



Alkira
Secondary College

Personalised learning for all. Respect for the individual learner.

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Homestay and Introduction booklet for International students

Welcome to Melbourne, Australia and to Alkira Secondary College!

This booklet is a summary of important information about homestay arrangements, Alkira Secondary College and general information to support your stay in Australia.

Please read this booklet carefully. It is important that you understand its contents. If you do not understand, please tell us and we will arrange for an interpreter to discuss it with you. To be a student at our college, you must agree to follow our values and our rules. You must sign the attached form to acknowledge receipt of, and your agreement to, its content, school process and expectations.

Alkira Secondary College is concerned about your academic progress, health and welfare not just while you are at school but for 24 hours a day, seven days a week. Young people who are away from their parents, often for the first time, need considerable care and supervision. We know that your parents overseas appreciate this level of involvement and we will do our best to make your time in Australia both happy and successful.

The majority of international students enrolled in secondary schools in the international student program stay in homestay accommodation for the duration of their stay. The homestay experience is an excellent way for a student to improve their English, learn more about Australian culture and to make the most of their international education experience.

What is Homestay?

Homestay accommodation is full board accommodation offered by a family, couple or single person for which a set weekly fee is charged. This fee covers all expenses associated with providing food and shelter to international students. This includes:

- A single room for the student's exclusive use
- Three meals a day, seven days a week
- Facilities – a bed, wardrobe, towels, and linen
- Fuel – gas, electricity, heating and water costs
- Cleaning services of common living areas
- Use of living areas within residence
- Study facilities – desk, study light, bookcase

No more than three students are ever placed in one homestay.

Note: Telephone and internet expenses remain the responsibility of the international student as specified in the Homestay Agreement for International Students.

Melbourne is a very multicultural city and this means that not all Australians were born in Australia. Many Australians have migrated here from other countries and are from all over the world. As a result, your homestay family may be a culturally mixed family and may not be an Anglo Saxon family (i.e. one member may be of Chinese origin and the other may be Anglo Saxon).

Note: Many Australian families also have household pets such as cats and dogs.

Placement of a Student in Homestay Accommodation

An overseas student will be carefully matched to a compatible homestay family. Suitability will be determined according to the answers given on the application form. Please understand that there is a limited number of homestay accommodation available and every attempt will be made to place students with suitable families. All families will do their best to welcome you into their home.

Students will be notified of full homestay details when their visa has been confirmed and the date of arrival is known. Students will be collected from the airport on arrival by the school if requested, and taken to their homestay accommodation and introduced to their host family.

Upon arrival a homestay agreement must be signed with the student, homestay provider, parent and school. A copy of this agreement will be provided upon arrival and the school will assist you to complete this document.

Cost and Payment

The cost of homestay accommodation is determined and communicated to parents before the student enters the accommodation arrangement. The cost of homestay varies between homestay providers depending on the families and services provided, and the location of the home.

The initial payment should include two weeks' rent in advance plus a bond that is the equivalent of two weeks' rent. The bond is refundable at the conclusion of the homestay period after all expenses, repairs or damage (if any) has been paid. Students and/or their parents are required to reimburse homestay providers for any damage to property (if any) during the student's time of residence. Students are advised to have sufficient Australian money to pay for the initial rent and bond as soon as they arrive.

Schools will collect and manage homestay bonds and will implement an appropriate homestay payment arrangement between your parents and homestay family upon your arrival. You as a student should not be involved in the payment process.

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 a student remains in that accommodation for a reasonable period of time (minimum of 3 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 school and homestay provider at least two week's notice if they want to change homestay. A student who moves without giving two week's notice will forfeit their bond.

Alternatively, if a homestay provider wishes to terminate the homestay agreement, the student and the host school must be given at least two week's notice and seek the host school's approval before proceeding with the termination process.

If a student returns home for the school holidays, but intends to return to the homestay accommodation, a holding deposit for the duration of the holidays, which has been agreed in the homestay contract, is usually paid before the student's departure date. This is usually \$10 a day.

