Kincoppal - Rose Bay School of the Sacred Heart

WELFARE AND ACCOMMODATION POLICY (OVERSEAS STUDENTS)

Purpose

This document provides details of the School’s policy regarding welfare and accommodation for all overseas students.

Document Management

| Relevant to                  | All Staff
|                             | All Overseas Students
|                             | All Parents/Guardians of Overseas Students
| Reviewed by                 | Principal
| Modification history        | March 2015
| Related documents           | Deferment, Suspension and Cancellation Policy (Overseas Students)
|                             | Education Agents Policy (Overseas Students)
|                             | Refund Policy (Overseas Students)
|                             | Student Transfer Request Policy (Overseas Students)
| Related legislation         | Commonwealth Education Services for Overseas Students Act, 2000
|                             | NSW Consumer Law Act, 2013
|                             | Commonwealth Competition and Consumer Act, 2010
|                             | Education Services for Overseas Students (ESOS) Act 2000 and Regulations 2001
| Review                      | The Policy is to be reviewed every three years or in the event of any information or incident that would warrant a review (including legislative or organisational change)
Introduction

It is a condition of the student visa (condition 8532) that students under 18 years of age maintain adequate welfare and accommodation arrangements while studying in Australia. It is a condition of enrolment at the school that students over 18 years of age also maintain accommodation arrangements approved by the Principal.

Parents

- Students on a student visa enrolling from Kindergarten to Year 6 must live in Sydney with a parent. The school does not provide a CAAW letter via PRIMS.
- For students in Years 7 - 12 living with parents in Sydney full details of an approved Homestay host, suitable relative or approved guardian must be provided to and approved by the Principal 14 days prior to a parent, parents or approved relative or guardian being absent from Sydney while the student is studying at the School. This includes any holiday period.

Boarding

- The School undertakes welfare responsibility for international students under 18 years of age, enrolled at the School, by requiring them to live in the boarding school unless residing with at least one parent or approved relative or guardian in Sydney.
- The School will issue for your daughter a Confirmation of Enrolment (eCoE) and Confirmation of Appropriate Accommodation/Welfare Arrangements (CAAW) (boarding student).
- The School will provide welfare responsibilities for your daughter from the date shown on the CAAW issued to you.
- Your daughter should not arrive in Australia before the date on the CAAW unless the School has been advised at least 7 days before arrival and has approved an earlier arrival.
- Evidence of your daughter’s arrival date must be provided to the School, i.e. a copy of airline ticket.
- The School will guarantee welfare arrangements for the duration of each study period (24 weeks approximately) during your daughter’s enrolment at the School unless your daughter resides with at least one parent in Sydney.

Homestay

- The School undertakes welfare responsibility for international students under 18 years of age, enrolled at the School, by offering Homestay should a boarding place not be available at the time of application and commencement at the School.
- The School’s preferred choices for Homestay and approved guardian services is Meridian Homestay Services https://www.meridianhomestay.com.au/.
- The School will issue for your daughter a Confirmation of Enrolment (eCoE) and Confirmation of Appropriate Accommodation/Welfare Arrangements (CAAW) (homestay student).
- The School will provide welfare responsibilities for your daughter from the date shown on the CAAW issued to you.
- Your daughter should not arrive in Australia before the date on the CAAW unless the School has been advised at least 7 days before arrival and has approved an earlier arrival.
- Evidence of your daughter’s arrival date must be provided to the School, i.e. a copy of airline ticket.
The School will guarantee welfare arrangements for the duration of each study period (24 weeks approximately) during your daughter’s enrolment at the School unless your daughter resides with at least one parent in Sydney.

The School does not make approved homestay arrangements on your behalf. You are required to make your own application for which a separate fee will be charged to you. Evidence of such an arrangement must be provided to the School.

The School does not provide accommodation during non-term time, including long weekends (public holidays). You will be required to make appropriate, approved accommodation arrangements for your daughter during any holiday periods.

It is important that you read the Welfare and Accommodation Policy available on the School’s website www.krb.nsw.edu.au.

The School must approve any accommodation arrangements outside the boarding school.

Homestay programs operated by the School’s recommended Homestay provider Meridian Homestay Services must meet Commonwealth and State legislation (e.g. The Commonwealth’s Privacy Act of 1988, Education Services for Overseas Students Act of 2000 (Standard 5)).


Approved Guardian

The School requires your daughter to have an approved guardian unless your daughter resides with at least one parent in Sydney, a suitable relative or family friend able to be the nominated guardian while your daughter is studying at the School.

The approved guardian must live in Sydney, is at least 25 years of age, have proficiency in the English language, attend interviews or meetings at the School on behalf of parents should there be health, disciplinary academic or other concerns that may arise during your daughter’s enrolment at the School.

The student must have approved guardian in place before commencing at Kincoppal-Rose Bay School. The student’s commencement date may be delayed if the appropriate interviews and documentation requirements have not been met in full.

The School’s preferred choices for Homestay and approved guardian services are Meridian Homestay Services https://www.meridianhomestay.com.au/.

The approved guardian is not in any way connected to student visa welfare which is undertaken by the School for student visa purposes.

Meridian Homestay Services is an independent provider. The School does not make approved guardian arrangements on your behalf. You are required to make your own application for which a separate fee will be charged to you. Evidence of such an arrangement must be provided to and approved by the school.

It is important that you read the Welfare and Accommodation Policy available on the School’s website www.krb.nsw.edu.au.

The School must approve a suitable guardian appointment.

Approved guardians must meet Commonwealth and State legislation (e.g. The Commonwealth’s Privacy Act of 1988, Education Services for Overseas Students Act of 2000 (Standard 5)).

➢ The student’s parent/s must confirm via the School’s Welfare & Accommodation form issued with the Conditional Offer full names and contact details of the approved guardian prior to the student’s commencement at the School.

➢ The approved guardian must also confirm in writing that he/she has agreed to the responsibility of guardianship while the student is studying at Kincoppal-Rose Bay School (see attached form).

➢ In the absence of the student’s parent/s the approved guardian must accompany the student to all interviews prior to the student commencing studies at Kincoppal-Rose Bay School.

➢ If the approved guardian does not accompany the student and her family to interviews then the approved guardian must meet with the Head of Admissions and Director of Boarding prior to the student’s commencement at the school. The school will make the necessary arrangements.

➢ Should the approved guardian change during the course of the student’s study at Kincoppal-Rose Bay School, the student’s parent/s must confirm in writing to the Registrar full details of the new approved guardian. The steps outlined above must be followed with regard to the new approved guardian.

➢ The new approved guardian must meet with the Head of Admissions and Director of Boarding.

➢ The School will make the necessary arrangements.

➢ The above information must be provided to the School prior to the student changing her previously approved guardian. Should the information not be to hand prior to the School receiving the relevant written advice to the Registrar the School will not approve the new arrangements until all appropriate interviews and documentation requirements have been met in full.