INTERNATIONAL PROGRAM POLICY

Policy Statement
Kurnai College is an accredited provider in the DEECD International Student program. The program is beneficial to our students, providing them with contacts to a range of cultural experience. Through this program this College provides an excellent educational opportunity for international students.

Our College will:
- Promote a harmonious environment where international students, teachers and parents co-operate to ensure that the College's educational goals can be successfully met.
- Offer a safe and stimulating educational environment for international students.
- Promote the International Students Program within its community as a positive, beneficial arrangement leading to better cultural understanding and greater cultural tolerance within the whole school community.

Implementation:
Accommodation
- If requested to do so in the Application for Enrolment, the College is responsible for accommodation arrangement for international students. Refer to the homestay section for further details.

Airport Reception
- If requested to do so in the Application for Enrolment, the College will arrange for the International students to be met at the Melbourne Airport and accompany the student to their arranged accommodation.

Banking
- The College will assist international students with the opening and maintaining of a bank account at a local bank or financial institution.

Complaint Procedures
- The College will have complaints procedure for dealing with any complaints from parents, international students or guardians about the services or the relevant fees.
- If the parent, international student or guardian has any complaint, it must be made in writing to the Campus Principal.
- The Campus Principal will use his or her best endeavours to resolve the complaint; however, if the complaint is not resolved to the satisfaction of the student or parent, a copy of the written complaint together with the reasons for the dissatisfaction may be forwarded to the Manager, International Education Division for resolution.

Coordination
- The College will appoint an International Program Coordinator. The role of this Coordinator will be to oversee the operation of the program within the College and to provide a contact point for members of the IED.
Enrolment

- The College will provide the international student with detailed information about the school including the student Code of Conduct, school uniform and costs of textbooks. All international students must be registered with the IED and have an international student identification number.
- All international students must be enrolled on DEECD’s student administration program CASES21.

- The College will maintain files on each international student. These will include copies of all usual documents and communication with families (health cover, visa entry permit, passport details and expiry date, reports, attendance records and general information relevant to each international student).

Finance

- The enrolment of an international student must not be a financial cost to the College and should not affect the provision of normal education programs.
- The College should not include international students in the formula for staffing or grant purposes.
- The International Program Coordinator will ensure that all full fee paying students’ payments are up-to-date.

Giving Notice

- Once a homestay family has been allocated by the school, this family will be reserved for a student. It is therefore expected that the student remain in that accommodation for a reasonable period of time (minimum of three months) before giving notice, unless exceptional circumstances occur. If an international student is not happy with the homestay accommodation that has been arranged, they can request that a more suitable one be found. Students will have to give the College and homestay provider at least two weeks notice if they want to change homestay. A student who moves without giving two weeks notice will forfeit their bond.

Going Out

- Students will need to ask permission from their homestay family if they wish to go out. For safety reasons students should tell their host family where they are going, with whom, and the expected time of return.
- Please reiterate that students should try to return home by an agreed time. If students think that they will be home later than the agreed time they must ring you and let you know.
- Sometimes students may have after-school activities and may be home later than expected. Students must notify you if they will be home late or if they will not be home for dinner. It is reasonable to expect that they should be home at a specified time and you will need to establish appropriate times for them to arrive home on week nights and weekends.

Please remind students of the following for their own safety:
- It is advisable not to carry too much cash.
- It is best to travel in a group whenever possible.
- Avoid catching public transport late at night.
- Read public transport timetables carefully so as not to miss the last train or tram home.
- Avoid risky areas.

Guardians

- All students below the age of 18 must have a welfare provider living in Victoria.
- The College will be the welfare provider of those international students below the age of 18 who do not have a DIAC approved relative or family friend in Victoria prepared to act as a guardian.
- When a relative or family friend acts as a guardian, a copy of the DIAC guardianship approval letter or DEECD welfare arrangement letter will be kept in the international student’s file.
Health Cover

- The College will assist international students with their health cover which is provided through the IED.
- The College will ensure students notify Medibank Private if there is a change of address.
- OSHC includes Ambulance membership when organised by a medical practitioner only. This is to be explained to students.

Homestay

- Where parents opt for DEECD to arrange accommodation, the Department through the school, is responsible for provision of accommodation, support and general welfare to the student. These arrangements shall be in place for the period that the student will be under 18 while in Australia. This policy has been developed to meet the requirements of the ESOS National Code 2007 and Student visa (Condition 8532) which requires that appropriate arrangements have been made for the accommodation, welfare and support of students under 18 years of age.
- This policy is designed to be consistent with the IED guidelines.
- The College will organise homestay accommodation of high quality and which provides a safe, comfortable and caring environment.
- The homestay accommodation will be provided by a host which may be a family, couple or single person.
- Working with Children checks of all persons over the age of 18 living in the household will be organised prior to the student moving in.
- The maximum number of students per homestay is 3, regardless of provider.
- A weekly fee of $220 will be charged to the international student. This covers expenses associated with the provision of the following homestay services:
  - Single bedroom for the student’s exclusive use.
  - Three meals per day, seven days per week (cooked evening meal).
  - Facilities including a bed, wardrobe, towels and linen.
  - Gas, electricity, heating and water costs.
  - Cleaning services of common living areas.
  - Use of living areas within residence.
  - Study facilities, including a desk, study light and bookcase.
- Telephone and internet expenses will be the student’s responsibility.
- The initial payment will include two weeks rent in advance plus a bond that is the equivalent of two weeks rent.
- During holidays a holding fee to secure the homestay accommodation fee may be required to cover the subject selection for their preferred tertiary course.

Monitoring Homestay

- Schools will monitor students who are placed in homestay accommodation and maintain regular contact with providers of the accommodation to ensure the students’ successful adjustment to life and study in Victoria.
- Schools will also conduct an annual review of their homestay providers and inspect the homestay at least twice per year to ensure that student needs are being met. This requirement is in addition to any reviews that may be conducted by a homestay referral service.

Overnight Stay Arrangements

- Students must have parental permission to stay overnight away from their designated homestay provider, and must provide their school with the name and contact phone number of the person they are staying with.
- Homestay host families must notify the school International Student Coordinator if -
Overnight stay arrangements are not observed or if overnight stays become frequent or of a concern.

- If a student in homestay accommodation leaves without notice or commences staying overnight away from their designated homestay without permission, the homestay provider must report the matter immediately to the school’s International Student Coordinator or Principal as this is a breach of the student’s visa conditions. A breach of this visa condition is a very serious matter and could result in a students’ visa cancellation.

Visitors

- Students should ask permission from their homestay family before inviting friends to visit them. Some homestay families may agree to provide meals for friends when given appropriate notice.

Working with Children Check

The Working with Children (WWC) Check was introduced by the Department of Justice in 2006 and aims to protect children (under the age of 18 years) from sexual and/or physical harm. People who work or volunteer in certain types of child-related work will be required to apply for a WWC Check. The Department of Justice has advised the International Education Division that people providing homestay accommodation will be required to obtain a WWC Check.

Appendices

APPENDIX A: - International Student - Expression of Interest / Registration Form
APPENDIX B: Homestay Responsibility Agreement.
APPENDIX C: Homestay Profile

Evaluation

This policy will be reviewed as part of the College’s four year review cycle.

<table>
<thead>
<tr>
<th>Date Implemented</th>
<th>Week 3 – Term 2 - 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Authority (Signature and date)</td>
<td>8th Nov Day 23/5/2014</td>
</tr>
<tr>
<td>Date Reviewed</td>
<td>Week 3 – Term 2 - 2014</td>
</tr>
<tr>
<td>Responsible for Review</td>
<td>International Coordinator</td>
</tr>
<tr>
<td>Review date</td>
<td>Week 7 – Term 4 - 2015</td>
</tr>
</tbody>
</table>
### APPENDIX A: International Student - Expression of Interest / Registration Form

