

Under 18 Form

To be completed for students who will be under 18 when arriving in Australia

Student

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|----------------|
| Full name: |
| Date of birth: |
| Student ID: |

Parent or legal guardian*

| |
|-----------------------------------|
| Full name: |
| Relationship to Student: |
| Address: |
| Telephone/Mobile: |
| Email: |
| Residency status in Australia: |
| Visa expiry date (if applicable): |
| Passport Number: |

Student Accommodation arrangements in Australia

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|---------------------------|
| Accommodation start date: |
| Accommodation end date: |

Student Information:

To be completed by a parent or legal guardian

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|---|
| Does your child have any allergies or health conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No (please specify) |
| Is your child currently taking any medication? <input type="checkbox"/> Yes <input type="checkbox"/> No (please specify) |
| Do you give permission for your child to do sporting and social activities? <input type="checkbox"/> Yes <input type="checkbox"/> No (please specify any restrictions) |
| Do you give permission for your child to go on excursions (single day only)? <input type="checkbox"/> Yes <input type="checkbox"/> No (please specify any restrictions) |

[Overnight excursions require specific parent/legal custodian approval]

What time must your child return home during the week?

7pm 8pm 9pm 10pm

What time must your child return home during the weekend?

7pm 8pm 9pm 10pm

Do you have any specific comments, or rules that your child must follow?

Nomination of accommodation, support and welfare arrangement for an under 18 student by Parent/Legal Guardian

I (print full name)

am the parent / legal guardian of (print student name)

While in Australia, the under 18 student will (select one option only):

live in Navitas English-organised accommodation, with Navitas English providing support and general welfare.

[sign Declaration A]

live with a parent or legal guardian

[sign Declarations B & E]

live with an eligible relative *

[sign Declarations C & E]

live with a parent-approved and parent-nominated adult (not available for student visa holders)

[sign Declarations D & E]

I understand that Accommodation and Welfare arrangements must not be changed without the prior consent of Navitas English.

Signed

Date: DAY MONTH YEAR

* "An eligible relative" under Department of Home Affairs (DHA) regulations means: a parent, spouse, de facto partner, brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece, nephew, step-grandparent, step-aunt, step-uncle, step-niece, or step nephew. The relative must be nominated by a parent of the applicant who has custody of the applicant and be a minimum of 21 years of age, and show evidence of good character by providing a police clearance certificate for all countries in which they have lived for more than 12 months in the last 10 years (after the age of 16). The relative must be an Australian citizen or a permanent resident or to be eligible to remain in Australia until the overseas student's visa expires or the overseas student turns 18 years of age (whichever happens first).

* A legal guardian is NOT the Carer who will be assigned to the student whilst studying in Australia. A legal guardian is someone who has been assigned by a court and has custody of the student and the authority to make decisions concerning the student's protection, education, care, discipline, etc in their home country. For example, a student may have a legal guardian if the student's birth parents are deceased.

To be completed by both student and parent/legal guardian of student who opted for a Navitas English-organised student accommodation and welfare arrangement

Accommodation

Homestay is accommodation in an Australian home. Breakfast and dinner are provided Monday to Friday and breakfast, lunch and dinner provided on the weekends (except self-catered). Visit [navitasenglish.edu.au/support/accommodation-welcome](https://www.navitasenglish.edu.au/support/accommodation-welcome) for information about our accommodation and welcome services.

For homestay requests, please submit a completed Homestay Preference Form, which can be found in <https://www.navitasenglish.edu.au/services/welcome/homestay/>

Accommodation will only be arranged when Homestay Preference Form is received, and full payment is made. These must be received by Navitas English at least 4 weeks prior to the first date of stay

| | |
|--|--------------------------------|
| Please select your accommodation: <input type="checkbox"/> Standard homestay <input type="checkbox"/> VIP homestay^ <input type="checkbox"/> Single <input type="checkbox"/> Shared | |
| School: | |
| Check-in date: DAY MONTH YEAR | Check-out date: DAY MONTH YEAR |
| Number of weeks: | |

^VIP homestay is subject to availability.

