



## 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.
- Advise the College if there are to be any changes to the student's living situation.
- Advise the school of 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.
- Where possible, assist the student with financial management.
- Maintain regular contact with the student and see them regularly.
- 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 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.
- 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.

I understand and accept the above conditions as a guardian for

(Name of Student): .....

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

Signature of International Director: ..... Date: .....

Name: .....

Address: .....

Dated the ..... day of ..... 20 .....