Useful Guidelines - Application for Guardianship at RMIT

Guardianship is determined according to the Option that parents tick on the Under 18 Student Welfare and Accommodation Approval Form. Only one option may be ticked. Applicants who are not applying for a program through an RMIT agent must provide properly certified documentation. Applicants applying in person may have copies certified by RMIT staff. Guardianship is assessed strictly after the lodgement of Offer Acceptance Form.

Option 1 – DIAC Approved

This option is only used where (usually) a parent applies through the Department of Immigration and Citizenship for a Student Guardian Visa for the purpose of travelling to and remaining with the student in Australia. A nominated relative (except cousins – See Option 3) who is an Australian Permanent Resident or Citizen may also apply through the Department, by completing a Nomination of a Student Guardian form (157N). In such cases RMIT guardianship is not required. Do not tick Option 1 unless the nominated guardian has applied through DIAC (please refer to additional information on the final page of this document.)

Sections which must be completed are: 1, 2, 3 & 8
Use Option 1 Checklist on pages 2-3

Option 2 – Care Giving Company is engaged by the student’s family.

This option is used where students have no family friend or cousin to act as guardian. A care giving company must be engaged to act as guardian. RMIT does not arrange this for the student and is not involved in payment transactions between family, agent (if applicable) and care giving company.

The care giving company will be required to complete the relevant sections of the above form. Please do not submit an incomplete Under 18 Student Welfare and Accommodation Approval Form. The form must reach RMIT fully completed, signed and dated by all parties. Holders of Bridging Visas will not be approved by RMIT to be hosts.

Sections which must be completed are: 1, 2, 4, 6, 7 & 8
Use Option 2 Checklist on pages 4-6

Option 3 – Where a family friend or cousin is nominated by the student’s family

This option is used where the family has a cousin or family friend in Melbourne who can act as guardian. The nominated person must attend a compulsory RMIT guardianship interview in person. If the nominated person does not wish to host the student, the student’s family may apply for accommodation directly through an RMIT-approved accommodation provider (hostel type – See Section 7 below). Homestay is an alternative to hostel-type accommodation, which must be applied for (See Section 7 below). Holders of Bridging Visas will not be approved by RMIT to be guardians or hosts.

Sections which must be completed are: 1, 2, 5, 6, 7 & 8
Use Option 3 Checklist on pages 7-9
OPTION 1 CHECKLIST

Please ensure that all information is supplied. Missing information or documentation will result in delays for the student:

Section 1 (Student completes)
- Student number
- Family names
- Given names
- Date of birth
- Gender
- Personal email address
- Telephone number
- Passport Number
- Citizenship
- Program name
- Commencement date (precise date required)
- Applicant's consent to disclose personal information (requires tick)
- Student signature

Section 2 (Parents complete)
- Copy of one form of parent identification which combines photo and signature for each parent (for example, a passport). If no such ID exists, please request guidance from the RMIT Under 18 officer regarding the alternative method of certifying the available identification
- If student has only one legal guardian, evidence showing sole legal custody or a Death Certificate of one parent must be supplied, otherwise authorisation of both parents is required in every instance where parental authorisation is required
- Names and address
- Telephone number
- Email address
- Tick Caregiver Arrangement Option 1
- Parent(s)/custodian's consent for RMIT staff to check visa restrictions or EVO website (requires tick)
- Signatures (both parents)

Section 3 (DIAC-approved Relative or Custodian completes)
- Family name, given names
- Duration of guardianship arrangement with relative/welfare provider
- Address
- Home telephone number
- Mobile telephone number
- Email address

Section 8 (Parents and Guardian complete)
- Signature of father/custodian
- Signature of mother/custodian
- Signature of caregiver
- Date of signing party
Additional Option 1 information - DIAC Approved guardianship

Please note, concerning under-age welfare, where Option 1 has been ticked on the Under 18 Student Welfare and Accommodation Approval Form by the parents/custodians, RMIT is not responsible for approving welfare.

By choosing Option 1 parents declare that the nominated person has sought approval directly to the Department of Immigration and Citizenship. Guardians wishing to accompany students to Australia and remain with them throughout the duration of the studies must apply for a Student Guardian Visa. A nominated relative (not a cousin – See Option 3) who is an Australian Permanent Resident, Australian Citizen or other visa holder with legal entitlement to remain in Australia throughout the student’s entire under 18 period of study may also apply through the Department, by completing a Nomination of a Student Guardian form (157N).