Students must follow the rules set out below, the Navitas English Code of Conduct, and Department of Home Affairs visa regulations at all times.

Failure to follow these rules may result in the student's course being suspended or cancelled, Navitas English no longer accepting responsibility for the accommodation or welfare arrangements for the student, and the Department of Home Affairs being notified.

- Homestay families are not the legal guardian or carer of the student.
- If students are not attending classes for any reason, they must notify their homestay family and carer.
- Students must not return home later than 10 pm without specific permission from their parent/guardian.
- Students must follow homestay family rules and discuss any problems with homestay with their carer or Navitas English staff.
- Students must ask permission from the family before inviting guests into the home
- Students must respect homestay families' property and report any accidental damage. Willful or reckless damage may incur additional charges.
- Cigarette smoking is not allowed in the home. Alcoholic beverages and non-prescription drugs are prohibited at all times. It is against Australian law for children under 18 to purchase cigarettes or alcohol.
- Students are not allowed to drive motor vehicles without a valid driver's licence.
- In case of illness or injury and where the parent or guardian cannot be contacted, homestay families or Navitas staff may arrange for students to be examined or treated at an appropriate doctor, health centre or hospital at the student's cost.

I confirm that I have read, understand and agree to these rules & responsibilities:

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| Signed (student) |
| |
| Date: DAY MONTH YEAR |

Airport Transfer

When arriving in Australia, you must either arrange a transfer from the airport to your accommodation with a Navitas English driver or with an adult (21 years old or over) who is nominated by your parent/legal guardian to accompany you to your accommodation.

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| <input type="checkbox"/> Yes, I do require airport transfer when arriving in Australia, which Navitas English will arrange |
| <input type="checkbox"/> No, I do not require airport transfer on arrival. |

When selecting No, you must provide the following details of the person nominated to collect you from the airport to your homestay.

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| Name of nominated person: |
| Age of nominated person: |
| Contact number of nominated person: |
| Relationship to student: e.g. aunt, family friend |

For your transfer to the airport when departing Australia, we recommend a Navitas English driver for under 18 students but this travel arrangement is at the discretion of the parents/legal guardian.

- | |
|--|
| <input type="checkbox"/> Yes, I do require airport transfer when departing Australia, which Navitas English will arrange |
| <input type="checkbox"/> No, I do not require airport transfer when departing Australia |

Please provide the following documentation (certified by a Navitas English Agent or Justice of Peace or equivalent)

- Copy of Passport of Parent or Legal Custodian

Navitas English Use Only – Accommodation and Welfare Organised by Navitas English

- Copy of Passport of Parent or Legal Custodian
 CAAW letter issued

Declaration B

To be completed by parent/legal guardian of student
who will live with a parent or legal guardian

I (Print full name of parent/legal guardian)

am the parent or legal guardian of (Print full name of student)

who will live with me during their studies at Navitas English.

I understand that I am responsible for the accommodation, support and general welfare arrangements of the student while they are under 18.

Signed (parent/legal guardian)

Date: DAY MONTH YEAR

Please provide the following documentation (certified by a Navitas English Agent, Justice of Peace or equivalent)

- Copy of Passport of Parent or Legal Guardian
- Copy of Visa of Parent or Legal Guardian if not an Australian citizen

Navitas English Use Only – Living with Parent or Legal Custodian

- Copy of Passport of Parent or Legal Guardian
- Copy of Visa of Parent or Legal Guardian if not an Australian citizen
- No CAAW issued

Declaration C

To be completed by parent/legal guardian of student who will live with an eligible relative

I (Print full name of parent/legal guardian)

am the parent or legal guardian of (Print full name of student)

I nominate and approve the student's accommodation, support and general welfare arrangements being provided by (print full name of Relative)

who will live together with the student at (insert address)

who can be contacted at (insert phone and email)

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
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and be responsible for the accommodation, support and general welfare arrangements of the student while they are under 18.

