

The parent or legal custodian must personally sign this form. Signing the form may not be delegated to a third party. Please return this completed form to [mc.documents@monash.edu](mailto:mc.documents@monash.edu).  
If you are applying for Monash Guardianship, please include all the required documents listed under Section 4 Document Checklist.

## SECTION 1. Student personal details

Monash ID number:		Course start date:	
Family name:		Course name:	
Given name:		Email address:	
Date of birth:		Passport number:	
Gender:		Nationality (as per passport):	

## SECTION 2. Parent(s)/ Legal custodian(s) details

<b>Parent/ Legal custodian 1</b>			
Name:		Relationship to student:	
Contact number:		Email address:	
Home address:			
<b>Parent/ Legal custodian 2 (optional)</b>			
Name:		Relationship to student:	
Contact number:		Email address:	

## SECTION 3. To be completed by parents

Please tick only one option and complete the form sections as indicated. Note: Options 2 & 3 are subject to the Department of Home Affairs' approval.

Monash is not required to create a Confirmation of Appropriate Accommodation and Welfare (CAAW) for options 2 & 3.

1. My child will be on a student visa and will require the Monash College Under 18 Guardianship service and Monash-approved accommodation. **Complete sections 4 & 5**
2. My child will be on a student visa and will be living in Melbourne (Australia) with me or a Department of Home Affairs-approved relative aged over 21 until he/she turns 18. **Complete section 6**
3. My child will NOT be on a student visa:  
 He/she requires the Monash College Under 18 Guardianship service and Monash-approved accommodation.  
**Complete sections 4 & 5**  
 He/she will be living in Melbourne (Australia) with me or a relative aged over 21. **Complete section 6**

## SECTION 4. Monash Guardianship

I am applying for the Monash Under 18 Guardianship service.

Document checklist (Ensure the following documents are submitted with this form):

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

Copy of letter of confirmation from your selected accommodation OR

Homestay Profile form from approved Homestay Accommodation provider

## SECTION 5. Approved accommodation

Please select your accommodation from the following options.

Accommodation	Location	Room option	Facilities	Meals	Approved for Monash College courses	Approved for Monash University courses	Tick to select ONE option
<a href="#">Iglu Melbourne City</a>	Melbourne city; 25 min commute to Docklands campus	Studio or share apartment with private bedroom and bathroom	Gym, study areas, communal cooking areas, unlimited internet.	Complimentary weekday breakfast; self-catering; close to eateries	Yes	Yes, for courses at Caulfield, Clayton, Docklands and Parkville campus ONLY	
<a href="#">Scape Queensberry</a>	Melbourne City; 25 min commute to Docklands campus	Studio or share apartment with bathroom or single room with shared bathroom and kitchen	Gym, study areas, communal cooking areas, unlimited internet.	Self-catering; close to eateries	Yes	Yes, for courses at Caulfield, Clayton, Docklands and Parkville campus ONLY	
<a href="#">Scape Swanston</a>	Melbourne City; 25 min commute to Docklands campus	Studio apartment with private bedroom and bathroom	Gym, study areas, communal cooking areas, unlimited internet.	Self-catering; close to eateries	Yes	Yes, for courses at Caulfield, Clayton, Docklands and Parkville campus ONLY	
<a href="#">Scape Victoria</a>	Melbourne City; 25 min commute to Docklands campus	Studio apartment with private bedroom and bathroom	Gym, study areas, communal leisure areas, unlimited internet.	All inclusive meals	Yes	Yes, for courses at Caulfield, Clayton, Docklands and Parkville campus ONLY	
<a href="#">Scape Uni Square</a>	Melbourne City; 25 min commute to Docklands campus	Studio or share apartment with private bedroom and bathroom	Gym, study areas, communal cooking areas, unlimited internet.	Self-catering; close to eateries	Yes	Yes, for courses at Caulfield, Clayton, Docklands and Parkville campus ONLY	
<a href="#">Monash University Accommodation</a>	On Clayton and Peninsula campuses	Studio or single room with shared bathroom and kitchen	Subsidised gym membership at Monash Sport, study areas, and communal cooking areas.	Self-catering	No	Yes	
<a href="#">Homestay</a>	Up to 60 min commute to all campuses	Single room and shared bathroom	Common areas of the host's home	Option of meals	Yes (limited availability)	Yes (limited availability)	

### NOTE:

- Monash University students can only accept single occupancy rooms.
- Based on the above options, students transferring to the University from Monash College may be required to change their accommodation if the student is under 18 at the time of transition.