A CAAW form (Confirmation of Appropriate Accommodation and Welfare) would consequently not be issued by RMIT, only the eCOE (electronic Confirmation of Enrolment), contingent upon student meeting any/all conditions of offer.
OPTION 2 CHECKLIST

Please ensure that all information is supplied. Missing information or documentation will result in delays for the student:

Section 1 (Student completes)
- Student number
- Family names
- Given names
- Date of birth
- Gender
- Personal email address
- Telephone number
- Passport Number
- Citizenship
- Program name
- Commencement date (precise date required)
- Applicant’s consent to disclose personal information (requires tick)
- Student signature

Section 2 (Parents complete)
- Copy of one form of **parent identification** which combines photo and signature for each parent (for example, a passport). If no such ID exists, please request guidance from the RMIT Under 18 officer regarding the alternative method of certifying the available identification
- If student has only one legal guardian, evidence showing sole legal custody or a Death Certificate of one parent must be supplied, otherwise authorisation of both parents is required in every instance where parental authorisation is required
- Names and address
- Telephone number
- Email address
- Tick Caregiver Arrangement Option 2
- Parent(s)/custodian’s consent for RMIT staff to check visa restrictions or EVO website (requires tick)
- Signatures (both parents)

Section 4 (Caregiver company completes)
- Names
- Signature of caregiver
- Duration of guardianship

Section 6 (Caregiver/Guardian completes)
- Names of nominated welfare provider
- Names of student
- Guardian dates (the "from" date should be set at 14 days prior to the student’s program enrolment date, or student’s program commencement date (whichever occurs first); the "to" date must be set for either seven days after program completion or the student’s 18th birthday (whichever occurs first). These dates are used to create the CAAW (Confirmation of Appropriate Accommodation and Welfare)
- Signature of welfare provider
Section 7 (Parents complete)

- Tick one box only for type of accommodation required
- Cousin/family friend’s address and telephone details
- Copy of rental agreement/lease required if staying at one of the RMIT-approved hostel-type accommodation providers. The lease must cover the period from date of arrival until end of the under 18 period of study. The arrival date on the Arrival Services Form must not be earlier than the accommodation check-in date

- If not already in Melbourne, all students must supply a fully completed Arrival Services Form (all tick box statements in Section 2 of the form must be answered) and submit it to ISArrival@rmit.edu.au. Unless the nominated guardian agreed at interview to collect the student from the airport, RMIT airport pick-up must be requested. How to complete the Arrival Services Form depends on the type of accommodation requested:

  a) HOMESTAY If Homestay is required, the request must be fully detailed in Section 6 of the Arrival Services Form. Information must include a firm date or anticipated Homestay start date in Section 6 of the Arrival Services Form. The arrival date and Homestay start date must be the same when you submit the final Arrival Services Form and must fall within the approved guardianship period. RMIT will arrange Homestay on behalf of the student and release the host profile plus Arrival Services Confirmation to the agent (if applicable) approximately 1-2 weeks prior to student arrival.

  The Arrival Services Form must show a request for Homestay accommodation for the entire period of under 18 study. To ensure the best possible student-host match by the Homestay provider, please make sure that any special student requirements (such as halal, no pets, close to RMIT, internet) are listed under “Special requirements” in Section 6. This is the only opportunity to alert our Homestay provider of all your student’s needs.

  b) APPROVED HOSTEL If student has booked accommodation through one of the RMIT-approved hostel-type accommodation providers, the Arrival Services Form flight arrival date (Section 3) must not be earlier than the accommodation commencement date appearing on the booking confirmation (usually a rental agreement or lease agreement), and must fall within the approved guardianship period. RMIT does not arrange the booking of this type of accommodation. Accommodation information must be included in Section 5. Evidence must be supplied which shows confirmed accommodation for the entire under 18 period of study.

  c) STUDENT STAYING WITH COUSIN/FAMILY FRIEND An Arrival Services Form is still required (but the arrival details may be initially left as “TBA” if flight is yet to be confirmed). However, an Arrival Services Form must ultimately be submitted, showing complete arrival details, at least 10 days prior to arrival. The date must fall within the approved guardianship period.

NB Where RMIT has arranged or approved hostel or Homestay accommodation, parents accompanying their child to assist with the settling in period must find separate accommodation and are not permitted to live with the student. RMIT guardianship will not be approved in cases for a period when parents intend to reside with students in Melbourne. Parents should secure accommodation close to the student’s residence so that they may spend the maximum time with the student. Ultimately the student must remain each night.
at the RMIT approved address. Parents wishing to remain with the student until age 18 should apply for a Student Guardian Visa through DIAC (Option 1) on the Under 18 Student Welfare and Accommodation Approval Form, and not request RMIT guardianship through Options 2 or 3.

