



## Accommodation and Welfare Arrangement Form

Completion of this form is a mandatory condition of all prospective students of SCCM and is aligned with the requirements of SCCM's Younger Student Policy. Please include all the required documents listed in the Document Checklist.

This form is to be completed and submitted to [info@sccm.edu.au](mailto:info@sccm.edu.au)

### Section 1. Student Information

Family Name:		Given Name:	
Date of birth: DD/MM/YYYY	___/___/20__	Nationality (as on passport):	
ID number:		Passport number:	
Email address:		Gender	
Course name:		Course start date:	___/___/20__

### Section 2. Parent/Custodian to complete

Father or legal custodian (Full Name)			
Number and Name of Street:			
City/Suburb:			
State:		Country:	
Home phone:		Mobile Phone:	
Email			
Mother or legal custodian (Full Name)			
Number and Name of Street:			
City/Suburb:			
State:		Country:	
Home phone:		Mobile Phone:	
Email			

Please indicate which accommodation and welfare arrangements will apply during the under 18 student's stay in Australia (only one)

Tick to select <input type="checkbox"/>	<b>Arrangement A</b>	The student will be staying with a parent/legal guardian or a suitable nominated relative who is over 21 years of age and is deemed by Australian Department of Home Affairs to be of good character (subject to Department of Immigration and Border Protection approval) <i>Complete Section 3 (over page)</i>
Tick to select <input type="checkbox"/>	<b>Arrangement B</b>	Student will require accommodation and welfare arrangements to be approved by SCCM

**Exact duration of the accommodation and welfare arrangements:**

Start Date:	DD/MM/YYYY ___/___/20__	End Date:	DD/MM/YYYY ___/___/20__
Father or legal custodian Signature:		Mother or legal custodian Signature:	



### Section 3. Accommodation and Welfare Arrangements - Arrangement A

<b>Arrangement A</b>	<b>To be completed for Arrangement A</b> A relative is defined as a 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. It does not include cousin.		
<b>Parent/legal guardian or a suitable nominated relative who is over 21 years details:</b>			
Full Name:			
Relationship to student			
<b>Address in Australia</b>			
Number and Name of Street:			
City/Suburb:			
State:		Postcode:	
Home phone:		Mobile Phone:	
Email			
How will the student travel to SCCM and back each day?			
Signature:			
<b>Document Checklist (to include with this form)</b>		<input type="checkbox"/> Certified copy of parent/legal custodian identification with photo and signature. (passport, driver's license or official ID Card) <i>If the ID is not in English, certified English translated copies must also be provided</i> <input type="checkbox"/> Copy of letter of confirmation from your selected accommodation; OR <input type="checkbox"/> Homestay Profile form from <a href="#">AHN</a>	

### Section 4. Accommodation and Welfare Arrangements- Arrangement B

<b>Arrangement B</b>	<b>To be completed for Arrangement B</b> Student will require accommodation and welfare arrangements to be approved by SCCM		
<b>Details of Accommodation and Welfare Arrangement for Approval by SCCM</b>			
Full Name:			
Relationship to student			
Type of accommodation:		<input type="checkbox"/> Home stay <input type="checkbox"/> Friend or Friend of family <input type="checkbox"/> Other (please specify in space below)	
Number and Name of Street:			
City/Suburb:			
State:		Postcode:	
Home phone:		Mobile Phone:	
Email			
How will the student travel to SCCM and back each day?			



<b>Signature:</b>	
<b>Document Checklist (to include with this form)</b>	<input type="checkbox"/> Certified copy of parent/legal custodian identification with photo and signature. (passport, driver’s licence or official ID Card) <i>If the ID is not in English, certified English translated copies must also be provided</i> <input type="checkbox"/> Copy of letter of confirmation from your selected accommodation; <input type="checkbox"/> Homestay Profile form from <a href="#">Homestay Accommodation Services (HAS)</a> <input type="checkbox"/> Working With Children Check (non-relatives providing accommodation and welfare) <input type="checkbox"/> Police clearance (non-relatives providing accommodation and welfare)

## Section 5. Accommodation pre-approved by SCCM

✓ Please select your accommodation from the following pre-approved options (tick only one).