I confirm that I have applied for the accommodation option ticked above.

(You are declaring that you have applied for the selected accommodation and have received confirmation of accommodation from the provider.)

*Accommodation and welfare arrangements for students under 18 years of age and holding a student visa must be approved in accordance with the National Code of Practice for Providers of Education and Training to Overseas Students. Compliance with these requirements will enable Monash to issue a Confirmation of Enrolment (COE) and a Confirmation of Appropriate and Welfare (CAAW) form where applicable. You will need these documents to apply for your student visa.*

## SECTION 6. Living with a parent, legal custodian or relative over 21

*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.*

Name:	(of Department of Home Affairs approved relative)		
Address in Australia:			
Relationship to student:		Email address:	
Nationality & passport number:		Contact number:	

## SECTION 7. Confirmations

Student's signature:		Date:	
<p>I understand and accept that the above information from Section 1 through to Section 6 is correct and acknowledged.</p> <p>I understand and accept the Terms and Conditions as outlined in this document.</p> <p>Internet access at Monash is provided for academic, research and administrative purposes. While Monash does not filter any content, my child's usage of the service is subject to the conditions of the <a href="#">IT Acceptable Use Policy</a>.</p> <p>I am responsible for informing Monash College or Monash University of any change to my contact details.</p>			
Parent / Legal custodian 1 signature:		Date:	
Parent / Legal custodian 2 signature: <small>(if details were provided in Section 2)</small>		Date:	

## FOR MORE INFORMATION

### MONASH COLLEGE STUDENTS

[www.monashcollege.edu.au/life-at-monash-college/under-18s](http://www.monashcollege.edu.au/life-at-monash-college/under-18s)

### MONASH UNIVERSITY STUDENTS

<https://www.monash.edu/study/how-to-apply/international-student-applications/students-under-18>

### INTERNATIONAL STUDENTS UNDER 18 PROCEDURE

<https://publicpolicydms.monash.edu/Monash/documents/1935773>

### CERTIFICATION PROCESS AND WHO CAN CERTIFY YOUR DOCUMENTS

<https://www.monash.edu/study/how-to-apply/international-student-applications/certifying-documents>

### DOWNLOAD THIS FORM

<https://www.monash.edu/students/support/international/under-18>

### PRIVACY STATEMENT

The information on this form is collected for the purposes of assessing your accommodation and welfare arrangements. You have the right to access personal information that Monash University and Monash College hold about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Monash College Privacy Officer at: [privacy@monashcollege.edu.au](mailto:privacy@monashcollege.edu.au)

These terms and conditions apply to the use of the Monash College Under 18 Guardianship Service by Monash College students and Monash University students.

In these terms and conditions:

Guardian means the Monash College Under 18 Guardianship Service or a Department of Home Affairs approved guardian, whichever is applicable to your child;

Monash College Under 18 Guardianship Service is the guardianship service operated by Monash College Pty Ltd, that provides services to approved Monash College and Monash University students;

Accommodation Provider means one of the Monash-approved accommodation providers listed on the Under 18 Welfare and Accommodation form.

Homestay means a Homestay provided by a Monash Approved Homestay provider only.

