

PERSONAL DETAILS

Full name: _____ Relationship to the student: _____

Residential Address: _____ Suburb/city: _____ State: _____ Postcode: _____

Email Address: _____ Phone number: _____ Country: _____

I declare that I am the legal parent of (Student's full Name) _____

and (select any option below)

SECTION A. CAREGIVING OPTIONS (SELECT 1 OF THE OPTIONS BELOW)

OPTION 1 – TRAVELLING WITH A PARENT / APPLY FOR ANY TYPE OF VISA

I reside in Australia and will act as the primary contact and caregiver for the student during their course duration and agree that:

- At least one parent will, at all times, reside with my child for the entire period of his/her enrolment in the school. Failure to follow this rule, will lead to the termination of my child's enrolment
- I will advise the school of any changes to my address or contact details during the period of my child's enrolment
- If I need to leave temporarily or make temporary welfare arrangements for my child, I will contact the school and will not depart until I have written approval from IH Sydney Training Services Pty Ltd

*** Please attach a copy of parent's passport. Please provide your signature on page 6.**

OPTION 2 – APPLY TO NON-STUDENT VISA HOLDER ONLY

I give authority to the person below to accompany my child to and from the school (Must be over 21 years old, Australian Citizen or permanent Australian resident residing in Australia during the student's course period).

Caregiver Full name: _____ Relationship to the student: _____

Australian Address: _____ Suburb/city: _____ State: _____ Postcode: _____

Email Address : _____ Phone number: _____ Country: **Australia**

And act as their caregiver for the entire course duration.

For additional Caregiving Information, please refer to pages 5 and 6.

OPTION 3 – REQUEST ACCOMMODATION BY THE SCHOOL/ NON-STUDENT VISA HOLDER

I give authority to IH Sydney Training Services Pty Ltd to place my child under care of a Host Family/ MILC Boarding School.

Extra information required: Homestay/MILC Boarding Information (Page 2, 5 and 6)

OPTION 4 – REQUEST CONFIRMATION OF APPROPRIATE ACCOMMODATION AND WELFARE (CAAW) / APPLY FOR STUDENT VISA HOLDER

My child requires the Confirmation of Appropriate Accommodation and Welfare (CAAW) letter, whereby the accommodation or parent nomination service is arranged by the school.

Please complete page 2 and 3.

Extra information required: Homestay/MILC Boarding Information (Page 2, 3, 4, 5 and 6)

SECTION B. ACCOMMODATION ARRANGEMENTS

I give the authority to IH Training Services Pty Ltd to place my child under care of a Host Family/ MILC Boarding School. Please complete Accommodation information in the following section.

1. ACCOMMODATION OPTIONS:

Check-in Date: _____	Check-out Date: _____
----------------------	-----------------------

IH Sydney	IH Melbourne/ MILC	IH Gold Coast
<input type="checkbox"/> Homestay	<input type="checkbox"/> Homestay	<input type="checkbox"/> Homestay
	<input type="checkbox"/> MILC Boarding	

- *Student must book homestay for full duration of course
- *At least 6 weeks notice is required for accommodation requests
- *Airport transfer is mandatory for under 18 students, unless accompanied by parents

I require Airport pick-up for my child*

Airport for Arrival: _____ Flight number: _____ Date: _____ Time: _____

- *The Parent consent form must be provided if your child is picked-up by a relative/family friend at the airport
- *Flight details must be provided at least 4 weeks before arrival. Please notify us 2 weeks prior if there is a visa delay

I require Airport drop-off for my child*

Airport for Departure: _____ Flight number: _____ Date: _____ Time: _____

- *The Parent consent form must be provided if your child is dropped off by a relative/ family friend at the airport
- *Compulsory late check-out fees apply for flights departing after 1pm

Optional: For Departure only

Unaccompanied minor service with luggage and check-in assistance at the Airline counter for boarding pass and escort to the departure gate (Additional fees apply)

Does your child have any allergies or medical conditions? NO YES
 (Please describe medical condition and attach medical letter in English)
 Details: _____

Is your child okay with pets? NO YES
 Details: _____

Do you have any special accommodation requests? NO YES
 Details: _____

Does your child have any special diet requests? (Additional fees apply) NO YES
 Details: _____

Is your child okay living with other children? NO YES
 Details: _____

Is your child a smoker? NO YES

2. OR PARENT NOMINATION

I give authority to the nominated relative below to accompany my child to and from the school (must be over 21 years old, Australian Citizen or permanent Australian resident living in Australia during the student's course period). My Child requires the Confirmation of Appropriate Accommodation and Welfare letter (CAAW).

If you choose this option, IH Sydney Training Services Pty Ltd will need to approve your accommodation and welfare arrangements. You need to present the CAAW letter from IH Sydney Training Services Pty Ltd to Department of Home Affairs (DHA) when applying for your Student Visa.

