Under-18 International Student and Parent Guide and Forms

International Student Services

For students who will be under 18 while studying at Wintec.
Includes guidance, important contacts, and the forms required for the application process.

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Welcome to Wintec!

These guidelines are for international students who are under 18 years old while studying at Wintec. While you are under 18, Wintec has a responsibility to help keep you safe and well. There are some extra rules you must follow until you turn 18. The rules are developed in accordance with The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

Please read these guidelines carefully with your parent or legal guardian.

The rules in these guidelines are there to help keep you safe.

1. Your Under-18 Advisor

Wintec has a staff member responsible for supporting students who are under 18.

Your Under-18 Advisor will:

- meet with you regularly
- check that you are safe and well
- help if you have concerns about your accommodation, studies, health or wellbeing
- keep in contact with your parent or legal guardian
- help you with travel requests and other under-18 requirements.

Please save your Under-18 Advisor's phone number in your phone.

You must also save the Wintec 24/7 emergency support number: +64 21 703 730.

If Wintec staff are trying to contact you, you must respond as soon as possible.

2. What Support You and Your Family Can Expect

Wintec has a pastoral care process for students who are under 18. This means we do not wait until there is a problem before checking that you are safe and well. We have regular contact with you throughout the semester and keep your parent or legal guardian informed.

The process includes the following.

Day 1 – Welcome to Wintec

When you first arrive on campus, we will:

- meet and welcome you
- check that you have arrived safely
- check that you are living in your approved accommodation
- confirm that you have contacted your family to let them know you are safe
- check that you have completed your enrolment
- make sure we have your current New Zealand mobile number
- make sure you have the Under-18 Advisor's contact details and Wintec's 24/7 emergency

number. We will also contact your parent or legal guardian to confirm that we have met you.

Week 1 – Under-18 Induction and Orientation

During your first week, we will:

- Explain the under-18 rules and safety requirements
- Check your emergency contact information
- Explain how regular one-to-one meetings will work
- Explain the travel approval process
- Check that you attend your academic centre induction
- Check that you attend International Orientation
- Introduce you to the support available at Wintec

We will also let your academic centre know that you are under 18.

Your Centre will be asked to contact International Student Services promptly if they have concerns about your:

- Attendance
- Health
- Wellbeing
- Academic progress
- Engagement

Week 2 – First Check-In

Your Under-18 Advisor will meet with you to check how you are settling in.

We may talk about:

- Your accommodation
- Your studies
- Your classes
- Your orientation experience
- Your friendships
- Transport
- Contact with your family
- Any questions or concerns.

We will update your parent or legal guardian on how you are settling. in.

Week 3 – Health Talk

We will arrange a health information session for you with the Wintec Health Centre.

This will help you understand:

- Where to go if you are sick
- How to make a medical appointment
- How to access counselling and wellbeing support
- What to do if you need help

We will let your parent or legal guardian know that you have attended the health talk.

Week 4 – Second Check-In

Your Under-18 Advisor will meet with you again.

We will check in about:

- Accommodation
- Studies
- Attendance
- Friends and social connections
- Health
- Wellbeing
- How you are adjusting to life in New Zealand

We will update your parent or legal guardian on how you are doing.

Week 8 – Mid-Term Academic Report

Around the middle of the semester, we will ask your academic Centre to provide a progress report.

The report may include information about:

- Attendance
- Participation
- Academic progress
- Assessments
- Any concerns or support needs

Your Under-18 Advisor will discuss the report with you.

A copy will also be sent to your parent or legal guardian.

If there are concerns, we will work with you to agree on what support or action is needed.

Week 12 – End-of-Semester Planning

Before the end of the semester, your Under-18 Advisor will meet with you again.

We will discuss:

- Your accommodation
- Your studies
- Your attendance
- Your wellbeing
- Your holiday plans
- Any travel you are planning
- Where you will stay during the break
- Your return arrangements, if you are travelling

Any required travel or accommodation approvals will be completed at this stage. We will update your parent or legal guardian and confirm your travel plans.

End of Semester – Academic Results

At the end of the semester, Wintec will obtain your academic transcript.

Your results will be sent to:

- You
- Your parent or legal guardian

If your results show that you need additional academic support, we will discuss this with you.

When You Turn 18

When you turn 18, you become a legal adult.

We will:

- Wish you a happy birthday
- Explain that the under-18 requirements no longer apply
- Check your ongoing accommodation plans
- Remind you that International Student Services is still available to support you
- Contact your parent or legal guardian to explain that our under-18 reporting arrangements are ending

Once you are 18, Wintec will not be able to share your personal, academic or wellbeing information with your parent or legal guardian without your permission.

Extra Support When Needed

These scheduled check-ins are the minimum level of contact.

We will contact you more often if:

- You are unwell
- You miss important classes or appointments
- We have concerns about your attendance
- We cannot contact you
- Your accommodation changes
- You are having academic difficulties
- You are feeling unhappy, unsafe or isolated
- Another Wintec staff member raises a concern
- You ask us for help

Your parent or legal guardian may also be contacted if we have a significant concern about your safety, wellbeing, accommodation, attendance or academic progress.

3. Your responsibilities as a parent or legal guardian

While your child is under 18, we ask you to work in partnership with Wintec to support their safety and wellbeing.

Please:

- Keep your email address, phone number and emergency contact details up to date
- Respond promptly when Wintec contacts you about your child
- Let us know about any significant health or wellbeing information that may affect the support your child needs
- Discuss proposed travel and overnight stays carefully with your child
- Provide written consent when required

- Contact the Under-18 Advisor if you have any concerns about your child's safety, wellbeing, accommodation or studies
- Tell us before any change is made to your child's approved accommodation or care arrangements

Stay in regular contact with your child and encourage them to tell you how they are settling in. It is common for international students to experience homesickness, loneliness or difficulty adjusting to a new country. Please contact the Under-18 Advisor if you become concerned about your child's wellbeing.

4. Attendance

You have been granted entry to New Zealand on a student visa and are expected to attend all of your scheduled classes.

You must:

- Attend your classes regularly and on time
- Attend required orientations, meetings and activities
- Let Wintec know If you are unable to attend.

We understand that you may sometimes be unwell

If you are sick and cannot attend class:

Contact your Under-18 Advisor. Email your teachers to let them know you will be absent. Seek medical help if needed.

If Wintec becomes concerned about your attendance, we will discuss this with you and may also contact your parent or legal guardian.

5. Accommodation

While you are under 18, you must live in accommodation that has been approved by Wintec.

The approved accommodation options are:

- Wintec Student Village
- Wintec Homestay
- Living with your parent
- Living with an approved Designated Caregiver

A Designated Caregiver must be an appropriate family member or close family friend who has been nominated by your parent or legal guardian and approved by Wintec. Wintec will complete appropriate checks to make sure the caregiver and accommodation are suitable and safe.

You must not:

- Move to another address without Wintec approval
- Stay overnight somewhere else without approval
- Change your caregiver or accommodation arrangements without telling Wintec first

If you are unhappy or uncomfortable where you are living, please tell your Under-18 Advisor. You will not get into trouble for asking for help.

6. Curfew

If you live in the Wintec Student Village or in a Wintec-approved homestay, you must follow the under-18 curfew. **Your curfew is:**

9.00 pm Sunday to Thursday

11.00 pm Friday and Saturday

You must be back at your accommodation by the curfew time unless another arrangement has been approved.

If you live in a homestay, your host must know:

- Where you are going
- Who you are with
- When you expect to be home

If you live at the Student Village, keep the Residential Leader informed about where you are going and when you expect to return.

Always let your homestay host or Residential Leader know if your plans change.

7. Keeping in Contact

You must remain contactable while you are under 18.

Please:

- Keep your mobile phone switched on
- Keep your phone charged
- Check your messages regularly
- Respond when your Under-18 Advisor or other Wintec staff contact you
- Tell your Under-18 Advisor immediately if your phone number changes.

Wintec must always have your current mobile number, address and emergency contact details.
If we cannot contact you and do not know where you are, we will take steps to check that you are safe. This may include contacting your accommodation, your parent or caregiver, Wintec staff, Security or Police.

8. Safety

Mobile Phone Safety

Your phone is important for both your personal safety and for keeping in contact with Wintec.

Keep your phone:

- With you
- Switched on and charged
- Out of sight when you are not using it
- In your pocket or bag rather than carrying it openly
- Do not leave your phone unattended in public places

Remember to save:

Wintec 24/7 emergency support: +64 21 703 730

Personal Safety

New Zealand is generally a safe place, but it is still important to take care of yourself and your belongings.

Please:

- Keep your bag, phone, laptop and other valuables with you
- Do not leave valuable items unattended
- Avoid travelling alone in the dark
- Stay in well-lit areas where possible
- Take care when withdrawing cash from an ATM
- Do not display large amounts of cash
- Tell someone you trust where you are going and when you expect to return

If you ever feel unsafe, contact your Under-18 Advisor or the Wintec 24/7 number. If there is an immediate emergency, call 111 for Police, Fire or Ambulance.

9. New Zealand Laws Relevant to U18s

While you are under 18, you must follow New Zealand law as well as Wintec's under-18 safety requirements.

Alcohol

You must not buy alcohol while you are under 18.

It is also illegal for someone aged 18 or over to buy alcohol for you in situations where the law does not allow it. If you are unsure about the rules, please ask your Under-18 Advisor.

Drugs

Illegal drugs are prohibited in New Zealand.

You must not:

- Use illegal drugs
- Possess illegal drugs
- Supply illegal drugs to another person
- Produce or distribute illegal substances

Breaking New Zealand drug laws can lead to serious consequences, including Police involvement, fines or imprisonment.

Smoking and Vaping

It is illegal for a retailer to sell cigarettes, tobacco products or vaping products to anyone under 18.

Please remember that Wintec also has rules about where smoking and vaping are permitted on campus.

Cycling

If you ride a bicycle in New Zealand, you must wear an approved bicycle helmet.

Please also take care around traffic and use cycle lanes where available.

Buying or Driving a Car

If you are thinking about buying a car while you are under 18, speak with your Under-18 Advisor before making any arrangements.

Your Under-18 Advisor must receive written permission from your parent or legal guardian before you buy a car.

You must also:

- Hold the appropriate New Zealand driver licence before driving
- Follow all licence conditions
- Have appropriate vehicle insurance

Do not drive another person's vehicle unless you are legally entitled to do so and the arrangement has been discussed with your Under-18 Advisor.

10. Traveling

Outside Hamilton

If you would like to travel outside Hamilton while you are under 18, you must ask for approval before making your trip.

Please speak with your Under-18 Advisor.

Your Under-18 Advisor will need information about:

- Where you want to go
- When you are leaving
- When you will return
- Who you are travelling with
- Where you will be staying
- How you will travel
- Contact details for the people you will be with

Your Under-18 Advisor will also seek permission from your parent or legal guardian. Do not leave Hamilton until your travel has been approved.

Holidays and Sleepovers

You must receive approval before staying away overnight from your approved accommodation.

This includes:

- Holidays
- Sleepovers
- Staying with friends
- Staying with relatives
- Overnight trips outside Hamilton

Before approval can be considered, your Under-18 Advisor will need:

- Written permission from your parent or legal guardian
- Your destination
- Who you will be travelling or staying with
- How you will get there
- How long you will be away
- The address where you will be staying
- Contact details for a responsible person

Do not leave for an overnight stay or holiday until your Under-18 Advisor has confirmed approval.

Parties and Functions

If you are planning to attend a party or function, please let your Under-18 Advisor know beforehand.

You may be asked to provide information about:

- Where the event is
- Who you will be with
- Whether responsible adults will be present
- How you will get there and home

You must follow New Zealand alcohol and drug laws and return to your approved accommodation by your curfew unless a different arrangement has been approved in advance.

While you are away

When you arrive at your approved destination, let your Under-18 Advisor know that you have arrived safely. Keep your phone switched on and remain contactable during your trip. Stay in regular contact with your parent or legal guardian and return to your approved accommodation by the agreed date and time.

For parents

Please consider the full travel plan before giving permission, including how your child will travel, where they will stay, who they will be with and how they can be contacted. Your written permission does not automatically mean the trip is approved. Wintec must also be satisfied that appropriate safety arrangements are in place.

Airport Transport

When travelling between the airport and Wintec or your accommodation, you must use a shuttle arranged by Wintec or your homestay provider. Do not arrange your own airport transport unless this has been approved by your Under-18 Advisor.

Please provide your flight details early so that the correct transport arrangements can be made.

11. Health and Wellbeing

For parents and legal guardians

Please tell Wintec about any health, disability or wellbeing needs that may affect your child's safety or the support they need while studying with us. Sharing this information helps us plan appropriate support. Please also check whether any existing health conditions are covered by your child's insurance policy.

Please tell your Under-18 Advisor if:

- You are unwell
- You are worried about something
- You are having problems with your accommodation
- You are feeling lonely or homesick
- You are having difficulty with your studies
- You do not feel safe

For students

Wintec can help you access health, counselling, academic and other support services. You do not need to wait until a problem becomes serious before asking for help.

12. Insurance

You must have the insurance required for international students while you are studying at Wintec.

Your insurance can help with unexpected costs such as medical treatment, accidents and some travel-related problems.

Please:

- Know which insurance company you are with
- Keep your insurance policy details somewhere safe
- Ask International Student Services if you do not understand what your insurance covers
- Contact us if you need help making an insurance claim.

Do not avoid seeking medical help because you are worried about the cost. Talk to us and we can help you understand what to do.

13. Keeping Your Parent or Guardian Informed

While you are under 18, Wintec will keep in regular contact with your parent or legal guardian.

We may contact them about:

- Your arrival and settling in
- Attendance
- Academic progress
- Accommodation
- Health and wellbeing
- Travel
- Significant concerns or incidents

Please also stay in regular contact with your family and let them know how you are doing. When you first arrive in New Zealand, please contact your family as soon as possible to let them know you have arrived safely.

14. If Something Goes Wrong

If you are worried about something, feel unsafe, or are unhappy about the way you have been treated, please tell us.

You can speak with:

- Your Under-18 Advisor
- Another International Student Services staff member
- Your tutor or another Wintec staff member you trust

We will help you understand what to do next. If the matter cannot be resolved informally, Wintec has a formal complaints process.

Your parent or legal guardian can also contact International Student Services if they have concerns about your safety, wellbeing or care.

15.What Happens if the Rules Are Not Followed

The under-18 rules and safety requirements are there to help keep you safe.

A significant or repeated failure to follow these requirements will be taken seriously.

If Wintec is concerned that the arrangements in place are no longer enough to keep you safe, Wintec may need to reassess whether it can continue to support you as an under-18 student.

This may include contacting your parent or legal guardian and asking them to make alternative care arrangements or arrange for you to return home earlier than planned.

Important Contacts and Form Guide

Save these details before the student travels.

Your Under-18 Advisor	
Advisor name	
Email	u18international@wintec.ac.nz (Monday-Friday, 8:30 am-4:00 pm)

Urgent and emergency contacts

International Student Services 24/7 support: +64 21 703 730

Emergency - Police, Fire or Ambulance: 111

International Student Services: 1st Floor, C Block, City Campus

Which forms need to be completed?

☐ All students and parents / legal guardians complete the Under-18 Emergency Contact Information form.

☐ All students and parents / legal guardians complete the Accommodation Selection form.

☐ All students complete the Student Declaration.

☐ All parents or legal guardians complete the Parents / Legal Guardian Declaration.

☐ If the student will live with a designated caregiver, the parent completes the nomination.

☐ The nominated caregiver completes the Designated Caregiver Application.

Important

A parent's nomination does not approve a caregiver. The student must not move into the arrangement until Wintec has completed its assessment and confirmed approval in writing.

Submission checklist

☐ Under-18 Emergency Contact Information completed

☐ Accommodation Selection form completed

☐ Student declaration completed

☐ Parents / legal guardian declaration completed

☐ Caregiver nomination completed (if applicable)

☐ Caregiver application completed (if applicable)

☐ All required supporting documents attached

Under-18 Emergency Contact Information

To be completed for every student who will be under 18 while studying at Wintec.

Student details	
Student full name (as on passport) *	
Date of birth *	
Wintec ID	
Student email address *	

Parent / legal guardian emergency contact

Please provide one contact person for emergencies and ongoing communication about the student's wellbeing, health and academic progress. This person must be the student's parent or legal guardian.

Full name *	
Address *	
Relationship to student *	☐ Mother ☐ Father ☐ Legal guardian
Does this person speak English? *	☐ Yes ☐ No
If no, language spoken	

Contact methods - please provide all details	
Email *	
Mobile *	
Home phone	
WhatsApp	

☐ I / We agree to inform Wintec immediately if any of these contact details change.

Email: u18international@wintec.ac.nz

Acknowledgement	
Parent / legal guardian full name *	
Electronic signature (type full name) *	
Date *	
Student electronic signature *	
Student date *	

☐ I / We confirm that typing our names above and ticking this box records our electronic acknowledgement.

Important reminder

If a parent signs this form, please also provide the student's verified birth certificate. If a legal guardian signs, please provide a legal guardianship confirmation document from the New Zealand Family Court or an equivalent legal agency in the student's home country.

Accommodation Selection

To be completed for every student who will be under 18 while studying at Wintec.

Student details	
Student full name (as on passport) *	
Date of birth *	
Wintec ID	

Approved accommodation option

Students under 18 must live in Wintec-approved accommodation while they are under 18 in accordance with The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. An offer letter to study cannot be issued until accommodation is confirmed by Wintec

There are four options:

1. Wintec Student Village
   3-5 minute walk from City campus. Single bedroom. Shared bathroom and kitchenette with students of a similar age. Residential Leaders on-site for support. Fully catered. Apply here.
2. Wintec Homestay
   Homestay accommodation for Wintec international students is managed by New Zealand Homestay (NZH). NZH recruits, checks, and supports host families and works with students to find a suitable match. Live with a family, a single person or retired couple. Each home is different. Single bedroom. Bus ride to campus. Fully catered. Apply here.
3. Designated Caregiver
   Designated Caregiver means a relative or close family friend designated in writing by a parent or legal guardian as the caregiver and accommodation provider. The Designated Caregiver is subject to Wintec's approval through appropriate safety checks and a house visit.
4. Parent

If you choose Student Village

Apply here for Student Village accommodation and an airport shuttle.

If you choose Wintec Homestay

Apply here for Wintec Homestay and an airport shuttle.

If you choose to live with Designated Caregiver

Nominated Designated Caregiver must complete the Designated Caregiver Application Form before Wintec can issue your offer letter.

IMPORTANT INFORMATION

If staying at Student Village or with a Homestay, the student must travel from the airport in an approved airport shuttle, to be booked with Student Village or Homestay booking.

The student must not move into any arrangement until Wintec has confirmed approval.

Student Declaration

To be completed by every student who will be under 18 while studying at Wintec.

Student details	
Full legal name *	
Date of birth	
Wintec ID	
Programme	

Agreement

☐ I confirm that I have read and understood the Under-18 International Student Guidelines in this booklet.

☐ I understand that I must follow these requirements while I am under 18 and studying at Wintec.

☐ I understand that I must ask my Under-18 Advisor if I do not understand a requirement.

☐ I understand that I must provide accurate information about my health, attendance, travel plans and whereabouts, and remain contactable.

☐ I understand that a significant or repeated failure to follow the safety requirements will be taken seriously.

☐ I understand that if Wintec can no longer safely support me under the current arrangement, Wintec may contact my parents or legal guardian and may require them to make alternative care arrangements or arrange for me to return home earlier than planned.

Student acknowledgement	
Student full name *	
Electronic signature (type full name) *	
Date (DD/MM/YYYY)	
Country	

☐ I confirm that typing my name above and ticking this box records my electronic acknowledgement.

Parents / Legal Guardian Declaration

To be completed by a parent or legal guardian of every under-18 student.

Student and parent details	
Student full legal name *	
Parent / legal guardian name *	
Relationship	
Phone	
Email *	

Agreement

☐ I confirm that I have read and understood the Under-18 International Student Guidelines in this booklet.

☐ I understand that my child must follow these requirements while under 18 and studying at Wintec.

☐ I will keep my contact details current and respond promptly when Wintec contacts me.

☐ I will tell Wintec about relevant health or wellbeing information and before any approved accommodation or care arrangement changes.

☐ I understand that my written permission for travel does not itself approve a trip; Wintec must also approve the safety arrangements.

☐ I understand that a significant or repeated safety breach will be taken seriously and that, if Wintec can no longer safely support my child, I may be asked to make alternative care arrangements or arrange an earlier return home.

Parents / legal guardian acknowledgement	
Parents / legal guardian full name *	
Electronic signature (type full name) *	
Date (DD/MM/YYYY)	
Country	

☐ I confirm that typing my name above and ticking this box records my electronic acknowledgement.

Parent Nomination of a Designated Caregiver

Complete only if the student will live with a family member or close family friend nominated by the parents.

Student details	
Student full legal name *	
Date of birth	
Wintec ID	
Nominated caregiver details	
Caregiver 1 full name *	
Relationship	
Phone	
Email	
Residential address *	
Caregiver 2 full name (if applicable)	
Parents / legal guardian declaration	

☐ I nominate the person or people named above to provide accommodation and day-to-day care for the student.

☐ I confirm that the nominee is an appropriate family member or close family friend and that I have discussed the under-18 requirements with them.

☐ I authorise Wintec to contact the nominee and referees and to undertake the checks required to assess the arrangement.

☐ I understand Wintec must assess and approve the caregiver and accommodation before the student lives there.

☐ I understand that if the nomination is not approved by Wintec, the student must live in the Student Village or in a Wintec-approved homestay until they become 18 years old.

☐ I will tell Wintec immediately if any information or care arrangement changes.

Parents / legal guardian full name *	
Electronic signature (type full name) *	
Date (DD/MM/YYYY)	
Country	

☐ I confirm that typing my name above and ticking this box records my electronic acknowledgement.

Designated Caregiver Application (page 1 of 5)

For a family member or close family friend applying to accommodate and care for an under-18 international student.

Application process

Complete this application and return it with the requested documents to Wintec. Wintec will contact you about the assessment process, which may include identity checks, Police vetting, references and a home visit. The student must not move in until written approval is confirmed.

Caregiver household	
Family / household name *	
Residential address *	
Home phone	
Email	

Caregiver details			
	Caregiver 1		Caregiver 2
Name		Name	
Date of birth		Date of birth	
Mobile phone		Mobile phone	
Email		Email	
Relationship		Relationship	

Student details			
Family name		First name(s)	
Date of birth		Wintec ID	
Nationality		Study start date	
Programme			

Designated Caregiver Application (page 2 of 5)
Household Members and Safety Information

Children living in the household - aged under 18

Name	Date of birth	School / occupation	Gender (optional)	Lives at home?

Other people living in the home - aged over 18

Name	Date of birth	School / occupation	Relationship

Other regular visitors or overnight guests - aged over 18

Name	Date of birth	Relationship	How often at the home?

Police and safety information

Wintec requires Police vetting, a house visit and other safety checks in accordance with current requirements. A disclosed matter does not automatically exclude an applicant, but full and accurate disclosure is required.

Has anyone living in, or regularly staying at, the household had criminal convictions or relevant Police involvement that should be disclosed?	☐ Yes ☐ No
If yes, provide details	
Has there been Police involvement relating to family violence or another matter relevant to the safety of a young person?	☐ Yes ☐ No
If yes, provide details	

Designated Caregiver Application (page 3 of 5)
Health, Language and Home Information

Health and accessibility	
Does anyone living in the home have a long-term illness, serious allergy or health condition relevant to the care arrangement?	☐ Yes ☐ No
If yes, provide details	
Does anyone living in the home have a disability or accessibility need relevant to the care arrangement?	☐ Yes ☐ No
If yes, provide details	
Nationality and languages	
Caregiver nationality / nationalities	
Language(s) spoken at home	

Home information			
Bedrooms		Bathrooms	
Toilets		Student rooms	
Wi-Fi available?		Wi-Fi limits	
Smoking / vaping		Travel to Wintec	

Pets

Are there pets at the home? ☐ Yes ☐ No

Animal	Pet name	Breed / type	Size	Inside / outside

Designated Caregiver Application (page 4 of 5)
Caring for an Under-18 Student

Care arrangements	
Do you intend to host any other students while caring for this student?	☐ Yes ☐ No
If yes, provide details	
Will you have enough time to provide day-to-day care, supervision and support?	☐ Yes ☐ No
If no, provide details	
Will you be able to provide all agreed meals for the student?	☐ Yes ☐ No
If no, provide details	
Family life and support	
What does your household enjoy doing in its spare time?	
What sports, activities or community groups are household members involved in?	
What do you usually do at weekends?	
How often does the household share an evening meal?	
Additional information	

Tell us anything else that may help us assess your ability to provide a safe, supportive home for this student.

Additional information	

Designated Caregiver Application (page 5 of 5)
References, Privacy and Caregiver Declaration

Referees

Provide two referees who are not relatives and who can comment on your suitability to care for this student.

Information	Referee 1	Referee 2
Full name		
Relationship to you		
Phone		
Email		
How long known		

Privacy and permissions

☐ I / We give Wintec permission to contact the referees and discuss our suitability to care for the student.

☐ I / We understand that information and photographs collected during the application and home visit may be stored and used by authorised Wintec staff for assessment, safety and administration in accordance with Wintec privacy requirements.

Caregiver declaration

☐ I / We have read and understood the caregiver assessment process, including the possible home visit, Police vetting, reference checks and final approval process.

☐ I / We will remain contactable and will tell Wintec immediately if any information in this application or the household arrangement changes.

☐ I / We understand the student must not move into our care until Wintec confirms approval in writing.

☐ I / We declare that the information provided is true and correct at the time this form is submitted.

Caregiver 1 name		Caregiver 2 name	
Electronic signature		Electronic signature	
Date		Date	

☐ I / We confirm that typing our names above and ticking this box records our electronic acknowledgement.