Section 8 (Parents and Guardian complete)
- Signature of father/custodian
- Signature of mother/custodian
- Signature of caregiver
- Date of signing party
OPTION 3 CHECKLIST

Please ensure that all information is supplied. Missing information or documentation will result in delays for the student:

Section 1 (Student completes)
- Student number
- Family names
- Given names
- Date of birth
- Gender
- Personal email address
- Telephone number
- Passport Number
- Citizenship
- Program name
- Commencement date (precise date required)
- Applicant’s consent to disclose personal information (requires tick)
- Student signature

Section 2 (Parents complete)
- Copy of one form of parent identification which combines photo and signature for each parent (for example, a passport). If no such ID exists, please request guidance from the RMIT Under 18 officer regarding the alternative method of certifying the available identification
- If student has only one legal guardian, a copy evidence showing sole legal custody must be supplied, otherwise authorisation of both parents is required in every instance where parental authorisation is required
- Names and address
- Telephone number
- Email address
- Tick Caregiver Arrangement Option 3
- Parent(s)/custodian’s consent for RMIT staff to check visa restrictions or EVO website (requires tick)
- Signatures (both parents)

Section 5 (Parents complete)
- Names
- Date of birth (must be at least 21 years old at time of RMIT interview)
- Relationship to student
- Gender
- Duration of guardianship
- Address
- Home telephone number
- Mobile telephone number
- Email address
Section 6 (Caregiver/Guardian completes)

- Names of nominated welfare provider
- Names of student
- Guardian dates (the "from" date should be set at 14 days prior to the student’s program enrolment date, or student’s program commencement date (whichever occurs first); the "to" date must be set for either seven days after program completion or the student’s 18th birthday (whichever occurs first). These dates are used to create the CAAW (Confirmation of Appropriate Accommodation and Welfare)
- Signature of welfare provider

Section 7 (Parents complete)

- Tick one box only for type of accommodation required
- Cousin/family friend’s address and telephone details
- Copy of rental agreement/lease required if staying at one of the RMIT-approved hostel-type accommodation providers The lease must cover the period from date of arrival until end of the under 18 period of study. The arrival date on the Arrival Services Form must not be earlier than the accommodation check-in date
- If not already in Melbourne, all students must supply a fully completed Arrival Services Form (all tick box statements in Section 2 of the form must be answered) and submit it to ISArrival@rmit.edu.au Unless the nominated guardian agreed at interview to collect the student from the airport, RMIT airport pick-up must be requested. How to complete the Arrival Services Form depends on the type of accommodation requested:

a) HOMESTAY  If Homestay is required, the request must be fully detailed in Section 6 of the Arrival Services Form. Information must include a firm date or anticipated Homestay start date in Section 6 of the Arrival Services Form. The arrival date and Homestay start date must be the same when you submit the final Arrival Services Form and must fall within the approved guardianship period. RMIT will arrange Homestay on behalf of the student and release the host profile plus Arrival Services Confirmation to the agent (if applicable) approximately 1-2 weeks prior to student arrival.

The Arrival Services Form must show a request for Homestay accommodation for the entire period of under 18 study. To ensure the best possible student-host match by the Homestay provider, please make sure that any special student requirements (such as halal, no pets, close to RMIT, internet) are listed under “Special requirements” in Section 6. This is the only opportunity to alert our Homestay provider of all your student’s needs.

b) APPROVED HOSTEL  If student has booked accommodation through one of the RMIT-approved hostel-type accommodation providers, the Arrival Services Form flight arrival date (Section 3) must not be earlier than the accommodation commencement date appearing on the booking confirmation (usually a rental agreement or lease agreement), and must fall within the approved guardianship period. RMIT does not arrange the booking of this type of accommodation. Accommodation information must be included in Section 5. Evidence must be supplied which shows confirmed accommodation for the entire under 18 period of study.
c) STUDENT STAYING WITH COUSIN/ FAMILY FRIEND  An Arrival Services Form is still required (but the arrival details may be initially left as “TBA” if flight is yet to be confirmed). However, an Arrival Services Form must ultimately be submitted, showing complete arrival details, at least 10 days prior to arrival. The date must fall within the approved guardianship period.

NB  Where RMIT has arranged or approved hostel or Homestay accommodation, parents accompanying their child to assist with the settling in period must find separate accommodation and are not permitted to live with the student. RMIT guardianship will not be approved in cases for a period when parents intend to reside with students in Melbourne. Parents should secure accommodation close to the student’s residence so that they may spend the maximum time with the student. Ultimately the student must remain each night at the RMIT approved address. Parents wishing to remain with the student until age 18 should apply for a Student Guardian Visa through DIAC (Option 1) on the Under 18 Student Welfare and Accommodation Approval Form, and not request RMIT guardianship through Options 2 or 3.

Section 8 (Parents and Guardian complete)
- Signature of father/custodian
- Signature of mother/custodian
- Signature of caregiver
- Date of signing party