

# PARENT NOMINATION FOR HOMESTAY

## APPLICATION FOR APPROVAL

A Parent Nominated Homestay is a homestay arrangement requested by a parent in circumstances where the carer responsible for the student's welfare and accommodation will be a distant relative or close family friend approved by DE International.

### WHO SHOULD COMPLETE THIS FORM?

This form is to be completed and signed by a parent wishing to nominate a distant relative or close family friend (Nominated Carer) as the carer in a Parent Nominated Homestay. The form should also be signed by the Nominated Carer.

### WHAT ARE THE CONDITIONS FOR APPROVAL OF A NOMINATED CARER?

Nominated Carers must:

1. be well known to both the student and their parents
2. meet all DE International requirements and responsibilities outlined in this document for the duration of the student's stay in the home
3. successfully complete a home inspection by a homestay provider registered with DE International.

### WHAT ARE THE CARER'S RESPONSIBILITIES?

Nominated Carers approved by DE International must:

- maintain a paid employment Working With Children Check (WWCC) clearance and ensure that all adult individuals residing in or visiting the home for a week or longer, and adult individuals that have regular contact with the student must have a current volunteer WWCC clearance and submit evidence to the Homestay Provider within 7 days.
- welcome the student into the home and include the student in family activities
- treat the student in the same manner as all other family members regarding access to food and provide a minimum of three meals per day
- familiarise the student with the local area
- provide the student with keys and any passcodes required to have free access to the home
- ensure the student is cared for and supervised at all times by the approved Nominated Carer, including holiday periods if the student does not return to their home country
- continue to provide care to the student in the event that the department suspends, terminates or cancels the student's enrolment until one of the following occurs:
  - the student is accepted by another CRICOS-registered education provider
  - the student leaves Australia
  - the student changes to a different type of visa
  - DE International advises that the Nominated Carer is no longer responsible for the student
- attend school meetings, including enrolment interviews, parent/teacher interviews, subject selection meetings and other compulsory school meetings

- assist the student to settle into their school and understand and follow school rules, including meeting attendance and course progress requirements
- assist the student to seek any necessary medical attention and ensure proper medical certification is provided to the school
- inform the Homestay Provider in the event of any problems or issues, including:
  - student misbehaviour
  - students not settling into their new environment or adjusting to life in Australia
  - illness or medical emergency involving the student or Nominated Carer
  - breaches of agreed house rules such as failure to meet curfew
  - student absence from the home
  - student plans for unsupervised travel or holidays that occur during school term
- provide two weeks' notice to the Homestay Provider if the Nominated Carer is temporarily or permanently unable to care for the student, so that alternative living arrangements can be made for the student by the homestay provider
- notify the Homestay Provider and the school of any:
  - change in people living in the home, including visitors who may be regular or staying for longer than a week
  - renovations affecting the number of rooms in the home or disrupting daily life
  - intention to change address or contact details, such as phone and email address
  - change to the family arrangements, for example, marriage breakdown or if additional people move into the home
  - event or incident that would potentially impact on the Nominated Carer's ability to meet all of DE International's requirements
- attend compulsory training provided by the Homestay Provider.

## WHAT ARE THE MINIMUM STANDARDS THAT THE HOME MUST MEET?

The home of an approved Nominated Carer must:

- be clean, with appropriate living and dining areas, kitchen, bathroom and laundry facilities for the student's use
- provide a safe and secure bedroom for the student's sole use, providing their own:
  - bed
  - desk
  - chair
  - adequate lighting for study
  - wardrobe
  - heating in winter and cooling in summer
- have facilities and appliances that comply with government regulations regarding safety standards
- provide internet access for study purposes at no additional cost to the student
- be available for school interviews, as required by the school
- be available for home inspections on an annual basis or at any time, as required by DE International, to ensure that the home continues to meet DE International requirements
- not have more than one international student of any age (with the exception of siblings) in the home at the same time
- not have more than two persons in the student's room (same gender and only at the parents' request); each person in this room must have a separate bed, desk, chair and wardrobe.
- not have any boarders staying at the home.

## WHO CAN BE APPROVED?

Nominated Carers must:

- be 25 years of age or older
- have an Australian residency status that will cover the duration of the student's studies or until the student turns 18 – whichever comes first
- be able to be at home to prepare dinner and provide supervision and support to the student at night
- be able to provide a supportive, family environment
- not be on a student visa
- not be on a guardian visa.

