

FOUNTAIN College

# Accommodation & Welfare Policy

Accommodation and Welfare Policy and Practices in compliance with  
National Code 2018

## Table of Contents

Policy Statement .....	3
Scope.....	3
Accommodation.....	3
Acceptable accommodation and welfare arrangements.....	3
Monitoring .....	5
Monitoring of guardian & accommodation arrangements.....	5
Monitoring of Under 18 Years of Age Students.....	5
Application for FOUNTAIN approved Accommodation and Welfare Services.....	6
Changing Arrangements or Enrolment Status .....	7
Regulation of Home-stay .....	8
<b>International Student Officer .....</b>	<b>8</b>

**PRINT WARNING**

*Printed copies of this Document or part thereof should not be relied upon as a current reference document.*

**ALWAYS** refer to the electronic copy for the latest version

FOUNTAIN College CRICOS Provider Code: 03370E

# Policy Title: Accommodation & Welfare Policy

## Policy Statement

The purpose of this policy is to provide guidelines to assist FOUNTAIN College to:

- ensure that it fully complies with the *Education Services for Overseas Students (ESOS) Act 2000* and the requirements of Standard 5 of the National Code of Practice 2018 for checking the suitability of students' accommodation, support and general welfare.

## Scope

This policy applies to all International Students under the age of eighteen years, at the time of their commencement of studies with FOUNTAIN College who are not being cared for by a parent or suitable nominated guardian as approved by Department of Home Affairs, and is applied until they attain the age of 18 years or FOUNTAIN is notified of a change into parental or suitable nominated relative care. It also covers accommodation and welfare arrangements that are acceptable by FOUNTAIN College.

## Accommodation

In order for an applicant under the age of 18 to be granted a student visa they must demonstrate that they have adequate welfare arrangements in place for the length of the student visa or until they turn 18. The student may reside with one of the following:

1. Live in Australia with their parent or legal custodian; or
2. Live in Australia with a relative over 21 years of age nominated by the student's parent or legal custodian. A relative approved by the Department of Home Affairs can be the student's brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece, nephew, step-grandparent, step-aunt, step-uncle, step-niece, step-nephew; or
3. Agree to care arrangements for accommodation, support and general welfare that have been approved by FOUNTAIN College; or
4. Defer commencement of their studies at FOUNTAIN College until after the student has turned 18 years of age.

Under alternatives 1 and 2 Department of Home Affairs is responsible for approval; however, the student is still required to submit an Under 18 Care Arrangements Form as part of their application.

## Acceptable accommodation and welfare arrangements

### **PRINT WARNING**

*Printed copies of this Document or part thereof should not be relied upon as a current reference document.*

*ALWAYS refer to the electronic copy for the latest version*

FOUNTAIN College CRICOS Provider Code: 03370E

### 1. Department of Home Affairs approval

where a student nominates a parent/legal custodian or eligible relative, Department of Home Affairs is responsible for approving the arrangement (Arrangement 1 or 2). The legal requirements to arrange accommodation according to Arrangement 1 & Arrangement 2 can be found at the following website (<https://www.homeaffairs.gov.au>).

- **Arrangement 1:** accommodation provided by the parent/ legal custodian
- **Arrangement 2:** accommodation provided by a Department of Home Affairs approved relative

Under the arrangements 1&2, parent/Department of Home Affairs approved relative will be responsible for the accommodation and welfare of the student and FOUNTAIN College will be only responsible while he/she is attending the college.

### 2. FOUNTAIN College approved student accommodation facility

Where FOUNTAIN College is responsible for approving the accommodation and welfare arrangements, the next 3 arrangements are acceptable:

- **Arrangement 3:** FOUNTAIN College organizes a guardian to act as their carer in Australia and reside in home-stay accommodation. FOUNTAIN College must approve the guardian to comply with National Code 2018 accommodation requirements.
- **Arrangement 4:** Nominate a non-relative over the age of 21 to act as the student's approved guardian. The student must live in a homestay accommodation. All accommodation & welfare must be approved by FOUNTAIN College.

FOUNTAIN College will provide Confirmation of Appropriate Accommodation and Welfare (CAAW) letter for Arrangements 3, 4. Under these arrangements FOUNTAIN College retains ultimate responsibility for the accommodation and welfare of overseas students.

#### ***Acceptable accommodation arrangements***

Unless exceptional circumstances apply, FOUNTAIN College will approve only home-stay accommodation. In support of an application for exceptional circumstances, the applicant must provide a letter from the student's parents, in English or with a certified translation, supporting the proposed arrangements.

