

International Student U.S. Guardian Form

Instructions for completion of the guardianship form:

- The parent of the student is to select an adult guardian, at least 30 years of age, who lives in California within 50 miles of the school, who will agree to the guardianship agreement.
- The parent is to fill in their portion of the agreement and sign in the designated area, then send it to the guardian for them to complete.
- The guardian is to complete the remainder of the agreement, sign it in the designated area and return it to NPAA **before** the student is accepted for the school year. Enrollment will not be offered unless the guardianship form is on file.

Guardian Information:

As the guardian of _____ while he/she is attending Newbury Park Adventist Academy agree to the following:

- I assume responsibility for this student during regularly scheduled vacations from the school. This includes Thanksgiving, Christmas and Spring Break. My responsibility includes but is not limited to providing transportation to and from campus and providing supervision of said student during the vacation periods.
- I assume responsibility to Newbury Park Adventist Academy for said student if disciplinary action is required i.e., suspension, expulsion, etc., I will also assume decision making if any problems arise concerning the academic or social life of the student.
- I assume responsibility to Newbury Park Adventist Academy to receive and pass on information from the school (grades, information about classes, billing, etc.) to the parents. Grades and other information will be mailed to the guardian.

Name of Guardian		E-mail	
Street Address		Home Phone	Cell Phone
City, State	Zip Code	Signature of Guardian	

Parent Information

Name of Parent		E-mail	
Street Address		Home Phone	Cell Phone
City, State	Zip Code	Signature of Parent	

Responsibilities of the acting guardian:

- Guardians are responsible for getting the student to the school at the beginning of the year and for picking up the student at the end of the school year.
- Guardians are responsible for reporting travel plans, arrival and departure times well in advance to the dorm coordinator.
- The guardian is expected to provide supervised homestay for their student. All information on the whereabouts of the student is to be given to the dorm coordinator.
- The guardian is responsible to read and communicate information and financial requirements mailed from the school to parents who do not read or speak English.
- The guardian is responsible to keep in direct contact with the dorm coordinator regarding conflicts, problems or issues that need to be addressed.
- The guardian is responsible to come into the dormitory and sign out their student for the weekend or other off campus times with the guardian, leaving appropriate contact information.
- In the event that the student becomes seriously ill beyond what we can care for in a dormitory setting, the guardian is responsible for picking up and caring for the student until he/she is able to return to normal dormitory life.
- If a student has a disciplinary problems requiring off campus suspension the guardian is responsible for picking up and housing the student during the suspension.
- The guardian is expected to support the rules and philosophy of Newbury Park Adventist Academy in respect to his/her student and support decisions made by administration and the deans.