

Kincoppal - Rose Bay School of the Sacred Heart  
**WELFARE AND ACCOMMODATION POLICY (OVERSEAS STUDENTS)**



## Purpose

This document provides details of the School's policy regarding welfare and accommodation for all overseas students.

## Document Management

Relevant to	All Staff All Overseas Students All Parents/Guardians of Overseas Students
Reviewed by	Principal
Modification history	March 2015 Substantial review March 2020
Related documents	Deferment, Suspension and Cancellation Policy (Overseas Students) Education Agents Policy (Overseas Students) Refund Policy (Overseas Students) Student Transfer Request Policy (Overseas Students)
Related legislation	Commonwealth Education Services for Overseas Students Act, 2000 NSW Consumer Law Act, 2013 Commonwealth Competition and Consumer Act, 2010 Education Services for Overseas Students (ESOS) Act 2000 and Regulations 2001 (amended 2015) National Code of Practice 2018
Review	The Policy is to be reviewed every three years or in the event of any information or incident that would warrant a review (including legislative or organisational change)

## Introduction

It is a condition of the student visa (condition 8532) that students under 18 years of age maintain adequate welfare and accommodation arrangements while studying in Australia. It is a condition of enrolment at the school that students over 18 years of age also maintain accommodation arrangements approved by the Principal. There are two options for students at KRB School: they live with their parents on a Student Guardian Visa or they are a boarder at the School.

## Living with Parents

- Students on a student visa enrolling from Kindergarten to Year 6 must live in Sydney with a parent. Full details of their Student Guardian Visa must be presented to the School Registrar. The school does not provide a CAAW letter via PRISMS.
- For students in Years 7 - 12 living with parents in Sydney, full details of their Student Guardian Visa must be presented to the School Registrar.
- A condition of the Student Guardian Visa is that parents must remain in Australia whilst the student is studying at KRB School. Any variation to this condition must be notified in writing to the Principal at least 14 days prior to any travel.

## Boarding

- The School undertakes welfare responsibility for international students under 18 years of age, enrolled at the School, by requiring them to live in the boarding school unless residing with at least one parent.
- The School will issue for your daughter a Confirmation of Enrolment (eCoE) and Confirmation of Appropriate Accommodation/Welfare Arrangements (CAAW) (boarding student).
- The School will provide welfare responsibilities for your daughter from the date shown on the CAAW issued to you.
- Your daughter should not arrive in Australia before the date on the CAAW unless the School has been advised at least 7 days before arrival and has approved an earlier arrival.
- Evidence of your daughter's arrival date must be provided to the School, i.e. a copy of airline ticket/e-ticket
- The School will guarantee welfare arrangements for the duration of the student's visa during your daughter's enrolment at the School unless your daughter resides with at least one parent in Sydney.

## Holiday arrangements

- The School does not provide accommodation during non-term time, including long weekends (public holidays). You will be required to make appropriate, approved accommodation arrangements for your daughter during any holiday periods.
- The School does not make approved holiday homestay arrangements on your behalf. You are required to make your own application for which a separate fee will be charged to you. Evidence of such an arrangement must be provided to the School.
- The School must approve any accommodation arrangements outside the boarding school.
- Holiday Homestay programs operated by the School's recommended Homestay Keystone Guardians must meet Commonwealth and State legislation (e.g. The Commonwealth's Privacy Act of 1988, Education Services for Overseas Students Act of 2000 (Standard 5), National Code of Practice 2018.)

- Approved Holiday Homestay Hosts must have completed and provided to the School a current 'Working with Children Check' <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>.

## Local Support Person (previously Approved Guardian)

- The School requires your daughter to have a local support person unless your daughter resides with at least one parent in Sydney, a suitable relative or family friend able to be the nominated guardian while your daughter is studying at the School.
- The local support person, must live in Sydney region, is at least 25 years of age, have proficiency in the English language, attend interviews or meetings at the School on behalf of parents should there be health, disciplinary academic or other concerns that may arise during your daughter's enrolment at the School.
- The student must have a local support person in place before commencing at Kincoppal-Rose Bay School. The student's commencement date may be delayed if the appropriate interviews and documentation requirements have not been met in full.
- The School's preferred choices for Local Support Person services are Keystone Guardians and ISA International Student Advocates
- The Local Support Person is not in any way connected to student visa welfare which is undertaken by the School for student visa purposes.
- Keystone Guardians and ISA International Student Advocates are independent providers. The School does not make Local Support Person arrangements on your behalf. You are required to make your own application for which a separate fee will be charged to you. Evidence of such an arrangement must be provided to and approved by the school.
- It is important that you read the Welfare and Accommodation Policy available on the School's website [www.krb.nsw.edu.au](http://www.krb.nsw.edu.au).
- The School must approve the appointment of a Local Support Person.
- The Local Support Person must meet Commonwealth and State legislation (e.g. The Commonwealth's Privacy Act of 1988, Education Services for Overseas Students Act of 2000 (Standard 5), National Code of Practice 2018.)
- Local Support Persons must have completed and provided to the School a current 'Working with Children Check' of all members of the household/s. <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>.
- The student's parent/s must confirm via the School's Welfare & Accommodation form issued with the Conditional Offer full names and contact details of the Local Support Person prior to the student's commencement at the School.
- The Local Support Person must also confirm in writing that he/she has agreed to the responsibility of guardianship while the student is studying at Kincoppal-Rose Bay School (see attached form).
- In the absence of the student's parent/s the Local Support Person must accompany the student to all interviews prior to the student commencing studies at Kincoppal-Rose Bay School.
- If the Local Support Person does not accompany the student and her family to interviews, then the Local Support Person must meet with the Head of Admissions and Director of Boarding prior to the student's commencement at the school. The school will make the necessary arrangements.
- Should the Local Support Person change during the course of the student's study at Kincoppal-Rose Bay School, the student's parent/s must confirm in writing to the Registrar full details of the new Local Support Person. The steps outlined above must be followed with regard to the new Local Support Person.

- The new Local Support Person must meet with the Head of Admissions and Director of Boarding.
- The School will make the necessary arrangements.
- The above information must be provided to the School prior to the student changing her previously Local Support Person. Should the information not be to hand prior to the School receiving the relevant written advice to the Registrar the School will not approve the new arrangements until all appropriate interviews and documentation requirements have been met in full.