Full Fee Paying Overseas Student Younger Overseas Student Policy

Policy Audience: Public Document

	Help for non-English speakers. If you need help to understand this policy, please contact us at enquiries@kilvington.vic.edu.au

1.0 Rationale

Where the School has issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter for an overseas student, the student becomes the sole responsibility of the School. This responsibility includes approving accommodation, support and general welfare arrangements for a student who is under the age of 18. The School does not delegate, outsource or contract out this responsibility to another party.

Kilvington Grammar School (the School) is committed to organising Homestay accommodation for students that ensures minimal risk of harm to an overseas student (hereinafter referred to as the Student) and maximises the likelihood of them having a positive experience of studying at the School and of living in Melbourne.

Additionally, the School is committed to ensuring that:

- It meets the needs of students of different ages, maturity and levels of English language and proficiency by providing additional support and learning materials.
- Close family relatives approved by the Department of Home Affairs understand their obligations in caring for younger students who will reside in their care.

2.0 Purpose

The purpose of this Full Fee Paying Overseas Student Younger Overseas Student Policy (the Policy) is to outline the School's approach to meeting:

- The needs of students enrolled at the School and who are under the age of 18 years.
- Its obligations prescribed by Commonwealth and state legislation and regulations relating to child welfare, child safety and wellbeing and student duty of care.

3.0 Scope

This Policy applies to all Board members, staff members, contractors, volunteers, overseas students, parents, legal guardians, Department of Home Affairs approved relatives and Homestay Hosts.

4.0 Definitions

Overseas Student	An overseas student is a person who: lives either within or outside Australia holds a student visa as defined by the Education Services for Overseas Students Act 2000 (Cwlth) (ESOS Act). Students of a kind prescribed in the ESOS Regulations are not considered to be overseas students. Where the overseas student is under 18 years of age and is required to exercise rights or enter obligations as a legal person, this term may refer to the student's parents or legal guardian.
Student	A younger overseas student enrolled at the School.
Younger Student	Any overseas student enrolled at the School who is under the age of 18 years and for whom the School has issued a CAAW letter.

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5.0 Child Safety, Age and Culturally Appropriate Information

Where the School enrols the Student, it will meet the Commonwealth legislation and Victorian Child Safe Standards.

The School will also ensure students are given age- and culturally appropriate information on:

- Who to contact in emergency situations, including the 24-hour emergency contact number of the International Student Coordinator and another member of the School Executive.

- Seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse.

5.1 Student Safety Card

Student Safety Cards are distributed by the International Student Coordinator each year at the beginning of the school year in a face to face meeting with the international students. This meeting takes place at the first available opportunity, preferably on the first day of the term.

Any students who join the School during the course of the year will receive the Student Safety Card on their first day at school in a face to face meeting with the International Student Coordinator.

The School will ~~also~~ provide our Students with a Student Safety Card that includes:

1. For any student on a CAAW letter in homestay accommodation, the Homestay Host's address, home telephone number and mobile numbers.

2. The School's contact details, including 24/7 contact details for the International Student Coordinator and general emergency contact information (000 or 112).

3. A statement that the School is regulated by the Victorian Registration and Qualifications Authority (VRQA). Students can contact the VRQA via the website: https://www2.vrqa.vic.gov.au/

6.0 Minimum Age of 13 for Homestay Accommodation

The School strictly adheres to the VRQA Guidelines. As such, the School must be satisfied, after making all reasonable enquires, that the student will be at least 13 years of age at the time of commencing homestay accommodation before:

- entering an agreement with a Homestay Host to provide homestay accommodation to an overseas student; or
- issuing a CAAW letter to the Department of Home Affairs in circumstances where homestay accommodation will be provided to an overseas student.

This VRQA Guideline does not apply:

- where the overseas student is or will be living with a parent or close family relative who has been approved as suitable by the Department of Home Affairs; or
- during any period or circumstances exempted by the Chief Executive Officer of the VRQA.

