



POLICY AND PROCEDURES FOR APPROVING ACCOMMODATION, SUPPORT AND GENERAL WELFARE ARRANGEMENTS FOR OVERSEAS STUDENTS UNDER 18

1. Overview

The policy and procedures outlined below apply to all overseas students under the age of 18 who are undertaking studies, other than those students who have been granted permanent residency in Australia or who are Australian citizens.

The Department of Immigration and Border Protection (DIBP) requires that all overseas students under 18 applying to study in Australia provide evidence as follows:

- a) If they intend to reside in Australia with a parent, or a person who has custody of them: evidence of the relationship; and that the parent or person who has custody of them has the right to remain in Australia for the period of the student's stay or until they turn 18, whichever is the lesser period.
- b) If they intend to reside in Australia with a relative nominated by a parent or a person who has custody of them: evidence of the relationship; evidence that the relative is at least 21 years old; police clearance/s; and evidence that the relative has the right to remain in Australia for the period of the student's stay, or until they turn 18, whichever is the lesser period.
- c) If they will not be residing in Australia with one of the above mentioned persons, they must provide a signed statement from their educational provider confirming that appropriate arrangements have been made for their accommodation, support and general welfare during their stay in Australia.

Bishop Druit College requires that all students under 18 who are not being cared for in Australia by a parent, custodian or nominated relative live with a guardian in approved home stay accommodation.

Bishop Druit College accepts the responsibility for approving the accommodation, support and general welfare arrangements for such students within the following period:

- From 14 calendar days prior to the commencement of the enrolment week until either 7 calendar days after the end date specified on the student's confirmation of enrolment or the date on which the student turns 18, whichever comes first.

The student visa condition 8532 imposes an obligation on all overseas students under 18 to maintain accommodation, support and general welfare arrangements approved by DIBP for the duration of their studies or until they turn 18. Bishop Druit College will report students to DIBP via the Provider Registration and International Students Management System (PRISMS) who fail to comply with this condition.



2. Students enrolled in multiple courses

The registered provider with whom the student is currently enrolled is responsible for approving arrangements for the student's accommodation, support and general welfare during that nominated period.

Bishop Druit College agrees to negotiate with the student a common date when the first provider's approval will cease and BDC will take responsibility for approving the student's welfare arrangements. These arrangements should be made and confirmed, through the provision of a *Confirmation of appropriate accommodation and welfare (CAAW)*, prior to the student applying for a visa.

3. Accommodation options

Overseas students under 18 must reside in one of the following accommodation options:

- a) Students residing with a parent, custodian or a suitable nominated relative:
The parent, custodian or nominated relative with whom the student will reside until they turn 18 must complete an *Overseas student guardianship agreement* and provide:
 - i) A copy of their visa/passport (as proof of age and ability to reside in Australia).
 - ii) A copy of the student's birth certificate.
 - iii) Evidence of the familial relationship.
- b) Students residing in an approved home stay:
Bishop Druit College requires all overseas students under 18 who will not reside with either a parent, custodian or a nominated relative to live in an approved home stay until they turn 18. The home stay parent will then assume guardianship.

4. Home stay

Appropriate home stay placements are made with families known to the college who have undergone background checks to ensure their suitability to provide accommodation to overseas students. Home stay parents provide three meals per day as well as laundry services. The college requires that students have their own private room, which has suitable furniture and includes a study area.

All prospective home stay families must complete the following process before being accepted onto our register:

- a) Complete the *Home stay family expression of interest* application form.
- b) Have their home inspected by our Overseas Student Officer or other nominated representative of Bishop Druit College. The completed inspection report shall be provided to the Principal.



- c) Agree to meet the college's requirements for being a home stay host. Either prior to or at the time of the home inspection the prospective home stay family shall be provided with and have explained to them copies of the following college documentation:
- i) *Home stay guidelines for host.*
 - ii) *Home stay guideline – brief outline.*
 - iii) *Home stay agreement.*
 - iv) *Home stay family information sheet.*
 - v) *BDC visions and values.*
 - vi) *BDC child protection policy.*
 - vii) *Overseas student information booklet.*
- d) Provide the college with a *NSW working with children clearance* (WWCC) for each adult member of the household.

A family which has been approved by the Principal and who accepts the responsibility of providing home stay for an overseas student must:

- Sign a *Home stay agreement* with Bishop Druit College.
- Sign an *Overseas student guardianship agreement*.

The approved family will accept the responsibilities of guardianship of the student for the time that is agreed and as laid out in the *Home stay agreement*.

5. Monitoring of accommodation, support and welfare arrangements

Bishop Druit College will monitor the care arrangements for students under 18, including those who are living with a parent, custodian or nominated relative, during their enrolment at the college.

- a) A meeting with students will take place with the Overseas Student Officer at least once each school term. The purpose of the meeting is to give the student an opportunity to discuss any concerns that they may have about their accommodation and welfare arrangements, academic progress or any other issues that they may have.
- b) Students will also be encouraged to make individual appointments if they wish to discuss personal issues that may be affecting them.



- d) Regular meetings will be scheduled by the Overseas Student Officer with parents/custodians/nominated relatives/home stay hosts to ensure that the ongoing needs of the student are being met and that the family are also supported. The Overseas Student Officer will be mindful of the *Bishop Drutt College child protection policy* and should be alert to any matters that may be of concern. At such meetings the following shall be discussed:
- i) Any concerns, issues arising from the care of the student
 - ii) For home stay hosts, continuing adherence to the terms and conditions of the home stay agreement
 - iii) For home stay hosts, the currency of the WWCC for any adults in the household.
- e) A record of all meetings and any informal contact between the Overseas Student Officer and any student shall be kept on that student's contact log.
- f) A record of all meetings and any informal contact between the Overseas Student Officer and guardians of students shall be kept on the overseas student's contact log.
- g) Written notification shall be provided to the Principal of meetings with guardians for the purposes of monitoring the accommodation, support and welfare arrangements for students, outlining the outcome of the meeting and any recommendations arising out of the meeting.

The Overseas Student Officer, or other nominated officer, will be available 24 hours, 7 days per week for emergency calls and ongoing support of overseas students and their guardians with regard to the student's welfare.

6. Responding to issues of concern

The Overseas Student Officer will report to the Principal any issues of concern that arise with regard to the accommodation, support or welfare arrangements of an overseas student under the age of 18 years, whether this concern is raised through the college's own monitoring of these arrangements or any other credible source of information.

Established college policies and procedures with regard to child protection and other issues shall be followed in responding to any issues of concern.

The overseas student officer, acting for the college, retains the right to remove any student from home stay without notice if it is deemed that the student is at risk.



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The Principal shall communicate to parents/legal guardians of an overseas student any concerns regarding the personal safety and social wellbeing of the student, including matters relating to the accommodation, support and general welfare arrangements for the student.

7. Terminated, suspended or cancelled enrolments

If Bishop Druit College terminates, suspends or cancels the enrolment of a student under 18 the college will continue to check and monitor the suitability of accommodation arrangements for that student until one of the following applies:

- a) The student is accepted by another provider and that provider takes over the responsibility for approving the student's accommodation, support and general welfare arrangements.
- b) The student leaves Australia.
- c) Other suitable arrangements are made to satisfy the migration regulations.
- d) The college reports to the Department of Immigration and Border Protection (DIBP) that it can no longer approve of the arrangements for the student.

8. Communication with the Department of Immigration and Border Protection (DIBP)

Where applicable, Bishop Druit College will complete the appropriate DIBP pro forma letters in PRISMS to inform the DIBP of the student's welfare arrangements and of any changes to them:

- a) *Confirmation of Appropriate Accommodation and Welfare (CAAW) letter.*
- b) *Approval to change accommodation/welfare arrangements letter.*
- c) *Non-approval of appropriate accommodation/welfare arrangements letter.*

Please note:

- All overseas student accommodation arrangements must be approved by the Principal of Bishop Druit College.
- All changes to overseas student accommodation arrangements must be approved by the Principal of Bishop Druit College.



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POLICY ADMINISTRATION

This policy will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.

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Date of adoption	
Date of last review	March 2016
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Signature	
Name	Alan Ball
Position held	Principal
CRICOS provider code	02333G, Bishop Druit College Council, Inc.