

## **INTERNATIONAL PROGRAM POLICY**

### **Policy Statement**

Kurnai College is an accredited provider in the DET International Student program. As such it is bound by the guidelines set down for this program and will use all proformas and procedures required. The 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 within its community as a positive, beneficial arrangement leading to better cultural understanding and greater cultural tolerance within the whole school community.

### **Implementation:**

#### *Accommodation*

- If requested to do so in the Application for Enrolment, the College is responsible for accommodation arrangement for international students. Refer to the homestay section for further details.

#### *Airport Reception*

- If requested to do so in the Application for Enrolment, the College will arrange for the International students to be met at the Melbourne Airport and accompany the student to their arranged accommodation.

#### *Banking*

- The College will assist international students with the opening and maintaining of a bank account at a local bank or financial institution.

#### *Complaint Procedures*

- The College will have complaints procedure for dealing with any complaints – See Grievance and Complaint Policy.
- If the parent, international student or guardian has any complaint, it must be made in writing to the Campus Principal.
- The Campus Principal will use his or her best endeavours to resolve the complaint; however, if the complaint is not resolved to the satisfaction of the student or parent, a copy of the written complaint together with the reasons for the dissatisfaction may be forwarded to the Manager, International Education Division for resolution.

#### *Coordination*

- The College will appoint an International Program Coordinator. The role of this Coordinator will be to oversee the operation of the program within the College and to provide a contact point for members of the IED.

### *Enrolment*

- The College will provide the international student with detailed information about the school including the student Code of Conduct, school uniform and costs of textbooks. All international students must be registered with the IED and have an international student identification number.
- All international students must be enrolled on DET's student administration program CASES21.
- The College will maintain files on each international student. These will include copies of all usual documents and communication with families (health cover, visa entry permit, passport details and expiry date, reports, attendance records and general information relevant to each international student).

### *Finance*

- The enrolment of an international student must not be a financial cost to the College and should not affect the provision of normal education programs.
- The College should not include international students in the formula for staffing or grant purposes.
- The International Program Coordinator will ensure that all full fee paying students' payments are up-to-date.

### *Giving Notice*

- Once a homestay family has been allocated by the school, this family will be reserved for a student. It is therefore expected that the student remain in that accommodation for a reasonable period of time (minimum of three months) before giving notice, unless exceptional circumstances occur. If an international student is not happy with the homestay accommodation that has been arranged, they can request that a more suitable one be found. Students will have to give the College and homestay provider at least two weeks' notice if they want to change homestay. A student who moves without giving two weeks' notice will forfeit their bond.
- If a student is considered by the homestay to be unsuitable the ISC must be given two weeks' notice of their intention to remove the homestay position.

### *Going Out*

- Students will need to ask permission from their homestay family if they wish to go out. For safety reasons students should tell their host family where they are going, with whom, and the expected time of return.
- Please reiterate that students should try to return home by an agreed time. If students think that they will be home later than the agreed time they must ring the homestay and let them know.
- Sometimes students may have after-school activities and may be home later than expected. Students must notify the homestay if they will be home late or if they will not be home for dinner. It is reasonable to expect that they should be home at a specified time and the homestay will need to establish appropriate times for them to arrive home on week nights and weekends.

Please remind students of the following for their own safety:

- It is advisable for students not to carry too much cash.
- It is best to travel in a group whenever possible.
- Avoid catching public transport late at night.
- Read public transport timetables carefully so as not to miss the last train or tram home.
- Avoid risky areas.

### *Guardians*

- All students below the age of 18 must have a welfare provider living in Victoria.
- The College will be the welfare provider of those international students below the age of 18 who do not have a DIAC approved relative or family friend in Victoria prepared to act as a guardian.

- When a relative or family friend acts as a guardian, a copy of the DIAC guardianship approval letter or DET welfare arrangement letter will be kept in the international student's file.

#### *Health Cover*

- The College will assist international students with their health cover which is provided through the IED.
- The College will ensure students notify the private health provider if there is a change of address.
- OSHC includes Ambulance membership when organised by a medical practitioner only. This is to be explained to students.
- 

#### *Homestay*

- Where parents opt for 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 under 18 while in Australia. This policy has been developed to meet the requirements of the ESOS National Code 2007 and Student visa (Condition 8532) which requires that appropriate arrangements have been made for the accommodation, welfare and support of students under 18 years of age.
- This policy is designed to be consistent with the IED guidelines.
- 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 persons over the age of 18 living in the household will be organised prior to the student moving in.
- The maximum number of students per homestay is 3, regardless of provider.
- A weekly fee will be charged to the international student which will be determined by the College and will be consistent across all homestays. 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 and water costs.
  - Cleaning services of common living areas.
  - Use of living areas within residence.
  - Study facilities, including a desk, study light and bookcase.
- Telephone and internet expenses will be the student's responsibility.
- The initial payment will include two weeks rent in advance plus a bond that is the equivalent of two weeks rent.
- During holidays a holding fee to secure the homestay accommodation may be required.

#### *Monitoring Homestay*

- Schools will monitor students who are placed in homestay accommodation and maintain regular contact with providers of the accommodation to ensure the students' successful adjustment to life and study in Victoria.
- Schools will also conduct an annual review of their homestay providers and inspect the homestay at least twice per year to ensure that student needs are being met. This requirement is in addition to any reviews that may be conducted by a homestay referral service.

#### *Overnight Stay Arrangements*

- Students must have parental permission to stay overnight away from their designated homestay provider, and must provide their school with the name and contact phone number of the person they are staying with.
- Homestay host families must notify the school International Student Coordinator if –

Overnight stay arrangements are not observed or if overnight stays become frequent or of a concern.

