



# DIRECT RELATIVE NOMINATION FORM (UNDER 18 STUDENTS)

## INFORMATION

Parents of international students aged under 18 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 TAFE NSW International Unit and parents;
- Ensure that the student attends class regularly and punctually. Poor attendance can affect course progress, and failing to meet course 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 TAFE NSW and Department of Home Affairs (DHA) requirements.
- Contact the parents and TAFE NSW international 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 TAFE NSW International to ask for leave for the student for medical / dental or any appointments, specifying the dates and times of the absence;
- Liaise with the TAFE NSW International concerning behaviour, conduct or any issues which may affect the student's progress;
- Assist the student to understand TAFE NSW obligations 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.

Only use this form when nominating direct relatives to be approved by Department of Home Affairs (DHA).  
Please print Carer details in ENGLISH.

## SECTION A - PARENT DECLARATION

I, \_\_\_\_\_ appoint \_\_\_\_\_  
Name of parent in full Name of nominated Carer  
as Carer of my child:  
My relationship to the student is: Mother Father Name of student  
Address:  
Telephone: Mobile:  
Email:  
Signature: Date (DD/MM/YYYY):

## SECTION B - CARER DECLARATION

I, \_\_\_\_\_  
Name of nominated Carer  
accept the responsibility as the Carer for:  
Student's name: Date of birth:  
Relationship to the student:  
Address:  
Telephone: Mobile:  
Email:  
Signature: Date (DD/MM/YYYY):

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

**Please send the completed form and supporting documents to: [intadmissions@tafensw.edu.au](mailto:intadmissions@tafensw.edu.au)**