#### ***FOUNTAIN College approved Guardian***

To assist FOUNTAIN College in safeguarding the accommodation and welfare arrangements of ESOS students under the age of 18, where FOUNTAIN College has responsibility for approving arrangements, FOUNTAIN College will only approve the arrangements if a student has an approved guardian. Nominated guardian must accept and sign the Guardianship Agreement.

#### ***Non-relatives as Guardian***

Non-relatives may be approved as guardian only after the provision of a Working with Children Check and signing the Guardianship Agreement to meet FOUNTAIN College standards.

## **Guidelines for the Selection of Homestay Family**

#### ***PRINT WARNING***

*Printed copies of this Document or part thereof should not be relied upon as a current reference document.*

*ALWAYS refer to the electronic copy for the latest version*

FOUNTAIN College CRICOS Provider Code: 03370E

Fountain College will ensure the following conditions are met when selecting a host family:

- 1) Must be over 21 years of age, be comfortable conversing in English and reside in Perth whilst the student is at FOUNTAIN College.
- 2) Every member of the family over the age of 18 must have a Working with Children Check (WWCC).
- 3) Must be of good character and have permission to reside in Australia until the student has completed his/her course.
- 4) Must provide appropriate care and supervision.
- 5) Stability and suitability of family and accommodation to the age and sex of the student

FOUNTAIN College will ensure that the following criteria are met and sustained by their Homestay families.

- Healthy, safe and adequate accommodation.
- Suitable bed, study desk, chair, wardrobe and other furniture
- Proper heating and cooling system in student's room
- Quiet and productive study environment
- Clean and hygienic house environment
- Proper bathroom, toilet and laundry facility
- Proper kitchen facility
- Adequate provision of food
- Limited number of same gender students accommodated in one home

## Monitoring

### Monitoring of guardian & accommodation arrangements

FOUNTAIN College has a formal agreement with each FOUNTAIN College approved guardian outlining standards.

Where a student's accommodation and welfare has been approved under Arrangement 4, it will be the responsibility of the guardian to comply with requirements of FOUNTAIN College accommodation and welfare policy.

At the beginning of each semester, FOUNTAIN College will advise students of available welfare and support services and inform students of FOUNTAIN College procedures in relation to changes in arrangement.

### Monitoring of Under 18 Years of Age Students

- The Principal's delegate is responsible for ensuring the student adjusts to the school and life in Australia.
- The International Student Officer or a member of teaching staff will conduct an initial physical site visit to verify the overseas student's accommodation, prior to the accommodation being approved.

#### **PRINT WARNING**

*Printed copies of this Document or part thereof should not be relied upon as a current reference document.*

*ALWAYS refer to the electronic copy for the latest version*

FOUNTAIN College CRICOS Provider Code: 03370E

- The International Student Officer or a member of teaching staff will visit the student at his/her home-stay residence **once a semester** and check the suitability of the student's accommodation, support and general welfare arrangements.
- Any issues with the Guardian or home-stay provider must be brought to the attention of the Pastoral Care Coordinator and acted upon within seven days.
- If the College was unable to contact the student and has concerns for the student's welfare, the school will immediately notify:
  - The student's parents
  - WA police
  - Relevant Commonwealth or state agencies

## **Application for FOUNTAIN approved Accommodation and Welfare Services**

For arrangements 3 and 4, the student must:

- Organise a FOUNTAIN College approved carer service to act as their guardian in Australia.
- The student must stay at an FOUNTAIN College approved home-stay arrangement. Additional guidelines on home-stay arrangements will be discussed below.
- Complete an Under 18 Care Arrangement Form, and submit to Admissions office for processing. These forms must be signed by a parent or legal guardian. Agents are to sight proof of parent or legal guardian signature.
  - Airport pickup is compulsory for students who select this option.
  - The International Student Officer forwards documents to the Pastoral Care Coordinator for approval.
  - Upon approval of the arrangements by the Pastoral Care Coordinator, the International Student Officer will issue a *CoE* and confirmation of *Under 18 Care Arrangements Form* for inclusion in the student's visa application. The *CoE* and signed *Under 18 Care Arrangements Form* will be distributed to the corresponding agent and a copy kept on the student file.
- FOUNTAIN College will accept responsibility for the accommodation, support and general welfare arrangements of a student under the age of 18 for a maximum of 7 days prior to the commencement of study and a maximum of 7 days after the *CoE*. Where the student turns 18 prior to the completion of the course, PRISMS will automatically do the calculation.
- Minimum age for the approval of welfare and accommodation by the FOUNTAIN College is 13.
- If the student is applying for a visa with multiple providers FOUNTAIN may accept responsibility for the care arrangements for a longer period than specified. Contact will be made with the other providers involved to negotiate responsibility timelines.

