



**FORM B** (part1)

**TO BE COMPLETED IF STUDENT IS NOT LIVING WITH A PARENT IN AUSTRALIA**

**APPOINTMENT OF CARER**

*(To accompany the Application for Enrolment)*

**A carer must be at least 21 years of age and of good character. To establish good character, evidence of police clearance in the country or countries of residence for more than 12 months in the past 10 years after the age of 16 must be supplied.**

I/We \_\_\_\_\_  
*Names of Parent(s)*

of \_\_\_\_\_  
*Address of Parent(s)*

Appoint (Mr, Mrs, Ms) \_\_\_\_\_  
*Name of Carer*

Of \_\_\_\_\_  
*Address of Carer*

Telephone: (AH) \_\_\_\_\_ (BH) \_\_\_\_\_ (M) \_\_\_\_\_

in the role of carer for my/our daughter:

\_\_\_\_\_  
*Student's Name*

Further, I give the named appointee the authority to act on my behalf concerning the welfare, discipline, and academic progress of my daughter who will be studying at St Scholastica's College.

I understand that our daughter's continued enrolment is dependent on the appointed carer meeting regularly with staff as outlined in Obligations of Carer.

I agree to inform the College immediately if there is a change of carer, and will submit full details of the new carer. Any change of carer must be approved by the Principal and a new carer form completed.

Signed:

Father's signature \_\_\_\_\_

Mother's signature \_\_\_\_\_

Date: \_\_\_/\_\_\_/20\_\_\_



**FORM B** (part2)

**TO BE COMPLETED IF STUDENT IS NOT LIVING WITH A PARENT IN AUSTRALIA**

**LETTER OF ACCEPTANCE OF ROLE OF CARER**

*(To accompany the Application for Enrolment)*

**A carer must be at least 21 years of age and of good character. To establish good character, evidence of police clearance in the country or countries of residence for more than 12 months in the past 10 years after the age of 16 must be supplied.**

I, (Mr, Mrs, Ms) \_\_\_\_\_  
(Name of Carer) Please print

of \_\_\_\_\_  
(Address of Carer) Please print

Phone Numbers:

Home: \_\_\_\_\_ Business: \_\_\_\_\_ Mobile: \_\_\_\_\_

agree and accept the role of carer as detailed in the Obligations of Carer Document to

\_\_\_\_\_  
(Student's Name) Please print

whose parents have given me the authority to act on their behalf.

Further, I agree to carry out the duties of carer as stipulated in the terms and conditions of carer of the College as outlined.

Signed: \_\_\_\_\_  
Signature of Carer

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Relationship of Carer to student: \_\_\_\_\_



## OBLIGATIONS OF CARER FOR INTERNATIONAL STUDENTS

### ***Eligibility***

The person accepting the role of carer is required to:

- be able to speak and understand English
- undergo and satisfy a police integrity check
- be over 21 years of age.
- reside in Sydney for the duration of the student's visa
- provide documentary evidence from the parent of the student of his/her guardianship  
See "Appointment of Carer" attached
- provide a letter to the College of his/her acceptance as carer to the nominated student  
See "Letter of Acceptance" attached.

### ***General Responsibilities***

The responsibilities of the carer involve:

- providing supervised accommodation for the student, preferably with the carer. If the student is not living with the carer, accommodation arrangements must be approved by the College.
- regular contact with both the student and her parents
- acting on the parent's behalf in dealings with the College
- being readily available to discuss matters of concern
- informing the College of an appropriate carer's proxy when the carer is unavailable for any reason.
- attending the College functions and events that concern the student eg. information briefings, parent/teacher interviews
- being readily available to support the student when needed eg. With health matters, medical emergencies, travel and accommodation arrangements during vacations
- showing an interest in and monitoring the academic progress of the student
- notifying the College of student absences

A student's place at the College is dependent on compliance with these terms and conditions.

**Please retain this copy for your records.**

Ms Marisa Virtich  
Director,  
Overseas Students' Program