



Building better futures since 1975

Return completed form to:
Level 1, 171 Elizabeth Street
Brisbane QLD 4000
Email: info@kellycolleges.com.au
Tel: 07 3210 2200 Fax: 3210 2247
CRICOS 02563D

Under 18 care arrangements form

For more information please refer to www.kellycolleges.com.au

Student personal details

Student number:	<input type="text"/>		
Family name:	<input type="text"/>	Given names:	<input type="text"/>
Date of Birth:	<input type="text" value="day / month / year"/>	Email address:	<input type="text"/>
Passport number:	<input type="text"/>	Nationality (as per your passport):	<input type="text"/>

To be completed by parents or legal guardian

Name(s):	<input type="text"/>		
Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Mobile:	<input type="text"/>
Email address:	<input type="text"/>		
Relationship to student:	<input type="text"/>	Passport number:	<input type="text"/>

Please tick and complete only one section

- My child will be living with me in Australia – Complete only section A, page 2
- My child will be living with a relative over age 21 – Complete only section A, page 2
- A Kelly Colleges approved homestay – Complete only section B, page 3
- A close family friend over age 21 – Complete only section C, page 4

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

Privacy statement

The information on this form is collected for the purposes of assessing your accommodation and welfare arrangements. You have the right to access personal information that Kelly Colleges holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Kelly Colleges at the following email address: info@kellycolleges.com.au

Section A

Parent /Legal Guardian or Relative over the age of 21

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. This does not include cousin.

Name of relative/parent/legal guardians:

Relationship to student:

Address (where student is living in Australia):

Period of arrangement/residence: from

day / month / year

to

day / month / year

Telephone:

Mobile:

Email address:

Date of Birth:

day / month / year

Signatures

Parent(s)/Legal Guardian signature:

Date:

day / month / year

Student signature:

Date:

day / month / year

Document checklist

*Certified copy of parent/legal guardian identification with photo and signature. Example passport, drivers licence or official ID Card.

NOTE: These arrangements are approved by the Department of Immigration and Citizenship (DIAC). Kelly Colleges is not required to create a Confirmation of Appropriate Accommodation and Welfare (CAAW) form.

END of Document Return this form to Kelly Colleges . No other sections of the form need to be completed. All original documents or certified copies must be submitted along with this form before an electronic. Confirmation of Enrolment (eCoE) can be issued to the student.

*Certified copies will only be accepted by registered agents.

Section B

Kelly Colleges approved Homestay Accommodation

Student Accommodation details:

Homestay:

Provided by Kelly Colleges

or Name of Organisation (if applicable):

Name of person (with whom student will be living):

Address (where student will be staying):

I hereby accept responsibility for the accommodation and welfare of the student while the student is under 18 years of age and residing in Australia.

If the student is staying in Homestay, not organised by Kelly Colleges, I have visited the accommodation and am satisfied it meets the Kelly Colleges' guidelines.

Name of nominated care-giver:

Signature of nominated care-giver:

Date: day / month / year

Signatures

Parent(s)/Legal Guardian signature:

Date: day / month / year

Student signature

Date: day / month / year

Document checklist

*Certified copy of parent/legal guardian identification with photo and signature. Example passport, drivers licence or official ID Card.

END of Document: Return this form to Kelly Colleges. No other sections need to be completed.

All original documents or certified copies must be submitted along with this form before an electronic Confirmation of Enrolment (eCoE) and Confirmation of Appropriate Accommodation and Welfare (CAAW) form can be issued to the student. *Certified copies will only be accepted by registered agents.

Section C

Close family friend over the age of 21

Name of close family friend:

Relationship to student:

Address:

Date of Birth: day / month / year

Period of arrangement/residence: from

to

Telephone:

Mobile:

Email address:

Student Accommodation details:

Same as above or

Homestay:

Provided by Kelly Colleges

or Name of Organisation (if applicable)

Name of person (with whom student will be living):

Address (where student will be staying):

Telephone:

Mobile:

Email address:

Signatures

Parent(s)/Legal Guardian signature:

Date:

day / month / year

Student signature:

Date:

day / month / year

Document checklist

To obtain required forms please contact info@kellycolleges.com.au or visit www.kellycolleges.com.au

- Statutory Declaration of family friend
- Queensland Police record check of family friend issued no longer than 12 months prior to date of submission
- Certified copy of Blue Card
- Photo ID of family friend (must be certified and bear signature)
- Letter from parent/guardian electing you as the student's carer

END of Document: Return this form to Kelly Colleges. No other sections need to be completed. All original documents or certified copies must be submitted along with this form before an electronic Confirmation of Enrolment (eCoE) and Confirmation of Appropriate Accommodation and Welfare (CAAW) form can be issued to the student. *Certified copies will only be accepted by registered agents.