



International Student Program – Homestay Policy

Rationale

Where parents opt for the Department of Education & Training (DET) to arrange accommodation, the DET, 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 years of age while in Australia. This policy has been developed to meet the requirements of the ESOS National Code 2007 and Student visa (Condition 8532) 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 a Quality Standards requirement that all schools have a homestay policy in place.

Students and Homestay Providers should also read the attached Information for Homestay Providers and Third Parties for clarification and more information relating to this Policy.

DET Compulsory Homestay Policy Requirements for All Schools:

Welfare

- The College will organise homestay accommodation of a high quality and which provides a safe, comfortable and caring environment.
- The homestay accommodation will be provided by a host which may be a suitable family, couple or single person.
- Working with Children Checks will be completed and reviewed by the school for all adults (anyone over 18 years of age) residing or frequently residing in the homestay prior to the student moving in.
- The maximum number of students per homestay is 3 at all times, regardless of provider. The number of students per homestay is at the discretion of the International Program Director.
- 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 progress of homestay arrangements, including a minimum of twice yearly visits.

Other Policy Requirements:

Fees and Services

A weekly fee of \$265 will be charged for each student in Homestay. 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
- School administration and management costs

Telephone and internet expenses will be the student's responsibility unless otherwise agreed on the Homestay Responsibility Agreement.

The homestay fee will be charged to parents once every term. At the beginning of the term, the approximate amount of homestay fee for a term will be calculated and billed to parents. The fee should be directly transferred to school account by parents. The balance will be adjusted at term 4 for the last payment of the year. All homestay fees must be transferred electronically. No cash payment will be received.

Holding fee will be activated when students temporarily leave homestay for more than 14 days. The Holding Fee is \$9.46 per day. Students must give two weeks' notice to their Homestay provider and the school if they are going home or away from their Homestay at any time.

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 International Program Director.

Homestay Arrangements

- Students, homestay providers and the International Program Director 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 any extra homestay cost and methods of payment.
- All homestay families must adhere to the Child Safe standards and sign a Child Safe Standards Code of Conduct prior to a student moving into the home. A briefing regarding the Standards will be provided to each homestay family.
- Students and homestay providers may not change the homestay arrangements without consultation with the School and through the Homestay Responsibility Agreement.
- Homestay of \$260 per week will be paid to providers on the 15th of each month, two weeks in arrears and two weeks in advance. A Holding Fee of \$9.29 per day in lieu of Homestay payment will be paid for any student's absences longer than 14 days.
- 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 than this may result in the bond being forfeited.

Over 18 Students

- It is a condition of enrolment at Mount Clear College that all international students must reside in homestay accommodation (including students who are over 18 years of age).

End of Year Arrangements

- International Students are required to live in Homestay accommodation until the completion of exams.
- International Students are required to attend all Step Up Programs provided by Mount Clear College after the completion of regular timetabled programs at the end of each year.

Evaluation and review cycle

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Author	Assistant Principal – International Students/Business Manager
Responsible for Review	Assistant Principal – International Students/Business Manager
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