

Please specify the under 18 arrangements:

- new arrangements change of existing arrangements

Section A – Students personal details

InTech Student ID number: _____
Family name: _____ Given name: _____
Date of birth: ___ / ___ / ___
Email address: _____
Passport number: _____ Citizenship: _____

Section B – To be completed by parents or legal custodian

Note: Please attach certified copies of identification with photo and signature eg, passport, drivers licence or official ID card of both parents or legal custodian. All documents must be in English.

Father contact details

Name: _____
Address: _____
Telephone: _____ Mobile: _____
Email address: _____
Passport number: _____ Citizenship: _____

Mother contact details

Name: _____
Address: _____
Telephone: _____ Mobile: _____
Email address: _____
Passport number: _____ Citizenship: _____

Section C – Parents (legal custodian) to nominate accommodation/welfare arrangements

Please tick only one

- My child will be living with me in Australia (Please complete Section D)
- A InTech approved Care-Giver Service (Please complete Section E)
- My child will be living with a relative over age 21(Please complete Section D)
- A close family friend over age 21 (Please complete Section F)

Will be responsible for the accommodation and welfare and act as care-giver for my child during his/her studies at InTech, while he/she is under 18 year of age

Section D – To be completed by parent or relative with whom the student will be residing with

My child will be living with a relative over age 21 (Please complete Section D)

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.

Name of close relative: _____

Address: _____

Date of birth: ____ / ____ / ____ Period of arrangement/residence: ____ / ____ / ____

Telephone: Mobile: _____

Email address: _____ Citizen: _____

Note: It is the student's responsibility to seek approval from InTech of any changes to the care arrangements. Approval for changes to care arrangements before and after enrolments.

Section E – To be completed by InTech approved care giver

Company name/Care giver service: _____

Address: _____

Telephone: _____ Mobile: _____

Email address: _____

Passport number: _____ Citizenship: _____

Hereby accept responsibility for the accommodation and welfare of the above name student while the student is under 18 years of age and residing in Australia

It is the care givers responsibility to advise InTech of any proposed changes to care arrangements. Changes to care arrangements before enrolments and after enrolment.

Name: _____

Signature Date: ____ / ____ / ____

Section F – To be completed by close family friend over the age of 21 acting as care-giver

Note: A police record check, photo ID and Statutory Declaration must be submitted to International Recruitment Services along with this form before an eCOE can be issued to the student.

Name of close family friend: _____

Address: _____

Date of birth: ____ / ____ / ____ Period of arrangement/residence: ____ / ____ / ____

Telephone: Mobile: _____

Email address: _____ Citizen: _____

It is the responsibility of the family friend to notify InTech of any changes to these arrangements. Changes to care arrangements before enrolments and after enrolment.

Section G – Accommodation arrangements

The student will reside in the following accommodation during his/her studies at InTech while in Australia and under 18 year of age:

- With parent or custodian
- With appointed relative over the age of 21
- With homestay family (If using a Homestay provider, complete details below)
- In an approved InTech student accommodation facility
- With an appointed close family friend over the age of 21

Homestay provider name: _____

Address: _____

Telephone: Mobile: _____

Email address: _____

Period of intended residence: /__ / ____ / __ to ____ / ____ / __

Confirmation/Authorisation _____

Signature of nominated care giver: Date: ____ / ____ / ____

Section I: Signature of parents:

Father: _____ Mother: _____

Section InTech approval

- Approved
 - Not approved
- Staff members name: _____ Date ____ / ____ / ____

Statutory declaration by non-relative

This declaration must be made before an authorised person. An authorised person is a person who is authorised to witness statutory declarations under the Statutory Declarations Act 1959 which includes the following:

A magistrate, Justice of the Peace, Commissioner for Declarations, Commissioner for Affidavits, notary public, or any other person before whom a statutory declaration may be made under the Statutory Declarations Act 1959 or under the law of the State or Territory in which the declaration is made, a solicitor, a registered medical practitioner, a bank manager, a pharmacist, an Australian Postal Corporation officer with 5 years service.

Full name: _____

Address: _____ Postcode: _____

Occupation: _____

Do solemnly and sincerely declare:

- I am over the age of 21.
 - I have accepted responsibility as care-giver for (insert name): _____ while this student is under the age of 18.
 - I have been a friend of the (insert family name): _____ family for: _____ years and maintain regular contact with the family.
 - I understand that as the care-giver of the above-named student I am responsible for his/her general well-being and welfare while s/he is under the age of 18 and studying in Australia.
 - I will assist the student with adjusting to Australia by providing assistance with day-to-day necessities such as opening a bank account, shopping, local facilities, taxation, mobile phone access, public transport and local Australian customs.
 - If this student is not living with me, I will maintain regular contact with him/her by phone or email and in person.
 - I will liaise with the Intech Institute of Technology as required to ensure that any study or personal matters that arise in connection with this student's studies are dealt with appropriately.
 - I will inform with the Intech Institute of Technology of any change in accommodation or welfare arrangements while the student is under 18.
 - I will monitor and assist the student with meeting requirements of Intech Institute of Technology and the government such as attendance, re-enrolment and visa renewals, tax file numbers, tax returns and health insurance requirements.
 - I will sign any necessary authorisations such as computer access, functions and excursions required for the student while s/he is under the age of 18.
 - I have undertaken a Police check and provided a copy to Intech Institute of Technology.
- The student will be living at: _____

Declaration

Full name: _____

Address: _____ Postcode: _____

Occupation: _____

Do solemnly and sincerely declare that the information I have provided on this form, and any attachments, is complete, correct and up-to-date in every detail. I make this solemn declaration by virtue of the Statutory Declarations Act 1959, and subject to the penalties provided by the act for making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

Signature _____ **date** _____

Declared at (city or place) _____

Before me (details of person before whom declaration is made)

Full name: _____ Title _____

Signature _____ **Date** _____