'Relative' is defined as parent or adoptive or step-parent, brother, sister, step-brother, step-sister, grandparent, step-grandparent, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece or step-nephew. (Parent Nomination Fee applies)

Relative name: _____ Relationship to the student: _____
 Australian Address: _____ Suburb/city: _____ State: _____ Postcode: _____
 Email Address : _____ Phone number: _____ Country: **Australia**
 Working with Children Check Number (WWCC) _____ WWCC Expiry Date: ___/___/___

- Please provide a copy of WWCC
- The parent agrees that for any changes his/her child's accommodation, a new parent nomination fee for inspection arrangements apply, in order to issue a CAAW letter
- Students under the age of 18 years requiring CAAW must, upon arrival in Australia, go directly to the relative's accommodation nominated by the parent
- In signing the CAAW required for Student Visa processing, IH Sydney Training Services Pty Ltd is undertaking an important responsibility by confirming to Department of Home Affairs (DHA) that appropriate arrangements have been made for the student's accommodation, support, and general welfare

Extra information required: Caregiving Contract Form (Page 4)

RELATIVE MUST PROVIDE ID/PASSPORT

SECTION C. CAAW ARRANGEMENTS (TERMS AND CONDITIONS)

- Students under the age of 18 years with a CAAW must have IH Sydney Training Services Pty Ltd approved airport pick-up arrangements. The parent must provide the child's flight details to the school and Homestay Provider to arrange airport transfers.
- Prior to the commencement date of your course, IH Sydney Training Services Pty Ltd will contact you requesting confirmation of your child's exact flight arrival details before providing the homestay profile.

In consideration of International House Training Services Pty Ltd (IHSTS) accepting my child as a caregiving student, I agree to and do hereby indemnify (IHSTS), its officers and employees, from and against all action suits, damages claims and demands arising out of any illness or accident or death which may occur to the above named student during or as a result of any activity or function during the period of the student studying with at (IHSTS).

I further authorise any (IHSTS) officer or employee in the event of illness or accident to obtain such medical assistance or treatment for the above-named student, including any anaesthetic or blood transfusion as he or she may consider necessary and for this purpose to engage any doctors, nursing assistance or hospital accommodation and in this event, I agree to pay on demand all such medical and hospital fees. I further agree to pay all such reasonable expenses incurred by (IHSTS) in communicating with me or members of the student's family.

I also confirm that my child (12 to 17 years) has my consent to the following:

- Travel from the residence of their host/caregiver to the School Campus, on public transport and without an adult present, to attend their daily classes (if under 12 must be accompanied by an adult)
- Travel from the School Campus to the residence of their host/caregiver, on public transport and without an adult present, after their daily classes & activities
- Leave the School Campus during the allocated break to purchase lunch in a nearby food outlet, without an adult present - Participate in all activities and excursions organised and supervised by the school including sporting activities (soccer, rugby...)

IH Sydney Training Services Pty Ltd follows procedures to ensure that the responsibilities it undertakes in signing CAAW letter to your child is fulfilled. If you require IH Sydney Training Services Pty Ltd to provide you with a CAAW letter, you must agree to the following:

- This section should be completed by the student's parents or legal guardian intending to apply or having already been approved by the Department of Home Affairs (DHA), to provide care arrangements
- For further details please see the Department of Home Affairs (DHA) website at www.homeaffairs.gov.au
- If you choose for your child to reside in your relative's residence, IH Sydney Training Services Pty Ltd Homestay Provider will visit the home and meet with the prospective relative and family to ensure that the accommodation and welfare arrangements are adequate.
- The relative and family members in the residence must provide Work with Children Check. This option is subject to inspection by the Homestay Provider arranged by IH Sydney Training Services Pty Ltd Parent Nomination fees apply
- It is agreed that a new application must be approved by the school should the parent need to change accommodation for his/her child after the initial CAAW has been approved previously by the school
- The parent agrees that for any changes his/her child's accommodation, a new parent nominate fee for homestay arrangements apply, in order to issue a new CAAW letter
- Students under the age of 18 years with a CAAW must have IH Sydney Training Services Pty Ltd approved airport pick-up arrangements. The parent must provide the child's flight details to the IH Sydney Training Services Pty Ltd and Homestay Provider to arrange airport transfers
- Prior to the commencement date of your course, IH Sydney Training Services Pty Ltd will contact you requesting confirmation of your child's exact flight arrival details before providing the homestay profile
- Students under the age of 18 years requiring CAAW must, upon arrival in Australia, go directly to the relative's accommodation nominated by the parent
- In signing the CAAW requirement, IH Sydney Training Services Pty Ltd is undertaking an important responsibility by confirming to Department of Home Affairs (DHA) that appropriate arrangements have been made for the student's accommodation, support, and general welfare

Declaration by the parent:

I declare that I have read and understood the terms and conditions for obtaining CAAW by IH Sydney Training Services Pty Ltd and the information provided by me is true and correct.

