

## LOCAL CARER – DUTY STATEMENT

### **For overseas students under 18 years of age unaccompanied by parents/guardians and not living with relatives or adults nominated by parents/guardians**

The Local Carer nominated by parents must:

1. Liaise with the student on matters such as attendance, academic progress, accommodation grievances, fees, enrolment and future study/career pathways.
2. Liaise with the student's parents on issues such as medical and health issues, social/recreation activities, accommodation, financial matters and general discipline.
3. Ensure the maintenance of the student's health and medical well-being, including the giving of authority for emergency medical procedures (but taking no responsibility for the costs associated with any form of medical treatment).
4. Liaise with government departments as required. Examples include:
  - a. Australian Taxation Office - matters arising may include obtaining a Tax File Number, completion of tax return, interest on bank accounts and arrangements for part-time employment.
  - b. Department of Immigration and Border Protection (DIBP) - Issues involved may include visa renewals, corrections to visas, meeting visa requirements and cancellation procedures.
  - c. Overseas Student Health Cover (OSHC) - Matters may relate to making claims, renewing membership and policy details where appropriate.
5. Advise/counsel the student generally on personal issues as required.
6. Assist with everyday living activities essential for the student's maintenance. For example, banking, travel and transport as required.
7. Foster awareness of culturally acceptable behavior by providing advice, information and guidance on matters such as personal hygiene, relating to adults, gender relationships, time management, using recreation and leisure time, homework and study habits as required.
8. Encourage student's academic progress and attendance.
9. Ensure the safekeeping of the student's property as required along with a space and resources conducive to study e.g. a desk in their room or access to a quiet study space and Wi-Fi.
10. Provide formal consent to excursions or social activities as required.
11. Arrange meetings with academic and welfare staff as required.

**The following details are to be completed by the Local Carer nominated by Parents/ Guardians:**

## LOCAL CARER – DUTY STATEMENT

Local Carer Name: \_\_\_\_\_

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

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

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

Student Name (Minor): \_\_\_\_\_

### Acknowledgement:

I, \_\_\_\_\_ declare that I have read the *Local Carer Duty Statement* and can verify that I understand the requirements of being a Local Carer and will take my duties seriously. I further declare that the student will reside with me and continue residing with me until he/she reaches the age of 18 years or until the College informs me that the student has been approved to change accommodation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PLEASE ATTACH:

- Copy of Australian passport of the Relative/Local Carer **or**
- Copy of passport from home country of the Relative/Local Carer + Australian Visa showing eligibility to stay in Australia until the Minor for whom they are caring turns 18 years old.