Accommodation Name	Accommodation Type	Location
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

**I confirm that I have applied for the accommodation option ticked above.**  
*(You have applied for the selected accommodation and have received confirmation of accommodation from the provider.)*

**OR**

**I have not applied for the accommodation option selected above, please send me information**

## Section 6. Requirements of Studying in Australia

The following section describes the requirements of Student Visa and of SCCM, please ensure you and the student have read and understood all requirements for the safety and wellbeing of the under 18 student, hereby referred to as the child, and to avoid breaching the student visa or conditions of enrollment with SCCM.

1. Accommodation and welfare arrangements for students who are under 18 years of age must be approved in accordance with the National Code of Practice for Providers of Education and Training to Overseas Students (ESOS). Compliance with these requirements will enable SCCM to issue an electronic Confirmation of Enrolment (eCOE) and a Confirmation of Appropriate Accommodation and Welfare (CAAW) form where applicable. You will need these documents to apply for your student visa.
2. Your child must not change their accommodation or welfare arrangements without written approval from SCCM. Approval for any requests to change accommodation or welfare arrangements is not guaranteed. SCCM may decline to approve any change in arrangements, if this is determined to be in the best interest of the student
3. Your child must not enter Australia before the day nominated by SCCM as the day on which their welfare and accommodation arrangements are to commence. This is the Confirmation of Appropriate Accommodation and Welfare (CAAW) start date.
4. Your child must meet their visa conditions while studying and living in Australia, or their visa may be cancelled and they may have to leave Australia, by;
  - remaining enrolled in the course OR
  - transferring to another course (only on approval by SCCM), AND
  - maintaining satisfactory academic results for each study period of the course, AND
  - maintaining satisfactory attendance for each study period of the course
5. Failure to comply with these visa conditions (see above) may result in the child being reported to



Australian Department of Home Affairs for being in breach of their visa. Please refer to Department of Immigration and Border Protection’s website for all visa conditions

6. Your child must return to their home country if there is a large gap between their courses.
  - Any gap of two months or more will normally require your child to return to their home country. Your child must seek immediate advice from SCCM if the gap is two months or more.
1. Student Support services and staff at SCCM are available to assist the child, regular check-in meetings will be scheduled to monitor the wellbeing of the younger student. Your child must attend every meeting that is scheduled for them and respond promptly (within 48 hours) to their SCCM
2. Your child must attend compulsory orientation
3. Your child must obtain SCCM’s permission prior making any travel arrangements
4. If your child is absent from class for any reason, they must notify their SCCM
5. If your child is absent from SCCM without permission, SCCM will seek to make contact. If the child cannot be contacted it will be considered a Critical Incident and the absence may be reported to law enforcement authorities and to Australian Department of Home Affairs
6. Your child must abide by Australian law
7. If your child has any complaint or grievance with SCCM they have the right to complain or appeal decisions. Please refer to the Complaints and Appeals Policy

## Agreement and Declaration

### I understand and agree that:

1. SCCM will contact me regarding any concerns over my child’s welfare, breach of rules or other requirements of SCCM or concerns about the wellbeing of my child
2. SCCM may remove my child from their accommodation without notice if it considers this is necessary to ensure my child’s safety, security and wellbeing. If this occurs I will be notified immediately
3. If my child is involved in a critical incident, SCCM will follow its Critical Incident Management Procedure to manage the situation and I will be informed immediately
4. If my child requires urgent medical attention and SCCM is unable to contact me, I authorise SCCM to make decisions on my behalf.
8. I am responsible for informing SCCM of any change to my contact details

### Declaration

*By signing below, you, the Parent(s) and/or Legal custodian(s) acknowledge that you have read, understood and agree to adhere to all contents of this Welfare and Accommodation Form*

Print full name			
Signature:			
Date:			
<i>Please indicate</i>	<input type="checkbox"/> <b>Father</b>	<input type="checkbox"/> <b>Mother</b>	<input type="checkbox"/> <b>Legal Custodian</b>

**NOTE: We are unable to process any enrolments until all details have been completed on this form, all signatures by the Parent(s) and/or Legal Guardian(s) are in place.**