

Overseas Students Welfare and Accommodation Policy

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| Overseas Students Policy | Last Review and Approved | January 2023 |
| | Next Review Due | 2024 |

1. Introduction

- 1.1. Citipointe Christian College and Citipointe Christian College International (henceforth referred the College) is committed to preventing harm to students and staff by providing a safe and supportive environment for all students.
- 1.2. The College and college staff “owe a duty to take reasonable care for the safety and welfare of all students in their school.”¹
- 1.3. A copy of this policy is located on the College’s website² and in the Overseas Student Handbook.

2. Scope of the Policy

- 2.1. This policy applies to college staff, agents, overseas students and their parents/legal guardians.

3. Policy

- 3.1. **Visa condition 8532** requires that under 18-year-old students maintain suitable accommodation, support and general welfare arrangements. Under 18-year-old students may stay with a parent or suitable relative approved by the Department of Immigration or, if this is not possible, they may stay in accommodation approved by their education provider.
- 3.2. It is a policy of the College that students over 18 will likewise maintain approved and supervised accommodation for the duration of their studies in the College.
- 3.3. A student/family must not change any of the agreed upon accommodation arrangements without the written approval of the College. A student is required by the Department of Immigration to always advise of any change of address. The College asks students to confirm their contact details, address and local emergency contact details every six months.
- 3.4. **Care for younger students under 18 years**
 - 3.4.1. The College is a CRICOS-registered provider which enrolls younger students under 18 years of age. As part of its registration obligations, the College must satisfy Commonwealth and state legislation, as well as any other regulatory requirements, relating to child welfare and protection for any overseas student enrolled who is under 18 years of age.
 - 3.4.2. These obligations include ensuring that all overseas students under 18 years of age are given age appropriate and culturally appropriate information on:
 - a) who to contact in emergency situations, including contact number/s of a nominated staff member, and
 - b) how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.

¹ Duty of Care Handbook (2018) Independent Schools Queensland p4

² <https://citipointe.qld.edu.au/international/policies/>

3.4.3. The College has documented procedures relating to child welfare and safety³, and will implement these procedures in the event that there are any concerns for the welfare of a student under 18 years of age.

3.4.4. In the event of an emergency, the students are to contact:

- a) Homestay Coordinator and/or Head of International
- b) Student Protection Officers and college counsellors (if during school hours)⁴

3.5. Accommodation and care options for overseas students under 18 years

The College approves the following accommodation and care options for overseas students:

3.5.1. **The student will live with a parent or relative approved by the Department of Immigration.** In this case:

- a) The College does **not** provide a welfare letter (CAAW) via PRISMS. The student's family completes Form 157N and provides proof of relationship to the Department of Immigration at the time of visa application for approval of these arrangements. The Department of Home Affairs (Immigration) must also approve any further change of welfare arrangements.
- b) If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a [Student guardian Visa \(subclass 590\)](#), all obligations and conditions of this visa must be met, including:
 - i. not leaving Australia without the nominating student unless there are compassionate and compelling circumstances and the College has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence, and
 - ii. advising the Department of Home Affairs (Immigration) of any change of address, passport or other changes of circumstances.
- c) The College requires holders of Student Guardian Visas to:
 - i. maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia
 - ii. immediately advise the College of any change to address or contact details
 - iii. immediately advise the College if there are any compassionate or compelling reasons to travel overseas or not be at home to care for the student.
- d) If there is a valid reason for travelling overseas, and the College is able to approve alternative accommodation and care arrangements for the student for the period of the student guardian visa holder's absence, the College will provide documentation approving temporary care arrangements for the student to the student's guardian and for the Department of Home Affairs (Immigration) via PRISMS.
- e) If there is not a valid reason for travelling overseas, or if the College is not able to approve alternative accommodation and care arrangements for the student for the period of the student guardian visa holder's absence, the student will need to travel overseas with the holder of the student guardian visa. In this case, the College will advise if compulsory attendance requirements will or will not be affected by the student's absence.

3.6. **The student will live in College approved accommodation and welfare arrangements and the College will generate a Confirmation of Appropriate Accommodation and Welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE).**

3.6.1. The minimum age the College will accept welfare responsibility, (eg provide homestay accommodation) is 12 years of age.

3.6.2. Accommodation options that may be approved by the College for full fee paying 500 visa subclass students under 18 years of age include:

- a) Homestay Program operated by Citipointe Christian College International. Please see additional

³ [7.1 Student Protection Policy \(ver2.1 2022\)](#)

⁴ [7.1.1 Student Protection Policy Reporting Contact Details \(ver4.1 2022\)](#)

information below.

