



## Accommodation and Welfare Policy

- 1) Students studying with Seymour College have 4 accommodation options:
  - a) Live with parent/guardian or DIBP approved relative (no welfare responsibility by the College);
  - b) Seymour College Boarding House;
  - c) Seymour College approved Homestay;
  - d) Australian Homestay Network for boarder's vacation and exeat periods only.
  
- 2) Living with parent/guardian or DIBP approved relative
  - a) At the time of enrolment, all international students are required to provide the College with details of their nominated Parent/Legal Guardian. The appointment of the nominated relative is the responsibility of the student's parents but must meet the following criteria.
    - i) nominated relative must be one of the following: brother, sister, stepbrother, step-sister, step-parent, grandparent, step-grandparent, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece, step-nephew or spouse.
    - ii) DIBP requires their guardian to be over 21 years old, an eligible relative and of good character.
  - b) In the case of a student living with an approved relative/guardian as defined by DIBP a Confirmation of Appropriate Accommodation and Welfare form (CAAW) is not required as the College is not responsible for the student's welfare. If the school has any concerns about the welfare of a student it will contact the parents/guardians in the first instance. If the College believes the student is in some kind of danger it will contact DIBP as a matter of urgency.
  - c) Where the parent/s of a student has been granted a Guardian Visa (or similar) for the purpose of caring for a student attending the College as a day student, the following visa conditions apply:  
[http://www.immi.gov.au/students/student\\_guardians/580/obligations-student-guardians.htm](http://www.immi.gov.au/students/student_guardians/580/obligations-student-guardians.htm)
    - i) It is essential that the parent or nominated guardian:
      - resides with that student at all times;
      - must hold an appropriate visa enabling them to remain in Australia until the student is 18 years of age;
      - provides the College with a copy of the parent's passport photo and visa page prior

- to the student commencing;
  - advises the College of the student's and the parent's residential details, phone and email prior to the student commencing and thereafter within seven days of any change in these details.
- ii) Parents/guardians are not permitted to depart Australia without the student for who they are the guardian unless they have provided the department evidence that:
- There are compassionate or compelling circumstances to leave the country, and
  - Alternative arrangements have been made for the student's accommodation, general welfare and support until the parent/guardian's return, that fit within the rules provided by DIBP. Note that if the student is less than 18 years, the alternative arrangements must be approved by the education provider subject to DIBP conditions. In their situation the International Student Coordinator must be notified.
- 3) Seymour College Boarding House
- a) The College offers International students, who will not be residing with a parent during their enrolment at the College, the option to attend the College as full-time boarders.
  - b) In this instance, the College will provide a letter confirming approval of appropriate accommodation and welfare (CAAW letter) with the Confirmation of Enrolment created in PRISMS. Students may not enter the country prior to the starting date of the approved welfare arrangements.
  - c) Boarding students must return home during each holiday period or alternatively stay in homestay accommodation locally approved by the College and provided by AHN.
- 4) Seymour College Homestay
- a) In accordance with the Seymour College's Host Family Application all adults residing with an International student (i.e. homestay family members) are required to provide the College with a current Police Check.
  - b) The Manager of International Enrolments:
    - i) checks suitability of accommodation and support (site visit) and monitors families and general welfare arrangements;
    - ii) selects families and ensures families can provide a stable environment for the duration of the student's homestay period;
    - iii) has agreements with homestay families for arrangements about providing accommodation services;
    - iv) provides an orientation program for families new to provision of homestay services.
  - c) Seymour College accepts responsibility for the welfare of these students, even whilst placed in homestay as per the CAAW letter signed by Seymour College .
  - d) Any concerns regarding homestay should be first addressed to the Manager of International

## Enrolments

- i) concerns will be immediately investigated by the Manager of International Enrolments and addressed with improvements / action implemented.
- e) The following home stay guidelines and expectations are provided for intending families:
- i) each student is to have their own room, bed, desk;
  - ii) students are not to share rooms with host family members and sharing, arrangements will only be provided if the parents of the student(s) so request;
  - iii) the home must be clean and comfortable and the home stay hosts / guardians must reside at the premises at all times;
  - iv) students are to be given a key to the home or arrangements made so that the student can gain access to the home at reasonable times;
  - v) there must be adequate lighting for study purposes;
  - vi) there must be heating in winter and some means of cooling in summer;
  - vii) there must be access to shared bathroom, with reasonable time allowed for showers;
  - viii) there must be access to kitchen and laundry facilities or must provide all meals and laundry;
  - ix) there must be use permitted of the shared living areas of the home;
  - x) in most instances, the Homestay Host is to provide 2 meals a day on weekdays and recess and lunch for the school day. Three meals should be provided on weekends/non school days and, in providing meals, the Homestay Host must be aware of and take account of cultural differences;
  - xi) house rules are to be discussed and explained to the Student, (including friends visiting, use of phone and incoming calls, cleaning of room or other household tasks, meal times and rules for behaviour, manners and courtesy);
  - xii) use of telephone and/or computer / internet facilities are to be at students own expense;
  - xiii) personal items and insurance is at the Student's own risk;
  - xiv) there being reasonable insurance cover by the Homestay Host in respect of the Homestay Premises;
  - xv) students may change Homestay premises only in certain circumstances. Examples might include:
    - if there is a medical reason to do so;
    - a request from parents of the Student; or
    - the placement in the particular Homestay premises is not compatible, in the reasonable opinion of the student or homestay family.
- f) Homestay costs are paid directly to the homestay family.
- g) If the College has signed a CAAW letter for responsibility of the student, the College will

monitor arrangements and seek feedback from students/parents/guardians. There is to ensure they were happy and that their homestay host provided care and service which meets the expectations of their family and the College.

- h) Legislation requires that students notify Seymour College of their address, phone and email prior to commencement and within 7 days of any changes when enrolled. Any changes to homestay arrangements must be approved by the Manager of International Enrolments before the changes take place. If necessary, the Manager International Enrolments will help the student find appropriate alternative accommodation.
  - i) If a student changes her accommodation arrangements without the approval of the School, or she refuses to move to appropriate accommodation if her current situation is deemed inappropriate, the College will first contact the parent/guardian and then a report may be made to DIBP outlining the fact that Seymour College no longer approves of the student's arrangements/ Such a report can lead to the cancellation of a student's enrolment as per Standard 13 of the National Code and DIBP visa conditions.
- 5) Australian Homestay Network Accommodation Arrangements
- a) Seymour College has appointed Australian Homestay Network (AHN) to provide homestay services on behalf of the college for boarders during exeat weekends and vacations.
  - b) The college is satisfied AHN:
    - i) checks suitability of accommodation and support (site visit) and monitors families and general welfare arrangements;
    - ii) selects families and ensures families can provide a stable environment for the duration of the student's homestay period;
    - iii) has agreements with homestay families for arrangements about providing accommodation services;
    - iv) provides orientation program for families new to provision of homestay services.
  - c) Fees and charges for these services can be discussed with the Manager of International Enrolments.
  - d) Seymour College accepts responsibility for the welfare of these students, even whilst placed in AHN arranged homestay as per the CAAW letter signed by Seymour College.
  - e) Any concerns regarding homestay should be first addressed to the Manager of International Enrolments.
    - i) Concerns will be immediately investigated by the Manager of International Enrolments and addressed with improvements/action implemented.

- f) Boarding students requiring vacation home stay must ensure a request is be made in writing by the Parent/s or guardian to the Director of Boarding no later than the start of Week seven of the term before the service is required.
  
- 6) Termination, Suspension or Cancellation of Enrolment
  - a) In the case of termination, suspension or cancellation of enrolment, the student must reside in the Seymour College Boarding House, an approved homestay or parent/guardian until the enrolment status of the student is finalised.
    - i) When a student enrolment is terminated, suspend or cancelled, Seymour College will notify the parent or approved relative, the Homestay and the Welfare Guardian, in writing of their revised enrolment status. Seymour College/AHN will maintain on going contact with these parties, including visits to the homestay, to ensure that the conditions of Standard 5 of the National Code are being met;
  
    - ii) If during their revised enrolment status period, a student elects to reside with their parent or approved relative in Australia, the parent or approved relative must collect the student from the Seymour College campus, provide written details of residential address while living in Australia, and agree to meet with a Seymour College staff member in the residence at prescribed intervals until the enrolment status of the student is finalised.

#### Key Contacts

Manager of Enrolments

Mrs Sally Penn

t: +61 8 8303 9000

e: [sjpenn@seymour.sa.edu.au](mailto:sjpenn@seymour.sa.edu.au)

International Student Coordinator

Ms Shirley de Vries

t: +61 8 8303 9192

e: [sdevries@seymour.sa.edu.au](mailto:sdevries@seymour.sa.edu.au)

Director of Boarding

Miss Caroline Hodges

t: +61 8 8303 9051

e: [chodges@seymour.sa.edu.au](mailto:chodges@seymour.sa.edu.au)