



EYNESBURY
COLLEGE

HOMESTAY AND RESIDENCE PLACEMENT, ARRIVAL AND TRANSFER POLICY

Contents

SECTION A - INTRODUCTION	3
A.1 Purpose	3
A.2 Scope.....	3
A.3 Definitions	3
A.4 Acronyms	4
SECTION B - POLICY STATEMENT	5
B.1 Principles	5
B.2 Policy	5
SECTION C - GOVERNANCE	8
C.1 Responsibility	8
C.2 Version Control.....	8
C.3 Legislative and Organisational Context	8
SECTION D - PROCEDURE	9
D.1 Related Procedures	9
D.2 Related Documents	9

SECTION A - INTRODUCTION

A.1 Purpose

The purpose of this policy is to define how Eynesbury College determines and establishes appropriate welfare and accommodation arrangements for international and domestic students at Eynesbury College.

A.2 Scope

This policy applies to all international and domestic students under the age of 18 for whom Eynesbury College monitors accommodation and welfare.

It also applies to students aged 18 years or over who request assistance in finding either homestay or student residence accommodation.

Students who request airport reception only are also covered under this policy.

A.3 Definitions

Word/Term	Definition
Child or young person	A person under 18 years of age as defined in the Children and Young People (Safety) Act 2017
Domestic student	A student who is an Australian citizen, an Australian Permanent Resident (includes holders of all categories of permanent resident visas including humanitarian visas) or a New Zealand citizen
Homestay	Living and sleeping accommodation provided to students where students live with a family in their own home. Students will have access to household facilities and may be provided with meals
Homestay Host	Local individuals/families who provide supervised home accommodation to students in a caring family environment
Immigration	Department of Home Affairs
International student	A student or applicant for admission to an academic program who is not a citizen of Australia or New Zealand, or who does not hold Permanent Residency status in Australia
Legal Guardian	A person who has been appointed to take care of a minor child (under the age of 18 years) and/or manage that person's affairs. Legal guardianship remains in place until the child reaches 18
Student residence	Single room hostel accommodation providing shared cooking and bathroom facilities, with the option of either full or part board
Verified	A student's accommodation has been determined to be appropriate for their age and needs and includes one or more of the following actions: <ul style="list-style-type: none"> a physical site visit a student interview

- a student survey
- other ways of confirming that the accommodation still meets the student's needs

As defined in the National Code 2018 fact sheet for Standard 5: Younger overseas students

A.4 Acronyms

Abbreviation	Phrase or Word
CAAW	Confirmation of Appropriate Accommodation and Welfare
ELICOS	English Language Intensive Courses for Overseas Students

SECTION B - POLICY STATEMENT

B.1 Principles

Students who are provided with a Confirmation of Appropriate Accommodation and Welfare (CAAW) from either Eynesbury College, The University of Adelaide, or the University of South Australia, or request Eynesbury College to provide accommodation will be placed in accommodation which conforms with requirements of Immigration, the student's personal preferences (where possible) and medical condition/s which are appropriate to the student's age, gender and religious beliefs.

Students under the age of 18 must stay in homestay or student residence accommodation unless they are living with a parent or a guardian approved by Immigration.

B.2 Policy

1 Placement of students into accommodation

1.1 All students

- 1.1.1 Students must pay the accommodation placement fee before an accommodation placement is made.
- 1.1.2 A student will be offered accommodation based on their preferences noted on the Request for Accommodation form. The Accommodation Office cannot guarantee to meet all preferences.
- 1.1.3 The approved accommodation will be verified in accordance with the **Homestay Hosts and Student Residences Selection, Approval, Review and Suspension Policy**.

1.2 Students over the age of 18

- 1.2.1 If a student is over the age of 18 and is not enrolled to study ELICOS/Year 11 or Year 11 only, they may stay in independent accommodation.
- 1.2.2 If a student is over the age of 18 and is enrolled in ELICOS packaged with Year 10,11 or Year 11 only, they must stay in an Eynesbury College approved Homestay or Student Residence until the end of Year 11 (even if they turn 18 during Year 11).

1.3 Students under the age of 18

- 1.3.1 Students under the age of 18 are not permitted to live independently while studying at Eynesbury College.
- 1.3.2 Eynesbury College student's parents must either choose to nominate Eynesbury College as the approver of accommodation and welfare arrangements for their child or indicate alternative arrangements which are acceptable to Immigration.
- 1.3.3 Students under the age of 18 in homestay or student residence accommodation will be monitored on a regular, ongoing basis.

1.4 Where Eynesbury College is nominated as the approver of accommodation and welfare arrangements

- 1.4.1** Unless alternative accommodation arrangements are approved by the :
- College Director
 - Student and Academic Services Manager
- the student will be placed into an approved Eynesbury College Homestay or approved Student Residence.

