay Department and is subject to approval by the Homestay Manager).

4.2 The Parent(s) and/or Legal Guardian(s) agrees to discuss the above rules with the student prior to arrival to the Homestay Home.

4.3 The Homestay Family may enforce additional house rules, which may not be listed above in 4.1. Should there be any disagreements regarding the Homestay Family rules, the Homestay Department should be notified and the department will assess the rule in dispute.

**By signing below, you, the Parent(s) and/or Legal Guardian(s) acknowledge that you have read, understood and agree to adhere to the terms and conditions listed on page 2.**

**Shafston International College is unable to process any enrolments until all details have been completed on this form, and the terms & conditions has been signed by the Parent(s) and/or Legal Guardian(s).**

**PLEASE RETURN YOUR COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTS TO: [homestay.admin@shafston.edu](mailto:homestay.admin@shafston.edu)**

## Declaration

Print Full Name:

Signature:

Date:  Day  Month  Year

Mother:  Father:  Guardian: