



## Guardianship Agreement

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

### ■ Sacred Heart College and Hostel expects Guardians to:

- Keep the College and the Hostel informed if the student has concerns, complaints or medical problems.
- Advise the College and the Hostel if there are to be any changes to the student's living situation or any problems or adverse situations within the student's family.
- Attend meetings required by the College and/or the Hostel with regard to the behaviour issues related to the student during his time at the College and the Hostel.
- Be responsible for arranging airport pick up and drop off when the student comes to New Zealand and returns to his home country.
- Be responsible for arranging and taking the student to health care appointments as needed.
- Provide temporary and emergency accommodation for the student if the Health Centre or Hostel staff consider him contagious or too unwell to remain in the Hostel.
- Provide emergency accommodation for the student if he is facing disciplinary action (e.g. stood down, suspension, expulsion) from the Hostel and/or the College.
- Assist with the arrangement of emergency accommodation if required during an unplanned Hostel closure.
- Assist with the arrangements, where possible, for the student's accommodation during the school term holidays, mid-term breaks, and public holiday weekends, and for the transportation to and from the accommodation. The dates for these holidays and weekend breaks are published on the College's calendar.
- Maintain regular contact with the student and if needed, assist the student with opening a New Zealand bank account.
- Attend parent/teacher interviews on the parents' behalf.

### ■ The Guardian can expect Sacred Heart College and the Hostel to:

- Have the Deputy Headmaster of Boarding and/or the Director of International Students 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 Deputy Headmaster of Boarding and/or the Director of International Students.
- Within its capacity, assist the guardian with the arrangements for the student's accommodation during the school term holidays, mid-term breaks, and public holiday weekends,.
- Have the Deputy Headmaster of Boarding and/or the Director of International Students available to offer support and/or discuss matters regarding the student.



## Guardian's Acceptance and Declaration

I understand the responsibilities and expectations set for this guardianship role, and accept the above responsibilities as a guardian for the student named below. I understand that the guardianship of the student is subject to the approval of the College and the Hostel when considering the student's application. The College and the Hostel may require a police vetting of the guardian to determine the eligibility of the guardianship.

Name of Student: .....Date of Birth: .....

Name of Guardian: .....Date of Birth: .....

Address in Auckland: .....

Contact Number of Guardian: .....

NZ Mobile Number of Guardian: .....

Signature of Guardian: ..... Date: .....