MONASH University

Under 18 Temporary Change to Accommodation/ Holiday Plans request

Date received: ____ /____ /_____

Complete and return this form if you are travelling or staying in accommodation different from your Monash approved accommodation for longer than two nights. If you will be away for one or two nights, you do not need to complete this form but you must first get your caregiver's approval. Please allow 14 days for your travel request to be processed.

Under 18 students must stay in their approved accommodation unless granted permission to do otherwise. **It is your responsibility to get approval from your caregiver for all travel or overnight absences and provide evidence of travel details.** *If you leave Australia without notice or fail to report changes, your Confirmation of Appropriate Accommodation and Welfare (CAAW) form may be cancelled, which may lead to the cancellation of your student visa by the Department of Immigration and Border Protection. See: https://www.monash.edu/students/support/international/under-18*

Section 1   Name and contact details

Monash ID _____

Family name _____

Given name/s _____

Course _____

Mobile _____

Please submit completed form to: Monash University International Student Engagement Office or email scanned form to: iss@monash.edu

Are you staying at your approved accommodation during the break?   ☐ No - *Complete Sections 2 and 3*   ☐ Yes - *Complete Section 4*

Section 2   Details of your absence

During your absence, you will   ☐ Return to home country   ☐ Be away from approved accommodation more than two nights

Date departing approved accommodation _____   Date returning to accommodation _____

Purpose of travel (e.g. summer with family) _____

Person with whom you will be staying _____   Overseas contact number _____

Destination city and country _____

If not returning to your home country   Person with whom you will be travelling or staying _____

Relationship to you _____   Is the person 21 years old or older? ☐ Yes ☐ No

Temporary accommodation address _____

Section 3   To be completed by STUDENT

Have your parents provided your Guardian with written authorisation for your plans outlined above?	☐ Yes	☐ No	☐ N/A
If travelling, have you or your parents provided details of your travel to your Guardian?	☐ Yes	☐ No	☐ N/A
If living at homestay, have you informed your homestay host about your travel plans?	☐ Yes	☐ No	☐ N/A
If living on campus, have you informed your College Head about your travel plans?	☐ Yes	☐ No	☐ N/A
Are you attending a camp organised by a Monash club? *If yes, you must submit an Excursion Form to the club*	☐ Yes	☐ No	☐ N/A
Have you attached a copy of your flight tickets (departure and return) to this form?	☐ Yes	☐ No	☐ N/A

Student signature _____   Date _____

Section 4   To be completed by Guardian

Name _____

☐ I have attached a copy of the student's flight tickets to this form and cross-checked the travel dates
☐ I have attached written authorisation from the student's parents for these plans

Guardian signature _____   Date _____

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Has the student provided all necessary documentation? ☐ *Yes* ☐ *No*   *Approval granted for above plans?* ☐ *Yes* ☐ *No*

Staff name _____   *Signature* _____   *Date* _____

Notified: ☐ *Guardian*   ☐ *HAS*   ☐ *MRS (mrs-rstoadmin@monash.edu)*
☐ *Arrow on Swanston*   ☐ *Urbanest Melbourne Central*