

INTERNATIONAL STUDENT WELFARE AND ACCOMMODATION GUIDELINES AND PROCEDURES

Scope

The Friends' School recognises the importance of ensuring appropriate accommodation and welfare arrangements are in place for international students.

Procedures and Guidelines

Friends' school students who are under the age of 18 years may reside with a parent or suitable relative. If this is not possible, The Friends' School will accept the general welfare support and accommodation arrangements. International students not residing with parents or approved guardians are required to take up a boarding placement at Walker House and remain in boarding until the completion of their course.

Under no circumstances are Friends' students permitted to reside with anyone other than a parent or suitable relative as approved by the Department of Immigration and Border Protection. This includes students once over 18 years of age studying at Friends'.

Where The Friends' School accepts the welfare and accommodation of an under 18 student a Confirmation of Appropriate Accommodation and Welfare letter ('CAAW') will be provided to students for the purposes of obtaining a student visa. The CAAW Letter will nominate and allow for an appropriate amount of time prior to the course commencement when we will begin to take responsibility for the welfare and accommodation and allow for seven days from the final day of the course conclusion.

Students must not travel to Australia before the commencement date of their welfare dates as nominated on A Confirmation of Appropriate Accommodation and Welfare letter (CAAW).

Student Residence Walker House

Walker House provides single room accommodation, full supervision, support and meals for students from Year 7 to Year 12.

The Boarding House (Walker House) is closed during the holiday period between Semester one and Semester Two. It is an expectation that students will return home to their families during this time unless arrangements and evidence is provided to the School that an approved and appropriate family member will be caring for the student for the entire duration of holiday break up to the time that the boarding house reopens at the beginning of Term 1 in the new academic year.

During Term Holidays (Term 1, Easter, Term 3) the boarding house will remain open and fully supervised.

Consideration for students transferring to being a day student would only be given if a parent were residing in Hobart Tasmania. Transfer to dayboy/daygirl status is not automatic.

Home Stay

In exceptional circumstances and if a student not be able to return home during Semester 1 and 2 holidays and there is no direct or suitable family relative available to take on the care and supervision of the student during this time, the School will organise and nominate a School approved Home stay for this period of time.

In the event of Walker House being at full capacity, the School may opt to offer and provide a homestay that has been fully vetted and approved for students who are not in the care of a parent or suitable relative as defined by the School and the DIBP.

Students who live in School approved accommodation must not change agreed arrangements without prior approval of the School. A full term's notice is required or a term's boarding fees will be charged in lieu of notice

The School recognises the importance of child protection and will ensure all home stay families are checked and all adults living in the house to provide the School with a copy of a National Police check and a Working With Vulnerable People - (Tasmania) check.

Home stay families will be visited and inspected by school staff to ensure that all reasonable standards are met, the suitability of accommodation and availability of supervision and support for the student.

Home stay hosts take on the carer role for Students under the age of 18 years of age. The families take on a parental role in communication between the Student, School and Parents. They provide care and support for our students and assist them to adjust to life and school in Tasmania.

Regular checks as deemed appropriate by the School during the time the student is in homestay will be undertaken. This may be by means of visits to the home or/and phone calls and emails.

Students who live in School approved accommodation must not change agreed arrangements without prior approval of the School. Contact details will be checked and recorded at the beginning of Term 1 and Term 3 of each year (every 6 months)

Student living with Parents or Guardian as approved by the Department of Immigration and Boarder Protection

Younger International students in Years 5 and 6 are required in most cases to reside with a parent or direct suitable relative in Hobart who will be responsible for their supervision and Welfare. In this case the School does not provide a CAAW Letter via PRISMS.

The student's family is required by the Department of Immigration and Boarder Protection (DIBP) to provide proof of relationship to DIBP for the purposes of the application. In cases of a parent holding a Student Guardian Visa is unable to remain in Hobart with the enrolled student, written approval must be obtained from the Principal

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relating to the student's welfare and accommodation arrangements.

It is a visa requirement of parents who hold a Student Guardian Visa to ensure that appropriate arrangements for the student's accommodation and welfare have been made. Permission needs to be obtained from the School Principal and the DIBP prior to leaving.

All parents and students are required to notify the School of a change of address while enrolled in a course.

Associated Documents

The Friends' School Welfare and Accommodation Policy

Notes or Links to other documents

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

ESOS 2000 Act

Document Control

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