



GUARDIAN/CARER REQUIREMENTS AGREEMENT FOR UNDER-18 STUDENTS

This information is not applicable to the parent/(s), legal custodian/(s) or suitable relative of a student. If you are the parent/legal custodian or suitable relative of a student you need to provide proof you are able to stay in Australia for the duration of the student's proposed study and that the student will reside in accommodation you provide/approve (if you are applying for a student guardian visa, please provide proof of this).

A suitable relative is defined as a parent, spouse, de facto partner, a child, brother or sister of the applicant, step-child, step-parent, step-brother or step-sister of the applicant, grandparent, grandchild, aunt, uncle, niece or nephew, or a step-grandparent, step-grandchild, step-aunt, step-uncle, step-niece or step-nephew of the applicant. Where a student will be in the care of a relative (who is not the parent or legal custodian) then they MUST be over 21 years of age.

A guardian or Carer is simply referred to as a Carer for the remainder of this document. By completing and signing the agreement you confirm that you have read, understand and agree to all of the following:

A student applying to study at WAIFS who will be under 18 years of age for any period of time before or during their studies at WAIFS needs a *Carer* who:

The *Carer* understands that the enrolment of the student cannot be finalised until all forms and supporting information are supplied to WAIFS as required from the parent/legal custodian and the *Carer*.

The *Carer* must be a relative of the student as defined by the Department of Home Affairs (DoHA). See: <https://www.homeaffairs.gov.au/> or

The *Carer* must have been nominated by a parent/legal guardian as an approved *Carer* for the student. The approval must be made in writing to WAIFS by the parent/s or legal guardian to admissions@waifs.wa.edu.au.

The requirements are as follows:

1. The *Carer* must be over 21 years of age and reside in Perth full-time.
2. The *Carer* must possess a functional level of proficiency in English for effective communication with *staff* at WAIFS or others if *and* when necessary.
3. Advise WAIFS' staff within five days if any changes occur regarding arrangements agreed to within this document.
4. The *Carer* must be of good character.
5. The *Carer* will be required to provide evidence to WAIFS of a Working With Children Check (WWCC). Details on how to obtain a WWCC can be accessed from the Department of Child Protection website at www.checkwwc.wa.gov.au/checkwwc
6. The *Carer* must remain in Australia until the student under their care turns 18 years of age. If the *Carer* needs to leave Australia for any period of time while the student remains in Australia, the *Carer* must apply to WAIFS for a temporary *Carer* to take over responsibility for the accommodation, health and welfare of the student. The *Carer* must not leave Australia without permission being received from WAIFS. If WAIFS do not grant permission the student must go with the *Carer*.
 - The *Carer* agrees that they will not leave the student in Australia without appropriate care arrangements being approved by WAIFS.
 - The *Carer* agrees that if WAIFS do not approve care arrangements, the student will leave Australia with them.
7. The *Carer* provides/organises appropriate full-time accommodation for the student until the student reaches 18 years of age.



West Australian Institute of Further Studies

8. The student should, at a minimum, have:
 - an appropriate, quiet area for study,
 - their own private bedroom,
 - access to a suitably private bathroom
 - internet access
9. The *Carer* works with WAIFS and its staff to ensure the safety and well-being of the under 18 student.
 - (i) A member of staff from WAIFS is required to attend the premises where the student will be staying before the visa application is lodged. The staff member will assess their suitability as accommodation for an under-18 student (requirements may vary based on religion/gender).
 - (ii) A member of staff from WAIFS will contact the *Carer* at least every 6 months to confirm that appropriate accommodation and living support is being provided to the student.
 - (iii) At least once every 12 months (more often if there are concerns) a staff member from WAIFS will attend the premises to check their ongoing suitability.
 - (iv) The *Carer* agrees to responding to phone calls, texts and emails from a WAIFS staff member, which are related to the student, in a timely manner (within 3 working days). The *Carer* also agrees to provide such information and responses as are reasonably requested to enable the WAIFS staff member to be assured that the student is well and well looked after.
 - (v) The *Carer* agrees to allow access to the premises where the student is staying while under 18 by a WAIFS staff member as required and within 5 working days of the request being made to the *Carer* in writing by email/text message or by phone call or face to face.
 - (vi) The *Carer* must be available to meet with a WAIFS staff member *at least once a semester*.
 - (vii) The *Carer* must be able to contact the parent/s/legal guardian if *and* when necessary.
 - (viii) The *Carer* will be required to be involved with WAIFS in any and all matters relevant to the enrolment of the under-18 student at WAIFS. This includes (but is not limited to) matters such as attendance, academic progress, grievances, behaviour and future study requirements
 - (ix) The *Carer* is responsible for ensuring the student attends all scheduled classes (unless ill) and dedicates enough time to their course to progress in their course.
10. The *Carer* is responsible for ensuring the maintenance of the student's health and medical well-being and be able to authorise emergency medical procedures. The *Carer* must deal with issues of both consent to and payment for medical treatment. If necessary, the *Carer* should obtain permission from the student's parent/custodian to sign medical forms.
11. The *Carer* must ensure the student is aware of all applicable laws in Western Australia and explain to them the seriousness of not adhering to such laws e.g. under-age drinking, drugs, stealing, speeding.
12. The *Carer* takes full responsibility for the overall well-being of the student, providing pastoral care, financial and legal assistance as required. The *Carer* is responsible for promoting the student's social and emotional well-being.

This agreement expresses WAIFS expectations and outlines the necessary requirements needed by a Carer for an under 18- student. I confirm below that I have read and understood this agreement.

Name: _____

Date: _____

Address: _____

Signature: _____