### **PRINT WARNING**

*Printed copies of this Document or part thereof should not be relied upon as a current reference document.*

*ALWAYS refer to the electronic copy for the latest version*

FOUNTAIN College CRICOS Provider Code: 03370E

## Changing Arrangements or Enrolment Status

- Any changes to Guardian or home-stay arrangements must be firstly approved by the Pastoral Care Coordinator. New forms must be completed, signed by a parent or legal custodian and submitted to the Pastoral Care Coordinator.
- Upon approval the Pastoral Care Coordinator will notify the International Student Officer to update PRISMS.
- If FOUNTAIN College does not approve changes to accommodation or welfare arrangements, the Pastoral Care Coordinator will advise the International Student Officer to notify Department of Home Affairs via PRISMS as soon as practicable after the change.
- If Fountain College is not able to approve welfare arrangements of a student then the student's parents and/or legal guardians will be notified immediately via email, phone and via a written letter.
- Notify Immigration by using the form 157N:
  - 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
  - within 24 hours if the registered provider is no longer able to approve the student's welfare arrangements
- While welfare arrangements are disrupted, should an emergency occur, the College will act as guardians until welfare arrangements have been handed over successfully.
- If the student's enrolment is suspended or cancelled then FOUNTAIN will maintain the responsibility for monitoring the student's welfare arrangements until:
  - the student is accepted by another registered provider and that registered provider takes over responsibility for approving the student's accommodation, support and general welfare arrangements;
  - the student leaves Australia – new CoE is created if the student's course duration is effected;
  - other suitable arrangements are made that satisfy the Migration Regulations;
  - FOUNTAIN College reports the student to Department of Home Affairs for changing living arrangements that we no longer approve of through PRISMS; or
  - The student turns 18 years of age.

## Student Home-stay Arrangement

FOUNTAIN College can provide a home-stay arrangement for students to benefit from the experience of living with an English speaking household. Home-stay

### **PRINT WARNING**

*Printed copies of this Document or part thereof should not be relied upon as a current reference document.*

***ALWAYS** refer to the electronic copy for the latest version*

FOUNTAIN College CRICOS Provider Code: 03370E

endeavours to enhance the learning experience of students by establishing a very worthwhile friendship with home-stay families.

### **Regulation of Home-stay**

- All student accommodation requests processed by FOUNTAIN College must include student's date of birth and age.
- All student accommodation requests processed at the time of application should be referred to the Pastoral Care Coordinator by the International Student Officer.
- All Homestay placement requests will be managed by FOUNTAIN College who may be assisted by an approved accommodation agent.
- FOUNTAIN College will ensure that the following is in place.
  - Guidelines and criteria for the selection of the host family and the type of accommodation
  - An orientation program for homestay families.
  - A form of agreement with home-stay providers
  - On-site inspection of home-stay before approval is given
  - Inspection and monitoring of the homestay facility by the nominated school staff, once per semester.
- The student is advised upon arrival of the role of the Pastoral Care Coordinator as "Home-stay/Welfare Contact" and that any issues, requests and feedback that the student may have on their accommodation may be directed to them for action.
- All applications must be received by FOUNTAIN College 6 weeks prior to student's arrival date. Late applications may be considered upon accommodation availability.
- Notification of home-stay arrangement cancellation must be received in writing at least 48 hours prior to the start of the home-stay arrangement; otherwise the first 2 weeks of home-stay fees might not be refunded.
- Minimum stay at a home-stay is 2 weeks. Payment for the 2 weeks is not refundable once stay has commenced.
- FOUNTAIN College has the right to terminate the guardian or accommodation arrangements on the basis that:
  - FOUNTAIN College is not content with the home-stay accommodation
  - The student is not content with the home-stay arrangements
 Either party may terminate the Home-stay at any time on 14 days notice by serving written notice to the other party.

### **International Student Officer**

The International Students Officer is your first official point of contact. You may contact the officer relating to any issue 24 hours a day. The Pastoral Care coordinator is your second official point of contact if the international student officer is not available.

**PRINT WARNING**

*Printed copies of this Document or part thereof should not be relied upon as a current reference document.*

**ALWAYS** refer to the electronic copy for the latest version

FOUNTAIN College CRICOS Provider Code: 03370E



**COST OF LIVING**

Approximate cost of basic needs:

Home stay (Accommodation) cost: \$250 per week

Transport cost: \$30 per week

Clothing: \$400 per year

Food & Entertainment: \$80 per week

***PRINT WARNING***

*Printed copies of this Document or part thereof should not be relied upon as a current reference document.*

***ALWAYS*** refer to the electronic copy for the latest version

FOUNTAIN College CRICOS Provider Code: 03370E