



Kingsway College

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Guardianship for International Students Attending Kingsway College

When you accept the responsibility of guardianship for an international student, you are not just filling in a form to meet a requirement for the student to be accepted at a school here in Canada. If you are signing on to be the guardian of a student, this means that you are accepting the legal responsibilities to stand in the place of the parent, and must fulfill the the parental responsibilities as requested by the school.

Please note that these are some of the major responsibilities you are accepting when you become the guardian of a student:

1. Report with NEW students to the dorm dean and the school.
2. Provide parental advice to student regarding school programs and activities.
3. Assist the student with tuition renewal details.
4. Assist student with study permit and entry visa application
5. Advocate for the student on behalf of parents regarding any academic/behavioural/emotional issues.
6. Responsible for granting permission for activities and events that require parental approval for the student to participate.
7. If the student is facing disciplinary action, responsible to attend meetings at the school, as called by school administration, in the place of the parent.
8. If the student receives an out of school suspension, or must leave the school due to health concerns, responsible for providing accommodations for the student while they are away from school, and being able to transport the student to and from the school. (We have found that to facilitate this, the guardian must be within easy driving distance of the school.)
9. Send report cards home to parents.
10. Serve as the official contact.
11. Provide an additional emergency contact.

If you are not able to fulfill the responsibilities outlined above, you will not be able to be a guardian of an international student attending Kingsway College. Consequently, to help you understand more clearly Kingsway College doesn't accept "Paper Guardianship" system.

Required Documents

At least one document to verify citizenship, residency and age must be submitted with this form. The following documents will be accepted:

- Canadian Birth Certificate
- Passport
- Canadian Citizenship Card
- Permanent Resident Card

If this form is submitted in person, an original document is acceptable (a copy will be taken). If this form is submitted by mail, a copy of the original document (both sides) must be included and signed by the notary.

Form 6: Custodian Declaration (Custodian)

Student Information

Student Name		
Citizenship	Date of Birth MM / DD / YYYY	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Address of where student will reside in Canada		

Parent(s)/ Guardian(s) Information

	Parent/Guardian 1	Parent/Guardian 2
Full Name		
Date of Birth	MM / DD / YYYY	MM / DD / YYYY
Home Address		
Telephone No.		
Email Address		

Custodian Information

Full Name	Status in Canada <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident	Date of Birth MM / DD / YYYY
Current Residential Address		
Telephone Number		
Email Address		

The application of the official seal below, confirms that the Notary Public has received evidence that the custodian as a Canadian Citizen or Permanent Resident, is over 25 years of age, and currently resides at the home address stated above.

I, _____ (name of custodian), hereby solemnly declare that I will undertake the full custodianship for the said student, _____, during his/her stay at Kingsway College. As a custodian, I have made the necessary arrangements for the care and support of the said student in place of the parent as appropriate. By signing this custodian agreement, I certify that I reside within a reasonable distance of the student's intended residence and school, and will be able to fulfill my obligations as a custodian in the event of an emergency. I agree to abide by the custodian responsibilities and provide the required documents listed on the previous page.

SIGNATURE OF CUSTODIAN: X _____

DATE: / /
 MM DD

Sworn before me at _____ (City),

in the province of _____ (Province/Territory),

_____ (Country) if applicable.

This ____ day of ____ (month), ____ (year).

SIGNATURE OF NOTARY: X _____

Official Seal of Notary Public