Signed (parent/legal guardian)

Date: DAY MONTH YEAR

Please provide the following documentation (certified by Navitas English Agent or a Justice of Peace or equivalent)

- Copy of passport of Parent or Legal Guardian
- Copy of passport of eligible relative
- Visa evidence of Relative's ability to live or stay in Australia (if not an Australian citizen)
- Relative's Police Clearance Check Certificates - from all countries in which they have lived in for more than 12 months in the last 10 years after the age of 16.

Navitas English Use Only - Living with a Relative

- Copy of passport of Parent or Legal Guardian
- Copy of passport of eligible relative
- Visa evidence of Relative's ability to live or stay in Australia (if not an Australian citizen)
- Relative's Police Clearance Checks
- No CAAW letter issued

An eligible relative, under Department of Home Affairs (DHA) regulations, means: a parent, spouse, de facto partner, brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece, nephew, step-grandparent, step-aunt, step-uncle, step-niece, or step nephew. The relative must be nominated by a parent of the applicant who has custody of the applicant and be a minimum of 21 years of age, and show evidence of good character by providing a police clearance certificate for all countries in which they have lived for more than 12 months in the last 10 years (after the age of 16). The relative must be an Australian citizen or a permanent resident or to be eligible to remain in Australia until the overseas student's visa expires or the overseas student turns 18 years of age (whichever happens first).

Declaration D

To be completed by parent/legal guardian of student who will live with a parent-approved and parent-nominated adult. This is not available for student visa holders

I (Print full name of parent/legal guardian)

am the parent or legal guardian of (Print full name of student)

I nominate and approve the student's accommodation, support and general welfare arrangements being provided by (Print full name of parent-approved and parent-nominated adult)

who will live together with the student at (insert address)

who can be contacted at (insert phone and email)

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

and be responsible for the accommodation, support and general welfare arrangements of the student while they are under 18.

Signed (parent/legal guardian)

Date: DAY MONTH YEAR

Please provide the following documentation (certified by Navitas English Agent or a Justice of Peace or equivalent)

- Copy of passport of parent or legal guardian
- Copy of passport of parent-approved and parent-nominated adult
- Visa evidence of parent-approved and parent-nominated adult's ability to live or stay in Australia (if not an Australian citizen)

Navitas English Use Only – Living with a parent-approved and parent-nominated adult

- Copy of passport of parent or legal guardian
- Copy of passport of parent-approved and parent-nominated adult
- Visa evidence of parent-approved and parent-nominated adult's ability to live or stay in Australia (if not an Australian citizen)
- No CAAW letter issued

Declaration E

To be completed by person responsible for student's accommodation, support and general welfare arrangements.

This section is not applicable if Navitas English is arranging accommodation and welfare

1. I am over the age of 21 and eligible to live in Australia for the duration of the student's enrolment at Navitas English
2. I am willing and able to be responsible for the student's accommodation, support and general welfare arrangements, including as set out in the **ESOS Act**.
3. I will ensure that the student follows the rules and regulations of Navitas English, the Department of Home Affairs, and observe Australia's state, territory and commonwealth laws
4. I will ensure the student attends class regularly and on time so that they maintain satisfactory attendance
5. I agree to contact Navitas English on the same day if the student is unable to attend class, and to maintain regular contact with Navitas English in all other circumstances material to the student's welfare
6. I will respond to and cooperate with Navitas English in relation to the behaviour and academic progress of the student
7. I will assist the student to seek all necessary medical support, and in cases of serious accident, illness or injury will contact the student's parent/guardian and Navitas English.
8. I agree to attend meetings with Navitas English staff as required and remain contactable at all times in the event of emergencies
9. I will assist the student by providing appropriate personal, cultural and settlement support.
10. I agree to inform Navitas English within two working days of any change to my contact details or living arrangements
11. I understand that Navitas English has an obligation to contact the Department of Home Affairs (DHA) or other relevant Australian agency if it becomes aware that the overseas student is not being well looked after

Signed

Date: DAY MONTH YEAR

Print name: