



(750) Overseas Student Accommodation Policy



Overseas Student Accommodation Policy

Policy (750)

Date Approved		Date of next Review	
Approved By			
Custodian			
Relating documents and Forms	701 Overseas Student Procedures 701a Enrolment Form Overseas Students		
References and Legislation	CRICOS Registration		

(750) Overseas Student Accommodation Policy

Content

1. Overview

This policy is regarding accommodation arrangements for overseas students studying at Lorien Novalis School.

Overseas students under 18 years of age must have appropriate accommodation and welfare arrangements in place for their period of study.

2. Scope

The Policy applies to all overseas students enrolled at Lorien Novalis School for a period of time greater than 3 months, and is in regards to their accommodation arrangements.

3. Definitions and/or Legislation

3.1 Definition of 'Homestay'

Homestay is defined as situations where the student is residing with a distant family member (i.e. a family member not listed under 'close family member'), or if the student is residing with family friends or with another family.

If a student is residing with a parent or a close family member this arrangement is 'not' classified as a homestay arrangement.

3.2 Definition of 'close family member' or a 'close relative'

For the purposes of organising accommodation arrangements, students living with a 'close family member' is defined as a person living in NSW who is aged 21 or over, and is one of the following:

- Parents or step-parents
- Brothers or sisters, or step-brothers/sisters
- Grandparents, or step-grandparents
- Aunts, uncles, nieces, nephews, or step-aunts/uncles

3.3 Definition of 'Course Commencement'

For the purposes of organising accommodation arrangements and enrolment, 'Course Commencement' is the first day of the first teaching period.

3.4 Definition of 'nominated welfare period'



Overseas Student Accommodation Policy

Policy (750)

For the purposes of organising accommodation arrangements and enrolment, the Nominated Welfare Period are the dates between which the School has agreed in writing to assume responsibility for a student under the age of 18 who has neither a parent nor a suitable relative in Australia to care for him/her.

4. Policy framework

4.1 Duties and Responsibilities of carer / homestay parent

The guardian / carer / homestay parent undertakes to perform the following duties/responsibilities:

- Maintain regular contact with the student and liaise with the school and parents
- Ensure the student has regular and punctual school attendance. Student visa regulations require a minimum of 80% attendance and failure to meet attendance requirements can lead to the cancellation of the student visa
- Notify the Overseas Student Coordinator in writing of any changes in address or living arrangements immediately (or in advance). The guardian must sign the notification and provide full details of the new arrangements. If the student is under 18 years and the accommodation and welfare arrangements are approved by Lorien Novalis School, then written approval must be obtained prior to the change of arrangement
- Contact the parents of the student and the Overseas Student Coordinator in case of an accident, serious illness or medical emergency
- Assist the student to seek necessary medical attention and obtain proper medical certificates in case of absence (particularly for students in Years 10 to 12 at school where additional assessment requirements are relevant)
- Inform the parents of the student promptly in the event of any problems, discuss solutions with parents and act promptly on their advice
- Telephone or write to the Overseas Student Coordinator requesting leave for the student for medical, dental or any other appointments, specifying the dates and times of their absence (taking note of absence guidelines and assessment requirements for Class 10 to 12).
- Liaise with the Overseas Student Coordinator concerning behaviour, conduct or any issues that may affect the student's progress
- Attend school meetings such as parent/teacher interviews, subject selection meetings and other school meetings deemed necessary by the Overseas Student Coordinator on behalf of the parents
- Assist the student to understand school and visa requirements and abide by them
- Take responsibility for the student's welfare and supervision outside school hours.

4.2 The Required Standards for student accommodation are as follows:

The home must be clean and comfortable and the Homestay Hosts / guardians must reside at the Homestay Premises.

Prospective Guardians / Carers / Homestay parents will be interviewed by the School Coordinator or delegate at their premises to ensure they are fully aware of following requirements such that the School is able to make an assessment of their suitability to offer



Overseas Student Accommodation Policy

Policy (750)

accommodation. When arrangements are assessed as meeting the requirements then the School will issue the Confirmation of Appropriate Accommodation and Welfare (CAAW) to DIAC to enable issuing of the student's visa.

- Each student is to have its own room, bed, desk or if a shared room no more than 2 persons per room (same sex) each of whom must have separate bed and desk;
- Students are not to share rooms with host family members and sharing arrangements will only be provided if the parents of the Student(s) so request;
- There are to be no more than 3 overseas students residing in the home;
- Students are to be given a key to the home or arrangements made so that the Student can gain access to the home at any time;
- There must be adequate lighting for study purposes;
- There must be heating in winter and some means of cooling in summer;
- There must be access to shared bathroom, with reasonable time allowed for showers (10 minutes);
- There must be access to kitchen and laundry facilities and use of shared living areas
- of home;
- The Homestay Host is to provide 3 meals a day on weekdays and (usually) 3 meals on weekends, as appropriate and, in providing meals, the Homestay Host must be aware of and take account of cultural differences. Food should be available for Students to make themselves an after school snack;
- House rules are to be discussed and explained to the Student, (including friends visiting, use of phone and incoming calls, cleaning of room or other household tasks, meal times and rules for behaviour such as going out and times for arriving home, manners and courtesy);
- Use of telephone and/or computer facilities is to be at students own expense. However charges to the Student should only cover the actual cost of phone or internet usage. Use of Homestay internet will be restricted including restrictions on downloads. Internet access is usually not permitted after 11pm.
- Personal items and their insurance to be at the Student's own risk;
- Students may change Homestay Premises if there is a medical reason to do so, or a request from parents of the Student if a particular Homestay Premises is not compatible, in the reasonable opinion of the Student.

4.3 Boarding Facilities

Lorien Novalis School does not provide boarding facilities

4.4 Organisation of Homestay arrangements

Lorien Novalis School does not organise Homestay arrangements.

Homestay arrangements are to be organised by the parents of the overseas student.

4.5 Acceptable accommodation arrangements

The following accommodation and welfare options are acceptable:

- Living with parents or close relatives approved by the Commonwealth Government Department of Immigration and Citizenship (DIAC)
- Living with parent organised Homestay (relatives or close family friends or other family approved by Lorien Novalis School)



Overseas Student Accommodation Policy

Policy (750)

5. Accommodation Arrangements

5.1 Primary School (Kindergarten - Year 6) and Year 7 & 8 students

Primary school and Year 7 and 8 students must have a parent or close relative residing with them at all times during the period of enrolment.

If the child will live with a close relative, then parents need to nominate on the visa application form a suitable relative to be appointed as the child's guardian.

5.2 Secondary School (Years 7 - 12)

Students may live with one or both parents for the full duration of enrolment.

Alternatively, parents may nominate on the visa application form a suitable close relative to be appointed as the child's guardian:

- DIAC approved relatives include brothers, sisters, grandparents, aunts, uncles, nieces, nephews, step-parents, step-brothers/sisters, step-aunts/uncles, step-grandparents
- The relative agrees to undertake the responsibilities of the guardian/carer.
- The relative must be a resident of NSW, be over 21 years of age and must be able to remain in Australia until the student is 18 years of age
- Parents must provide proof of the relationship of the student to DIAC
- The relative must obtain an Australian Federal Police clearance
- DIAC is responsible for approving arrangements

Any student under 18 years of age, regardless of their accommodation arrangement, must have a parent or parent-nominated guardian with the Student.

5.3 Living with parent nominated homestay

For students aged 15 years (Year 9) or older, parents can nominate for their child to live with close family friends or distant relatives.

- Lorien Novalis School will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) to DIAC to enable issue of your child's visa
- The nominated homestay parent takes on the role of guardian/carer for the student.
- The nominated guardian/carer must be approved by the Lorien Novalis School
- Accommodation and living arrangements must meet standards approved by the school
- The person nominated to provide accommodation, along with all family members aged over 18 years, must satisfactorily complete a Working with Children Check within the required time period (see Working With Children Check information at www.kids.nsw.gov.au)
- Once all requirements are met and accommodation/welfare arrangements are considered satisfactory, Lorien Novalis School will approve the arrangements.

5.4 Students over 18 years

Overseas students over 18 years are strongly encouraged to remain in homestay accommodation or continue to reside with their relatives until they complete high school.

