



Under 18 CAAW Private Accommodation and Minder Nomination Form

Dear Parents,

To ensure that Trinity College can care for your child and issue a COE and CAAW necessary for their student visa, you **MUST** complete and sign the following form and return to the Student Wellbeing Office as soon as possible. An incomplete form or discrepancy in the Melbourne address provided may slow down the process of obtaining your child's student visa.

Under-18 students are not permitted to live with younger persons or on their own in a private accommodation. There must be an older person (Minder) living full time at the residence, who will take responsibility for them.

In accordance with Australian Government regulations, Trinity College requires that a Minder be:

- 21 years old or over;
- of good character;
- resident of Melbourne;
- willing to accept responsibility for all aspects of the care, accommodation and welfare of the Under 18 student whilst they are enrolled in Trinity Foundation Studies Program;
- must be an Australian citizen or have a valid Australian visa for the duration of the CAAW period, or until the student turns 18; and
- must live full time with the student at the approved address.

Trinity College will conduct an assessment of the nominated Minder and the suitability of the accommodation and care arrangements. The Minder must be available for an interview and consent to a home visit. The Minder will be asked to fill in and sign forms, as well as provide necessary documentation. These forms are available from the Student Wellbeing Office.

Note and reminder:

- Minder nomination submission received after the scheduled deadlines on the website will not be processed;
- It takes at least 5 to 10 working days or longer for the Student Wellbeing Office to conduct and process a minder assessment, including a home inspection;
- Application submission does not guarantee an approval; therefore, parents should choose and plan their accommodation ahead of time;
- The proposed living arrangement should not exceed one-hour travel time and should be within 10-minute of walking distance to public transport. Refer to the Public Transport Victoria (PTV) website to check travel times: <https://www.ptv.vic.gov.au>
- Once a CAAW is issued for the student to live with a minder in a private address, the student can only change accommodation to an under 18 pre-approved accommodation. No other private address and/or change of minder will be considered thereafter.

Once approved, the student is required to remain in the care of the Minder at the approved address at all times throughout the CAAW period. Changes of Minder will generally not be permitted unless you apply for and obtain approval from the Department of Home Affairs (HA).

Trinity College reserves the right to reverse or vary any decision made on the basis of incomplete or false information provided.

Should the Minder or student breach any of the CAAW conditions, Trinity reserves the right to revoke its decision and deem the accommodation, care and/or welfare arrangements as inappropriate and unsatisfactory. This may result in immediate cancellation of the student's visa. By signing this form, you agree to these conditions.

If you have any questions, please contact the Wellbeing Office:

+613 9348 7016, or by email
wellbeing@trinity.unimelb.edu.au

+613 9348 7044

Student Details:

Student's Family Name (as it appears in passport):

Student Number (located on Letter of Offer):

Student's Given Name (as it appears in passport):

Course Intake:

Date of Birth:

Age:

Gender:

Country:

Nominated Minder:

1. Details of the Minder taking responsibility for your child

Family Name:

Given Name:

Gender:

Date of Birth:

Age (over 21):

2. Address where the student will be living with the Minder

- The proposed address should not exceed one-hour travel time and should be within 10-minute of walking distance to public transport. Refer to the Public Transport Victoria (PTV) website to check travel times: <https://www.ptv.vic.gov.au>

3. Minder contact details:

Phone:

Home	Work	Mobile
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Email:

4. Minder's relationship to student

What is the Minder's relationship to the student? (e.g., brother, sister, uncle, family friend)

How long has the Minder known the student and the student's family?

Has the Minder met the student before?

YES

NO

5. Other household member's details

List details of all other household members residing at the Minder's address:

Full name	M/F	Age	Relationship to Minder	Work/Study information

6. Is this accommodation a rental property? YES NO

If **yes**, who signed the lease?

Lease end date:

7. Number of bedrooms:

8. Will the student be sharing a bedroom? YES NO

If **yes**, with whom?

9. What is the Minder's Australian residence status?

Australian Citizen. *Please provide a copy of the Minder's Australian Passport or Australian Citizenship Certificate and photo ID*

Australian Visa. *Please provide a copy of the Minder's Passport **and** Australian Visa*

The Minder must have a valid visa for the duration of the CAAW period, or until the student turns 18

Parent / Legal Custodian Declaration

The information I have given in this form is true, correct and complete.

Parent or
Custodian
name:

Relationship to student

Father

Mother

Custodian

Signature:

Date:

Parent's email and
phone number:



Please return this completed form and attachments to:

Trinity College Wellbeing Office

By **email** to wellbeing@trinity.unimelb.edu.au