#### *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 Guardian.
  - Your child must make and attend an appointment with their Guardian if they want to propose a change to their accommodation or welfare arrangements.
  - Approval for any requests to change accommodation or welfare arrangements is not automatic. The Guardian may decline to approve any change in arrangements, if this is determined to be in the best interest of the child.
2. Your child must not enter Australia before the day nominated by Monash College and Monash 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 Monash College U18 Guardianship Service for your child, you must apply for a Department of Home Affairs-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 the Department of Home Affairs, not by Monash College or Monash 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 of Monash College or Monash University, or they may be reported to the Department of Home Affairs as being in breach of their visa.
6. Your child must maintain satisfactory academic results for each term, trimester or semester of the course. If your child's results do not meet the course requirements, they may be reported to the Department of Home Affairs for unsatisfactory progress which is a breach of their visa.
7. Your child must maintain satisfactory attendance for each term, trimester or semester of the course. If their attendance do not meet the course requirements, your child may be reported to the Department of Home Affairs for unsatisfactory attendance which is a breach of their visa.
8. 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 their Guardian if the gap is two months or more.

#### *Monash College and Monash University requirements generally*

To meet Monash College or Monash University requirements (whichever is your child's current enrolled educational institution):

9. Your child must attend every meeting that their Guardian schedules for them and respond promptly (within 48 hours) to their Guardian's requests for information.
  10. Your child must attend compulsory orientation activities.
  11. If your child has any issues or concerns, your child must raise them with their Guardian to seek assistance and advice.
  12. Your child must obtain their Guardian's permission before making any travel arrangements.
  13. If your child is absent from class for any reason, they must notify their Guardian.
  14. If your child is absent from Monash College or Monash University (as applicable) without their Guardian's permission, Monash College or Monash University may implement its Missing Student Procedure and your child's absence may be reported to law enforcement authorities and to the Department of Home Affairs, as going missing is a breach of their visa.
  15. Your child should ask their Guardian for assistance if they need help arranging their travel plans to return home during holiday breaks.
  16. Your child must obtain their Guardian's permission before they will be allowed to attend an excursion or camp.
  17. Your child must ask for their Guardian's advice if they are thinking of working in Australia.
  18. Your child must abide by Australian law.
  19. Your child is not permitted to purchase or consume alcohol or enter licensed premises unless accompanied by a responsible adult and legally allowed to do so.
  20. Your child is not permitted to purchase cigarettes.
  21. Your child is not permitted to hold a full Victorian driver's licence or to drive a car.
  22. If your child has any complaint or grievance with the Monash College U18 Guardianship Service, they can follow the Monash College Grievance Policy to report and seek to resolve their complaint: <https://www.monashcollege.edu.au/about-us/policies-procedures/complaints-and-appeals>
- #### *Monash College and Monash University accommodation requirements*
- To meet Monash College or Monash University accommodation requirements (whichever is your child's current enrolled educational institution):
23. Your child must return to their accommodation by the curfew time set by the Accommodation Provider, or by their Guardian if they are accommodated in a Homestay.
  24. The Accommodation Provider or Homestay host will inform the Guardian if your child returns to the accommodation after curfew or if they do not return to the accommodation overnight. A child who breaches curfew can expect to be given a warning letter and asked to agree to a behaviour contract. If your child continues to breach curfew, they may be suspended or excluded by Monash College or Monash University and reported to the Department of Home Affairs for breach of their visa.

25. Your child must get their Guardian's permission before they will be allowed to be absent overnight or longer from their accommodation.
26. If your child is going to be late arriving or registering at their Accommodation Provider, you must inform the Accommodation Provider and Guardian of their new arrival time and date. If you have made a booking and your child fails to arrive or check-in, the Accommodation Provider will notify the Guardian and their accommodation booking might be cancelled.

