



Direct Relative Nomination Form

Parents of international students are encouraged to nominate direct relatives as carers for their children. This person must either be a relative 21 years of age or over, and nominated by the parents (a brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece or nephew, step-grandparent, step-aunt, step-uncle, step-niece or step-nephew).

The carer undertakes to perform the following:

- Maintain regular contact with the student and liaise with the Institute, and parents;
- Ensure that the student attends regularly and punctually. Student visas require a minimum of 80% attendance and failure to meet attendance requirements can lead to the cancellation of student visas
- Notify the International Student Services of any changes to the student's address or living arrangements within 7 (seven) days. This notification must be in writing and provide full details of the new arrangements, and must comply with NSW Department of Education and Communities and Department of Immigration and Border Protection (DIBP) requirements.
- Contact the parents and Institute International Office in case of accident/serious illness or medical emergency;
- Assist the student to seek any necessary medical attention and ensure proper medical certification is obtained in case of absence;
- Inform the parents promptly in the event of any problems, discuss solutions with parents and act promptly on their advice;
- Write to or telephone the Institute International Office to ask for leave for the student for medical/ dental or any appointments, specifying the dates and times of the absence;
- Liaise with the Institute International Office concerning behaviour, conduct or any issues which may affect the student's progress;
- Assist the student to understand TAFE NSW and visa requirements and abide by them.

NOTE: The Direct Relative Nomination Form must be signed by both a parent of the student applicant and the nominated direct relative. The Statutory Declaration is required to be signed by the direct relative only.

* Parents and carers, please make a copy for your reference.



Direct Relative Nomination Form

This form is to be completed and signed by the student's parent and returned to the case manager or the International Student Office

Only use this form when nominating direct relatives to be approved by Department of Immigration and Border Protection (DIBP)

Please print Carer details in ENGLISH

A. Parent Declaration

I, appoint
(Name of parent in full) (Name of nominated carer)

as Carer of my child:
(Name of student)

My relationship to the student is: Mother / Father (please circle one)

Address:

Suburb / town: Postcode:

Telephone no (Home): (Work): (Mobile):

Email:

.....
Signature

.....
Date

B. Carer Declaration

I, accept the responsibility as the Carer
(Name of nominated carer)

for:
(Name of student)

Carer's name: Date of Birth:

Relationship to the student:

Address:

Suburb / town: Postcode:

Telephone no (Home): (Work): (Mobile):

Email:

.....
Signature

.....
Date

Note: If the nominated carer is in Australia on a visa, please provide a copy of the passport and current visa.