

Welfare and Accommodation Policy (Overseas Students)

Policies and Procedures | Kormilda College Ltd | CRICOS 00971D

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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

February 2016

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 Darwin with a parent. The school does not provide a CAAW letter via PRISMS.
- » For students in Years 7 - 12 living with parents in Darwin 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 Darwin 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.
- » The School will issue your son/ daughter a Confirmation of Enrolment (eCoE) and Confirmation of Appropriate Accommodation/Welfare Arrangements (CAAW) (boarding student).
- » The School will provide welfare responsibilities for your son /daughter from the date shown on the CAAW issued to you.
- » Your son/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 son's/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 son's/daughter's enrolment at the School unless your son/daughter resides with at least one parent in Darwin.

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 will issue for your son/ daughter a Confirmation of Enrolment (eCoE) and Confirmation of Appropriate Accommodation/Welfare Arrangements (CAAW) (homestay student).
- » The School will provide welfare responsibilities for your son/daughter from the date shown on the CAAW issued to you.
- » Your son/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 son's/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 son's/daughter's enrolment at the School unless your son/daughter resides with at least one parent in Darwin.
- » The School will arrange approved homestay on your behalf.
- » 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 son/daughter during any holiday periods.
- » It is important that you read the Welfare and Accommodation Policy available on the School's website www.kormilda.nt.edu.au
- » The School must approve any accommodation arrangements outside the boarding school.
- » 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 Homestay Hosts must have completed and provided to the School a current 'Working with Children Check'

Approved Guardian

- » The School requires your son/daughter to have an approved guardian unless your son/daughter resides with at least one parent in Darwin, a suitable relative or family friend able to be the nominated guardian while your son/daughter is studying at the School.
- » The approved guardian must live in Darwin, 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 son's/daughter's enrolment at the School.
- » The student must have approved guardian in place before commencing at Kormilda College. The student's commencement date may be delayed if the appropriate interviews and documentation requirements have not been met in full.
- » The approved guardian is not in any way connected to student visa welfare which is undertaken by the School for student visa purposes.
- » It is important that you read the Welfare and Accommodation Policy available on the School's website www.kormilda.nt.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).
- » Approved guardians must have completed and provided to the School a current 'Working with Children Check' of all members of the household/s.
- » 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 Kormilda College (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 Kormilda College.
- » If the approved guardian does not accompany the student and his/her family to interviews then the approved guardian must meet with the Head of Senior School 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 Kormilda College, 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 Senior School. The School will make the necessary arrangements.
- » The above information must be provided to the School prior to the student changing his/ 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.