



International Student Program - Homestay

Statement

- Where parents opt for the Department of Education and Training (DET) to arrange accommodation, the Department through the school, is responsible for provision of accommodation, support and general welfare to the student.
- These arrangements shall be in place for the period that the student will be enrolled at Mount Alexander College while in Australia.
- This policy has been developed to meet the requirements of the ESOS National Code 2007 and Student visa (Condition 8532), which require that appropriate arrangements have been made for the accommodation, welfare and support of students on the International Student Program.
- This policy is designed to be consistent with the PPSSU guidelines and aligns with Mount Alexander College's **Homestay Responsibility Agreement**. (Appendix 1)
- This policy is to be read in conjunction with the **Mount Alexander College Child Protection Policy** and the **Mount Alexander College Child Safety Code of Conduct**
 - Mount Alexander College has **zero tolerance for child abuse** and enforces all safety standards under the legislation detailed in Ministerial Order 870
 - Homestay family members who host Mount Alexander College international students are responsible for the care and protection of the children they host and to report information about suspected child abuse as per the **Mount Alexander College Child Protection Policy** and the **Mount Alexander College Child Safety Code of Conduct**. These policies include any physical or virtual place made available or authorised by the School Council for use by a child during or outside school hours and pertain to homestay venues. (Appendix 2)
 - The Mount Alexander College Child Protection Policy and Child Safety Code of Conduct can be accessed on the college website.
 - All homestay family members 18 years or over will be required to sign the Mount Alexander College Child Safety Code of Conduct prior to the arrival of the student(s) they will host.
 - For support in relation to child safety issues contact the Mount Alexander College Child Protection Officer/Student Wellbeing Leader on P 9376 1622.

Guidelines

Personnel

Nominally, the principal of the school is the person delegated with responsibility to the DET for the operation of the program. However, in practical terms Mount Alexander College has several staff dedicated to the International Student Program:

International Student Co-ordinator - in charge of regulatory requirements, recruitment and visa compliance

International Student Assistant - in charge of daily operations and homestay

Business Manager - in charge of finances other than tuition fees

Education Support - assistance in classes and translations

Policy:

- The College will organise homestay accommodation of high quality and which provides a safe, comfortable and caring environment.
- The homestay accommodation will be provided by a host which may be a family, couple or single person.
- Working with Children checks of all homestay providers and persons over the age of 18 years residing in the homestay will be organised prior to the student moving in.

- No more than three International Students can be accommodated in the one Home Stay without the approval of the International Students Program Unit (ISPU).
- The fee is fixed by the school and will not be changed without approval from the school. This covers expenses associated with the provision of the following homestay services:
 - Single bedroom for the student's exclusive use
 - Three meals per day, seven days per week (cooked evening meal)
 - Facilities including a bed, wardrobe, towels, and linen
 - Gas, electricity, heating, water and internet costs
 - Cleaning services of common living areas
 - Use of living areas within the residence
 - Study facilities, including a desk, study light and bookcase
- Homestay payment will be made by the student by prior arrangement with the homestay. Students pay either fortnightly or 4 weekly in advance (as arranged) and must be receipted by the homestay.
- Cash payment is not acceptable. All homestay payments will be via direct debit into the homestay's bank account.
- Students may be charged up to \$105 (currently) a week to hold a room over a holiday period – to a (current) maximum of \$525 for any holiday period.
- Students are required to stay at the homestay for a term at a minimum. Only in exceptional circumstances will students be allowed to move earlier.
- If a homestay provider wishes to terminate the homestay agreement, at least two weeks' notice is given to the student and the College.
- Where a student moves out of a homestay at least two weeks' notice must be given to the homestay provider and the College. This can only be done with the approval of the International Student Manager.
- The College will monitor progress of homestay arrangements, with least twice yearly visits and/or contact.
- Students and homestays will be asked to sign a Homestay Agreement. This will outline the house rules and requirements as well as homestay costs and methods of payment.
- Students must provide relevant contact details if they wish to stay away from their homestay overnight. If a student in homestay accommodation leaves without notice or commences staying overnight away from their designated homestay without permission, the homestay provider must report the matter immediately to the principal and/or ISPC. The ISC must then report it to International Education Division (IED) who will report it to DIBP.
- Student and/or parents are required to reimburse homestay providers for any damage to property caused by student, or costs incurred by student during the time of residence.
- Students will have their own key to the residence. Privacy and personal possessions and space of students should be respected.
- Complaints that cannot be resolved by either the homestay provider or the student should be referred to the International Student Coordinator at the College.

Homestay host's responsibility

- Provide a comfortable home environment including a furnished private bedroom and use of common areas such as bathroom, laundry, kitchen, family room etc.
- Provide 3 healthy meals per day for the student.
- To host no more than three international students in the home. This includes university students or students from other schools.
- To notify the school immediately of any changes in the living environment, i.e. staying away overnight, going away on holidays or any changes to family structure or circumstances.
- That the fee charged will cover all expenses associated with providing food and shelter to an international student. This includes providing:
 - A single room for the student's use
 - Three meals a day, seven days a week
 - Facilities – a bed (with a proper mattress), wardrobe, towels and linen
 - Utilities – gas, electricity, heating and water costs, internet
 - Cleaning services of common living areas

- Study facilities – desk, study light, bookcase.
- Establish clear Homestay rules and expectations with the student.
- Include the student in some family activities.
- Actively monitor student’s attendance and may be required to write a note of explanation if a student is absent from school for any reasons.
- Provide the student with a key to the residence.
- Contact the International Student Coordinator in the event of an emergency.
- Advise the International Student Coordinator on matters of welfare or breach of house rules.
- Assist a student if unwell or injured by taking them to a doctor, then advising the International Program Manager.
- To ensure that all persons over 18 years residing, or frequently residing, at the homestay premises have current Working with Children Checks. This includes the primary homestay host and all family members aged over 18 years of age who are residing at the homestay premises.
- To reside at the same address as students.
- To have adequate house insurance.
- The smoke alarm complies and installed appropriately. Homes built after 1997 need to be electrically hardwired into the home. Ensure the smoke alarm is working at all times.
- No staying overnight without approval of the homestay parent and International Student Co-Ordinator.

Students’ Responsibilities

- Ensure the Host is aware of their health and wellbeing needs.
- Ensure that they are contactable 24/7 by their school, their welfare supporter and their Host.
- Ensure to ask for permission to go out, tell where I am going, with whom and when I expect to return. Notify the host if being late.
- Ensure to ask for permission before inviting friends over.
- Inform the host about my holiday plans or approved overnight stay by ISC and parents at least 7 days before.
- Maintain personal hygiene.
- Develop a study pattern.
- Respect the personal space and privacy of other members of the home.
- Respect to Host family members.

Example:

- Emptying the dishwasher.
- Clearing up after meals.
- Leaving the bathroom and kitchen as they have found it.
- Minimising time in the bathroom as a consideration for other family members.
- Being home at the designated meal time.

Related Policies

Child Protection Policy
 Child Safety Code of Conduct
 Student Code of Conduct

Evaluation

This policy will be reviewed every three years.

Key Reviewer	Date Ratified	Next Review
International Student Co-ordinator	01/12/2022	Dec 2023

Signatures	

Daniela Angelico Principal	School Council President
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Appendix 1

Child Safe Standards: How they apply to an international student's living arrangements

The standards apply to an international student's living arrangements where:

- the student is aged under 18
- the school has arranged or accepted responsibility for those living arrangements ie under options three or four below.

International students aged under 18 can only enter Australia on **Student Visas** where:

- 1 they will be living with a parent residing in Australia during their enrolment (usually on a Guardian Visa), or
- 2 they will be living with a close relative (aunt, uncle, grandparent, sibling aged 21 or over) approved by the Department of Immigration and Border Protection, or
- 3 the CRICOS registered education provider issues a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter as part of the student's enrolment or
- 4 a registered Student Exchange Organisation (SEO) issues an Acceptance Advice of a Secondary Exchange Student (AASES) form.

CRICOS registered schools that issue a CAAW letter are accepting responsibility for the student's 'accommodation, support and general welfare' arrangements, and must approve the student's accommodation in either:

- a school boarding facility
- a placement with a local homestay family
- placement with distant relatives or family friends nominated by the parents of the student.

In Victoria, the student must be at least 13 years of age for a CAAW letter to be issued.

A CAAW letter retains responsibility for the student's accommodation, support and general welfare from the student's arrival in Australia until either:

- the student turns 18 years of age
- the student ceases their enrolment and departs Australia
- the student ceases their enrolment and comes under a CAAW letter issued by another education provider.

VRQA approved SEOs that issue an AASES form are accepting responsibility for the student's 'accommodation, support and general welfare' arrangements for the duration of the secondary student exchange program, and must approve the student's placement in a local host family.

CRICOS registered schools and VRQA approved SEOs can engage commercial agencies and third parties to assist the school in exercising its responsibilities – but education providers and SEOs **cannot delegate** their CAAW or AASES responsibility to a student to any other entity.

Further information is available from VRQA.