

## **Draft INTERNATIONAL STUDENT ACCOMMODATION POLICY**

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### **1. RATIONALE**

- 1.1. The Friends' School acknowledges and accepts the need and responsibility to ensure appropriate accommodation arrangements for all international students including students studying on a Student Visa 500 (SV500), who are enrolled at the School.
- 1.2. The *International Student Accommodation Policy*, in conjunction with the *International Student Welfare Policy* and *Homestay Policy*, addresses the School's obligations to ensure suitable accommodation and welfare arrangements are in place for all students, including students who are under the age of 18 and who are studying on a Student Visa 500 (SV500).

### **2. SCOPE**

This policy includes the following

- 2.1. All international students, regardless of their age
- 2.2. The Principal and Principal's Committee
- 2.3. Deputy Principal
- 2.4. K-12 International Student Coordinator
- 2.5. Head of Boarding and Boarding staff
- 2.6. Enrolments Manager and Enrolments team
- 2.7. Homestay Coordinator

### **3. POLICY**

#### **3.1. General Accommodation Requirements**

- 3.1.1. The Friends' School requires that all international students board at the School or live full time with a parent or legal guardian (in the case of SV500 students this does not include 'Nominated Guardians', unless the 'Nominated Guardian' is a parent or legal guardian).
- 3.1.2. The boarding house will remain open during the April and October school holidays, should students remain at School for the holidays.
- 3.1.3. The boarding house will close for the July (mid-year holidays) and December/January school holidays (Summer/Christmas Holidays). During these holidays it is expected that students will return home. If remaining in Australia for part of the holidays, students must be in the fulltime care of a parent, who is present with them in Australia 24/7.

#### **3.2. Accommodation Requirements Year 7-12**

- 3.2.1. All international students enrolled from Years 7 – 12 at The Friends' School are required to board at the School during term time, unless residing with a parent or legal guardian. In the case of a student on a SV500 the parent or guardian is expected to be granted a Guardianship Visa, and will be approved as a 'Nominated Guardian' by the Department of Home Affairs.
- 3.2.2. At the discretion of the Principal, an exception to the requirement to reside in boarding may be granted. Such decisions will consider:
  - The reason for the student to reside in circumstances other than boarding or with a parent
  - The availability of suitable accommodation and welfare arrangements, as approved by the Principal
  - The need for emergency accommodation

- 3.2.3 Students under the age of 12 years will not be eligible for homestay accommodation. The options for these students include residing with a parent or residing in boarding.

### **3.3 Accommodation Requirements Years 5-6**

- 3.3.1 All international students enrolled in Years 4 – 6 are required to reside with a parent/legal guardian in Hobart. In the case of a student studying on an SV500 the parent/guardian will be a Home Affairs 'Nominated Guardian' and be on a Guardianship Visa.
- 3.3.2 In exceptional situations and at the discretion of the Principal, a year 6 student may be granted permission to board at the School.
- 3.3.3 Requests for a student to reside with and be in the care of a Home Affairs Nominated Guardian, who is a relative but not a parent or legal guardian, may be considered by the Principal. See International Student Welfare Policy
- 3.3.4 The School will not sign a *Confirmation of Appropriate Accommodation and Welfare (CAAW)* in the case of a student living with a parent or other relative who is approved by Home Affairs as a Nominated Guardian.

### **3.4 Accommodation Information**

The School will provide current information about accommodation options and requirements for international students, including the *International Student Accommodation Policy*, *Homestay Policy* and *Homestay Procedures* and associated documents as follows:

- 3.4.1 on the School's website
- 3.4.2 in the School's International Student Handbook
- 3.4.3 in the School's Boarding Handbook
- 3.4.4 to Education Agents as part of the School's training process of agents

### **3.5 Registration to Work with Vulnerable People (WWVP )**

It is expected that in all circumstances, accommodation arrangements for all international students, both under and over 18 years of age must adhere to the following requirements:

- 3.5.1 All staff, contractors and volunteers working for the School will meet the requirements of the School's [Working with Vulnerable People Registration Guidelines](#).
- 3.5.2 All members of homestay households, whether living in the home on a full time or part time basis, who are over the age of 18 must have a current *Work with Vulnerable People Registration (WWVP)*, valid for a period of three years. (See *Homestay Policy and Homestay Procedures* [<link>](#).)

### **3.6 Students studying on a Student Visa 500 (SV500)**

- 3.6.1 Students studying on an SV500 must not enter Australia prior to the commencement of their *Confirmation of Appropriate Accommodation and Welfare (CAAW)* arrangements, unless in the company of and under the direct care of a parent or legal guardian and holding a Visa which permits early entry. This applies to students for whom the School has accepted responsibility for the CAAW and also to students where Home Affairs have approved a 'Nominated Guardian' to be responsible for the CAAW, and which the School has also agreed to.

- 3.6.2 Students studying at the School on an SV500 are subject to the *Accommodation Policy* for the entirety of their enrolment at the School and must at all times be in School approved accommodation while they are in Australia, including when travelling outside of Tasmania, during both school term and holiday time.
- 3.6.3 International Students are required to have the approval of the Principal for any changes to accommodation. In the case of an emergency, students will have at hand the 24/7 contact details of three senior members of staff. See *International Student Welfare Policy*, the *International Students Support Services Policy* and *Critical Incident Management Policy*.
- 3.6.4 The Friends' School reserves the right to decline an application for enrolment of a student or to cancel the enrolment of a student who does not or will not comply with the School's *International Student Accommodation Policy*. See point 3.7 of *International Student Welfare Policy and Deferment, Suspension and Cancellation Policy*
- 3.6.5 Students studying at the School on an SV500 are required, as a condition of their visa, to notify the Department of Home Affairs and the School of any changes to their residential and contact details, both in Australia and in their home country.

### **3.7 Accommodation prior to commencement**

It is the expectation of the School that parents or legal guardians accompany their child to Hobart for the commencement of the child's enrolment. Given this expectation:

- 3.7.1 students will reside with the parent until the Boarding House is open for the new school term.
- 3.7.2 students cannot arrive in Australia prior to the commencement of their CAAW, unless accompanied by a parent or legal guardian, who will be responsible for the student until the commencement of the School's accommodation arrangements for the student. Please see *International Student Welfare Policy*, *Boarding Policy Homestay Policy* and *Homestay Procedures*.

### **3.8 Walker House - Boarding House Opening Times**

- 3.8.1 The boarding house will open for students to be accommodated on the Day prior to the International Student Onsite Orientation
- 3.8.2 The boarding house will remain open from the commencement of term 1 until the end of term 2 (end of semester 1) including all public holidays and the April term break/ holidays.
- 3.8.3 The boarding house will close for the July term break/holidays. Students are encouraged and expected to return home during the July break or parents may elect to visit Australia and holiday with their children. In this case, when the student is in Australia, the parent is required to be present and provide 24/7 care and accommodation until the student returns to the boarding house.
- 3.8.4 Such arrangements, including the parent and student travel dates, itinerary and accommodation details must be communicated in writing to the Head of Boarding 4 weeks preceding the July holidays
- 3.8.5 The boarding house will reopen for term 3 on the day prior to Onsite International Student Orientation, prior to the commencement of term 3 and

will remain open until the end of the school year (end of term 4 and semester 2), including public holidays and the October term break.

### **3.9 Term Break Accommodation**

During the term breaks (school holidays) in April, July and October, it is expected that students will be accommodated in one of the following ways:

- 3.9.1 Students may and are encouraged to return home to their family for the entire school holidays in April, and October. The boarding house will be open during the April and October school holidays to accommodate students who do not return home. The holiday boarding accommodation may include an Outdoor Education experience that may include day or overnight trips, supervised by School staff.
- 3.9.2 The School expects that international students will return home for all of the July school holidays.
- 3.9.3 SV500 Boarders remaining in Australia for part or all of the July term break must be accommodated as follows:
  - residing full time (24/7) for the duration of the holidays with at least one parent or legal guardian. Such arrangements must be approved by the Principal (or nominee) at least 4 weeks prior to the arrangements taking effect, and the Principal being provided with copies of all travel arrangements, including transport/flight details and accommodation details.
  - in emergency homestay, approved by the Principal, in the case of circumstances that prevent the student from returning home (e.g. illness, accident, natural disaster, political upheaval)

### **3.10 Summer Holidays (December-January)**

- 3.10.1 It is expected that all international students will return home or be in the care of their parents (if remaining in Australia) for all of the School's summer holidays (December and January)
- 3.10.2 SV500 students for whom the School has signed the CAAW must have the approval of the Principal to remain in Australia for part or all of the summer holidays. Travel and accommodation plans must be submitted to the Principal 4 weeks prior to the holidays in question
- 3.10.3 In the case of circumstances preventing a student from returning home (e.g. illness, accident, natural disaster, political upheaval) and parents prevented from joining them in Australia, the student must reside in School approved emergency homestay accommodation

### **3.11 Exceptional Circumstances**

- 3.11.1 On occasion, exceptional circumstances may require a student to remain in Australia for part or all of the term breaks or summer holidays. In such cases the student must reside in School approved homestay accommodation, in the case that the boarding house is not open. These arrangements will be subject to the School's *Homestay Policy* and *Homestay Procedures* and the currency of the student's CAAW and Student Visa. Such circumstances must be approved by the Principal and may include:

- Student is unable to return to home country for reasons beyond the student's control such as political upheaval, natural disaster, safety concerns, public health concerns (e.g. SARS).
  - Student is unable to travel for medical, safety or compassionate reasons
- 3.11.2 In some situations, the School may require parents to travel to Hobart to care for their child. Such circumstances may include but are not limited to serious illness or circumstances where the student is a risk to their own safety or that of other students or members of the School community. See *Critical Incident Management Policy* and *SV500 Deferral, Suspension or Cancellation Policy*
- 3.11.3 In the case of a student who is at risk to themselves or others, and/or needs to be removed from the School for a serious breach of school policy, and where the parent cannot travel to Hobart immediately to care for the child, the School may decide that it is in the best interests of all parties, particularly the student, to immediately repatriate the student. Such plans will typically involve two staff travelling with the student. Costs of the repatriation will be the responsibility of parents and recovered from the parents after the repatriation.

#### 4. DEFINITIONS

- 4.1. See definitions documents

#### 5. LEGAL AND OTHER REQUIREMENTS

- 5.1. ESOS Act 2000
- 5.2. National Code of Practice for Providers of Education and Training to Overseas Students 2018, (National Code 2018) <link>
- 5.3. National Code 2018 Factsheets <link>
- 5.4. Australian Govt. Schools International Homestay Standards <link>
- 5.5. Children, Young Persons and Their Families Act 1997 (Tasmania)
- 5.6. Registration to Work with Vulnerable People
- 5.7. Right to Information Act 2009
- 5.8. Personal Information Protection Act 2004

#### 6. ASSOCIATED POLICIES, PROCEDURES, GUIDELINES, FORMS AND SUPPORT DOCUMENTS <link all>

- ❖ **International Student Procedure: Emergency Accommodation**
- ❖ **International Student Procedure: Verifying Arrival and Departure Travel Arrangements**
- ❖ **Working with Vulnerable People Registration Guidelines**
- ❖ Boarding Policy and Procedures
- ❖ Homestay Agreement
- ❖ Homestay Policy
- ❖ Homestay Procedures and Guidelines
- ❖ International Student Policy
- ❖ International Student Fees Policy (boarding and homestay)
- ❖ International Student (SV500) Visa Requirement Policy
- ❖ International Student Welfare Policy
- ❖ SV500 Complaints and Internal Appeals Policy
- ❖ SV500 Deferring, Suspending or Cancelling Enrolments policy

- ❖ SV500 External Appeals Policy
- ❖ SV500 Fee Policy