

## APPOINTED GUARDIAN(S) FOR MINORS

**California College of the Arts cannot act in the place of the parent or guardian for minors.** In the event of a personal emergency, accident, illness or incarceration, the State of California will require the signature of a guardian before medical care or legal counsel can be obtained. If you are under the age of 18, you are required to have your parent/guardian submit a **signed statement** to California College of the Arts designating the person(s) who will serve as 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 California College of the Arts 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:

- Urgent or emergency medical care for the student (physical and emotional).
  - Note: In an emergency, California College of the Arts is concerned with getting a student to the hospital as quickly as possible. In the event that the college is billed for medical care a student receives, the college reserves the right to directly bill the student or their family for portions of the bill which may have been paid up front by CCA.
- Disciplinary issues that may arise at the school.
- Law enforcement/legal issues resulting from the student's conduct.
- Educational concerns related to the student's study at California College of the Arts.
- Contact with the parents in the home country as needed.
- Acting as a liaison between the student, parent and California College of the Arts in matters related to the student's study at our institution and stay in the U.S.

### Requirements to be a Guardian:

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

1. The appointed guardian must be over the age of 25.
2. 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.
3. The appointed guardian must provide their address, email, and cell phone number.

Signed statements should be emailed to: Student Insurance Services [healthinsurance@cca.edu](mailto:healthinsurance@cca.edu)

If you are unable to email your forms, please mail to:

California College of the Arts / Student Affairs  
1111 Eighth Street  
San Francisco, CA 94107