



Guardianship Agreement

Sacred Heart College welcomes you as an International Student guardian. As a guardian you are an important person in the life of your student. As guardian, you are the parents' representative in New Zealand on all matters pertaining to your student. Below are outlined the College's requirements of a guardian and the responsibilities of the school. Please read this information and sign in acceptance of these terms at the bottom of the page.

■ Sacred Heart College expects Guardians to:

- Keep the College informed if the student has concerns, complaints or medical problems.
- Be responsible for arranging and taking the student to health care appointments as needed.
- Provide temporary accommodation for the student if the Health Centre or Hostel staff consider him contagious or unwell enough to remain the Hostel.
- Provide emergency accommodation for the student if he is facing disciplinary action (e.g. stand down, suspension, expulsion) from the Hostel and/or the College.
- Assist with the arrangement of emergency accommodation if required during an unplanned Hostel closure.
- Advise the College if there are to be any changes to the student's living situation or any problems or adverse situations within the student's family.
- Be responsible for organising the student's travel arrangements during the holidays and arranging transport to and from the airport if necessary.
- Maintain regular contact with the student and see them regularly and where possible, assist the students with financial management.
- Keep the student's parents informed on all matters relating to their son.
- Arrange tutors where necessary.
- Assist the student with visa applications.
- Attend parent/teacher interviews on the parents' behalf.

■ The Guardian can expect Sacred Heart College to:

- Have the Director of International Students and/or the Director of Boarding meet with the guardian at the time of the student's enrolment.
- Keep the guardian informed of any problems or concerns relating to the student through the Director of International Students or the Director of Boarding.
- Send copies of the student's school report to the guardian.
- Have the Director of International Students available to offer support and/or discuss matters regarding the student.

Note: It is the responsibility of the school to advise the parents should the student become seriously ill or injured or in case of death.



■ Declaration

I understand and accept the above conditions as a guardian for

Name of Student:

Signature of Guardian: Date:

Name:

Address:

Signature of Director of International Students:

Date: