

**PROCEDURES FOR UNDER 18 YEAR OLD LOCAL CARER/GUARDIANSHIP
ARRANGEMENTS**

Existing Phoenix Academy Homestay Families:

1. Homestay officers selects family based on standard student / family matching process.
2. Homestay officer checks currency of family members Working with Children Checks.
3. Re inspection of undertaken if 12 months or more since the previous inspection or if required.
4. Family representative signs Local Carer documents.
5. Welfare Letter (CAWW) prepared by Phoenix Registrar for Visa procedures

Non Phoenix Academy Homestay Families:

1. Letter from student's parent requesting the Australian family to be the Carer for their child.
 - a. Carer's name, address and telephone number
 - b. Parents signatures (proof needed, passport, etc)
2. Family makes appointment to discuss Local Carer issues with Student Service Officer.
3. Working With Children Check are required from Local Carer/Guardian.
4. Home Inspection and report needed.
5. Carer signs Local Carer documents.
6. Welfare Letter (CAWW) prepared by Phoenix Registrar for Visa procedures.
7. Fee of \$200 required for home inspection, report, counseling and document preparation.