



# Letter of Appointment of Local Support Person

In accordance with the National Code of Practice for Registration Authorities and Providers of Education to Overseas Students, providers of education for overseas students must approve of the welfare arrangements for each student under the age of 18.

The School requires that all overseas students, irrespective of age, must have a local support person appointed, who is living in Melbourne and who is over the age of 25 years.

I/We \_\_\_\_\_  
*(Name of Parent/s)*

of \_\_\_\_\_  
*(Address of Parent/s)*

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

to act as a local support person for our son: \_\_\_\_\_  
*(Name of Student)*

Relationship of local support person to Student \_\_\_\_\_

In appointing the above named local support person we give him/her authority to act on our behalf in matters of discipline, medical decisions, attendance, academic progress, consent and permission forms for excursions and camps, and accommodation both during and after school hours.

I/We agree to notify the School immediately there is a change of local support person for my son.

\_\_\_\_\_  
*Signature of Father*

\_\_\_\_\_  
*Signature of Mother*

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_