

APPOINTMENT OF DESIGNATED CAREGIVER

PARENT TO COMPLETE

Designated Caregiver means a **relative or close family friend** designated in writing by a parent or legal guardian of an international student under 18 years as the caregiver and accommodation provider for that student. - NZQA Code of Practice.

STUDENT INFORMATION

Student Name: NZLC ID No. (If known):

Course Start Date: End date:

Campus: Auckland Wellington

Does the student have any special needs or medical conditions that NZLC should know about? (Full disclosure is vital to ensure their care and safety)

DESIGNATED CAREGIVER DETAILS

Name: Dates of Stay: to

Relationship: Family Friend Relative (Please specify)

Address (in New Zealand):

Email: Phone Number:

First language: English Level: Basic Intermediate Advanced

Please provide an alternative contact (The Designated Caregiver's emergency contact person in New Zealand)

Name: Phone Number:

PARENT'S DECLARATION

1. I declare that the person nominated as the Designated Caregiver is a bona fide **relative or close family friend** and I designate them to provide accommodation for my child during the above-mentioned dates and make decisions related to the student and be responsible for them on my behalf when I am not contactable.
2. I understand that NZLC will contact the above-nominated person to conduct an over-the-phone safety and suitability assessment. Depending on the outcome, a home-visit may also be required. I understand that in the case that a home visit is required, there will be a fee of \$250.
3. I understand that if the student is staying for 5 weeks or more, a home visit by NZLC staff for a fee of \$250 is mandatory in all cases.
4. I understand we must inform NZLC immediately if the student's living situation changes in any way at any time.
5. I understand that NZLC will establish communication channels with the Designated Caregiver.
6. I understand that NZLC will make every endeavour to ensure the safety and welfare of my child while at school. Should there be any concerns about the welfare of the student, the appropriate department will be consulted and the concerns will be discussed with the Designated Caregiver and parents of the student.
7. I understand that NZLC is not responsible for the student outside of school hours whilst in the care of the designated caregiver.

Date

Parent name

Parent signature