

# International Student Parent Nominated (PN) Host Application

ASC International (ASCI) is responsible for the welfare of students who are living and studying in Australia and whom are under 18 years of age and not living with a blood relative that has been assessed and approved by Australian Immigration.

In order to ensure the safety and well-being of those students, all Parent Nominated (PN) host families are required to be registered, assessed, and managed by ASCI. The home must meet recognised Australian homestay standards. Where parents nominate a host, a long-term relationship must be established between the student's family and the host's family. Should the nominated host have limited English skills, a qualified interpreter will be engaged to assist with the homestay process at the family's expense. Each family member in the home over 18 years of age is required to obtain a Working with Children Check (WWC) and a National Police Check prior to placement. **Please note that the WWC may take between 3-12 weeks to process.**

Parent nominated hosts must be contactable by telephone and email and are required to respond to requests from ASCI and the student's school in a timely manner. Should circumstances require ASCI to place a child in an emergency homestay, parents are liable for any additional costs.

## STUDENTS OVER THE AGE OF 18

**For students over the age of 18 who are wishing to reside with a Parent Nominated Host then these procedures must also be followed and will be considered on a case by case basis. Students over 18 years of age are legally an adult however they are still required to adhere to our school accommodation policy which means they must reside in either a Parent Nominated, Standard Homestay or with one of our approved student accommodation providers.**

Please see below:

- A. Steps to Complete for the intended **HOST**
- B. Steps to Complete for the **PARENT/LEGAL GUARDIAN**

## A. Steps to Complete for the **HOST**

### STEP 1: Host Agreement

All hosts are required to read, agree and abide by our Host Agreement. The Host Agreement needs to be signed by the intended host and returned. ASCI Admissions will supply this agreement to you in a pdf.

### STEP 2: Documentation

- **Passport**- Please provide a copy of the first page of your passport which includes your name, date of birth and nationality.
- **Documentary Evidence of Australian Citizenship/Permanent Residence/Current Visa**- Please provide a copy.

The above information will be verified on the Visa Entitlement Verification Online Website. Please note that it is an offence to provide misleading information.

### STEP 3: Background Checks

Please provide a valid **Working with Children Check (WWC)** and **National Police Check (NPC)** for **each** member of the household who is 18 years or over. This is a mandatory requirement. You will need to pay a small fee for each application.

**WWC:** If you require a WWC Check then please contact us and we will post an application form to you. We are required to complete and sign a section on this form prior to sending to you. You will not be able to lodge this form until our section has been signed. Please note that the WWC may take between 3-12 weeks to process.

**NPC:** If you require a National Police Check then apply online below or visit your local Australia Post office to apply in person.  
<https://auspost.com.au/police-checks>

### STEP 4: Home Interview and Inspection

Steps 1-3 above **must be completed and approved before** we arrange a time for one of our staff members to visit your home to meet you and inspect the student’s room and home environment. During the home interview you will have the opportunity to ask questions, discuss your expectations and get to know our staff. Home interviews will be conducted at least once per year.

### STEP 5: Application Successful?

Student, Parent and Nominated Host will be advised via email the outcome of the application.

## B. Steps to Complete for the **PARENT/LEGAL GUARDIAN**

### STEP 1: Complete & sign the “Nomination of Host by Parent/Legal Guardian” Form

### STEP 2: Fees

The Fees below will be invoiced to the student’s family and must be paid before a home inspection and interview is booked. Fees payable by Parents/Legal Guardians are:

- **Homestay Placement & Inspection Fee** (per Homestay placement): **\$300**  
This fee covers the home interview, home inspection, host training and management fees.
- **Homestay Welfare & Support Fee** (yearly): **\$340**  
This fee covers the costs for yearly management of the homestay in line with Australian Government requirements which include a yearly inspection of the home, ongoing support to hosts and 24/7 emergency assistance.

Duration of study	PN Homestay Welfare & Support Fee per student per year
Per year	AUD \$390

## CHECKLIST

Documents below that are required to be submitted.

### To be submitted by the **PARENT/LEGAL GUARDIAN**

- Completed & signed “Nomination of Host by Parent/Legal Guardian” Form
- Homestay Placement & Inspection Fee paid
- Homestay Welfare & Support Fee paid

### To be submitted by the **HOST**

- Signed Host Agreement
- Copy of Passport
- Documentary Evidence of Australian Citizenship/Permanent Residence/Current Visa
- Working with Children Check (WWC) (for each person living in the house aged 18 years or over)
- National Police Check (NPC) (for each person living in the house aged 18 years or over)

# Nomination of Host by Parent/Legal Guardian

## STUDENT DETAILS

Title	Given Names:	
Family Name:	Preferred Name:	
Date of birth: (dd/mm/yyyy)	Age:	Gender: Male <input type="checkbox"/> Female: <input type="checkbox"/> (Please tick)
Home Address:		
City:	State/Province:	
Country:	Postcode:	
Home Phone number: (Inc country code)	Mobile Phone Number: (Inc country code)	
Email:		

## PROPOSED HOST DETAILS

Proposed Student Moving in Date:		
Name of Responsible Adult Host:		
Family Name:	Given Name:	Age:
Home Address:		
Suburb:	State:	Postcode:
Mobile:	Email:	
Are you an (please tick): <input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Student Visa (Documentary evidence must be provided)		
Nationality:	Passport Number:	Date of Birth:
Relationship with Student/Family:		
Length of Relationship with Student/Family:		
Other Household Occupants		
Full Name:	<input type="checkbox"/> Adult <input type="checkbox"/> Child	Date of Birth: Age:
Full Name:	<input type="checkbox"/> Adult <input type="checkbox"/> Child	Date of Birth: Age:
Full Name:	<input type="checkbox"/> Adult <input type="checkbox"/> Child	Date of Birth: Age:
Full Name:	<input type="checkbox"/> Adult <input type="checkbox"/> Child	Date of Birth: Age:

## DECLARATION- Please tick boxes below

- I consent to my child residing in the above mentioned home and approve of the conditions and environment in which they will be living
- I approve of the individuals nominated in this form to provide adequate care for my child whilst they are residing in this home.
- I consent to pay any fees and charges associated with this placement or any emergency placement should ASCI deem necessary.
- I understand that hosts must be contactable by telephone and email and are required to respond to requests from ASCI or the School in a timely manner.
- I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to this application may result in cancellation of my child's enrolment.
- I declare the information in this application and supporting documentation to be true.

Parent/Legal Guardian Name: \_\_\_\_\_

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

Please email your completed form and attached documents to ASCI Admissions on [admissions@ascschools.edu.au](mailto:admissions@ascschools.edu.au)