1.5 Where Eynesbury College is not nominated as the approver of accommodation and welfare arrangements

- 1.5.1** The student's accommodation and welfare arrangements are addressed with Immigration when the student submits their visa application. In such cases, Eynesbury College will not be responsible for the accommodation or welfare arrangements of the student.

2 Arrival and airport reception

- 2.1** Students must pay the airport reception fee before airport reception and transfer to accommodation will be organised.
- 2.2** Airport reception and transfer to accommodation will be organised for students who have requested this service and who have paid the Airport Reception Fee (airport reception fee only applies to students who have not paid the accommodation placement fee).
- 2.3** Every student under the age of 18 issued with a CAAW by Eynesbury College must be met and transferred to their Homestay or under 18 Student Residence accommodation by transport organised or approved by the Student and Academic Services Officer (Accommodation).

3 Transfer to new homestay

3.1 All students

- 3.1.1** If a student requests a transfer from or to an approved Eynesbury College Homestay or Student Residence they must meet with a Student and Academic Services Officer (Accommodation) to discuss their request.

3.1.1.1 If the relocation is approved, the new accommodation arrangement will be monitored to ensure that the placement has been successful.

- 3.1.2** In accordance with student visa requirements, every student who changes their residential address **must** complete a Change of Address form and return it to a Student and Academic Services Officer (Accommodation).

3.2 Students over the age of 18

- 3.2.1** Students who transfer to another education provider from Eynesbury College do not have to change their place of residence unless requested to do so by the Homestay Host and/or the new education provider.

3.2.1.1 Where a student remains in their Eynesbury College approved accommodation, the accommodation placement becomes a private arrangement between the student and the accommodation provider.

- 3.2.2** Students who transfer from another education provider to Eynesbury College may stay in their current residence. In such circumstances, the accommodation placement is a private arrangement and will not involve Eynesbury College. If a student wishes to transfer to Eynesbury College approved accommodation their accommodation will be organised in accordance with this Policy.

3.3 Students under the age of 18

- 3.3.1** Students who request relocation for compelling reasons, will be relocated by Student and Academic Services Officers (Accommodation) and the details will be provided to their parents/legal guardians.
- 3.3.2** Where a student on a CAAW is to be cared for by a parent or nominated relative as approved by Immigration, their CAAW will be cancelled, and Immigration notified as soon as practicable. Eynesbury College will continue to monitor the welfare of the student.
- 3.3.3** While Eynesbury College will use all possible avenues to assist students in maintaining appropriate accommodation arrangements, if the student refuses or leaves the accommodation without notice, their CAAW may be terminated in accordance with the **Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy**.
- 3.3.4** Where a student on a CAAW wishes to transfer to another education provider Eynesbury College must also be provided with a valid offer from the receiving institution confirming that they will accept responsibility for approving the student's accommodation, support and general welfare arrangements before the student leaves Eynesbury College.
- 3.3.5** Where a student wishes to transfer to Eynesbury College from another institution Eynesbury College will:
- negotiate the transfer date for welfare arrangements with the releasing registered provider/accommodation provider to ensure there is no gap; issue a CAAW accepting responsibility for the student's welfare and accommodation arrangements;
 - inform the student of their visa obligation to maintain their current welfare arrangements until the transfer date, or have alternative welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect.
- 3.3.6** If the student lives in Homestay or in Student Residence accommodation which has not been approved by Eynesbury College, the Student and Academic Services Officers (Accommodation) will inspect the living arrangements and approve if appropriate in accordance with the **Homestay Hosts and Student Residences Selection, Approval, Review and Suspension Policy**.
- 3.3.6.1** If the current Homestay or Student Residence is not approved by Eynesbury College, the student will be moved to an approved Homestay Host or Student Residence.
- 3.3.7** The transfer of students arrangements do not apply where Eynesbury College has not issued a CAAW for a student.
- 3.3.8** Where a critical incident or emergency occurs, causing disruption to the welfare arrangements of a student, alternate arrangements will be approved in accordance with this policy and procedure.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	Homestay and Residence, Placement, Arrival and Transfer Policy
Policy Owner	Student and Academic Services Manager
Approving Authority	Eynesbury Executive Group
Initial Issue date	May 2013
Directory Location	Student Services, policies

C.2 Version Control

Current Version Number	v3.3
Date of Effect	09/2020
Review Date	03/2021
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
The National Code of Practice 2018
ELICOS National Standards
Education Services for Overseas Students Act 2000
Department of Home Affairs
Children and Young People (Safety) Act 2017

SECTION D - PROCEDURE

D.1 Related Procedures

Homestay and Residence Placement, Arrival and Transfer Procedure

D.2 Related Documents

Homestay Hosts and Student Residences Selection, Approval, Review and Suspension Policy

Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy