

**POLICY GUARDIANSHIP**

<b>P-4-5</b>	VERSION	2	ISSUE DATE	28 NOV 08
	AUTHOR	R V H MORGAN	N P FELEDY	R J McLEOD
	APPROVED	PRINCIPAL		

<i>Statement / Action</i>		<i>Responsibility</i>
1	AIM	
1.1	The aim of this document is to detail the School's policy on guardianship and outline the guidelines for prospective guardians. It also forms the basis of an agreement between the School and the appointed guardian.	
1.2	This is a general policy which affects all areas of Pittwater House, particularly international students.	
2	PRINCIPLES	
2.1	This policy has been developed in line with recent changes to Australian Government Regulations (DIAC) in respect of Guardianship	
2.2	Guardians have certain responsibilities under Australian Law for the welfare of international students who are their wards	
2.3	Pittwater House believes in the practice of separating the responsibilities of school, homestay and guardian for overseas students which minimises conflicts of interest wherever possible	
2.4	The guardian must be able to represent the interests of the student at meetings with the school and be able to independently address issues of homestay for the student	
3	GUARDIAN SUITABILITY	
3.1	Guardians must be persons of good character, acceptable to the School authorities and must be over the age of 21	Head of School
3.2	Guardians must be residents of NSW and there is an expectation they will remain in Australia for the duration of their student's period of study.	Guardian
3.3	A guardian may be a close relative of the student but must be over the age of 21	Guardian
3.4	The Guardian agrees that he/she will be available to attend interviews and events on the Pittwater House campus at Collaroy, Sydney and be available at short notice to attend to the welfare of his/her student and attend in person when the student or the school requests	Guardian
4	GUARDIAN RESPONSIBILITIES	
4.1	Guardians must attend the student's Orientation Interview with the relevant senior member of staff before or at commencement of their student at Pittwater House [Note: A student may not be able to commence until their guardian has attended this interview].	Guardian

4.2	Guardians must sign on behalf of the parents all forms and notifications requiring parental permission. Documents correctly signed and received by fax or scanned as email attachments are acceptable.	Guardian
4.3	Guardians agree to an efficient turn around of documents so that their student is not disadvantaged through unnecessary delays	Guardian
4.4	Guardians agree to make regular weekly contact with their student and the homestay host family. They agree to make a regular report to the parents of the student	Guardian
4.5	Guardians will maintain a liaison role between the parents and the school	Guardian
4.6	Guardians agree to support and assist the student with social, domestic and living arrangements.	Guardian
4.7	Guardians will inform the Dean of any aspect of the student's home life which may impact upon their study or academic progress – illness, family news, financial issues, etc	Guardian
4.8	The Guardian's full contact details will be kept up-to-date and the School, parents, student and homestay host are to be immediately informed of any changes of address or phone contact data	Guardian
5	AGREEMENT	
5.1	The Guardian named below agrees to carry out the above responsibilities efficiently, honestly and co-operatively with the student named below, his/her family and the Pittwater House Schools. Any guardianship financial arrangements are between the student's family and the guardian.	Guardian
5.2	It is acknowledged that the Guardian is appointed for the period of enrolment of the student plus such other time that the student is in Australia which is associated with this enrolment.	Guardian Principal
5.3	Guardianship can only be terminated by the parents of the student in writing and only once an alternative guardian has been appointed. Guardianship can be terminated at the time the student reaches the age of 18 years	Parents
6	SCHOOL'S RESPONSIBILITY IN RELATION TO UNDER 18 STUDENTS	
6.1	Where the school has taken on responsibility for approving the accommodation, support and general welfare arrangements for a student who is under 18 years of age, the school must: 6.1.1 nominate the dates for which responsibility is accepted for approving the student's accommodation, support and general welfare arrangements using the specified PRISMS pro forma letter ( <i>Notification of the dates for which the school has agreed to be responsible is made as part of the Confirmation of Appropriate Accommodation and Welfare (CAAW) letter available when the student CoE is approved in PRISMS. The period of approval must be for the length of the CoE plus a minimum of 7 days after the completion of the course. Students cannot arrive before welfare and accommodation arrangements are in place. If the school has agreed to approve welfare and accommodation arrangements, the student can only arrive prior to the date from which the school has agreed to be responsible if he/she has other DIAC approved welfare and accommodation arrangements in place for that period. For example, if the student was accompanied by their parents</i> ).	Director of Admissions

	<p>6.1.2 advise DIAC in writing of the approval using the specified PRISMS pro forma letter</p> <p>6.1.3 have documented procedures for checking the suitability of the student's accommodation, support and general welfare arrangements, and</p> <p>6.1.4 Advise the Immigration Department as soon as possible in the event that the younger student has changed his or her living arrangements or the school no longer approves of the arrangements for the student, using the specified PRISMS pro forma letter and by phone.</p>	
6.2	If a younger student has a student visa that covers multiple courses, the school is responsible for approving arrangements for the student's accommodation, support and general welfare during the specified period.	Director of Admissions
6.3	<p>If the school terminates, suspends or cancels the enrolment of a younger student for whom it has approved welfare, accommodation and support arrangements, the school must continue to check the suitability of arrangements for that student until:</p> <ul style="list-style-type: none"> <li>• the student is accepted by another provider and that provider takes over responsibility for approving the student's accommodation, support and general welfare arrangements</li> <li>• the student leaves Australia</li> <li>• other suitable arrangements are made that satisfy the Migration Regulations, or</li> <li>• the school reports to DIAC that it can no longer approve of the arrangements for the student via PRISMS and by phone.</li> </ul>	Head of School

#### NOTES

1. The Pittwater House Schools Ltd delivers the Foundation Year Certificate (PTW) programme under licence agreement from the University of New South Wales.

- *The Pittwater House Schools Ltd CRICOS Provider No. 00897J*
- *The University of New South Wales CRICOS Provider No. 00098G*

2. Guardianship agreement can be found at P-12-2

