



PROCEDURE FOR GUARDIANSHIP AND WELFARE ARRANGEMENTS FOR UNDER 18 STUDENTS

1. Family makes contact with Asian Student Education through education provider/agent or directly
Using the online Application form provided on web site, link or hardcopy

2. Charges are as follows (GST applies) **Please read online rate sheet**

3. Once ASE receives completed application form, management will issue an invoice and a letter to the student, confirming Welfare Arrangements and accommodation arrangements .

4. The agent/student's parent will then forward a copy of payment made, out for the amount on invoice sent to parents (either direct deposit slip or telegraphic transfer slip) along with the student's details.

5. **Banking Details for electronic transfer:**

Account Name:	Asian Student Accommodation
Bank Name:	National Australia Bank
Bank Address	330 Collins Street, Melbourne, AUSTRALIA 3056
BSB Number:	083 004
Account Number:	462724118
SWIFTCODE:	NATAAU 3303 M

6. **Welfare Arrangements** for your child needs to be accepted by one parent who must sign the form and send it directly to ASE or to the agent, approving the welfare arrangement. This form must be accompanied by a copy of the parent's passport, who is signing the form.

7. On receipt of proof of payment, ASE will notify the institution that the welfare arrangement is in place. The education provider will then release the **CAAW (Confirmation of Appropriate Accommodation and Welfare)** to the agent who will then use this much needed document to apply for the Student Visa.

8. Students needing to change address once they have commenced their studies, **MUST** consult management at ASE who will in turn will discuss with the nominated welfare officer for their approval. A change can only take place after approval has been granted by the institution's welfare department.



ASE GUARDIANSHIP APPLICATION FORM

DETAILS OF STUDENT	
Family Name:	Given Name:
Date of Birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Country:	Student email address:
Religion:	Language Spoken at home:
Passport No:	Visa no if applicable:

COURSE DETAILS	Student ID:
College/School/University:	
Course:	Date course commences:

DETAILS OF PARENTS	
Father's name:	Mother's name:
Home address(if different)	Home address(if different)
Home phone number:	Home phone number:
Mobile Number:	Mobile Number:
Email:	Email:

PASTORAL CARE	
Does your son/daughter like pets?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your son/daughter allergic to any foods or medicine?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If " yes" please specify:	
Do your son/ daughter have a favourite hobby?	
Do your son/ daughter have a favourite sport?	

DETAILS OF ACCOMMODATION	
Has accommodation been arranged:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Arranged by:	Agent <input type="checkbox"/> Education Provider <input type="checkbox"/>
Details of accommodation: (if known)	

AIRPORT PICK UP ARRANGEMENTS	
Do you require airport pick up	Yes <input type="checkbox"/> No <input type="checkbox"/>

DETAILS OF TRAVEL ARRANGEMENTS	
Airline:	Flight number
Date of arrival	Time of arrival
Number of people:	Adults: Children:
Number of luggage:	Suitcases: Boxes:



Terms and Conditions

1. Asian Student Education (ASE) undertakes to ensure that every effort is made to place students in friendly, reliable host families or boarding house. Each host family/hostel will receive a **personal visit** upon arrival by the care giver allocated by ASE or the education provider.
2. Parents need to be aware that students of different mother tongues and nationalities will be placed in the same host family or boarding house.
3. Smoking, taking drugs, drinking of alcohol (under 18 years of age), or consistent misbehaviour will not be tolerated. International students are subject to Australian law set by the **Department of Immigration and Border Protection (DIBP)** and **The Department of Education** whilst living in Australia.
4. Any damage incurred by the student to school or host family property will be invoiced to the student's parents.
5. Fees are based on how long your child will require guardianship, including up to 14 days prior to the course commencement date. All invoices should be settled by the due date.
6. Students are responsible for ensuring that their travel documents and visas (where required) are complete and up-to-date prior to departure. ASE will help with the paperwork required for visa applications and travel where required.
7. Parents/student agrees to abide by the rules and conditions laid down by ASE and the education provider.
8. We appoint the Company, Asian Student Education (ASE) to act on our behalf in cases of emergency and if we, the parents cannot be contacted.

I hereby appoint **Manorani Guy of Asian Student Education** to act as Parent Appointed Guardian to my Son/Daughter and agree to the terms and conditions above as set by ASE.

Parent passport Number: _____ Country of Birth: _____

Unless terminated in writing by either party, this Guardianship shall continue until the latter of the student turning 18 years of age, or the student finishing his/her high school program (Year 12) or foundation. This requirement will be govern by the individual education provider.

Parent Signature: _____ Date of Birth: _____ / _____ / _____

Please attach a copy of :

- *parent's identification with photo and signature of one parent (ex: Passport)*
- *student's identification with photo(copy of passport)*
- *Offer letter/COE once it is available*

Important notes:

[1]. Please submit completed form at your earliest to ensure that the CAAW can be processed.

[2]. Inform us immediately (in writing) of any changes.

[3]. In case of emergency, please contact Malcolm Guy at 0414229 289 (International: +61 414 229289) or Manorani Guy at 0414 229287 (International: +61 414 229 287)

[4]. Costing, please see rate sheet listed on website