

# Under 18's Student Welfare and Accommodation Form

January - December 2024

Student's Personal Details			
Family Name:		Given Name:	
Date of Birth:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality:		Passport No:	

Parent/Legal Guardian Personal Details			
Family Name:		Given Name:	
Date of Birth:		Nationality:	
Country of Residence:	<input type="checkbox"/> Australia <input type="checkbox"/> Other	Relationship to Student:	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian
Address:			
Email:		Telephone(Mobile):	

## Airport Transfer

Airport Pick Up for Students	
<input type="checkbox"/> OPTION 1	Shafston Airport Pick Up Service and Arrival Unaccompanied Minor <small>(Please note that the Arrival Unaccompanied Minor is compulsory for all students aged 12-15 on all visa type, aged 16-17 on student visa and under a SHAFSTON Confirmation of Appropriate Accommodation and Welfare (CAAW), or all students that have booked an airline UM service. Fees apply as indicated on International Application Form.)</small>
<input type="checkbox"/> OPTION 2	Alternative Airport Pick Up arranged by student's guardian <small>(must be completed if Welfare is to be provided by Shafston. Please note that this option is subject to approval by Shafston International College).</small>

*Complete if you ticked OPTION 2   Person Providing Airport Pick Up Details			
Name of Person: (Greeting & Transferring Student from the Airport to the Accommodation)			
Relationship to Student:		Date of Birth:	
Telephone:		Email Address:	
Address in Australia:			

**IMPORTANT:** Please attach an ID showing Photo, Full Name, and Signature if a student is under Shafston CAAW.

Airport Drop Off for Students	
<input type="checkbox"/> OPTION 1	Shafston Airport Drop Off Service and Departure Check In <small>(Please note that the Departure Check In is compulsory for all students aged 12-15 on all visa type, aged 16-17 on student visa and under a SHAFSTON Confirmation of Appropriate Accommodation and Welfare (CAAW), or all students that have booked an airline UM service. Fees apply as indicated on International Application Form.)</small>
<input type="checkbox"/> OPTION 2	Alternative Airport Drop Off arranged by student's guardian <small>(must be completed if Welfare is to be provided by Shafston. Please note that this option is subject to approval by Shafston International College).</small>
<input type="checkbox"/> OPTION 3	No Airport Drop Off Service needed as continue further studies after completing Shafston.

*Complete if you ticked OPTION 2   Person Providing Airport Drop Off Details			
Name of Person: (Transferring Student from the Accommodation to the Airport)			
Relationship to Student:		Date of Birth:	
Telephone:		Email Address:	
Address in Australia:			

**IMPORTANT:** Please attach an ID showing Photo, Full Name, and Signature if a student is under Shafston CAAW.

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## Accommodation Arrangement

### Accommodation Arrangements for Students: Option 1 - Parents/Guardian (No Shafston CAAW issued)

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 (No Shafston CAAW issued)

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:	
Relationship to Student:		Date of Birth:	
Address in Australia:		Email Address:	
Telephone (Mobile):		How will the student commute to Shafston each day?	

**IMPORTANT:** Please attach both pages of the **relative's** driver license or 18+ card if a student is on student visa.

### Accommodation Arrangements for Students: Option 3 - Accommodation nominated by parents/ Guardian (Shafston CAAW issued for students visa)

I, the Parent or Legal Guardian, hereby request that my child will live under the care of a person that is nominated by me. In the case of a student is on student visa: I agree that the nominated person must meet the criteria of Shafston homestay family in order to register as Shafston homestay family and the following:

- Non-Shafston Homestay Registration and Arrangement fee applied as indicated on International Application Form.
- Weekly Welfare guardianship applied as indicated on International Application Form.

Refer to <https://shafston.edu/homestay-families/> to register Shafston homestay.

Nominee's Family Name:		Nominee's Given Name:	
Address in Australia:		Email Address:	
Telephone (Home):		How will the student commute to Shafston each day?	

**IMPORTANT:** Please attach both pages of the **nominated person's** driver license or 18+ card if a student is on student visa.

### Accommodation Arrangements for Students: Option 4 - Shafston Homestay (Shafston CAAW issued for students visa)

Shafston Homestay Family.

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

**NOTE:** Accommodation and welfare arrangements for students under 18 years of age and holding a student visa must be approved in accordance with the National Code of Practice for Providers of Education and Training to Overseas Students. Compliance with these requirements will enable Shafston to issue a Confirmation of Enrolment (COE) and a Confirmation of Appropriate and Welfare (CAAW) form where applicable. You will need these documents to apply for your student visa.

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### Terms and Conditions

In these terms and conditions:

**Guardian** means the Shafston College Under 18 Guardianship Service or a Department of Home Affairs approved guardian, whichever is applicable to your child;

**Accommodation Provider** means one of the Shafston-approved accommodation providers listed on the Under 18 Welfare and Accommodation form.

**Homestay** means a homestay provided by the Shafston College Homestay Accommodation Service.

#### 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 and Accommodation Form," and understand and accept the terms & conditions outlined on page 3 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 Student Welfare 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 Student Welfare 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 Student Welfare 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 Student Welfare 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 Welfare 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 Student Welfare 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 and Accommodation 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 Student Welfare 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.

#### 4. Under-18 Homestay Rules:

- 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 7:00 pm 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 Student Welfare 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 Student Welfare Department and is subject to approval by the Student Welfare 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:**  
admissions@shafston.edu

### DECLARATION

**Print Full Name(Parents or legal guardian):**

**Signature:**

### IMPORTANT:

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

**Date:**

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Mother:**

**Father:**

**Guardian:**