

## 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 guardian (complete section 2), and/or
- change of accommodation (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 to:

Monash College	Monash University
<p><b>In person:</b> Reception / Student Engagement / Guardian</p> <p>Monash College Pty Ltd 49 Rainforest Walk, Clayton Campus 3800 or 222 Bourke Street, City 3000</p> <p>OR <b>Email:</b> <a href="mailto:guardians@monashcollege.edu.au">guardians@monashcollege.edu.au</a></p>	<p><b>In person:</b> International Student Engagement</p> <p>Monash University Campus Centre, First Floor 21 Chancellors Walk, Clayton Campus 3800 or Monash Connect, Caulfield campus</p> <p>OR <b>Email:</b> <a href="mailto:iss@monash.edu">iss@monash.edu</a></p>

**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: \_\_\_\_\_

Mobile: \_\_\_\_\_

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: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Home Address: \_\_\_\_\_

I approve the change of care arrangements / accommodation below.

#### Please tick as required

Change of guardianship

**Complete section 2**

Change of accommodation

**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 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.

Name(s):	Relationship to student:
Telephone:	Mobile:
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 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 application:

- Certified copy of parent/legal custodian identification with photo and signature. (Example: passport, driver's licence 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)
- If you are applying for Urbanest, complete Section 4 and return to [monash@urbanest.com.au](mailto:monash@urbanest.com.au)

## Section 3. Change of accommodation

**Important:** A student living in inappropriate or unauthorised 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

<u>Accommodation option</u>	<u>Location</u>	<u>Recommended for</u>
<input type="checkbox"/> <a href="#">Urbanest Melbourne Central</a> <sup>1</sup>	Melbourne City	Foundation Year, Undergraduate City & Parkville
<input type="checkbox"/> <a href="#">Monash Residential Services (MRS)</a> (on campus)	Clayton, Berwick, Peninsula	Diploma / Undergraduate
<input type="checkbox"/> <a href="#">Homestay Accommodation Services (HAS)</a>	Campus Specific	Diploma / Foundation Year / Undergraduate
<input type="checkbox"/> <a href="#">Scape</a>	Melbourne City	Foundation Year
<input type="checkbox"/> <a href="#">Albert House</a>	Melbourne City	Foundation Year <b>only</b>

<sup>1</sup> Please also complete the Urbanest Application Form (Section 4). Email copy of Urbanest form to [monash@urbanest.com.au](mailto:monash@urbanest.com.au)

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

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

## Section 4. Urbanest Melbourne Central Application Form

Please complete this form and return to: [monash@urbanest.com.au](mailto:monash@urbanest.com.au) and a member of the urbanest Team will be in contact. Your accommodation is only guaranteed when you have received your booking confirmation from urbanest. Accommodation is dependent on availability. Your tenancy dates will be included in your tenancy agreement.

Personal Details		
Family Name:	Given Name/s:	
Gender (please circle): Male / Female	Phone:	
Nationality:	Date of Birth: DD / MM / YYYY	
Email:		
Address:		
Course:	Year of Study:	Monash ID:

Your Guardian in Australia
Monash College Guardianship, 49 Rainforest Walk, Monash University, Clayton 3800

Select room type			
Room type	Description	Price per week	
Single Ensuite Room in 4 Person apartment	Single room with ensuite bathroom in a 4 person apartment with shared kitchen / lounge	AUD \$409	Circle your choice
Twin Share Room in 8 Person apartment	Twin share room with two single beds and ensuite bathroom in 8 person suite. Apartment features a large shared kitchen and lounge room.	AUD \$329	Circle your choice

Select Contract Length			
Contract Length	Contract Start Date	Contract End Date	Your start date at Urbanest
Foundation Year – Standard Option A	January	June	
Foundation Year – Standard Option B	January	August	
Foundation Year - Standard Option C	January	December	
Foundation Year – Extended/Intensive Option A	February	June	
Foundation Year – Extended/Intensive Option B	February	August	
Foundation Year – Extended/Intensive Option C	February	December	
Are you studying a different course? Other lease dates are available on request.			
<b>Additional information</b>			