

Accommodation and Welfare Arrangement Form

Completion of this form is a mandatory condition of all prospective students of The Australian Institute of Commerce and Technology and is aligned with the requirements of The Australian Institute of Commerce and Technology's Younger Student Policy. Please include all the required documents listed in the Document Checklist.

This form is to be completed and submitted to studentservices@aict.wa.edu.au

Section 1. Student Information

| | | | |
|------------------------------|---------------|-------------------------------|---------------|
| Family Name: | | Given Name: | |
| Date of birth: DD/MM/YYYY | ___/___/201__ | Nationality (as on passport): | |
| ID number:: | | Passport number: | |
| Email address: | | Gender | |
| Course name: | | Course start date: | ___/___/201__ |

Section 2. Parent/Custodian to complete

| | | | |
|--|--|----------------------|--|
| Father or legal custodian (Full Name) | | | |
| Number and Name of Street: | | | |
| City/Suburb: | | | |
| State: | | Country: | |
| Home phone: | | Mobile Phone: | |
| Email | | | |
| Mother or legal custodian (Full Name) | | | |
| Number and Name of Street: | | | |
| City/Suburb: | | | |
| State: | | Country: | |
| Home phone: | | Mobile Phone: | |
| Email | | | |

Please indicate which accommodation and welfare arrangements will apply during the under 18 student's stay in Australia (only one)

| | | | |
|--|-----------------------------|---|-----------------------------|
| <i>Tick to select</i> <input type="checkbox"/> | Arrangement A | The student will be staying with a parent/legal guardian or a suitable nominated relative who is over 21 years of age and is deemed by Australian Department of Home Affairs to be of good character (subject to Department of Immigration and Border Protection approval) <i>Complete Section 3 (over page)</i> | |
| <i>Tick to select</i> <input type="checkbox"/> | Arrangement B | Student will require accommodation and welfare arrangements to be approved by The Australian Institute of Commerce and Technology | |
| Exact duration of the accommodation and welfare arrangements: | | | |
| Start Date: | DD/MM/YYYY ___/___/201__ | End Date: | DD/MM/YYYY ___/___/201__ |
| Father or legal custodian Signature: | | Mother or legal custodian Signature: | |

Section 3. Accommodation and Welfare Arrangements - Arrangement A

| | | | |
|--|--|---|--|
| Arrangement A | To be completed for Arrangement A A relative is defined as a 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. It does not include cousin. | | |
| Parent/legal guardian or a suitable nominated relative who is over 21 years details: | | | |
| Full Name: | | | |
| Relationship to student | | | |
| Address in Australia | | | |
| Number and Name of Street: | | | |
| City/Suburb: | | | |
| State: | | Postcode: | |
| Home phone: | | Mobile Phone: | |
| Email | | | |
| How will the student travel to The Australian Institute of Commerce and Technology and back each day? | | | |
| Signature: | | | |
| Document Checklist (to include with this form) | | <input type="checkbox"/> Certified copy of parent/legal custodian identification with photo and signature. (passport, driver's licence or official ID Card) <i>If the ID is not in English, certified English translated copies must also be provided</i> <input type="checkbox"/> Copy of letter of confirmation from your selected accommodation; OR <input type="checkbox"/> Homestay Profile form from Homestay Accommodation Services (HAS) | |

Section 4. Accommodation and Welfare Arrangements- Arrangement B

| | | | |
|---|--|---|--|
| Arrangement B | To be completed for Arrangement B Student will require accommodation and welfare arrangements to be approved by The Australian Institute of Commerce and Technology | | |
| Details of Accommodation and Welfare Arrangement for Approval by The Australian Institute of Commerce and Technology | | | |
| Full Name: | | | |
| Relationship to student | | | |
| Type of accommodation: | | <input type="checkbox"/> Home stay <input type="checkbox"/> Friend or Friend of family <input type="checkbox"/> Other (please specify in space below) | |
| Number and Name of Street: | | | |
| City/Suburb: | | | |
| State: | | Postcode: | |
| Home phone: | | Mobile Phone: | |

| | |
|--|---|
| Email | |
| How will the student travel to The Australian Institute of Commerce and Technology and back each day? | |
| Signature: | |
| Document Checklist (to include with this form) | <input type="checkbox"/> Certified copy of parent/legal custodian identification with photo and signature. (passport, driver's licence or official ID Card) <i>If the ID is not in English, certified English translated copies must also be provided</i> <input type="checkbox"/> Copy of letter of confirmation from your selected accommodation; <input type="checkbox"/> Homestay Profile form from Homestay Accommodation Services (HAS) <input type="checkbox"/> Working With Children Check (non-relatives providing accommodation and welfare) <input type="checkbox"/> Police clearance (non-relatives providing accommodation and welfare) |

Section 5. Accommodation pre-approved by The Australian Institute of Commerce and Technology

✓ Please select your accommodation from the following pre-approved options (tick only one).

| Accommodation Name | Accommodation Type | Location |
|--------------------------|--------------------|----------|
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |

I confirm that I have applied for the accommodation option ticked above.
(You have applied for the selected accommodation and have received confirmation of accommodation from the provider.)