Parent's name: _____ Parent's signature: _____ Date ___/___/___

OBLIGATIONS OF THE CAREGIVER/PARENT

The role of the caregiver is to appropriately supervise the student, both inside and outside the school, during their period of stay in Australia. The caregiver will inform the parent of any problems during the student's stay in Australia and for the period of their education. The respective roles of the caregiver and parent are outlined below.

1.1 School Attendance:

- Please note that parents/guardians are required to drop off and pick up the student at school. Parents are asked to leave the premises during class time.
- The student's visa requires 80% minimum attendance. Please ensure the student attends classes and on time.
- If the student is to be absent/sick, please notify the school at the beginning of the day.

Sydney

sssydneycity@ihsydney.com.au

Melbourne

ssmelbourne@ihsydney.com.au

Gold Coast:

ssgoldcoast@ihsydney.com.au

- Ensure the student is appropriately supervised at all times outside of school hours, including social activities

1.2 Behaviour:

- Ensure the student behaves appropriately in class and on premises, as required of young people under 18 years in Australia
- Caregiver to provide regular feedback to the school and the parents regarding any behaviour or conduct affecting the student's progress
- Ensure the student is aware of 24-hour emergency numbers, which is 000, and Australian laws relating to under 18 years old

1.3 Communication: when communicating with IH Sydney Training Services Pty Ltd staff please use English

- Attend teacher interviews, if requested.
- Email Student Services to ask for leave of absence for the student. For example: sickness, medical appointments, family visit
- Attend any briefings or meetings, as required by IH Sydney Training Services Pty Ltd
- Caregiver/parent to sign all documents (including excursion approvals)
- Caregiver to advise the parents in writing of the student's living, travel, and excursion arrangements
- Caregiver to inform the parents promptly of any issues with their child

1.4 Medical Attention:

As a caregiver, you must assist the student in seeking any necessary medical attention and ensure proper medical certification is obtained in case of absence from class. In circumstances where the caregiver is unable to provide emergency transport, the student's parents will be responsible for the cost of this transport, For example: the taxi fare to the doctor's surgery or to return to the homestay residence for rest.

- **Medical Emergencies** – Caregiver: Contact the parents and the school where the student is involved in an accident, has a serious illness, or requires urgent medical attention
- **Personal Assistance** – Caregiver: Help the student with any personal, cultural or resettlement problems and any other problems associated with the student's stay and study
- **Contact Details** – Caregiver: Ensure your contact details, and any subsequent changes in those details, are provided to the student, parents, and the school
- **Availability:** Be available for the student and the school in case of emergencies, at all times

CAREGIVING CONTRACT FORM

OBLIGATIONS OF THE PARENTS WHO ARE NOT ACCOMPANYING THEIR CHILD TO AUSTRALIA

- **Contact details:** Provide to the school all relevant contact information so that the caregiver can communicate with you at any time in case of an emergency
- **Authority:** Authorise the caregiver and the school to communicate and obtain information from the student, and to sign all documents including excursion approvals, on their behalf
- **Any other relevant information:** Provide any relevant information which will aid in caring and supporting the student during their period of study in Australia, i.e. travel arrival details, any allergies, or medical conditions.
- **Response time:** Respond to caregiver requests in timely manner
- **Emergency transport:** Where the student requires emergency transport, for example by way of taxi due to illness, the parent agrees to pay all the transport costs incurred

Please read the following:

In consideration of International House Training Services Pty Ltd accepting my child as a caregiving student, I agree to and do hereby indemnify the school, its officers and employees, from and against all action suits, damages claims and demands arising out of any illness or accident or death which may occur to the above-named student during or as a result of any activity or function during the period of the student studying with us.

I further authorise any school officer in the event of illness or accident to obtain such medical assistance or treatment for the above-named student, including any anaesthetic or blood transfusion as he or she may consider necessary and for this purpose to engage any doctors, nursing assistance or hospital accommodation and in this event, I agree to pay on demand all such medical and hospital fees. I further agree to pay all such reasonable expenses incurred by the school in communicating with me or members of the student's family.

I also confirm that my child has my consent to: (12 to 17 years old ONLY)

- Travel from the residence of their host/caregiver to the School Campus, on public transport and without an adult present, to attend their daily classes (if under 12 must be accompanied by an adult)
- Travel from the School Campus to the residence of their host/caregiver, on public transport and without an adult present, after their daily classes & activities
- Leave the School Campus during the allocated break to purchase lunch in a nearby food outlet, without an adult present
- Participate in all activities and excursions organised and supervised by the school including sporting activities (soccer, rugby...)

Caregiver's name _____ Caregiver's signature: _____ Date ____/____/____

Marketing authority to publish photo and video consent:

By signing this form, you consent to IH Sydney Training Services Pty Ltd using and publishing images and videos of the student in any of its publications and materials (including written, electronic, or multimedia materials), on our websites and social media channels, for educational, promotional, or reporting purposes.

Parent's name _____ Parent's signature: _____ Date ____/____/____