For overseas students aged between 13 and 15 years who wish to reside in homestay accommodation for the duration of their enrolment at the School, it is the School's policy to review their request on a case-by-case basis before entering an agreement with a Homestay Host to provide homestay accommodation.

7.0 Homestay Accommodation

Registered Kilvington Grammar School teaching staff cannot provide homestay services to any international student enrolled in the School.

The School will organise and place the Student in School-approved Homestay accommodation in accordance with:

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- Standard 5 of the National Code of Practice for Providers of Education and Training to Overseas Students (2018) (the National Code).
- The Victorian Child Safe Standards (2022).
- The VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18 Years.

Where the School takes on responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements (but not including guardianship, which is a legal relationship not able to be created or entered into by the School) for a student who is under 18 years of age, the School will:

1. Nominate the dates for which the School accepts responsibility for approving the student's accommodation, support and general welfare arrangements and advise Immigration, which is responsible for administering the Migration Regulations, of the dates in the form required by that department.

2. Ensure any adults involved in or providing accommodation and welfare arrangements to the student have all valid Working with Children Check (WWCC) (or equivalent) cards and have read and agree to abide by its Child Safe Policies.

3. Prior to the placement of the Student, the International Student Coordinator will make an initial site visit, in person, to a potential Homestay to verify that the homestay accommodation is appropriate to the Student's age and needs. For more details regarding the approval requirements, please see below.

4. Where the Homestay has been verified by a site visit in relation to another Kilvington student residing there in the previous three months, this site visit will not take place.

5. After the Homestay accommodation has been verified and approved, the International Student Coordinator will then verify the homestay accommodation is appropriate to the Student's age and needs at least every six months thereafter.

6. In emergency situations, and when welfare arrangements are disrupted for the Student, the school must activate its Critical Incident Policy and keep several emergency Homestays available for students who may need to be moved at short notice.

7. Maintain up-to-date records of the Student's contact details, including the contact details of the Student's parent(s), legal guardian or any adult responsible for the Student's welfare.

8. Advise Immigration in the form required by that department:
   a. As soon as practicable if the Student will be cared for by a parent or nominated relative approved by Immigration, and a Confirmation of Appropriate Accommodation and Welfare (CAAW) is no longer required.

   b. Within 24 hours if the School is no longer able to approve the Student's welfare arrangements.

7.1 School Approval of Homestay Accommodation

To be approved by the International Student Coordinator to provide Homestay Accommodation to the Student, the accommodation must be:

- suitable to reside in
- a safe, supporting and welcoming environment
- kept clean and tidy
- able to access a shared or private bathroom
- able to access a form of heating in winter
- able to access a form of cooling in summer.

The International Student Coordinator will complete a Homestay Initial Site Visit Form as part of the approval process.

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7.2 Fees

1. The recommended Homestay Fee the Student is required to pay the Homestay Host is approximately $350 - $400 per week, or an amount as agreed, per week payable in advance each month.

2. The Student is required to pay the Homestay Host a Room Holding Fee of 50% of the agreed weekly fee, per week if they :

   a. are absent from the Host's accommodation for a temporary period, greater than seven days; and

   b. have provided 28 days' notice in writing to the School.

3. The Homestay Fee (or Room Holding Fee, whichever is applicable) is payable until the Student vacates the Homestay.

8.0 Homestay Host Requirements and Responsibilities

Where the School has issued a CAAW letter accepting responsibility for approving the accommodation, support and general welfare arrangements for an overseas student, the School will ensure that the Student's accommodation meets the standards outlined below and will not delegate that responsibility.

For a Homestay Host to be approved by the School, they must:

1. Sign the Homestay Responsibility Agreement.

2. Complete and provide all necessary documentation outlined in the Homestay Host Profile Form.

3. Agree to having the International Student Coordinator or another member of School staff where required, visit the Homestay Accommodation.

4. Ensure one of the Homestay Hosts (aged at least 18 years) is at the residence every night for the duration of the student's stay.

5. Provide a safe and welcoming homestay family environment that will encourage the Student to experience life as a member of the family and, where suitable, include the Student in family-related activities.

6. Ensure the Student is aware of emergency numbers, including 000 and 112, the location of police stations, and Australian laws regarding persons under the age of 18 years.

7. Provide an orientation to the Student within the family home, the use of facilities and security. This should include household protocols and safety rules about access and the use of shared areas or facilities such as swimming pools, internet, telephone, mealtimes, visitors and appropriate times to return home during the week and on weekends.

8. Provide an orientation to the Student to the local area including public transport and getting to and from the School, the location of the shops, medical facilities, including doctors, and recreation areas.

9. Provide appropriate supervision and be aware of the Student's whereabouts at all times, by:

   a. maintaining suitable supervision of the Student outside of school hours; and

   b. monitoring the Student's general welfare, including their social activities.

10. Contact the School regarding any student welfare, academic progress and attendance issues.

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11. Assist and support the Student's attendance at the School and support the completion of homework assignments where required.

12. Assist the Student to access any necessary medical, dental, hospital or other health-related services, including making appointments and, where necessary, accompany the student to those appointments and advise the School of any medical issues.

13. Ensure the accommodation:

    a. Provides a safe, secure, separate bedroom for the Student's sole use that is appropriate to the age and needs of the Student with suitable storage space for clothes, personal effects and study materials, and suitable facilities including a desk, a chair and adequate lighting for study purposes.

    b. Is clean and tidy and has appropriate furnishings suitable for a family and students.

    c. Includes access for the Student to a shared or private bathroom, with reasonable time allowed for showers.

    d. Includes access for the Student to kitchen, living areas, laundry facilities and other shared areas of the home.

    e. Includes household items such as towels, linen, blankets, eating and cooking utensils.

    f. Has some form of heating in winter and some means of cooling in summer.

    g. Includes access for the Student to utilities, including gas, electricity, heating and water.

    h. Has cleaning services for common living areas.

    i. Has working fire alarms throughout the home.

14. Provide the Student three nutritious meals a day, seven days a week, with reasonable access to snacks and in accordance with the Student's dietary and medical needs.

15. Provide the Student with any keys, alarms or passwords required to have free access to the Homestay residence.

8.1 Homestay Host to Notify the School

The Homestay Host must notify the School at least two weeks in advance, or as soon as practicable, of any change of circumstances, including if the:

1. Homestay Host proposes to materially change the homestay residence in a way that will affect their ability to meet the homestay residence requirements.

2. Homestay Host is temporarily unable to provide accommodation or suitable supervision for periods of holidays or other periods of time.

3. Homestay Host intends to change address or contact details.

4. The Student does not always reside in their approved Homestay Accommodation address or intends to move.

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In addition to the requirements outlined above, the International Student Coordinator must:

1. Follow the processes for recruitment, screening and monitoring of Homestay Hosts as outlined in this Policy.

2. Complete the Kilvington Grammar School Homestay Checklist – Initial Site Visit form.

3. Ensure the prospective Homestay Host completes the Kilvington Grammar School Homestay Host Profile form and verifies all documentation as detailed in this form.

4. Have the ability to conduct assessments of the Homestay Accommodation with access to all areas of the Homestay Host's premises for the purposes of checking compliance with the Homestay standards required by the School.

5. Ensure all stakeholders can contact the International Student Coordinator via the 24-hour emergency number in the event of an emergency.

6. Ensure there are several families on call who can accept the Student at short notice if their welfare arrangements are interrupted.

9.0 Homestay Host Recruitment, Screening and Monitoring Processes

9.1 Recruitment and Screening Process

The School recognises that risk management for younger students in Homestay arrangements starts with the recruitment and screening of the right people to provide appropriate accommodation, support and general welfare to students and continues by having consistent procedures in place for all stakeholders to follow. Adequate training and support is also provided to ensure compliance with procedures.

The School will comply with all relevant legislation and be satisfied that the potential Homestay Host can care for the Student in a safe and secure environment. This includes the provision of age-appropriate support and supervision for the Student adjusting to living in a new environment.

To be considered for selection in the Homestay Host program, all prospective Homestay Hosts must agree to uphold the School's policies and procedures and sign the Homestay Responsibility Agreement.

In addition to the above, it is the School's policy that Homestay Hosts:

- Are carefully selected from within the School community, wherever possible.
- Have undergone appropriate screening.
- Provide the School with a copy of a valid Working with Children Check (WWCC) for every person aged 18 years and older residing in the home.
- Have provided proof of personal identity and relevant professional qualifications.
- Have provided a history of work involving children and references that address the Homestay
- Host's suitability for working with children.
- Have provided evidence of appropriate levels of Homestay Host Insurance including Public Liability Insurance.
- Are interviewed and assessed by the International Student Coordinator.
- Receive a Homestay Handbook to ensure their visiting student has a fulfilling Homestay experience.
- Can provide the Student with suitable accommodation and a stable environment for the duration of the Student's stay.

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- Are aware of, and can effectively manage, potential risks associated with activities undertaken by the Student.
- Agree to provide assistance to access appropriate transport to and from the School and School-related activities.

Should a short-term accommodation arrangement be necessary, this Policy and these conditions will apply.

9.2 Monitoring Process

It is the responsibility of the International Student Coordinator to continue monitoring the suitability of Students' Homestay arrangements.

In addition to verifying at least every six months that the Homestay accommodation is appropriate to the Student's age and needs, Homestay accommodation monitoring will occur regularly by the International Student Coordinator through informal conversations with the Student, their Parent Representative and Homestay Host.

10.0 Third Party Providers

Where required, the School will arrange approved homestay accommodation through a third party provider, Australian Homestay Network Pty Ltd (AHN) (independent company).

AHN was selected based on the organisation's expertise in supporting international students, and has a network of homes near the School which are able to provide full board in private residents for International Students.

The School's use of AHN is solely to connect the School with potential Homestay Hosts. Engaging the services of a third party provider does not represent any effort by the School to delegate its responsibility for the International Student's accommodation, welfare or support.

Where the School engages the services of AHN, the Homestay Screening, Recruitment and Monitoring Process as outlined above in this Policy will still be followed by the International Student Coordinator to assess the Host. This process will be applied regardless of AHN's process and recommendation.

It is the School's policy that AHN provides Child Safe documentation and WWCCs.

10.1 Process for Screening Third Party Homestay Providers (AHN)

The process whereby third party providers engaged by the School are selected includes the following steps:

1. The third party provider must attend a scheduled meeting with Kilvington Grammar School staff, including the International Student Coordinator and the Head of Senior School. This meeting allows an opportunity for the third party provider to outline their services and provides the School with an opportunity to interrogate the services thoroughly.
2. The agreement between the third party provider and the school will be provided in both digital and written form to the School.
3. The Director of Business will review and sign the agreement on behalf of the School.

10.2 Process for Monitoring Third Party Homestay Providers (AHN)

The International Student Coordinator monitors the performance of the third-party providers (AHN) to ensure that they continue to provide services in compliance with the service agreement as signed by the Director of Business every 6 months.

Any areas of non-compliance or improvement are discussed with the third-party provider.

The School may also request feedback from parents of the international student concerning their interaction with the third-party providers to ensure that third party providers continue to act professionally and ethically when interacting with parents of the School.

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10.3 Process for Screening New Third Party Homestay Hosts Arrangements

All private homestay arrangements provided by AHN have been screened by AHN and verified by the School.

All homestay hosts are interviewed, assessed, inspected, reference-checked and must hold a current WWCC prior to any placement.

Students always remain informed about the application process via email. Students are entitled to request a change of homestay provider at any time.

The School follows the following steps for new students who seek a Homestay arrangement:

- International students new to the School and seeking Homestay arrangements complete the application process with the third party provider, AHN.
- AHN matches students' needs with an appropriate Homestay Host.

Before the School places any International Student with a homestay host recommended by AHN, the International Student Coordinator will:

1. Inspect the proposed home and interview the potential homestay host.
2. Complete the Initial Site Kilvington Grammar School Homestay Checklist – Initial Site Visit Form.
3. Verify that all adult occupants hold valid and clear working with children and police requirements.
4. Assess the suitability of the potential homestay host by asking them to complete Kilvington Grammar School Homestay Host Profile Form.
5. The School confirms or rejects the proposed homestay.

- If the International Student Coordinator confirms the proposed homestay host, they contact AHN and the application process is then finalised by the third-party provider.
- If the International Student Coordinator rejects the proposed homestay, they contact AHN and ask for a new Homestay Host. Steps 1 – 5 (above) are undertaken until such time the International Student Coordinator accepts the proposed homestay host.

10.4 Process for Monitoring Third Party Homestay Hosts Arrangements

Once approved, the International Student Coordinator regularly monitors third party homestay arrangements by:

- Making visits to the homestay home at least 6 months.
- Conducting spot checks.
- Regularly communicating with the homestay host(s) and International Students.

11.0 Welfare Concerns and Arrangements

11.1 Welfare Concerns for Missing Younger Overseas Students

1. If the School is no longer able to approve the welfare arrangements of the Student, the School will make all reasonable efforts to ensure that the Student's parents or legal guardians are notified immediately.

2. If the School is unable to contact the Student and has concerns for the Student's welfare, the School will make all reasonable efforts to locate them, including notifying the police and any other relevant Commonwealth, state or territory agencies as soon as practicable.

11.2 Welfare Arrangements After Suspension or Cancellation

1. Where the School suspends or cancels the enrolment of an overseas student, the School will continue to approve the welfare arrangements for that student until any of the following applies:

   a. The Student has alternative welfare arrangements approved by another registered provider.

   b. Care of the Student by a parent or nominated relative is approved by Immigration.

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c. The student leaves Australia.

d. The School has notified Immigration that it is no longer able to approve the Student's welfare arrangements or that it has taken the required action after not being able to contact the Student.

2. If the School enrols a student under 18 years of age who has welfare arrangements approved by another registered provider, the School will:

a. Negotiate the transfer date for welfare arrangements with the releasing registered provider to ensure there is no gap.

b. Inform the Student of their visa obligation to maintain their current welfare arrangements until the transfer date or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect.

11.3 Welfare Arrangements Approved by the Department of Home Affairs

A parent or eligible relative can be nominated to take responsibility for the overseas Student's accommodation and welfare arrangements if specified and permitted under the Student's visa.

The School is not responsible for the Student's accommodation or welfare where a Local Support Person has been approved by the Department of Home Affairs. Notwithstanding this, the School will contact the Department of Home Affairs and the Victorian Registration and Qualifications Authority (VRQA) if they become aware that the overseas student is not being appropriately cared for by the person nominated as the carer in accordance with the Student's visa.

12.0 Younger Overseas Student Turns 18 Years of Age

If an overseas student turns 18 years of age while enrolled at the School:

- The School's CAAW letter responsibility will cease.
- The requirements under Standard 5 of the National Code will no longer apply.
- The requirements as outlined in this Policy will no longer apply.
- The School may decide to apply a condition on their enrolment at the School and require the overseas student to continue to reside in the approved accommodation until the completion of the course. Where such a condition on the overseas student's enrolment is applied, this will be made clear in an amended and signed written agreement or enrolment contract.

13.0 Parent Representative's Responsibilities

While the School has responsibility for younger students, to assist us to provide support to the Student, we require the Student who is in a Homestay, irrespective of their age, to have a person appointed as a Parent Representative. The Parent Representative must be living in Melbourne for the duration of the Student's stay.

The Parent Representative must be approved by the International Student Coordinator. The Parent Representative is expected to attend school functions that would usually be attended by a parent/guardian, such as information evenings or parent-teacher interviews.

The Parent Representative should assist the Student moving to a new Homestay and support them with activities such as arranging a bank account and paying tuition fees.

14.0 International Student Coordinator's Responsibilities

The International Student Coordinator oversees accommodation arrangements for younger students and conducts home inspections and screening processes. These take place before approving a home for Homestay and once every semester thereafter.

The International Student Coordinator is responsible for confirming the Homestay accommodation is age appropriate for the Student by:

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- Ensuring the Homestay Host reads and understands the School's Child Safety and
- Wellbeing policies and procedures and agrees to abide by them.
- Completing identification and reference checks, ensuring that all people 18 years of age and over and who are residents at the Homestay address have valid Working with Children Clearance cards.
- Providing emergency contact details for the School, as well as the Parent Representative and parents or legal guardian.
- Liaise with AHN regarding student concerns, welfare arrangements, homestay arrangements, changes in homestay host(s), eg age of residents, and homestay visits.
- Monitoring the suitability of the Student's Homestay arrangements.

15.0 Monitoring Welfare Arrangements

The International Student Coordinator will monitor the welfare arrangements of the Student, including the welfare arrangements where the student is living with an eligible relative under a Student Guardian visa. Examples of monitoring include conducting interviews with the Student and physical inspections of accommodation.

16.0 Staff Training

The International Student Coordinator and support staff receive training in:

- Policies and procedures for managing emergency situations, critical incidents and child safety and wellbeing annually or earlier where required, such as a change in the law requiring different training.
- The Child Safety and Wellbeing training will:
  - Take place annually (usually at the start of the school year) or earlier where required, such as a change in the law requiring different training .
  - Cover the Child Safe Standards and Ministerial Order No. 1359, including the School's Child Safety and Wellbeing policies and procedures.
- Cover this Policy which outlines how the School:
  - Verifies that the student's accommodation is appropriate to the student's age and needs.
  - Meets the VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18 Years.
- The Education Services for Overseas Students Act 2000 (ESOS Act) annually or earlier where there has been a change in the law requiring different training.
- The National Code of Practice for Providers of Education and Training to Overseas Students (2018) annually or earlier where there has been a change in the law requiring different training.

17.0 Breach of Policy

Where the School has issued a CAAW letter for the Student, the student becomes the sole responsibility of the School.

The School reserves the right to move a student if either a student or Homestay Host does not conform to this Policy.

Where a staff member breaches this Policy, the School may take disciplinary action, including, in the case of serious breaches, dismissal.

18.0 Relevant Legislation and Standards and Related Documents

18.1 Relevant Legislation and Standards

- Education Services for Overseas Students (ESOS) Act (2000).
- National Code of Practice for Providers of Education and Training to Overseas Students (2018).
- Victorian Child Safe Standards (2022).
- VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18 Years (2022).

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18.2 Related Documents

- Child Safety and Wellbeing Policy
- Complaints Resolution Policy (Parents, Guardians and Students) Policy
- Full Fee Paying Overseas Student Academic Progress and Attendance Policy
- Full Fee Paying Overseas Student Assessment of English Language Proficiency Policy
- Full Fee Paying Overseas Student Business Regulations: International Students Enrolment and Written Agreement
- Full Fee Paying Overseas Student Education Agents Policy
- Full Fee Paying Overseas Student Enrolment Policy
- Full Fee Paying Overseas Student Enrolment Deferment, Suspension or Cancellation Policy
- Full Fee Paying Overseas Student Refund Policy
- Full Fee Paying Overseas Student Transfer Request Policy
- Kilvington Grammar School Homestay Checklist – Initial Site Visit Form
- Kilvington Grammar School Homestay Host Profile Form
- Kilvington Grammar School Homestay Responsibility Agreement
- Privacy Policy
- Procedures for Responding to and Reporting Child Safety Incidents or Concerns (including Mandatory Reporting)
- Procedures for Managing Child Safety Incidents or Concerns, including Child Safe Complaints at or Involving the School, its Staff, Volunteers or Contractors
- Student Record Keeping Policy and Procedures

19.0 Implementation

The International Student Coordinator is responsible to the Principal for the development of whole school policy in this area.

The International Student Coordinator will monitor the overall implementation of this Policy and report annually, or as required, to the Deputy Principal and/or Principal.

20.0 Evaluation

Policy last reviewed: August 2026
Approval: The Executive
Review cycle: 5 years

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