

## **GUARDIANSHIP POLICY**

### **Obligations of Guardianship**

Obligations of guardianship for international students.

Only a parent or person who has legal custody of the student can nominate a guardian for that student.

#### **Eligibility**

The person accepting the role of guardianship is required to:

- Be over 21 years of age, be comfortable conversing in English and reside in Sydney, Australia whilst the student is at AIPAH.
- Provide evidence of police clearance from NSW Police.
- Must be of good character and have permission to reside in Australia until the student has completed their course
- Provide documentary evidence from the parent of the student of his/her guardianship by completing the *Appointment of Guardianship* form
- Provide a statement to AIPAH of his/her acceptance as guardian to the nominated student by completing the *Acceptance of Guardianship* form

### **General Responsibilities**

The responsibilities of the guardian include:

- Regular contact with both the student and her parents
- Notifying AIPAH of student absences
- Acting on the parents' behalf in dealings with AIPAH
- Being readily available to discuss matters of concern
- Attending AIPAH functions and events that concern the student, such as information briefings, parent/teacher interviews or guardian meetings
- Being readily available to support the student when needed for example with health matters, medical emergencies, travel and accommodation arrangements during vacations
- Being actively involved in the wellbeing of the student through, for example, invitations to meals
- Showing an interest in, and monitoring the academic progress of the student
- Informing AIPAH of an appropriate guardian's proxy when the guardian is unavailable for any reason. If the guardian needs to leave Sydney for a short duration, i.e. four weeks or less, a 'proxy' guardian must be nominated. For absences longer than one month, a new guardian must be appointed.

A student's place at AIPAH is dependent on compliance with these terms and conditions.

