



Alkira
Secondary College

Personalised learning for all. Respect for the individual learner.

15 Nurture Avenue, Cranbourne North 3977
PO Box 4314, Narre Warren South 3805
Victoria, Australia
Phone: 5991 3500 Fax: 5991 3599
Email: alkira.sc@edumail.vic.gov.au
Website: www.alkirasecondarycollege.com.au

International Students- Home Stay Policy

Rationale:

Where parents opt for the Victorian Department of Education and Training 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 require 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 Program Planning and School Support Unit (PPSSU) guidelines.

Policy:

- It is a condition of enrolment at Alkira Secondary College that all international students must reside in homestay accommodation (including students who are over 18).
- The School 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 and need not be of Anglo-Saxon descent.
- Students may not change the homestay arrangements without consultation with the School.
- Working with Children Checks will be organised prior to the student moving in.
- The maximum number of students per homestay is 3, regardless of the provider.
- A weekly fee of \$270 will be charged. 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, including an area for study facilities.

**** Please note-** the weekly fee will be reviewed on a yearly basis to determine appropriate remuneration **

- Telephone will be the student's responsibility (if applicable) and added to the homestay fee. Should the student use or require higher internet usage an extra fee will be charged. The fee should be discussed with Alkira Secondary College.
- The initial payment will include two weeks' homestay fee in advance plus a bond of \$500
- During allocated school term breaks, a holding fee to secure the homestay accommodation may be required to cover the student's absence (\$10 a day).
- If a homestay provider wishes to terminate the homestay agreement, at least two weeks' notice is given to the student and School.
- Where a student moves out of a homestay, at least two weeks' notice must be given to the homestay provider and School. This circumstance may be reviewed by the College if determined there is a significant welfare need.
- Students will be asked to sign a Homestay Responsibility Agreement on commencement of their enrolment. This will outline the house rules and requirements as well as homestay costs and methods of payment.
- Students must have written permission from their parents and the Alkira Secondary College (in advance) and must provide relevant contact details if they wish to stay away from their homestay overnight.
- Students and/or parents are required to reimburse homestay providers for any damage to property caused by student, or costs incurred by student during the time of residence.
- Complaints that cannot be resolved by either the homestay provider or the student should be referred in writing to the School.
- The School will monitor progress of homestay arrangements, including twice yearly visits.

Evaluation:

This policy will be reviewed as part of the College's three-year review cycle.

This policy was last ratified by School Council in...

February 2017