

[International Student Program – Homestay Policy Template

This template should be used by schools to form the basis of a School Homestay Policy. The below content reflects Departmental guidelines for homestay as a starting point, however each accredited school can further specify individual homestay policy preferences within this document. This document should align with a school's Homestay Responsibility Agreement.



WHEELERS HILL
Secondary College

Homestay Policy

Rationale: Where parents opt for the Department of Education and Training (DET) to arrange accommodation, the Department through the school, is responsible for provision of homestay accommodation, support and general welfare to the student. These arrangements shall be in place for the period that the student will be under 18 years of age while in Australia. This policy has been developed to meet the requirements of the ESOS National Code 2018, the Student visa (Condition 8532) and the VRQA *Guidelines for the Enrolment of Overseas Students Aged Under 18 Years* which require that appropriate arrangements have been made for the accommodation, welfare and support of students less than 18 years of age.

This policy is designed to be consistent with the International Education Division (IED) guidelines. It is an International Student Program Quality Standards requirement that all schools have a homestay policy in place.

DET Compulsory Homestay Policy Requirements for All Schools:

Where the school arranges approved homestay accommodation the school manages the day-to-day coordination of student support, accommodation and welfare through the school's International Student Coordinator. The broader oversight of student welfare role is undertaken by the Principal.

Welfare

- The School will organise homestay accommodation of high quality and which provides a child safe, comfortable and caring environment.
- The homestay accommodation will be provided by a suitable family, couple or single person. The Homestay host must be at least 21 year of age.
- Current Working With Children Checks must be supplied by all adults residing or frequently residing in Option 3 or Option 4 homestay arrangements prior to the student moving into the residence and be maintained throughout their stay or until they turn 18 years of age.
- The maximum number of international students per homestay is 3 at all times, regardless of provider.
- Students must provide written permission from their parents to the school and have the school's endorsement if they wish to stay away from their homestay overnight. The school also must hold relevant contact details and inform the homestay of the arrangement prior to the student being allowed to stay away.
- The School will monitor homestay arrangements, including twice yearly visits to verify that the accommodation continues to meet all requirements.
- Prior to any additional adults commencing residence at the location, the Homestay host must advise the School and provide Working With Children Checks.
- The school will conduct annual training for all homestay providers including the School's Child Safe and CCYP Reportable Conduct Scheme policy and procedures.

The International Student Coordinator manages day-to-day support such as:

- information and advice to students, parents and homestay providers
- homestay accommodation placement and management
- supervision of student reporting and monitoring as required by DET
- provision of student reports and feedback to parents
- attendance/academic performance issues management

The Principal or Assistant Principal maintains responsibility for all accommodation, support and general welfare arrangements for international students at the school. This includes:

- periodic (at least twice yearly) review of accommodation, support and welfare arrangements for all international students
- critical incident management
- liaison with the DET IED regarding complex or significant international student management matters (eg critical incidents)
- oversight of international student program management
- giving interim consent to medical treatment in emergencies
- dispute resolution where issues relate to homestay or the International Student Coordinator.

Other Policy Requirements:

Fees and Services

- A weekly fee of **\$300.00** will be paid by the student to the homestay provider. 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 meals)
 - 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 unless otherwise agreed on the Homestay Responsibility Agreement.
- The initial payment will include two weeks' fees in advance plus a bond that is the equivalent of two weeks' fees. This will be held by the school.
- During holidays, a holding fee to secure the homestay accommodation fee may be required to cover the student's absence. This is to be negotiated between the homestay, student and school.
- Students 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.
- Complaints that cannot be resolved by either the homestay provider or the student should be referred in writing to the School.
- Complaints that cannot be resolved by the school should be submitted in writing to the International Education Division of the Department of Education and Training.

Homestay Arrangements

- If a homestay provider wishes to terminate the homestay agreement, at least two weeks' notice is given to the student and School. Any advance payments should be refunded to the student.
- Where a student moves out of a homestay, at least two weeks' notice must be given to the homestay provider and School. Giving less notice than this may result in the bond being forfeited.
- Students, homestay providers and the school welfare manager (Principal class officer) will be asked to sign a Homestay Responsibility Agreement on commencement of the student's enrolment. This will outline the house rules and requirements as well as homestay costs and methods of payment.
- Students and homestay providers may not change the homestay arrangements without consultation with the School and through the Homestay Responsibility Agreement.

Over 18 Students (select one option below)

- It is a condition of enrolment at Wheelers Hill Secondary College that all international students must reside in homestay accommodation (including students who are over 18) until the end date of the CAAW of they return home if aged under 18 or until the end of the study period if aged over 18.
- **It is a condition of enrolment at Wheelers Hill Secondary College that students over 18 are not allowed to drive while under school's guardianship.**