*Monash College U18 Guardianship Service fees and refund policy*

27. If you provide certified evidence that the Department of Home Affairs has rejected your child's application for a student visa, Monash College U18 Guardianship Service will give you a full refund of guardianship fees you have paid, within 28 days of receipt of the written notice of cancellation.
28. If after commencing with the Monash College U18 Guardianship Service your child changes to a Department of Home Affairs approved arrangement, you will be refunded the balance of the Monash College U18 Guardianship Service fees from the latter of the date you provide to Monash College valid documentation showing a new Department of Home Affairs approved arrangement or the start date of the new Department of Home Affairs approved arrangement.
29. If after commencing with the Monash College U18 Guardianship Service your child changes education provider, you will be refunded the balance of the Monash College U18 Guardianship Service fees from the latter of the date you provide to Monash College valid documentation showing a new welfare provider or the start date of the new welfare provider.

*Termination of welfare arrangements by you*

30. You may terminate the Monash College Under 18 Guardianship Service at any time.
31. If you elect to terminate the Monash College Under 18 Guardianship Service, you must have alternative welfare arrangements in place that are approved by the Department of Home Affairs prior to terminating the Monash College Under 18 Guardianship Service.
32. Your child may be in breach of their visa if you terminate the Monash College Under 18 Guardianship Service without alternative welfare arrangements in place.

*Termination of welfare arrangements by Monash College*

33. Monash College reserves the right to terminate the Monash College Under 18 Guardianship Service and cancel your child's Confirmation of Appropriate Accommodation and Welfare (CAAW) should Monash College determine in its own discretion that it can no longer maintain your child's welfare arrangements.
34. Monash College must provide 20 working days' notice of its intention to terminate the Monash College Under 18 Guardianship Service and cancel your child's CAAW. During this 20 working days' notice period, you must make alternative welfare arrangements and obtain approval of such alternative welfare arrangements from the Department of Home Affairs.
35. Monash College reserves the right to proceed to terminate the Monash College Under 18 Guardianship Service upon the expiration of the 20 working days' notice period even if you have not made alternative welfare arrangements and/or such alternative welfare arrangements have not been

approved by the Department of Home Affairs, in which case your child may be in breach of their visa.

**I understand and agree that:**

1. Monash College U18 Guardianship Service will contact me regarding any concerns over my child's welfare, breach of accommodation rules or other requirements of Monash College or Monash University dealt with in these Terms and Conditions.
2. Monash College U18 Guardianship Service may remove my child from their accommodation without notice if it considers this necessary to ensure my child's safety.
3. If my child is involved in a critical incident, Monash College U18 Guardianship Service will follow its Critical Incident Management Procedure to manage the situation.
4. If my child requires urgent medical attention and the Monash College U18 Guardianship Service is unable to contact me, I authorise it to make decisions on my behalf.
5. If considered by the Monash College U18 Guardianship Service to be necessary, my child can be transported by staff in accordance with Monash College policy for transporting students.
6. Monash College U18 Guardianship Service can give permission for my child to attend approved activities, such as extra-curricular excursions and overnight camps.
7. Monash College U18 Guardianship Service can access my child's timetable.
8. Monash College U18 Guardianship Service can liaise with external providers, such as the Accommodation Provider, emergency services etc., regarding my child's welfare.
9. Internet access at Monash is provided for academic, research and administrative purposes. While Monash does not filter any content, my child's usage of the service is subject to the conditions of the [IT Acceptable Use Policy](#).
10. I am responsible for informing Monash College U18 Guardianship Service of any change to my contact details.
11. If Monash College U18 Guardianship Service requests my permission for my child to engage in an activity, I am responsible for providing my authorisation in writing.
12. If my child refuses or fails to comply with any of these Terms and Conditions, Monash College U18 Guardianship Service, Monash College and Monash University are unable to compel my child's compliance and so are not liable for any consequences which may affect my child's well-being.
13. If my child does not comply with any of the requirements set out in these Terms and Conditions, this may lead to my child's exclusion from Monash College or Monash University in accordance with their respective exclusion rules.
14. If Monash College determines in its own discretion that it can no longer maintain my child's welfare arrangements, Monash College may terminate the Monash College Under 18 Guardianship Service and cancel my child's Confirmation of Appropriate Accommodation and Welfare (CAAW).