

younger international students accommodation arrangements policy

source of obligation

Standard 5.3.3 of the National Code requires the College to take responsibility under the Migration Regulations 1994 (Cth) for approving the accommodation, support and general welfare arrangements for an international student who is under 18 years of age.

The College must have and implement documented processes for verifying that the student's accommodation is appropriate for the student's age and needs:

- prior to the accommodation being approved; and
- at least every six months thereafter.

It is the College's policy to assess younger international students' accommodation arrangements through:

- physical site visits
- student interviews
- student surveys
- maintenance and facilities review
- any other ways the College deems necessary to confirm that the accommodation still meets the international student's needs.

approval of accommodation

A younger international student's accommodation must be approved by the College prior to the student residing at the accommodation.

The student's accommodation must be:

- suitable to reside in
- a safe, supportive and welcoming environment
- kept clean and tidy
- able to access a shared bathroom or private bathroom
- able to access a form of heating in the winter and a form of cooling in summer.

The College ensures that its Boarding Houses provides appropriate accommodation for younger international students who choose to board at the College through our **Boarding Facilities** policies and procedures. To ensure the ongoing suitability of the accommodation for students' ages and needs, the College conducts inspections of the facilities every week.



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For homestay accommodation to be approved as suitable accommodation for our younger international students to reside in, during Exeats and school holidays, the College completes a **Homestay Accommodation Approval Checklist**.

It is the College’s policy that to be eligible for a homestay arrangement, the international student must be at least 13 years of age at the time of commencing the homestay accommodation.

The College conducts a site visit to inspect the premises where an international student is residing prior to the student’s placement, and at least every six months, to verify that it is appropriate for the international student’s age and needs. This process also includes consultation with the student about their experience in the accommodation to date.

If the welfare arrangements are disrupted in either the Boarding house or the student’s homestay arrangements, the College will find appropriate living arrangements.

homestay requirements

For homestays to be approved by the College, the homestay must:

- sign a written agreement with the College
- have a safe, secure, private bedroom for the student’s sole use that is appropriate to the age and needs of the student with suitable storage space for clothes, personal effects and study materials, and suitable facilities including a desk, a chair and adequate lighting for study purposes
- be clean and have appropriate furnishings suitable for a family and students
- include access to a shared or private bathroom, with reasonable time allowed for showers
- include access to kitchen, living areas, laundry facilities and shared areas of the home
- have some form of heating in winter, if required, and some means of cooling in summer
- provide students with any keys, alarms or passwords required to have free access to the homestay residence.

Additionally, the College must:

- have appropriate processes for recruitment and screening homestay families
- ensure that all adults residing at any homestay premises have current Working with Children Checks as required by the appropriate state/territory regulatory body
- provide the homestay provider with appropriate information regarding their responsibilities and emergency contact details for both the College and the parents of the student
- have processes to verify that the accommodation is appropriate to the student’s age and needs prior to the placement, and at least every six months
- verify the suitability of the homestay accommodation through a site visit (unless the particular homestay has been verified by a site visit in relation to another student in the previous three months)
- conduct assessments of the homestay with access to all areas of the homestay premises for the purposes of checking compliance with the homestay standards required by the College
- ensure that host families have appropriate insurance policy cover for students residing in their home



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- ensure that there is regular training of host families
- ensure that there is a 24-hour emergency number that all stakeholders can contact in the event of an emergency
- maintain regular contact with host families, students and College staff as required.

If the approved accommodation for a student is the College's Boarding Houses:

- the Boarding Houses must meet the Australian Boarding Standard for Australian Schools and Residences AS 5725:2015
- the College must have documented processes to verify that the accommodation is appropriate to the student's age and needs prior to the placement, and at least every six months.

host family requirements

The College requires each host family to agree to a number of requirements prior to hosting a younger international student. Host families are required to:

- provide a safe and welcoming homestay family environment that will encourage students to experience life as a member of the family and, where suitable, include students in family-related activities
- provide an orientation within the family home, the use of facilities and security. This should include household protocols and safety rules about access and the use of shared areas or facilities such as swimming pools, internet, telephone, mealtimes, visitors and appropriate times to return home during the week and on weekends
- orientate students to the local area including public transport and getting to and from the College, the location of the shops, doctors or medical facilities and recreation areas
- ensure that the student is aware of emergency numbers including 000, the location of police stations and Australian laws pertaining to under 18 year olds
- ensure that the student is appropriately supervised at all times throughout the duration of residing in the homestay including:
 - maintaining suitable supervision of students outside of college hours
 - monitoring the student's general welfare including the student's social activities

host family to notify the college

A host family must notify the College at least two weeks in advance, or as soon as practicable, of any change of circumstances, including:

- if the host family proposes to materially change the homestay residence in a way that will affect their ability to meet the homestay residence requirements
- if the host family is temporarily unable to provide accommodation or suitable supervision for periods of holidays or other periods
- if the host family intends to change address or contact details
- if the student fails to reside in their approved address at all times or intends to move.



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if the younger international student turns 18

If an international student turns 18 while enrolled at the College, the College's Confirmation of Appropriate Accommodation and Welfare (CAAW) responsibility will cease.

Additionally, the requirements under Standard 5 of the National Code and this policy will no longer apply.

If an international student turns 18 while enrolled in the final period of their course, the College will apply a condition on their enrolment in the course, requiring the international student to continue to reside in the approved accommodation until the completion of the course. This is made clear in the written agreement or enrolment contract.

VRQA guidelines on homestay accommodation for overseas students

The requirements outlined in this policy comply with the VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18 Years that include guidelines relating to the "Minimum age of 13 for enrolment of an overseas student in homestay accommodation" and "Student accommodation minimum standards".

record keeping

The College maintains evidence of compliance with this policy by maintaining records of activities undertaken by the College in accordance with this policy, any written agreements entered into by the College and copies of all CAAW letters. Records will be maintained in accordance with our **International Students Records Management and Retention Policy**.



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