



Indemnity Document-Designated Caregiver Agreement

This form is to be completed by the parents/legal guardians of a student who is under the age of 18 years and will be living with a relative or close family friends or parents while studying at a provider within the UP Education group.

Background

The New Zealand Ministry Education's [The Education \(Pastoral Care of Tertiary and International learners\) Code of Practice 2021](#) (Code) requires that students under 18 years of age live in one of the following categories of accommodation while studying at an education provider:

- In a homestay organised by the UP Education's approved provider, Host Families New Zealand
- With a caregiver designated by the parents.
- With the parents. The parents must confirm that they will be living with you at least until you turn 18.

Failure to meet these requirements may lead to the termination of a student's enrolment at UP Education.

For more information, please visit: <https://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>

Designated Caregiver Requirements

Please note that UP Education requires that the Designated Caregiver must:

- 1) be relatives or close family friends of the student's Parents or Legal Guardians
- 2) be over the aged of 25
- 3) guarantee to live with the student until he or she turns 18 while enrolled at UP Education
- 4) guarantee that the accommodation provided to the student meets all relevant legislative requirements
- 5) pass all safety checks (via police vetting and reference checks)
- 6) provide a safe and caring living environment for the student, where the physical and emotional well-being of the student can be nurtured
- 7) pass all necessary assessments, this includes but is not limited to interviews and home inspections
- 8) care for the student as he or she would for their own family
- 9) provide a warm and comfortable bedroom, including study facilities
- 10) make laundry facility available for the student to use
- 11) provide at least breakfast and dinner every day
- 12) take the student to see a doctor in case of sickness/injury/accident. If it is a serious illness or accident, the Designated Caregiver must inform UP Education or Host Families NZ immediately
- 13) contact UP Education or Host Families NZ immediately if there are any concerns whatsoever concerning the welfare, health, and safety of the student
- 14) read and understand [The Education \(Pastoral Care of Tertiary and International learners\) Code of Practice 2021](#) (Code) and agree to fully comply with the requirements
- 15) not leave the student at home alone overnight
- 16) not allow the student to stay at any other accommodation unless he or she have written approval from UP Education
- 17) not leave the student who is under the age of 14 alone at any time
- 18) inform HFNZ if any guest will resident in the house for 5 and more consecutive nights in any months
- 19) inform Host Families NZ two weeks in advance if he or she is going to be absent so that alternative arrangements can be made

- 20) be available for the regular assessment. This can be home visits, phone calls, or meetings with the student
- 21) inform UP Education or Host Families NZ immediately of any proposed changes to the Designated Caregiver. This includes but is not limited to change location, being unable to supervise the student, etc.

Termination of the Designated Caregiver Arrangement

Please note that UP Education may terminate the Designated Caregiver Agreement if:

- The Designated Caregiver fails to provide the residential care that is required by [the Code](#) or UP Education
- The accommodation that is provided by the Designated Caregiver fails to meet all relevant legislative requirements
- There is a concern about the welfare of the student
- The Parent, Legal Guardian, the Designated Caregiver, or student provides false or misleading information to UP Education or Host Families NZ
- The Designated Caregiver is unable to provide accommodation or care that is required for the safety and wellbeing of the student
- If necessary, UP Education may relocate the student to an approved homestay

Designated Caregiver Family Information

Designated Caregiver's name(s)

Relationship to student: Current Occupation:

Contact Address:

Contact Phone: Contact Email:

Execution

I/We, (*parents name*) as parents/guardian of (student's name and student's number) have chosen for our son/daughter to stay with the above Designated Caregiver that has not been arranged by UP Education. I/We understand that the designated caregiver is subject to the approval by UP Education - not only at the outset of the arrangement but their continued approval throughout the enrolment. I/We take full responsibility for the placement and the day-to-day care of our son/daughter for the duration of their stay with the designated caregiver. I/We undertake to inform UP Education immediately if this arrangement changes.

I/We understand that the average process time for a Designated Caregiver application is 8 weeks. If this arrangement cannot be approved before the intake starts, the student may be required to stay in a homestay while waiting for the approval.

By signing below, the Parent or Legal Guardian confirms that they have read, understood, and agreed to be bounded it in all respects.

Signature(s) of parent(s)/guardian(s):

Date (day/month/year):