International Accommodation and Welfare Policy

Policy ID	INT-S05-POL	**Applies To**	Education agents authorised to represent Moreton Bay Boys' College, and prospective international students and families engaging with those agents.

1. PURPOSE AND SCOPE

Purpose

This policy establishes the framework through which Moreton Bay Boys' College provides, approves, monitors, and maintains accommodation and welfare arrangements for international students. It ensures that accommodation and welfare arrangements are safe, age appropriate, culturally appropriate, and compliant with the Education Services for Overseas Students (ESOS) Act 2000, the National Code of Practice for Providers of Education and Training to Overseas Students 2018, and relevant Queensland legislation.

Scope

This policy applies to:

- International students enrolled at Moreton Bay Boys' College;
- International students under 18 years of age for whom the College has accepted welfare responsibility;
- Homestay Providers and Host Families approved by the College;
- Staff involved in accommodation, welfare, exchange programmes, and student support services;
- Parents, legal guardians, education agents, and other parties involved in accommodation and welfare arrangements.

2. POLICY STATEMENT

Moreton Bay Boys' College is committed to ensuring that all international students are provided with accommodation and welfare arrangements that are safe, supportive, age appropriate, culturally appropriate, and compliant with legislative and regulatory requirements.

The College recognises its responsibilities under the Education Services for Overseas Students (ESOS) framework and will take all reasonable steps to safeguard the welfare and wellbeing of international students for whom it has accepted responsibility.

Care for Students Under 18 Years of Age

Where Moreton Bay Boys' College accepts responsibility for the accommodation, support and general welfare of an international student under the age of 18 years, the College will:

- provide accommodation and welfare arrangements that meet the requirements of the National Code of Practice for Providers of Education and Training to Overseas Students 2018;
- provide students with age and culturally appropriate information regarding safety, wellbeing, emergency contacts, and support services;
- maintain approved accommodation and welfare arrangements for the period for which responsibility has been accepted;
- monitor accommodation and welfare arrangements to ensure they remain appropriate to the student's age, needs, and circumstances;
- ensure students have access to appropriate pastoral, academic, and wellbeing support services; and
- respond appropriately to welfare concerns, critical incidents, and child protection matters.

Accommodation Arrangements

The College may approve accommodation arrangements including:

- living with a parent or relative approved by the Department of Home Affairs;
- accommodation arranged through the College Homestay Programme;
- private accommodation and care arrangements approved by the College; or
- other arrangements approved by the College in accordance with legislative requirements.

All accommodation, welfare, and support arrangements for students under 18 years of age must be approved by the College, including arrangements provided by third parties.

Accommodation and welfare arrangements will be assessed before approval and monitored on an ongoing basis to ensure their continued suitability.

Welfare Responsibility

Where the College has issued a Confirmation of Appropriate Accommodation and Welfare (CAAW), the College will maintain approval of accommodation and welfare arrangements until:

- the student completes the course and departs Australia;
- the student turns 18 years of age;
- any relevant appeals process has been finalised;
- alternative welfare arrangements are approved by another registered provider;
- a parent or nominated relative approved by the Department of Home Affairs assumes responsibility for the student; or
- the College notifies the Department of Home Affairs that it is no longer able to approve the student's welfare arrangements.

Homestay and Host Family Arrangements

The College will ensure that all Accommodation Providers, Homestay Providers, Host Families, and other adults residing in approved accommodation arrangements are appropriately screened and monitored in accordance with legislative requirements and College procedures.

The College may engage approved third-party providers to assist in the recruitment, screening, placement, and monitoring of accommodation providers. Any third-party provider engaged by the College must comply with all applicable legislative requirements and College expectations relating to student accommodation and welfare.

Student Support

International students will be provided with information and support regarding:

- living and studying in Australia;
- personal safety and wellbeing;
- emergency assistance and after-hours support;
- reporting concerns, complaints, or incidents;
- accessing academic and pastoral support services; and
- their rights and responsibilities while enrolled at the College.

Detailed operational procedures relating to accommodation approvals, student placements, welfare monitoring, student arrivals and departures, homestay management, exchange programmes, and critical incidents are contained within the College's Student Accommodation and Welfare Procedures.

3. ROLES & RESPONSIBILITIES

Role	*Responsibility*
Principal	Provides oversight of accommodation and welfare arrangements and approves this policy.
Director of International	Oversees Homestay Programme operations, accommodation approvals, welfare monitoring, and regulatory reporting.
Head of Secondary School	Oversees exchange and cultural tour accommodation and welfare arrangements.
International Programme Staff	Manage student placements, welfare support, accommodation verification, and student orientation.
Accommodation Providers	Provide safe, appropriate accommodation and comply with programme requirements.
Parents/Guardians	Maintain legal responsibility for students and comply with welfare obligations.
Students	Comply with accommodation, welfare, behavioural, and visa requirements.

4. PROCEDURE

Detailed operational procedures relating to:

- Homestay recruitment, screening and monitoring;
- Student placement and relocation;
- Student arrivals and departures;
- Welfare monitoring;
- Exchange and Cultural Tour accommodation arrangements;
- Blue Card compliance;
- Critical incident response;

are contained within the College's Student Accommodation and Welfare Procedures.

5. SUPPORTING INFORMATION

Legislative References

- Education Services for Overseas Students Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education (Overseas Students) Act 2018 (Qld)
- Child Protection Act 1999 (Qld)
- Working with Children (Risk Management and Screening) Act 2000
- Guidelines for the Operation of International Secondary Student Exchange Programs

Related Documents

- Education Agent Agreement
- International Student Entry Requirements and Enrolments Policy
- International Student Transfer Policy
- International Student Welfare and Accommodation Policy
- International Student Complaints and Appeals Policy

Definitions

Term	Definition
Accommodation Provider	A person approved by the College to provide accommodation and welfare support to international students.
AASES	Acceptance Advice for Secondary Exchange Students.
CAAW	Confirmation of Appropriate Accommodation and Welfare issued through PRISMS for eligible international students under 18 years of age.
Host Family	A family approved by the College to provide accommodation for students participating in exchange or cultural tour programmes.

Homestay Provider	A person approved by the College to provide accommodation for international students through the College Homestay Programme.
International Student	A student who is enrolled with the College on a visa or programme that requires the College to meet international education obligations.
ISSE	International Secondary Student Exchange Programme.
Overseas Student	An international student for whom the College has accepted responsibility for accommodation, welfare, or support arrangements.
PRISMS	Provider Registration and International Student Management System.
RAAP	Register of Approved Accommodation Providers maintained by the College.
Welfare Responsibility	The responsibility accepted by the College for a student's accommodation, support, and general welfare under the ESOS framework and National Code requirements.

6. DOCUMENT CONTROL

The following accountabilities apply to this document:

Policy Owner	Director of International
Policy Approver	Principal

The review cycle for this policy is every year:

Last Approved	December 2025
Next Review	December 2027

The following revisions have been made to this document:

Version	*Date*	*Summary of Material Changes*
4.0	06 2026	Third Review – updated to new policy template
3.0	12 2025	Second Review – updated to separate MBC from MBBC
2.0	10 2024	First Review – updated to new policy template
1.0	07 2022	Policy Creation