

# Change of guardianship and accommodation arrangements

Under 18

Current students

## This form is to be completed by the student and parent of a Monash College or Monash University student under 18 years of age

This form is to be used if you are applying for a:

- change of accommodation (complete section 2), and/or
- change of guardian (complete section 3)

Under 18 students\* can change to one of two approved guardianship and accommodation arrangements. If students are not living with a parent or relative, they must use the Monash College U18 Guardianship Service and live in Monash approved accommodation.

\*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*.

### Approval

A decision will be made within seven days from date of receipt of this completed document. You will be notified of the outcome via your student email.

### For more information

Monash College students: <https://www.monashcollege.edu.au/life-at-monash-college/under-18s>

Monash University students: <https://www.monash.edu.au/students/international/under-18/>

You can access this form online:

<https://www.monashcollege.edu.au/life-at-monash-college/under-18s>

### Return completed form:

For Monash College students	For Monash University students
Student Engagement Email: <a href="mailto:engagement@monashcollege.edu.au">engagement@monashcollege.edu.au</a>	International Student Engagement Email: <a href="mailto:iss@monash.edu">iss@monash.edu</a>
Guardian Email: <a href="mailto:guardians@monashcollege.edu.au">guardians@monashcollege.edu.au</a>	

**IMPORTANT:** Please ensure that you have attached all the necessary documents.

### 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 Monash University and Monash College hold 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 Monash College Privacy Officer at [privacy@monashcollege.edu.au](mailto:privacy@monashcollege.edu.au) or the Monash University Privacy Officer at [privacyofficer@monash.edu](mailto:privacyofficer@monash.edu).

## Section 1.

### Student personal details

Monash ID number : \_\_\_\_\_ Current course: \_\_\_\_\_  
Family name : \_\_\_\_\_ Given name: \_\_\_\_\_  
Date of birth : \_\_\_\_\_ Email address: \_\_\_\_\_  
Contact number : \_\_\_\_\_  
Current guardian name: \_\_\_\_\_  
Current guardianship  
company (if applicable): \_\_\_\_\_

**Student signature** : \_\_\_\_\_ **Date:** \_\_\_\_\_

### To be completed by parent

#### Parent or legal custodian details

Full name : \_\_\_\_\_  
Relationship to student : \_\_\_\_\_  
Home address : \_\_\_\_\_  
Email address : \_\_\_\_\_  
Contact number : \_\_\_\_\_

I approve the change of care arrangements / accommodation below.

#### Please tick as required

- Change of accommodation **Complete Section 2**
- Change of guardianship **Complete Section 3**

**Parent signature** : \_\_\_\_\_ **Date:** \_\_\_\_\_

#### MONASH USE ONLY - DO NOT COMPLETE THIS SECTION

- Approved
- CAAW created/ updated
- Informed Monash College Guardianship Service

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 2. Change of accommodation

**Important:** A student living in inappropriate or unauthorized accommodation may be reported to DHA, who have the right to cancel the student's visa.

Change of accommodation requested from DD / MM / YYYY

✓ Please tick only one option

- [Scape Melbourne Central](#) - Melbourne City - All Monash College courses
- [Scape Swanston](#) - Melbourne City - All Monash College courses
- [Scape Queensberry](#) - Melbourne City - All Monash College courses & Monash University courses located in the Parkville or City campus
- [Journal Student Living - Uni-Place](#) (USE CODE MONASHJUP) - Melbourne City - All Monash College courses & Monash University courses located in the Parkville or City campus
- [Monash Residential Services](#) – Clayton or Peninsula campus – Monash University courses only
- [Homestay Accommodation Services](#) - Campus Specific – All Monash College and Monash University courses

### **Supporting documents to be submitted with this application:**

- Copy of letter of confirmation of accommodation and/or lease agreement.

## Section 3. Change of guardian

✓ Please tick and complete only one option

**To Relative aged over 21:**

**This arrangement must be approved by the Department Home Affairs (DHA).  
You need to submit [Form 157N](#) to DHA for approval before submitting this form.**

Relative is defined as parent or adoptive/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.

### Relative's details

Name(s):	Relationship to student:
Telephone:	Contact number:
Email address:	Date of birth:
Passport number:	Nationality:
Address:	

The student must live at the above address with their approved relative.

Supporting document to be submitted with this application:

- Confirmation that arrangement with relative aged over 21 has been approved by DHA

**OR**

**To Monash Under 18 Guardianship service**

The Monash College Under 18 Guardianship Service [Terms and Conditions](#) will be provided by your Student Adviser or Student Engagement Coordinator.

Guardianship commencement date: DD/MM/YYYY
<b>Under 18 Guardianship Service Terms and Conditions</b>
I understand and accept the Under 18 Guardianship Service Terms and Conditions.
Parent(s)/Legal custodian signature: _____ Date: _____
Student signature: _____ Date: _____

Supporting documents to be submitted with this application:

- Certified copy of parent/legal custodian identification with photo and signature. (Example: passport, driver's license or official ID Card). If the identification is not in English, certified English translated copies must be provided as well.
- Copy of letter of confirmation from your selected accommodation, if available OR
- Homestay Profile form from Homestay Accommodation Services (HAS)