

Application for Change of Accommodation and Welfare Provision

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

Complete this form to apply to change accommodation and welfare provision and return it to the Department of Education (DE), International Education Division (IED). Note: this template is to be completed by parents/legal guardians. DE (IED) must approve any changes to accommodation and welfare arrangements provided by parent-nominated or school-sourced homestays.

Department of Education
International Education Division
Level 28, 80 Collins Street
Melbourne VIC 3001 Australia

Email: international@education.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 complete this form in English only.
- Please scan your completed form, **along with supporting documents**, and email to: international.school.support@education.vic.gov.au
- Once received, IED will process the form and send a confirmation letter or email.

Section A - Student Details

Family name:	Given name:
International Student ID Number: <input type="text"/> <input type="text"/> <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"/> Parent or Legal Guardian 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. NB: This does not include Department of Home Affairs (DHA) approved relatives.	<input type="checkbox"/> Parent or Legal Guardian A copy of the parent's or legal guardian's subclass 590 Student - Guardian visa grant notice and the student's visa is required when submitting this form.
Option 2	<input type="checkbox"/> DHA Approved Relative A Department of Home Affairs (DHA) approved relative to provide accommodation and welfare support.	<input type="checkbox"/> DHA Approved Relative 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"/> Parent Nominated Homestay A nominated person over 21 years of age as a third party to provide accommodation and arrival support, and the Department of Education as the welfare provider. Student must be 15 years of age and over. If nominated person is a not a permanent resident or citizen, ensure their visa is for the durations of the student's enrolment.	<input type="checkbox"/> Parent Nominated Homestay 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"/> School Arranged Homestay DE (IED) arranged accommodation, welfare and school arrival support. Student must be 15 years of age and over.	<input type="checkbox"/> School Arranged Homestay Payment may be necessary, see Section D (Changes cannot occur until payment is received).

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)

Details of Host Family:

First and Last name:

Relationship to student:

Street address:

City:

Postcode:

Main contact number:

Mobile number:

Section D - Payment Information

(Applicable for students changing to parent-nominated or school-sourced 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 \$319 (GST inclusive) for the Department of Education to:

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

Following receipt of this form, DE (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, please 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: 131 881

NOTE: Changes to Option 2 will not be processed by IED without a DHA confirmation letter.

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 DE (IED) please ensure all required fields have been completed and all requested evidence attached:

School Principal Checklist:

- Start date for new welfare arrangement has been provided in Section A
- Visa/DHA approval evidence is attached (options 1 and 2 only)
- Form has been signed by parent / legal guardian
- Student will be provided with a new Student Safety Card (applies to Standard and Study Abroad students only)
- Option 3 and 4 only: homestay has been checked and has been found suitable. Details have been entered in VISIT.

Principal / Assistant Principal:

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

Name: _____ Signature: _____ Date: ____ / ____ / ____

Authorised

Linda Vaughan
Executive Director, International Education Division

Date of authorisation: 22/1/2024. **Date last reviewed:** 22/1/2024

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