## WHAT IS THE PROCESS FOR APPROVAL?

1. The student's parents and Nominated Carer complete and both sign this form and submit to DE International for review
2. DE International assesses the request against program requirements
3. If the request meets the requirements, it is then forwarded to a Homestay Provider
4. The Homestay Provider arranges a home inspection, including a detailed interview and training session to further assess the Nominated Carer's suitability
5. All adult residents and visitors over 18 (regular, overseas or those staying for more than one week) apply to the Office of the Children's Guardian for a WWCC
  - a. the Nominated Carer must apply for a Paid WWCC (\$80 – valid for 5 years)
  - b. all other adults must apply for a Volunteer WWCC (free)
6. WWCC clearance numbers for all household members must be provided to the Homestay Provider for verification
7. The Homestay Provider notifies DE International after it has determined that the Nominated Carer and home meets DE International requirements and all WWCC clearances have been verified
8. DE International conducts a final review before giving approval
9. Continued approval requires:
  - a. the home to be inspected by the Homestay Provider on an annual basis, or at any time, as required by DE International to ensure the home continues to meet DE International requirements
  - b. the Nominated Carer to fulfil their responsibilities and obligations.

DE International reserves the right to remove students from the Parent Nominated Homestay if there are any breaches of DE International requirements or concerns regarding the welfare or safety of a student.

**STUDENT DETAILS** Please print in ENGLISH

I, ..... father / mother (circle) of  
Student Family Name: .....  
Given Name: .....  
Date of Birth: ...../...../..... Gender: M / F DE International Reference No: .....

**PARENT DETAILS** Please print in ENGLISH

Family Name: .....  
Given Name: ..... Gender: M / F  
Phone: ..... Email: .....

**PARENT NOMINATED CARER DETAILS** Please print in ENGLISH

Family Name: .....  
Given Name: .....  
Date of Birth: ...../...../..... Gender: M / F WWCC Number: .....  
Residency Status (attach evidence or passport and visa). Please tick the correct one:  
 Australian Citizen  Permanent Resident  Other Visa .....  
Address: .....  
.....  
Suburb/town: ..... Postcode: .....  
Telephone (Home): ..... (Work): ..... (Mobile): .....  
Email: .....

In no less than 50 words please provide a **detailed description of the relationship** between nominated carer and both the student and parents. You **must include**:

1. the length of time the parents and student have been known the Nominated Carer
2. evidence of genuine relationship with parents and student


**Details of people living at the same address:**

**Contact details and WWCC of people 18 and over**

1.Name: ..... DOB:..... M / F      WWCC No: ..... Contact No: .....

Relationship to Carer .....

2.Name: ..... DOB:..... M / F      WWCC No: ..... Contact No: .....

Relationship to Carer .....

3.Name: ..... DOB:..... M / F      WWCC No: ..... Contact No: .....

Relationship to Carer .....

4.Name: ..... DOB:..... M / F      WWCC No: ..... Contact No: .....

Relationship to Carer .....

5.Name: ..... DOB:..... M / F      WWCC No: ..... Contact No: .....

Relationship to Carer .....

6.Name: ..... DOB:..... M / F      WWCC No: ..... Contact No: .....

Relationship to Carer .....

**Total number of bedrooms** in the home .....

Please indicate below the names of the occupants in each bedroom.

Bedrooms	Name of Occupant 1	Name of Occupant 2	Name of Occupant 3
Bedroom 1			
Bedroom 2			
Bedroom 3			
Bedroom 4			
Bedroom 5			

## CARER DECLARATION

I have read this document and understand the requirements and responsibilities of a Parent Nominated Homestay and the conditions for approval.

I agree to notify DE International in the event of any proposed changes to the approved living arrangements, including if I need to be absent, change residences or contact details, make renovations affecting the number of rooms in my home, or if there are changes to the people living in the home.

I will make myself available for school meetings and home inspections by the Homestay Provider, as required by DE International, to ensure that my home continues to meet DE International requirements. If I am not confident in English I will ensure that I have an interpreter present.

I agree to comply with all DE International and Homestay Provider policies, as advised from time to time.

I understand that DE International recommends I take out appropriate insurance and if I choose not to take out insurance then any costs from damage to property or non-payment of homestay fees will be borne entirely by me and neither DE International nor the homestay provider bear any responsibility.

I agree to comply with all of the requirements and should I fail to comply, then, in compliance with child protection legislation, DE International will immediately withdraw its approval and relocate the student to an approved homestay.

..... (signature)

..... (full name)      Date .....

## PARENT DECLARATION

I have read this document and understand the requirements and responsibilities of a Parent Nominated Homestay and the conditions for approval. I agree to support DE International in ensuring that the Nominated Carer continues to meet all of the requirements for the duration that the Nominated Carer is approved by DE International to care for my child. This includes the upfront payment of annual approval fees for the duration of my child's stay.

I also agree to notify DE International in the event I become aware of any proposed changes to the approved living arrangements, including Nominated Carer absence and changes to the people living in the home.

I understand that if the Nominated Carer fails to comply with these requirements, then, in compliance with child protection regulations, the approval will be withdrawn by DE International. This will result in DE International immediately placing my child in alternative accommodation and welfare arrangements at my own cost. I understand that failure to move into the alternative accommodation arrangement may result in DE International cancelling its Confirmation of Appropriate Accommodation and Welfare (CAAW) form, which may affect my child's student visa.

..... (signature)      .....

Parent 1 .....(full name)      Parent 2 ..... (full name)

Date .....      Date .....

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