- b) Private accommodation and care arrangements, requested by the parent and approved by the College, which meet all requirements under relevant state and commonwealth legislation.
- 3.6.3. The College will maintain approval of accommodation and care arrangements until:
- a) The student completes the course and departs Australia
 - b) the student turns 18 years, noting that a student over 18 years old must still remain in College approved accommodation until the completion of the course
 - c) any appeals processes in relation to the College's intentions to cancel the student's enrolment have been finalised (including suspensions, cancellations, course progress and attendance)
 - d) the student has alternative welfare arrangements approved by another registered provider
 - e) a parent or nominated relative approved by the Department of Home Affairs (Immigration) assumes care of the student
 - f) The College has notified the Department of Home Affairs (Immigration) that it is no longer able to approve the student's welfare arrangements and has taken the required action after not being able to contact the student.
- 3.6.4. Any accommodation, welfare and other support arrangements for the student must be approved by the College, including arrangements provided by third parties.
- 3.6.5. Accommodation and care arrangements are checked prior to approval and at least every six months thereafter to ensure they are appropriate to the student's age and needs.
- 3.6.6. Any adults involved in or providing accommodation and welfare arrangements to the student have a blue card as appropriate [Blue Card Services website](#).
- 3.6.7. Any changes to approved arrangements must also be approved by the College. Visa students are not permitted to attend "Schoolies week" on completion of Year 12.
- 3.6.8. If a student cannot be located and the College has concerns for his/her welfare, the College will contact the student's parents/legal guardian and notify the police and any other relevant authorities.
- 3.6.9. If a student for whom the College has issued a CAAW refuses to maintain approved arrangements, the College will report this to the Department of Home Affairs (Immigration) and advise the student to contact the Department of Home Affairs (Immigration) to ensure visa implications are understood: [DHA enquiries](#).
- 3.6.10. In the event of a significant or critical welfare issue involving the student, and if determined necessary by the College, a parent, legal guardian or approved relative agrees to travel to a designated location within 3 days to assume care of the student until the situation has been resolved to the College's satisfaction.
- 3.6.11. If a parent/legal guardian wishes to assume welfare responsibility, the parent/legal guardian must notify the College as soon as practicable of their intentions and must provide the College with written evidence of a guardian visa grant.
- 3.7. For College vacation periods, students under 18 years of age for whom the College has issued a CAAW will:**
- a) return home to parents, or
 - b) continue to live in / be placed in homestay arranged and approved by the College, or
 - c) apply for approval to spend the vacation with relatives, or
 - d) apply to attend a supervised excursion, camp, etc., if all requirements are met in order to attain College approval.
- 3.8. Accommodation options for students 18 years and older must maintain College approved accommodation for the duration of the course:**
- a) Homestay Program, including private arrangements requested by a parent.
 - b) Private arrangements requested by the parents, only if they satisfy the accommodation requirements and are approved by the College.

3.9. For College vacation periods, the following accommodation options are available to students 18 years or older

- a) Student returns home to parents.
- b) Student continues to live in / is placed in homestay, details of which are recoded by the College.
- c) Student may spend the vacation with relatives, provided approval is given by the College.
- d) Student may attend a supervised excursion, camp, etc, provided approval is given by the College.

3.10. Homestay arrangements at the College

3.10.1. The homestay arrangements operated by the College meet Queensland legislative requirements for child protection as well as Standard 5 of the 2018 National Code of Practice for Providers of Education and Training to Overseas Students.

3.10.2. These include

- a) Continuous dates for approved welfare arrangements
- b) Documented procedures for checking suitability of accommodation, support and general welfare arrangements before a student is placed in an approved arrangement, and at least every six months thereafter, covering
 - i. Guidelines for selecting, screening and monitoring each family and ensuring the family can provide age appropriate care and facilities for the duration of the student's enrolment at the College
 - ii. Criteria about accommodation services to be provided, and contract for arrangements about providing accommodation services
 - iii. Orientation program for families new to provision of homestay services
 - iv. Compliant homestay risk management strategy, reviewed annually, undertaken by the College
- c) Blue cards as required for adults living in the homestay, other than overseas students, or who otherwise have regular contact with the student.*

*Note: As of 31 August 2020, "[No card, No start](#)" blue card requirements apply for providers of child accommodation services, unless an exemption applies.

4. Legislative Provisions and Related Documentation

Legislative Provisions

- Criminal Code of Queensland Act 1899 (Qld)
- Privacy Act 1988 (Cth)
- Child Protection Act 1999 (Qld)
- Education Services for Overseas Students Act 2000 (Cth)
- Education (Accreditation of Non-State Schools) Act 2017 (Qld)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)
- Working With Children (Risk Management and Screening) Act 2000
- Education (Overseas Students) Act 2018 (Qld)

This policy is to be read in conjunction with other policies and College guidelines i.e.

- [5.1 Privacy of Information](#)
- [6.1.9 COVID-19 Return to On-Campus Learning Compliance](#)
- [7.1 Student Protection Policy](#)
- [7.1.1 Student Protection Policy Reporting Contact Details](#)
- [7.2 Positive Blue Card Policy](#)
- [10.3 11.6 Anti-Discrimination Policy](#)
- [11.4 Grievances Disputes and Complaints](#)
- [Overseas Student Complaints and Appeals Policy](#)
- [Overseas Student Conditions of Enrolment](#)
- [Overseas Student Critical Incident Policy](#)

- [Overseas Student Deferment, Suspension and Cancellation Policy](#)
- [Overseas Student Homestay Policy](#)
- [Overseas Student Intervention Strategy for Failure to Meet Progress, Attendance and Completion Within Expected Duration](#)
- [Overseas Student Progress Attendance and Course Duration Policy](#)
- [Overseas Students Refund Policy](#)
- [Overseas Student Requirements for Entry Policy](#)
- [Overseas Student Transfer Policy](#)

5. Policy Review

5.1. This policy will be reviewed annually unless otherwise advised.