OR

I have not applied for the accommodation option selected above, please send me information

Section 6. Requirements of Studying in Australia

The following section describes the requirements of Student Visa and of The Australian Institute of Commerce and Technology, please ensure you and the student have read and understood all requirements for the safety and wellbeing of the under 18 student, hereby referred to as the child, and to avoid breaching the student visa or conditions of enrollment with The Australian Institute of Commerce and Technology.

1. Accommodation and welfare arrangements for students who are under 18 years of age must be approved in accordance with the National Code of Practice for Providers of Education and Training to Overseas Students (ESOS). Compliance with these requirements will enable The Australian Institute of Commerce and Technology to issue an electronic Confirmation of Enrolment (eCOE) and a Confirmation of Appropriate Accommodation and Welfare (CAAW) form where applicable. You will need these documents to apply for your student visa.
 2. Your child must not change their accommodation or welfare arrangements without written approval from The Australian Institute of Commerce and Technology. Approval for any requests to change accommodation or welfare arrangements is not guaranteed. The Australian Institute of Commerce and Technology may decline to approve any change in arrangements, if this is determined to be in the best interest of the student
 3. Your child must not enter Australia before the day nominated by The Australian Institute of Commerce and Technology as the day on which their welfare and accommodation arrangements are to commence. This is the Confirmation of Appropriate Accommodation and Welfare (CAAW) start date.
 4. Your child must meet their visa conditions while studying and living in Australia, or their visa may be cancelled and they may have to leave Australia, by;
 - remaining enrolled in the course OR
 - transferring to another course (only on approval by The Australian Institute of Commerce and Technology), AND
 - maintaining satisfactory academic results for each study period of the course, AND
 - maintaining satisfactory attendance for each study period of the course
 5. Failure to comply with these visa conditions (see above) may result in the child being reported to Australian Department of Home Affairs for being in breach of their visa. Please refer to Department of Immigration and Border Protection's website for all visa conditions
 6. Your child must return to their home country if there is a large gap between their courses.
 - Any gap of two months or more will normally require your child to return to their home country. Your child must seek immediate advice from The Australian Institute of Commerce and Technology if the gap is two months or more.
1. Student Support services and staff at The Australian Institute of Commerce and Technology are available to assist the child, regular check-in meetings will be scheduled to monitor the wellbeing of the younger student. Your child must attend every meeting that is scheduled for them and respond promptly (within 48 hours) to their The Australian Institute of Commerce and Technology
 2. Your child must attend compulsory orientation
 3. Your child must obtain The Australian Institute of Commerce and Technology's permission prior making any travel arrangements
 4. If your child is absent from class for any reason, they must notify their The Australian Institute of Commerce and Technology
 5. If your child is absent from The Australian Institute of Commerce and Technology without permission, The Australian Institute of Commerce and Technology will seek to make contact. If the child cannot be contacted it will be considered a Critical Incident and the absence may be

reported to law enforcement authorities and to Australian Department of Home Affairs

6. Your child must abide by Australian law
7. If your child has any complaint or grievance with The Australian Institute of Commerce and Technology they have the right to complain or appeal decisions. Please refer to the Complaints and Appeals Policy

Agreement and Declaration

I understand and agree that:

1. The Australian Institute of Commerce and Technology will contact me regarding any concerns over my child's welfare, breach of rules or other requirements of The Australian Institute of Commerce and Technology or concerns about the wellbeing of my child
2. The Australian Institute of Commerce and Technology may remove my child from their accommodation without notice if it considers this is necessary to ensure my child's safety, security and wellbeing. If this occurs I will be notified immediately
3. If my child is involved in a critical incident, The Australian Institute of Commerce and Technology will follow its Critical Incident Management Procedure to manage the situation and I will be informed immediately
4. If my child requires urgent medical attention and The Australian Institute of Commerce and Technology is unable to contact me, I authorise The Australian Institute of Commerce and Technology to make decisions on my behalf.
8. I am responsible for informing The Australian Institute of Commerce and Technology of any change to my contact details

Declaration

By signing below, you, the Parent(s) and/or Legal custodian(s) acknowledge that you have read, understood and agree to adhere to all contents of this Welfare and Accommodation Form

| | |
|------------------------|---|
| Print full name | |
| Signature: | |
| Date: | |
| <i>Please indicate</i> | <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Legal Custodian |

NOTE: We are unable to process any enrolments until all details have been completed on this form, all signatures by the Parent(s) and/or Legal Guardian(s) are in place.