- 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 school's International Student Coordinator or Principal as this is a breach of the student's visa conditions. A breach of this visa condition is a very serious matter and could result in a students' visa cancellation.

#### *Visitors*

- Students should ask permission from their homestay family before inviting friends to visit them. Some homestay families may agree to provide meals for friends when given appropriate notice.

#### *Working with Children Check*

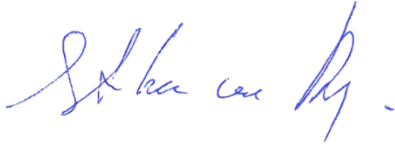
The Working with Children (WWC) Check was introduced by the Department of Justice in 2006 and aims to protect children (under the age of 18 years) from sexual and/or physical harm. People who work or volunteer in certain types of child-related work will be required to apply for a WWC Check. The Department of Justice has advised the International Education Division that people providing homestay accommodation will be required to obtain a WWC Check.

## **Appendices**

APPENDIX A: Homestay Responsibility Agreement.

## **Evaluation**

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

<b>Date Implemented</b>	Week 3 – Term 2 – 2014 – Ver. 1
<b>Approval Authority (Signature and date)</b>	 1/5/2018
<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
<b>Responsible for Review</b>	International Coordinator
<b>Next Review Date</b>	Week 7 – Term 4 - 2022

**APPENDIX A: - International Student - Expression of Interest / Registration Form**

**APPENDIX B: - Homestay Responsibility Agreement**

Please return this form to:

(Place School Stamp Here)

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

International Student ID Number: .....

**Section A: Student Details**

Family name: \_\_\_\_\_

Given names: \_\_\_\_\_

Date of birth (dd/mm/yy): \_\_\_\_\_ Gender: Female / Male

Nationality: \_\_\_\_\_

Address in home country: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_

Parent's contact details: (H): \_\_\_\_\_ (W): \_\_\_\_\_ (M): \_\_\_\_\_

Students contact details: (M): \_\_\_\_\_ Email: \_\_\_\_\_

Parent's email: \_\_\_\_\_

**Section B: Homestay Details**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact details: (H): \_\_\_\_\_ (W): \_\_\_\_\_ (M): \_\_\_\_\_

Parent's email: \_\_\_\_\_

No. of family members living at residence: \_\_\_\_\_

**Section C: Homestay Accommodation Details**

Bond amount – held by school AUD\$ \_\_\_\_\_ Homestay fee per week: AUD\$ \_\_\_\_\_

(2 weeks payment in advance): \_\_\_\_\_

Method of payment  Fortnightly payment by parents direct to homestay provider account  
(tick option/s):



**Kurnai College No. 8716**

Campus: University, Churchill, Morwell, LV FLO & KYPP

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

Commencement date: \_\_\_\_\_

End date: \_\_\_\_\_

Board arrangements during  
school holidays:

\_\_\_\_\_

Please note:

- Bond may be forfeited if there are damages or repairs required due to student's actions.
- A minimum of two weeks' notice is required if the homestay provider or the student wishes to end the homestay agreement. The bond will be retained by the homestay provider should a student leave without giving appropriate notice. Any advance payment for homestay accommodation which is not provided to the student must be refunded by the Homestay Provider.

**Section D: Homestay Terms and Conditions**

Telephone use and \_\_\_\_\_ Internet use and \_\_\_\_\_  
payment: \_\_\_\_\_ payment: \_\_\_\_\_

Specify internet use rules  
(if any): \_\_\_\_\_

Provision of meals:	Weekdays	Weekends
Breakfast:	<input type="radio"/> Self serve	<input type="radio"/> Cooked
Lunch:	<input type="radio"/> Cut lunch provided	<input type="radio"/> Self serve
	<input type="radio"/> Self serve	
	<input type="radio"/> Cooked	Dinner: -----
	<input type="radio"/> Schoolcanteen	Snacks: -----

Cooking facilities available for student: \_\_\_\_\_

Household items available for student use e.g. TV, stereo, computer etc.: \_\_\_\_\_

Special arrangements: use of kitchen, bathroom and laundry; having visitors (such as family from overseas): \_\_\_\_\_

Times student must be home by:	Weekdays	Weekends	During School Holidays

Student agrees to comply with the travel policy as outlined in the key policies document. Refer to the Key Policies Document for more information.

Please list any specific house rules e.g. what arrangements are to be made if the student is running late or will not be home for a meal, house rules on smoking etc.

---



---



---

**Section E: Agreement**

**Student**

I agree that I will do the following in order to have a good relationship with my host family:

- I will spend time each day with my host family.
- I will eat dinner with my host family.
- I will keep my room clean and tidy.
- I will return home directly after school each day unless otherwise agreed with my homestay family.
- If I am going to be late home I will contact my homestay family immediately.
- I will come home at an agreed time on weekdays and weekends. *<Please specify the times>*
- I will ask before inviting friends over.
- I will use the internet and telephone for an agreed time each day with my homestay family. *<Please specify the time limit>*
- I will ask before using the internet or telephone.
- I will pay for all telephone calls I make.
- I will not use the telephone or the internet after \_\_\_pm at night.
- I will be ready to leave for school on time.
- I will ask my family in advance for assistance with transport, school or other matters.

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

**Homestay**

I, \_\_\_\_\_<homestay provider>, will

- Provide a comfortable home for the student
- Provide 3 meals per day
- Include the student in family activities

I have read and fully understood my responsibilities as outlined in the *'Information for Homestay Providers and Third Parties'* resource.

This is an agreement between \_\_\_\_\_<homestay>, \_\_\_\_\_<student> and \_\_\_\_\_<school>.

Student name: \_\_\_\_\_ Homestay name: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

School Representative: \_\_\_\_\_ Parent: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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