

# Application for Change of Accommodation and Welfare Provision

For students who have commenced study  
International Student Program in Victorian Government Schools

To apply for change to accommodation and welfare provision please complete this form and return it to the Department of Education and Training (DET), International Education Division (IED). Note: This template is to be completed by parents/legal guardians. DET (IED) must approve any changes to accommodation and welfare arrangements provided by Parent Nominated Homestays or School Arranged Homestays.

Department of Education and Training  
International Education Division  
GPO Box 4367  
Melbourne VIC 3001 Australia

Tel: +61 3 7022 1000  
Email: international@edumail.vic.gov.au  
Web: www.study.vic.gov.au



## How to complete this form

- This form must be completed by a parent/legal guardian.
- Please complete all sections of this form.
- Please use ONLY black or blue ink.
- Please complete this form in English only.
- Please scan your completed form, **along with supporting documents**, and email to: international@edumail.vic.gov.au

## Section A - Student Details

Family name:	Given name:
Student ID Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Host school name:
New ONGOING welfare arrangement date: Starts ____ / ____ / ____ OR	
New TEMPORARY welfare arrangement dates: Starts ____ / ____ / ____ Ends ____ / ____ / ____	

## Section B - Welfare Change Request

	My CURRENT welfare arrangement is: (Tick the appropriate box)	I want to CHANGE my welfare arrangement to: (Tick the appropriate box)
Option 1	<input type="checkbox"/> <b>Parent or Legal Guardian</b> The definition of a parent or legal guardian is having the right to daily care and control of the child and the right to make decisions for that child.	<input type="checkbox"/> <b>Parent or Legal Guardian</b> A copy of the parent's or legal guardian's 590 guardian visa grant notice and the student's visa is required when submitting this form.
Option 2	<input type="checkbox"/> <b>DHA Approved Relative</b> A Department of Home Affairs (DHA) approved relative to provide accommodation and welfare support.	<input type="checkbox"/> <b>DHA Approved Relative</b> A copy of the DHA approval of welfare provider documentation is required when submitting this form. Please complete Section C (Accommodation Details) below. If you have not yet applied for DHA approved relative, please see Section E.
Option 3	<input type="checkbox"/> <b>Parent Nominated Homestay</b> A nominated person over 21 years of age as a third party to provide accommodation and arrival support, and the Department of Education and Training as the welfare provider. Student must be 13 years of age and over.	<input type="checkbox"/> <b>Parent Nominated Homestay</b> Payment may be necessary, see Section D (Changes cannot occur until payment is received). Please complete Section C (Accommodation Details) below.
Option 4	<input type="checkbox"/> <b>School Arranged Homestay</b> DET (IED) arranged accommodation, welfare and school arrival support. Student must be 13 years of age and over.	<input type="checkbox"/> <b>School Arranged Homestay</b> Payment may be necessary, see Section D

Please turn over and complete page 2 of this form.

## Section C - Accommodation Details

(Please complete only if you are changing your welfare arrangement to Option 2 or 3 above)

Host family name:		Relationship to student:	
Host family street address:		Host family city:	
Host family postcode:	Host family main contact number:	Host family mobile number:	

## Section D - Payment Information

(Applicable for students changing to School Arranged and Parent Nominated Homestay only)

Where accommodation arrangements are changed from Options 1 or 2 to either Options 3 or 4, there is a non-refundable Accommodation Placement Fee of \$308.00 (GST inclusive) for the Department of Education and Training to:

- undertake a comprehensive check of the accommodation arrangements
- issue a Confirmation of Appropriate Accommodation and Welfare (CAAW).

Following receipt of this form, DET (IED) will send your invoice to the preferred email address you provided to the Department.

Once you receive the invoice, you can pay the Accommodation Placement Fee online with your credit card, through BPAY if you have an Australian bank account or in your own currency if you are making your payment from overseas. Please visit our website at <http://www.study.vic.gov.au/en/payment/Pages/default.aspx> to make a payment.

Your receipt is available immediately upon the transaction being completed. The Application for Change of Welfare Provision Request will be processed upon receipt of payment.

## Section E - How to apply for DHA Approved Relative

For Option 2 changes – DHA Approved Relative, you will need to contact DHA and complete a 157N form.

For more information, see:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/welfare-arrangements-students-under-18>

Department of Home Affairs (DHA)

Contact: Student Visa Unit

Address: GPO Box 241, Melbourne VIC 3000

Ph: 131881

**Parent/Legal Guardian:** Note: please ensure that the required documentation is submitted with this form.

I request a change to the accommodation and welfare arrangements for my child as specified above.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PARENT/AGENT: YOU MUST SUBMIT THIS FORM TO HOST SCHOOL FOR SIGNATURE**

## Section F - School to complete

Before submitting this form to DET (IED) please ensure all required fields have been completed and all requested evidence attached:

### Principal Checklist:

- 1. Start date for new welfare arrangement has been provided in Section A
- 2. Visa/DHA approval evidence is attached (options 1 and 2 only)
- 3. Form has been signed by parent / legal guardian
- 4. Student will be provided with a new Student Safety Card (if applicable)

### Principal / Assistant Principal:

I accept the changes to the accommodation and welfare support arrangements for the above student, in accordance with the parental request. The required documentation is attached and all necessary checks have been undertaken to ensure provision of the new appropriate accommodation and welfare arrangements are in place.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Section G - DET (IED) Approval

DET (IED) Response. Only complete the section below if approving the welfare provision change. If this change is rejected, please send this form back to the student's parent/legal guardian.

Name: \_\_\_\_\_

- I approve this student's welfare change request.
- I confirm that PRISMS has been updated to reflect the new welfare provision arrangement (noting that this will notify DHA of the change in accommodation and welfare arrangements).

**Executive Director, DET International Education Division signature:**

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Authorised

Joel Backwell  
Executive Director, International Education Division

**Document name:** DET (IED) Application for Change of Accommodation and Welfare Provision

**Risk Rating:** Critical

**Date of authorisation:** 10/01/2020

**Review frequency:** This form will be reviewed at minimum every 12 months or when any changes arise impacting its currency, including legislative or regulation change.

**Form maintained by:** Portfolio Director, International Education, International Education Division