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Town/Suburb:</td>
<td></td>
</tr>
<tr>
<td>Post Code:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td>[BH] [AH]</td>
</tr>
<tr>
<td>Mobile:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Have you ever hosted international visitor/s as a homestay provider?</td>
<td>Yes</td>
</tr>
<tr>
<td>Have you been involved in Kurnai College’s International Relation Programs?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do any of your family members speak/understand Chinese or Japanese?</td>
<td>Yes</td>
</tr>
<tr>
<td>Have any of your family members been to Japan or China?</td>
<td>Yes</td>
</tr>
<tr>
<td>Type of residence:</td>
<td>House</td>
</tr>
<tr>
<td>Do you have any pets?</td>
<td>Yes</td>
</tr>
<tr>
<td>Interest/Hobbies:</td>
<td></td>
</tr>
<tr>
<td>Second language spoken at home:</td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>Type of food cooked at home (e.g. Vegetarian, Asian)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Requests:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Male Female Either</td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td></td>
</tr>
<tr>
<td>Nationality</td>
<td></td>
</tr>
<tr>
<td>English Level</td>
<td></td>
</tr>
<tr>
<td>Food type</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of children living at home</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Son Daughter Age</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of two referees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Contact No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Police Check</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Do any of your household members over 18 currently hold a valid police check</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Names</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
Please use this space to provide any further information that may assist us in evaluating your application:

Please forward your registration form to:

**Via Post**
Kurnai College
Att: Corine Noblet
PO Box 3411
Morwell BC 3841

**Fax**
(03) 51 323 828

**Email**
[ Noblet.corine.j@edumail.vic.gov.au ]
APPENDIX B: Homestay Responsibility Agreement

Please return this form to:

(Place School Stamp Here)

Please complete the following details in English using BLOCK LETTERS (eg. PENNY).

International Student ID Number: _____________________________

Section A: Student Details

Family name: ________________________________________________

Given names: _______________________________________________

Date of birth (dd/mm/yy): __________________________ Gender: Female / Male

Nationality: _______________________________________________

Address in home country: ___________________________________

City: _____________________________________________________

State: _______________ Country: _____________________________

Parent’s contact details: (H): ____________ (W): ____________ (M): ____________

Students contact details: (M): ____________ Email: _______________

Parent’s email: ____________________________________________

Section B: Homestay Details

Name: _____________________________________________________

Address: __________________________________________________

Contact details: (H): ____________ (W): ____________ (M): ____________

Parent’s email: ____________________________________________

No. of family members living at residence: ______________________

Section C: Homestay Accommodation Details

Bond amount – held by school (2 weeks payment in advance): AUD $ ___________________________

Homestay fee per week: AUD $ ___________________________

Method of payment (tick option/s):

O Fortnightly payment by parents direct to homestay provider account

O Payment of homestay fee by parents to school (for disbursement to homestay provider)

Commencement date: ____________________________ End date: ____________

Board arrangements during school holidays: ____________________________

Page 8 of 12  This Policy was last ratified by School Council in May 2014 Ver. 1
Please note:

- Bond may be forfeited if there are damages or repairs required due to student's actions.
- A minimum of two weeks notice is required if the homestay provider or the student wishes to end the homestay agreement. The bond will be retained by the homestay provider should a student leave without giving appropriate notice. Any advance payment for homestay accommodation which is not provided to the student must be refunded by the Homestay Provider.

### Section D: Homestay Terms and Conditions

#### Telephone use and payment:

<table>
<thead>
<tr>
<th>Weekdays</th>
<th>Weekends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast:</td>
<td>○ Selfserve</td>
</tr>
<tr>
<td>Lunch:</td>
<td>○ Cut lunch provided</td>
</tr>
<tr>
<td>○ Self serve</td>
<td>○ Cooked</td>
</tr>
<tr>
<td>○ Schoolcanteen</td>
<td>Snacks:</td>
</tr>
</tbody>
</table>

#### Internet use and payment:

|  |  |
|  |  |

#### Specify internet use rules (if any):

-  
-  
-  

#### Provision of meals:

|  |  |
|  |  |

#### Cooking facilities available for student:

-  

#### Household items available for student use e.g. TV, stereo, computer etc.:

-  

#### Special arrangements: use of kitchen, bathroom and laundry; having visitors (such as family from overseas):

-  

#### Times student must be home by:

<table>
<thead>
<tr>
<th>Weekdays</th>
<th>Weekends</th>
<th>During School Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student agrees to comply with the travel policy as outlined in the key policies document. Refer to the Key Policies Document for more information.