Parents may be contacted to approve any changes to students living arrangements.



Overseas Student Accommodation Policy

Policy (750)

Details of an adult contact person who can also be present at enrolment interviews must be provided in all cases.

5.5 Cancellation and Suspension of enrolment

Whist ever a student, under the age of 18 years, remains in the country with a student visa issued in relation to a course of study offered by the school the suitability of accommodation arrangements remains the responsibility of the School.

In the event that a students' enrolment is suspended or cancelled the School is still responsible for checking living arrangements.

If for any reason the School is not satisfied by accommodation arrangements a report will be made to DIAC via PRISMS that the School no longer approves of arrangements.

In any event the school will advise DIAC through PRISMS as soon as practical of any change to living arrangements.

6. Register of accommodation arrangements

The Overseas Student Coordinator will keep an up-to-date Register of all accommodation arrangements of all students under 18 years.

At the start of Term 1 and Term 3, the Overseas Student Coordinator is to ensure that the register is checked, and all parents asked to verify in writing if arrangements are the same or if any contact details are changed.

7. Students living with a Parent or 'close relative' arrangements

7.1 Monitoring of arrangement

The Class Teacher / Class Guardian, the Overseas Student Coordinator and the Educational Administrator will monitor the welfare of Overseas Students. Taking note if there are any indications that the accommodation arrangements need further enquiries made. For example, this can include but is not limited to:

- A student not being dressed as neatly or cleanly as in the past,
- A student not seeming to have adequate food for school
- A student (or another person) mentioning that their parent or close relative has returned to their home country

7.2 Responding to concerns about arrangement

Where concerns are raised or noted about the arrangement of a child living with a parent or close relative, the Overseas Student Coordinator, the Educational Administrator and the Class Teacher / Class Guardian will meet to discuss the situation. The meeting will be documented, including documentation of what appropriate action will be taken.

8. Minimum period of approval of accommodation arrangements



Overseas Student Accommodation Policy

Policy (750)

See: Fact Sheet at https://www.immi.gov.au/students/_pdf/Changes-to-migration-regulations-students-under-18.pdf

Public Interest Criteria 4012A will require that where an education provider is approving the welfare arrangements of the student, the minimum period nominated by the provider must be Confirmation of Enrolment (CoE) plus seven days at the end of the CoE.

Education providers who approve the welfare arrangements for under 18 students will be required to nominate the period they will approve the welfare arrangements. Providers must nominate a minimum period of CoE plus seven days at the end of the CoE, or if the student turns 18 during the course, the provider must nominate a period of the start of the CoE through until the student's 18th birthday.

CoE plus seven days is a minimum requirement only, providers may nominate to commence and end approval of welfare arrangements for a longer period and this may be advantageous to the student (see point 3 below).

9. Accommodation arrangements and Visa applications

See: Fact Sheet at https://www.immi.gov.au/students/_pdf/Changes-to-migration-regulations-students-under-18.pdf

In order for the student to meet the schedule 1 requirement, where a provider undertakes to approve the welfare arrangements for an under 18 year old student who is lodging an application onshore, the provider must nominate a commencement date that either starts the day after the student's current visa expires or begins before or on the date the student lodges their new student visa application.

Providers who are interested in enrolling under 18 year old students already in Australia should inform students during the recruitment phase that the student will need to have welfare arrangements in place at the time they lodge their student visa application.

10. Entry to Australia date and commencement of welfare arrangements

See: Fact Sheet at https://www.immi.gov.au/students/_pdf/Changes-to-migration-regulations-students-under-18.pdf

As under 18 year old students whose welfare arrangements are approved by education providers cannot travel to Australia until their welfare arrangements are due to commence, it is recommended that providers nominate a commencement of welfare arrangements date at least a week before the start date of the CoE to allow the student time to travel to Australia and settle in before commencing their studies. Providers should also reinforce to these students that they shouldn't travel to Australia before the commencement date of their welfare arrangements as nominated on the CAAW letter.

11. Version Control

Version Control	Date Effective	Approved By	Amendment
1			First Version
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Overseas Student Accommodation Policy

Policy (750)

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