



## Guardianship for Minor Applicants Procedures

In order for an eligible international student under the age of 18 to be considered for admission to Palomar College (PC), the student's parents must appoint a guardian who resides in the State of California and agrees to take all responsibility for the student until they turn 18.

**IMPORTANT:** The minor student must live with the appointed guardian until the student turns 18 and the guardian must be physically present at the listed local residence. Should it be found that the minor student is not living with the appointed guardian OR that the appointed guardian is not physically present in the minor's home, the minor student is subject to dismissal from PC.

**Palomar College cannot act in the place of the parent or guardian.** In the event of a personal emergency, accident, illness or incarceration, the State of California will require the signature of a guardian before hospitalization or legal counsel can be obtained. If you are under the age of 18, you are required to have your parent submit a signed statement informing Palomar College who will be your appointed guardian.

### The Role of the Appointed Guardian:

The appointed guardian has complete responsibility in all issues related to the student while the student is enrolled at Palomar College and/or until the student reaches the age of 18. Such issues in which the appointed guardian is responsible for include, but are not limited to, the following:

- ✓ Living with and being physically present with the student at the local residence
- ✓ Medical care for the student (physical and emotional)
- ✓ Disciplinary issues that may arise at the school
- ✓ Law enforcement/legal issues resulting from the student's conduct
- ✓ Contact with the parents in the home country as needed
- ✓ Submitting the "K12 Special Admission Form" and the "Consent to Treatment of Minor Form".

### Requirements to be a Guardian:

The appointed guardian must meet the following criteria in order to be considered:

1. The appointed guardian must be a US Citizen or Permanent Legal Resident.
2. The appointed guardian must be living within the local North San Diego County area.
3. The appointed guardian must be physically present at the residence and live with the minor until such time that the student turns 18 years of age.
4. The appointed guardian must be over the age of 25 (*copy of CA Driver's License required*)
5. The appointed guardian and parent must be available should any problems arise with the student until such time that the student turns 18 years of age.

*(continued)*

**Process to Establish a Local Guardian:**

1. The enclosed "Affidavit of Guardianship" must be completed and signed by the parent of the minor/applicant AND the appointed guardian.
  - a. The signature of the parent on this form verifies that they have agreed to appoint a local guardian to be responsible for their child while in the US until such time that the student reaches the age of 18.
  - b. The signature of the appointed guardian indicates their understanding that they will live with the minor student, remain physically present at the residence and are responsible for all issues related to the student's life in the US until such time that the student reaches the age of 18.
2. The "Guardianship for Minor Applicants Procedures" is read and signed by the appointed guardian.
3. The "K12 Special Admission Approval Form" and the "Consent to Treatment of Minor" forms are signed and submitted.
4. The above signed forms are sent back to Palomar College.
5. Once these documents are received, Palomar College will review the minor's application and make a decision for admission.
6. Submission of false information will result in the denial of the application and/or dismissal of the student from PC.

**Should you have any questions about this policy, please contact at (760) 744-1150, ext 2167 or email [intladm@palomar.edu](mailto:intladm@palomar.edu).**

*My signature below confirms my understanding of and agreement to my role as the appointed guardian for the minor student. My signature below confirms that the student will live in my home in the local San Diego County area and that I will remain physically present in the home until such time that the minor turns 18 years of age. I understand that if at any time it is found that I am not physically present and living with the minor, the student is subject to dismissal from PC. I understand that in all legal issues, I am and remain responsible for the care and guardianship of this minor student. Palomar College is released from all legal responsibility for the care or well being of the minor student.*

\_\_\_\_\_  
Printed Name of Guardian

\_\_\_\_\_  
Signature of Guardian

\_\_\_\_\_  
Printed Name of Minor Student

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Date

<b>To be completed by applicant's parent:</b>		
My signature below confirms that I appoint _____ as the guardian for my son/daughter.		
Printed Name of Guardian		
_____	_____	_____
Printed Name of Parent	Signature of Parent	Date Signed



Palomar College

**AFFIDAVIT OF GUARDIANSHIP**  
*(Official US notarization required)*

I, \_\_\_\_\_ residing at  
*Name of Appointed Guardian (First/Last)*

\_\_\_\_\_ depose and  
Street Number                      Apartment      City                      State      Zip Code  
say:

1. That I have agreed to be the legal guardian of \_\_\_\_\_  
*Full name of applicant/student (First/Last)*

whose date of birth is \_\_\_\_\_ who is a minor child of school age.  
*month/day/year*

2. I am a US citizen or Permanent Legal Resident currently residing in California.

3. I confirm that I will live with the minor student and remain physically present at the above listed address until such time that the student reaches the age of 18. I understand that if at any time it is found that I am not physically present and living with the minor, the student is subject to dismissal from PC.

4. That I am over the age of 25 and my date of birth is *(copy of CA Driver's License required)*: \_\_\_\_\_  
*month/day/year*

5. That I accept all legal responsibility for \_\_\_\_\_ in all  
*Full name of applicant/student*  
matters while enrolled at Palomar College and/or until said minor reaches the age of 18 on \_\_\_\_\_.  
*month/day/year*

6. I will submit the "K12 Special Admission Form and Consent to Treatment of Minor"

7. My relationship to the applicant/student is \_\_\_\_\_.

My signature below indicates that I have read the "Guardianship for Minor Applicants Procedures" and agree to my role as the guardian for the above student. I understand that Palomar College cannot act in the place of the parent or legal guardian. In the event of personal emergency, accident, illness, incarceration or disciplinary action at the institution, the established guardian and parent will maintain full responsibility for the minor student. Palomar College is released from all liability related to the student's study at the institution.

\_\_\_\_\_  
Printed Name of Appointed Guardian

\_\_\_\_\_  
Signature of Appointed Guardian

\_\_\_\_\_  
Telephone Number of Appointed Guardian

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Email address of Appointed Guardian