



## Under 18 change of care arrangements form (current students)

For more information please refer to [Information for students under age 18](#)

### Student personal details

Monash ID number: \_\_\_\_\_ Course: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Family name: \_\_\_\_\_ Given name: \_\_\_\_\_

Email address: \_\_\_\_\_ Mobile: \_\_\_\_\_

Nationality (as per your passport): \_\_\_\_\_

Student Adviser's name (MC/MUELC only): \_\_\_\_\_

Current Care-giver/Guardian's name: \_\_\_\_\_

Care-giver company (if applicable): \_\_\_\_\_

### To be completed by Parents/Legal Custodian

Name (s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

#### ✓ Please tick and complete the relevant sections

- I request that a relative over the age of 21 to act as Care-giver/Guardian\* for my child  
- **Complete section A on page 2**
- I request that a Monash approved Care-giver Service act as Care-giver/Guardian, or request a change of accommodation arrangement for my child  
- **Complete section B on page 3**
- I request that a family friend over the age of 21 to act as Care-giver/Guardian\* for my child  
- **Complete section C on page 4**

\*This person will be responsible for the accommodation and welfare and act as care-giver for my child during his/her studies at Monash, while he/she is under 18 year of age. This person is well-known to me and suitably responsible for this purpose.

### 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 holds 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 University Privacy Officer at [privacyofficer@monash.edu.au](mailto:privacyofficer@monash.edu.au).

## Section A: Change to a relative over the age of 21 acting as Care-giver/Guardian

Relative is defined as 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. This does not include cousin.

Name of relative: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Address (where student will be living in Australia): \_\_\_\_\_  
\_\_\_\_\_

Period of arrangement/residence: from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_ Date of birth: \_\_\_\_\_

### Confirmation Signatures

Signature of Parent(s)/Legal Custodian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Relative Care-giver/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Document checklist

[Form 157N](#)

#### **Make an appointment to return the completed form to:**

**Monash College:** Student Adviser: Bldg 73, Clayton; or

**MUELC:** Student Adviser: Bldg 73, Clayton, or 222 Bourke St, Melbourne; or

**Monash University:** Student Adviser – Health and wellbeing hub at your campus

**MUFY:** Director, MUFY/Head of Department – 222 Bourke St, Melbourne

## Section B: Change to Monash approved Care-giver service or accommodation arrangement with Monash approved Care-giver service

### Care-giver Service:

A&J Student Care Services       Educare Services Australia       International Student Alliance

Name of student's assigned contact person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Period of care: from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

### Student's new accommodation details:

On campus accommodation: Name of residence \_\_\_\_\_

Address (where student will be staying): \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

or

Homestay:  [Homestay Accommodation Services \(HAS\)](#); or  
 Name of homestay provider company (if applicable): \_\_\_\_\_

Name of host parent(s): \_\_\_\_\_

Address (where student will be staying): \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email address: \_\_\_\_\_

### Caregiver/Guardian Approval Signature

**I hereby accept responsibility for this accommodation arrangement and the welfare of the student while the student is under 18 years of age and residing in Australia. If the student is staying in Homestay, not organised by Homestay Accommodation Services HAS, I have visited the accommodation and am satisfied it meets the Monash guidelines.**

Signature of Care-giver/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### Confirmation Signatures

Signature of Parent(s)/Legal Custodian: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Document checklist

Certified copy of Working with Children record check of homestay family (if not MCPL HAS)\*

\*Copies may be [certified](#) by a Student Adviser.

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**MUELC:** Student Adviser: Bldg 73, Clayton, or 222 Bourke St, Melbourne; or

**Monash University:** Student Adviser – Health and wellbeing hub at your campus

**MUFY:** Director, MUFY/Head of Department – 222 Bourke St, Melbourne

## Section C: Change to family friend over the age of 21 acting as Caregiver/Guardian or accommodation arrangements with family friend

Name of close family friend: \_\_\_\_\_

Relationship to student: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email address: \_\_\_\_\_

Period of arrangement/residence: from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Student's new accommodation details:**

On campus accommodation: Name of residence \_\_\_\_\_

Address (where student will be staying): \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

**or**

Homestay:  [Homestay Accommodation Services \(HAS\)](#); or  
 Name of homestay provider company (if applicable): \_\_\_\_\_

Name of host parent(s): \_\_\_\_\_

Address (where student will be staying): \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email address: \_\_\_\_\_

## Confirmation Signatures

Parent (s)/Legal Custodian signature: \_\_\_\_\_ Date \_\_\_\_\_

Current Caregiver/Guardian signature: \_\_\_\_\_ Date \_\_\_\_\_

Family friend Caregiver/Guardian signature: \_\_\_\_\_ Date \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Document checklist

[Statutory Declaration of family friend](#)

\* Certified copy of [Working with Children card](#) of family friend and all adults aged 18 years or over living in the same accommodation as the younger student (\*Copies may be [certified](#) by a Student Adviser).

Certified copy of family friend's photo ID with signature\*

Certified copy of parent/guardian's photo ID with signature (e.g. passport, drivers licence)\*

NOTE: Monash University or Monash College Proprietary Limited is required to create a Confirmation of Appropriate Accommodation and Welfare (CAAW) form that reflects changes to the student's care arrangement.

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**MUELC:** Student Adviser – Bldg 73, Clayton, or 222 Bourke St, Melbourne; or

**Monash University:** Student Adviser – Health and wellbeing hub at your campus; or

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