

Owned and operated by Seventh-day Adventist Schools (Greater Sydney) Limited  
**ABN 63 106 908 767 CRICOS No. 02622J**

## Accommodation Policy

### Rationale

Student visas (Visa type 571) for students under 18 are issued in two categories: (1) where the student is unaccompanied and the provider is responsible to approved welfare arrangements and (2) where the student is in the care of a close relative. The Department of Immigration and Citizenship (DIAC) defines what relationships come under the definition of a close relative. Unaccompanied overseas students who are minors need very close supervision of their accommodation, support and welfare arrangements. This role is the responsibility of the educational provider for students in the first category.

### Aims

1. Ensure that accommodation and welfare arrangements for all its overseas students in category (1) above are suitable at all times.
2. Ensure that parents are informed of the welfare arrangements for students under both categories.
3. Developed and implemented suitable support mechanisms for Overseas Students and ensure that each student understands how to access these support mechanisms.

### Implementation

#### College Specific Criteria

1. It is the College's preference for any student under the age of 18 to be in the immediate care of their parent(s)/legal guardian.
2. It is acknowledged that this can't always be the case, however, and College Policy therefore specifies that the student is in the care of an immediate relative (as defined by DIAC) or a guardian organised and approved by the child's parent/s.
3. The College will not consider homestay arrangements vetted and selected by a homestay agency.
4. The Approval of Guardianship Arrangements for All Overseas Students form will be completed by the parent(s)/legal guardian when making application to enrol.
5. Where the Overseas Student lives with a guardian approved by their parents, the College is responsible for overseeing the welfare of the student. The College will carry out regular accommodation and welfare checks to ensure the ongoing provision of adequate care for the child.

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## Written Student Agreement

1. The College will state in the Written Student Agreement the period for which the College will be responsible for approving a student's accommodation arrangements. If changes are made to this period of responsibility a new student agreement will need to be completed.
2. For students in the care of a close relative the student agreement should explicitly state that the College will not take responsibility for approving the accommodation arrangements and this will be the responsibility of the parent(s)/legal guardian. The College should however maintain records about these accommodation arrangements and these should be communicated to the parents in the student agreement and signed by the parent and guardian.

## College Records

1. The College will maintain the following records relating to younger students:
  - Records showing contact made with parents / Guardians informing them of matters relating to the personal safety and social wellbeing of students.
  - Reports showing the names of students and results of the quarterly survey of overseas student on accommodation and wellbeing.
2. The college will confirm in writing and update, at least every six months, student contact details including address, mobile number and email address.

## Guardianship and Homestay Criteria and Processes

1. When the School becomes aware that an overseas student's living arrangements are unsuitable through no fault of the student the School must quickly organise temporary accommodation until a more suitable long-term solution can be arranged.
2. When the School becomes aware that an overseas student's living arrangements are unsuitable due to the student's action the School may choose to report the situation to DIAC. This includes but is not limited to making a change of accommodation arrangements without informing the School.
3. For Student's enrolled in a series of courses the college will be responsible for the approval of accommodation arrangements up until the commencement of the new course unless the new educational provider specifies that they will take over this role at an earlier date.