



Local Carer Form (Under 18 Care Arrangement Application form)

Please return this form to:

Please email a completed copy of this form along with any required supporting documents to ci-accept@curtin.edu.au. If you have any questions about this form or the Under 18 Process, please call: +61 8 9266 7331 or email: ci-accept@curtin.edu.au

The Department of Immigration and Border Protection (DIBP) requires all international students who will be under 18 years of age upon entering Australia on a student visa to have appropriate accommodation and welfare arrangements in place. For more information please go to: <http://www.border.gov.au/Trav/Stud/More/welfare-arrangements-under18>

You Should Complete This Form, If you

1. Will be under 18 when entering Australia to begin a course at Curtin University
2. Will be under 18 when beginning a course at Curtin University
3. Need approval of accommodation and welfare arrangements in order to meet Department of Immigration and Protection (DIBP) student visa requirements

Important Information:

1. International students on a student visa aged between 16 and 18 will be permitted to enrol at Curtin if:
 - They have a Department of Immigration and Border Protection (DIBP) category approved blood relative (which may be a parent) as their carer; OR
 - They use the services of a non-residential University-approved carer;
2. Students over 17 years who are under the care of the Non-Residential University – Approved Carer may reside in on-campus accommodation. Please note this is subject to availability.
3. Students under 16 years of age are not eligible for entry into courses at the University.
4. The University does not arrange carers for students. It is the sole responsibility of the parent/s to arrange a suitable carer. Should the University supply details of companies/individual offering specific services, the University does not offer any warranty nor accept any responsibility or liability for the quality, nature or type of service provided by the named companies/individuals. The parent/s must make their own independent assessment of the suitability of the services provided by the nominated DIBP category approved blood relative or the non-residential University - approved carer.



Section 1: Student Personal Details

Family Name (Surname):		Given Name(s):	
Date of Birth: (DD/MM/YYYY)		Gender (Male, Female, Other):	
Country of Birth:		Citizenship/ Nationality:	
Visa Status/Type (if known):		Passport Number (if available):	
Medical Condition: (if any)			
Home Address:			
Telephone: (Include country and area code)		Mobile Number: (Include country code)	
Personal Email:			

Course Information

Curtin Student ID:		Course start date:	
Course title/Major:			

Section 2: Under 18 Arrangement Options (To be completed by parents/legal custodians/guardians)

Please tick (✓) only one option and complete the relevant sections, as indicated. (Note: Option 2 is subject to Department of Immigration and Border Protection (DIBP)'s approval. Curtin University is not required to create a Confirmation of Appropriate Accommodation and Welfare (CAAW) if this option is selected.

Option 1: My child **will be on a student visa** and will require the services of Curtin University's Non-Residential Carer Services. **Complete sections 3 and 4**

Option 2: My child **will be on a student visa** and will be living in Perth (Australia) with me or a DIBP approved relative aged over 21 until he/she turns 18. **Complete section 3 and 5**

Section 3: Parent Contact Details

Family Name (Surname):		Given Name(s):	
Home Address: (only if different from above)			
Telephone: (Include country and area code)		Mobile Number: (Include country code)	
Email:			
Relationship: (Father, Mother, Legal Guardian/custodian)			
Parent's Signature:			



Section 4: Curtin University’s Non-Residential Carer Services

Once you complete this form, please forward it to ci-accept@curtin.edu.au

Please note that **Tann Advisory and Management Services** have been appointed by Curtin University to arrange Local Carer Services for your child. For more information, please go to the following website: <http://tannadvisory.com.au/>
Contact Details are as follows:

Paul and Doris Tan
38 Hatherley Parade, Winthrop
Western Australia 6150
Tel/Fax: (61-8) 9310 3218
Mobile: 0419 911 932
Email: tann.pd@bigpond.com.au

Paul Tan’s Signature:	
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Section 5: Parent, Legal Guardian/Custodian or relative over 21 that the student will be living with in Perth as approved by DIBP

Please state “same as section 3” if the details are the same. (Relative is defined as parent or adoptive or step-parent, brother, sister, step-brother, step-sister, grandparent, stepgrandparent, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece or step-nephew. It does not include cousin).

Ensure the following documents are submitted with this form:

- **Certified** copy of parent/legal custodian identification with photo and signature. (Example: passport, driver’s licence or official ID Card) If the identification is not in English, certified English translated copies must be provided as well.

Family Name (Surname):		Given Name(s):	
Australian Home Address: (only if different from above)			
Telephone: (Include country and area code)		Mobile Number: (Include country code)	
Email:			
Relationship: (Father, Mother, Legal Guardian/custodian)			

Declaration by the student and parent/legal custodian

- I declare that I have read and understood the content of this form and that the information provided by me is true and correct in every particular way.
- I acknowledge and agree that the University reserves the right to reverse or vary any decision made on the basis of incomplete or false information provided.
- I acknowledge that all documents accompanying this form will become the property of the University.
- I, _____ (student), acknowledge and agree that the University may contact my parents or legal custodians, my housing provider or the people with whom I am living to discuss matters relating to my welfare if the University reasonably believes this to be necessary at any time while I am under 18 years of age.



I, _____ (student), agree to comply with the Under 18 Local Carer requirements (as amended from time to time). I acknowledge and agree that attendance in accordance with the program requirements is compulsory and that if I fail to comply with the program requirements the University may notify DIBP that it no longer approves of my accommodation, support and general welfare arrangements.

I, _____ (parent/legal custodian), have assessed the proposed accommodation arrangements for my child/charge and have approved them as being satisfactory to the child's needs. I acknowledge and agree that the University relies on this representation. I acknowledge and agree that the student will not change his/her accommodation, support and welfare arrangements at any time without the prior written approval of the University.

Parent/Legal Guardian/custodian) Signature:		Date: (dd/mm/yyyy)	
Student's signature:		Date: (dd/mm/yyyy)	

Section 6: Terms and Conditions (for students under the care of Curtin University Residential Carer)

Visa requirements
 To meet the requirements in your child's student visa:

1. Your child must not change their accommodation or welfare arrangements without written approval from their carer.
2. Your child must not enter Australia before the day nominated by Curtin University 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.
3. If you have not selected the Curtin University Residential Carer Service for your child, you must apply for a Department of Immigration and Border Protection (DIBP) approved arrangement. Your child is then required to stay in Australia with the person who is their parent or legal custodian; or a relative nominated by their parent or legal custodian who has turned 21 and is of good character. This arrangement is approved by DIBP, not by Curtin University.
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.
5. As an international student, your child must remain enrolled in the course or transfer to another course with the approval Curtin University, or they may be reported to DIBP as being in breach of their visa.
6. Your child must maintain satisfactory academic results for each study period of the course. If your child's results do not meet the course requirements, they may be reported to DIBP for unsatisfactory progress which is a breach of their visa.
7. Your child must maintain satisfactory attendance for each study period of the course. If their results do not meet the course requirements, your child may be reported to DIBP for unsatisfactory attendance which is a breach of their visa.

Curtin University requirements
 To meet Curtin University requirements:

1. Your child must attend every meeting that their carer schedules for them and respond promptly (within 48 hours) to their Carer's requests for information.
2. Your child must attend compulsory orientation activities.
3. If your child has any issues or concerns, your child must raise them with their Carer and the Student Wellbeing Advisors at Curtin University to seek assistance and advice.
4. Your child must obtain their Carer's permission before making any travel arrangements.
5. If your child is absent from class for any reason, they must notify their Carer.
6. If your child is absent from Curtin University without their Carer's permission, Curtin University may implement its Missing Student Procedure and your child's absence may be reported to law enforcement authorities and to DIBP, as going missing is a breach of their visa.
7. Your child should ask their Carer/ the Student Wellbeing Advisors for assistance if they need help arranging their travel plans to return home during holiday breaks.
8. Your child must obtain their Carer's permission before they will be allowed to attend an excursion or camp.
9. Your child must abide by Australian law.
10. If your child has any complaint or grievance or any issues with the Curtin University U18 local carer Service, they need to bring it to the attention of the Student Wellbeing Advisors at Curtin University as soon as possible so that then can access and follow the Curtin University Grievance process to report and seek to resolve their complaint.