Please list any specific house rules e.g. what arrangements are to be made if the student is running late or will not be home for a meal, house rules on smoking etc.
Section E: Agreement

Student

I agree that I will do the following in order to have a good relationship with my host family:

- I will spend time each day with my host family.
- I will eat dinner with my host family.
- I will keep my room clean and tidy.
- I will return home directly after school each day unless otherwise agreed with my homestay family.
- If I am going to be late home I will contact my homestay family immediately.
- I will come home at an agreed time on weekdays and weekends. <Please specify the times>
- I will ask before inviting friends over.
- I will use the internet and telephone for an agreed time each day with my homestay family. <Please specify the time limit>
- I will ask before using the internet or telephone.
- I will pay for all telephone calls I make.
- I will not use the telephone or the internet after _____pm at night.
- I will be ready to leave for school on time.
- I will ask my family in advance for assistance with transport, school or other matters.

The homestay rules and my host family expectations have been explained to me. I understand and agree to live by them.

Homestay

I, ___________________________<homestay provider>, will

- Provide a comfortable home for the student
- Provide 3 meals per day
- Include the student in family activities

I have read and fully understood my responsibilities as outlined in the 'Information for Homestay Providers and Third Parties' resource.

This is an agreement between ___________________________<homestay>, ___________________________<student> and ___________________________<school>.

Student name: ___________________________________________ Homestay name: ___________________________
Signed: ___________________________________________ Signed: ___________________________________________
Date: ___________________________________________ Date: ___________________________________________
School representative: ___________________________ Parent: Signed: ___________________________
Signed: Date: ___________________________________________

*The rules listed above are a guide only and the host, student and school may alter them by agreement to suit individual situations.
APPENDIX C: - Homestay Profile

Student Details
Name: ____________________________ Student 10: __________________

Homestay provider details
Family name: ____________________________ First Name: ____________________________
State: ___________ Address: ____________________________ Contact numbers: ___________
Postcode: ___________ Home: ___________ Work: ___________ Mobile: ___________ Fax: ___________

Family members residing in the home
<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Gender</th>
<th>Relationship to homestay provider</th>
<th>Occupation</th>
</tr>
</thead>
</table>

Other international students currently residing in the home (2 max.)
<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Gender</th>
<th>School (currently attending)</th>
<th>Nationality</th>
<th>Length of stay</th>
</tr>
</thead>
</table>

Type of residence
- D House
- D Flat
- D Unit
- D Other

Cost per week $_________________________

Description of the homestay family (3-4 sentences)

Description of the house (2-3 sentences)
### Description of International Student's Bedroom

<table>
<thead>
<tr>
<th>What are some of the typical meals students will have at the homestay?</th>
</tr>
</thead>
</table>

### Please also attach photos of the homestay

<table>
<thead>
<tr>
<th>Number of vacant rooms in the house/room:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating and cooling in house/room:</td>
</tr>
<tr>
<td>Observations of living space (i.e. is it adequate?):</td>
</tr>
<tr>
<td>Furniture available in student's room (i.e. bed, wardrobe, desk, bookcase, study lamp etc.):</td>
</tr>
<tr>
<td>Computer/internet access (Yes or No) and internet connection type (i.e. broadband / dialup / wireless):</td>
</tr>
<tr>
<td>Distance of home from CBD:</td>
</tr>
<tr>
<td>Distance of home to and from school / ELC in km:</td>
</tr>
<tr>
<td>How long does it take to walk from home to the nearest public transport (km and minutes):</td>
</tr>
<tr>
<td>Travelling time of home to and from school / ELC using public transport: D bus (km and minutes) D train (km and minutes) D tram (km and minutes):</td>
</tr>
<tr>
<td>Distance of home from local amenities in km and minutes (i.e. shops, banks etc):</td>
</tr>
<tr>
<td>Cleanliness of kitchen, bathroom, bedrooms and general living area (please specify):</td>
</tr>
<tr>
<td>Experience in providing homestay (Yes or No):</td>
</tr>
<tr>
<td>Type of Pets (if any):</td>
</tr>
<tr>
<td>Smokers (Yes or No): If Yes, inside or outside?</td>
</tr>
<tr>
<td>Languages spoken in the home:</td>
</tr>
<tr>
<td>Student included in suitable family activities (i.e. Christmas, New Year, birthdays, Easter etc.)?</td>
</tr>
<tr>
<td>If the home is leased/rented how long does lease go for?</td>
</tr>
<tr>
<td>Smoke detectors installed (Yes or No):</td>
</tr>
</tbody>
</table>