



# Nomination of accommodation and guardian

## Section 1: student and parent or legal custodian information

THIS SECTION MUST BE COMPLETED IN FULL

STUDENT INFORMATION

FAMILY NAME: \_\_\_\_\_

GIVEN NAME(S): \_\_\_\_\_

STUDENT NUMBER (IF KNOWN): \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

MALE  FEMALE  OTHER

NAME OF PARENT(S)  
OR LEGAL CUSTODIAN(S) : \_\_\_\_\_

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 guardian

To assist us in satisfying the requirements of the Department of Immigration and Border Protection (DIBP), please select one of the following three 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 21
  - 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. Guardian** – 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:

Guardianship Australia Pty Ltd  
252 Lygon Street, Carlton, Victoria 3053  
Telephone (61-3) 96633399 | Fax (61-3) 9663 3517 | Email: enquiries@guardianshipaustralia.com.au

Other, please complete the following (section 5 must also be completed):

***Personal information of guardian***

NAME:

RELATIONSHIP TO STUDENT:

ADDRESS OF GUARDIAN:

TELEPHONE OF GUARDIAN:

EMAIL OF GUARDIAN:

***Section 3: nomination of accommodation***

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

Please select one from below:

1. MLC homestay program  
 I/we the parent(s) and/or legal custodian(s) have completed and signed the attached  
MLC homestay application form
2. Residing with nominated guardian
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 guardians selected for students but cannot and does not take responsibility for the suitability of the student’s accommodation, support 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 Melbourne Language Centre.

PARENT/LEGAL CUSTODIAN SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/LEGAL CUSTODIAN SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

**Section 5: acceptance of responsibility by guardian**

1. I, the guardian, agree and accept:  
 The role of responsible adult as detailed in this form and required by the DIBP. I am eligible to act as a responsible adult and:
  - am over 21 years of age
  - have provided certified copies of 100 points of identification
  - have provided a Police check within the last 12 months or 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 MLC 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 MLC’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 MLC Homestay
- cooperating with MLC’s inspection, approval and monitoring of the accommodation
- complying with all MLC guidelines and policies, including the MLC 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 MLC 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 MLC if there are concerns
- notifying MLC 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 Guardianship Australia Pty Ltd as the guardian of the student if I am absent from Melbourne for one week or more. I understand that this is on a fee basis and costs \$99 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.

GUARDIAN 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: \_\_\_\_\_