

## INTERNATIONAL PROGRAM POLICY

### **Policy Statement**

Kurnai College is an accredited provider in the DET International Student program, under CRICOS provider code 00861K. This program is beneficial to our students, providing them with contacts to a range of cultural experience. Through this program this College provides an excellent educational opportunity for international students.

### **Our College will:**

- Promote a harmonious environment where international students, teachers and parents co-operate to ensure that the College's educational goals can be successfully met.
- Offer a safe and stimulating educational environment for international students.
- Promote the International Students Program (ISP) within its community as a positive, beneficial arrangement leading to better cultural understanding and greater cultural tolerance within the whole school community.

### **Implementation:**

As an accredited provided, Kurnai is bound by the guidelines set down for this program by the Victorian Government Schools International Student Program and will use all current policies, procedure and proformas as required.

These policies and procedures are updated regularly to stay in line with the VRQA registration.

Current policies, procedures and proformas can be found via the below links:

- [ISP Homestay Policy](#)
- [ISP Accommodation and Welfare Policy](#).
- [ISP Homestay Procedure](#)  
[ISP Admissions and Enrolment Procedure](#)

### **Marketing and recruitment**

Overseas students need clear and accurate information to help them decide which study option is best for them. When students and families have the right information, they are more likely to be happy with their initial choice and stay in the program until their studies are complete.

Kurnai College will follow all policies and procedures set out by the ISP in regard to student recruitment.

### **International study tours**

International study tours provide a practical learning experience for students to explore new environments and cultures from around the world whilst fostering independence, leadership skills and communications skills. Kurnai College welcomes visits from registered linked schools, and also encourages opportunities for students to participate in study tours abroad. Kurnai also applies regularly for involvement in DET's Victorian Young Leaders to China/India programs.

Participation in any international study tour is subject to a successful application and interview process.

## Legislation


- Education Services and Overseas Students Act 2000 (Cth)
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)
- Migration Act 1958 (Cth)
- Education Services for Overseas Students Regulations 2001 (Cth)
- Education and Training Reform Act 2006 (Vic)
- Ministerial Order 819 – Fees for Overseas Students in Government Schools (Vic)
- Ministerial Order 870 – Child Safe Standards (Vic)
- VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18 Years
- Victorian Child Safe Standards as per the Child Wellbeing and Safety Act 2005 (Vic)
- Commissioner for Children and Young People Reportable Conduct Scheme established under the Child Wellbeing and Safety Act 2005 (Vic)

## Appendices

APPENDIX A: Homestay Responsibility Agreement.

## Evaluation

This policy will be reviewed as part of the College's annual review cycle.

<b>Date Implemented</b>	Week 3 – Term 2 – 2014 – Ver. 1
<b>Approval Authority (Signature and date)</b>	 28/07/2020
<b>Dates Reviewed</b>	Week 7 – Term 4 – 2014 – Ver. 2 Week 7 – Term 4 – 2015 – Ver. 3 Week 3 – Term 2 – 2018 – Ver. 4 Week 7 – Term 4 – 2019 – Ver. 5 Week 3 – Term 3 – 2020 – Ver. 6
<b>Responsible for Review</b>	International Coordinator
<b>Next Review Date</b>	Week 7 – Term 4 - 2021

**APPENDIX A: - ISP Homestay Responsibility Agreement**

# ISP Homestay Responsibility Agreement

## Instructions

This form is used by the homestay provider, student, student's parents and school in order to agree on expectations, roles and responsibilities in regard to the provision of homestay accommodation.

Please complete the following details in English using BLOCK LETTERS (e.g. PENNY).

These Homestay Terms and Conditions should not be altered or amended.

Please return this form to: **Kurnai College, PO Box 3411, Morwell BC 3841**

## Section A: Student Details

**Family name:**

---

**Given names:**

---

**Student ID number:**

---

**Gender (Female / Male):**

---

**Nationality:**

---

**Address in home country:**

---

Home City:

---

Home State:

---

Home Country:

**Parent contact details:** Please include mobile phone, home and work phone numbers for one or both parents.

Parent contact details  
(name, phone and email):

Please enter name

---

Please enter phone number

---

Please enter email

---

Alternate parent contact  
details (name, phone and  
email):

Please enter name

---

Please enter phone number

---

Please enter email

---

**Student's contact details:**

---

Student mobile number:

Student email:

## Section B: Homestay Provider Details

**Name:**

**Address:**

**Contact details:**

Home:

Work

Mobile

**Email:**

## Section C: Homestay Accommodation Details

**Commencement date:**

**End date:**

**Bond amount (in AUD \$):**

(Held by school if specified in school homestay policy (2 weeks payment in advance))

**Homestay fee per week (in AUD \$):**

**Internet fee per week (in AUD \$):**

### Method of payment

Insert an X in the appropriate cell within the table below.

Fortnightly payment by parents direct to homestay provider account

Payment of homestay fee by parents to school (for disbursement to homestay provider)

### Accommodation arrangements during school holidays

Please indicate where the student will reside during each school holiday period and the dates of departure from the homestay and return to the homestay.

#### Please note:

- All homestays fees must be transferred electronically. Homestay fees may be collected and disbursed by the school, or directly exchanged between the homestay provider and the student.
- Schools will retain, monitor and reimburse a student's homestay bond payment. The homestay bond is equivalent to two weeks homestay fees.
- The homestay provider may submit a claim to the school for all or part of the bond to cover any damage to the homestay residence caused by the homestay student or cleaning or repair expenses that exceed normal 'wear and tear' in areas occupied by the student. The bond cannot be used to cover homestay fees, outstanding expenses or missing items. It is expected that students remain in the allocated homestay unless compassionate or compelling circumstances apply, that is exceptional circumstances which impact a student's welfare, wellbeing or safety. Changes to homestay arrangements are approved by the school. Any requests on the bond must be made to the school within two weeks of the student exiting the homestay arrangement.
- Students have to give the school and homestay provider at least two weeks' notice if they wish to exit the homestay arrangement. A student who exits the homestay arrangement without giving two weeks' notice will forfeit their bond unless compassionate or compelling circumstances apply.

## Section D: Homestay Terms and Conditions

In addition to the Homestay Terms and Conditions, the following specific conditions, rules or requirements will be adhered to by all parties.

#### Internet

Specify internet use rules (if any)

#### Provision of meals

The homestay provider must ensure that at a minimum the student receives three nutritious meals a day, seven days a week, with reasonable access to snacks and in accordance with the student's dietary and medical needs. Homestay providers will provide access to reasonable choice and options of food and work with the student to understand food likes, dislikes and preferences. Breakfast and lunch may be self-serve under age-appropriate supervision.

#### Special dietary requirements

Specify dietary requirements (if any)

#### Cooking facilities available for student use

Please indicate cooking facilities available for the students use and supervision expectations (if any)

**Facilities**

**Household items available for student use e.g. TV, computer etc.**

Please indicate household items available for the students use and supervision expectations (if any)

**Bathroom and laundry facilities available for student use**

Please indicate bathroom and laundry facilities available for the students use and laundry supervision expectations (if any)

**Protocols and special arrangements for visitors (such as family from overseas)**

Please indicate protocols for requesting approval for visitors to the homestay

**House rules**

The student must adhere to the [ISP Travel Policy](#) at all times.

**Please indicate the times by which the student must be home:**

Weekdays	Weekends	During School Holidays
Please include a time by which the student must be home	Please include a time by which the student must be home	Please include a time by which the student must be home

**Please indicate what arrangements are to be made if the student is running late or will not be home for a meal:**

**Please list any specific house rules\* e.g. smoking etc.**

\*The rules listed above are a guide only and the host, student and school may alter them by agreement to suit individual situations.

### **Policies and procedures**

The homestay provider must comply with the Homestay Terms and conditions, and all applicable policies and procedures, as well as relevant legislation, regulation and laws.

**The following policies and procedures specific to the school must be adhered to (if any):**

### **Section E: Agreement**

This is an agreement between:

Insert name	Homestay
Insert name	Student
Insert name	Parent
Insert name	School

## Homestay Provider

I have read and I understand my responsibilities as outlined in this agreement, the *Homestay Terms and Conditions* and in the *Homestay Family Guide*.

**Name:**

---

**Signed:**

---

**Date:**

---

## Student

The homestay rules and my host family expectations have been explained to me. I understand and agree to them.

**Name:**

---

**Signed:**

---

**Date:**

---

## Parent

I understand and agree to support my child in adhering to the rules and expectations outlined in this agreement.

**Name:**

---

**Signed:**

---

**Date:**

---

## School representative

**Name:**

---

**Signed:**

---

**Date:**

---