STUDENT GUIDELINES FOR LIVING WITH A HOMESTAY FAMILY

Accommodation Matters

Generally Australian families assist each other in the home and students will be expected to do their share of household duties. Some common expectation of the homestay family will include:

- Treating the homestay family members with care and respect
- Helping with some household chores such as washing dishes and cleaning your room
- Not spending too much time on the telephone and paying for your own telephone calls
- Paying for products for your personal use such as shampoo etc.
- Asking the family for permission to bring home friends
- Limiting the amount of noise e.g. Use of stereo or television

You are reminded that you are a guest of the homestay family who have welcomed you into their home. Homestay accommodation is not hotel accommodation. Students are accepted into a family and some customs may be very different from those in your own home. Students must follow the rules set by the homestay family regarding living in their home.

Being part of your Host Family

All families are different. Below are some things to consider while living in Australia.

Communication- It is important for overseas students to communicate with their homestay family so they can both learn more about each other. It is also a good way for overseas students to improve their English. Some guidelines for communication include:

- Remember to say 'please' and 'thank you' and to use your homestay host's name. You can also show your gratitude with enthusiastic participation, a positive attitude, and curious mind. Greetings such as "Good Morning" and "Good Night" to all members of the family must not be forgotten. Stating - "I'm home!" and "Bye, have a good day!" is also important.
- Start requests with "Could I please have?" "Would you mind if....?" "Is it ok to?" (not "I want.....").

Some host families may have younger children as well as teenagers and in some cases some of the teenagers may be working or away from the home for part of the time. Remember that you can practice the language, learn about the culture, and make friends with people of all ages.

Most host families are very family-oriented and their home life is governed by important basic family principles. Make sure you discuss the family routine in the first few days of arriving, bed times, dinner times, weekend routines, etc. This will set the scene for your stay for the outset.

Remember that you are not living in a hotel but in somebody's home. Try to get to know your homestay family. Australians ask lots of questions. You can too, as this tells people you are interested in them.

Privacy relating to 'space' is very important to Australians. Do not enter the bedrooms of other family members unless you have been invited. Do not enter the bathroom if someone else is in there. Do not take or use items belonging to your homestay unless you have been given permission to do so.

Spending excessive time in your room for reading or enjoying some time to yourself may be ok with some families but quite a few will regret this and hesitate to express their feelings. Before doing so, you should make sure that nothing special is bound to happen and inform your family, rather than just disappearing to your room. However, even when nothing particularly exciting is going on, it is nicer if you stay where the host family is rather than retreating to your bedroom. Even if an activity doesn't sound particularly interesting to you, participate and see if you like it.

However, you will have some free time because the family will not entertain you non-stop. Be prepared to find things to do in your free time.

Avoid stressful situations. For example, get up 15 minutes earlier in the morning. Prepare your things the night before. Have a checklist of things to do or take with you the next day. Talk over any problems if they arise. Always try to see things from the other person's point of view as well as your own. It's natural to feel confused and homesick at times. Talk to your homestay, teachers or other students. If things start to 'get on top of you', please ensure that you talk to the International Student Co-ordinator of the College.

Critical comparison with 'the Chinese way' can turn people off. There are differences between all countries and each country has its advantages and disadvantages. You left your home behind to see another part of the world. Be an adventurer and ENJOY the differences. Don't make snap judgements. Many things, as well as people, have hidden qualities, and it may take time to uncover them.

Australians believe in respect for each other. If you respect them they will respect you. Tell the truth. Honesty is valued (even if you think it may get you in trouble!).

If you go out, ask permission. Tell your host family where you are going, who you are with, their phone number, and what time you will be back home. Try and give a few days' notice. Don't just call that afternoon and say you are having dinner out as your homestay might think that rude. This is for reasons of courtesy, respect and safety. In addition, your homestay should always be able to tell the school or your parents where you are.

Money and Banks

Australia uses a dollars and cents system of decimal currency with 100 cents in a dollar. The bank notes in use are \$5, \$10, \$20, \$50 and \$100. Coins used are the silver coloured 5 cent, 10 cent, 20 cent, and 50 cent and the gold coloured \$1 and \$2 coins.

It is a good idea to set up an Australian bank account. You will need to show your Passport to the Bank. Banking services in Australia are extremely competitive. Over 20 local and numerous international banking groups are represented in Australia. All major banks have a branch in cities and regional centres. Most shopping centres have Automatic Teller Machines (ATM) facilities. These machines can be used for deposits and in many instances, withdrawals 24 hours a day. Many department stores, supermarkets and specialist shops have electronic transfer terminals (EFTPOS) where cash withdrawals can also be made in addition to purchasing goods.

Normal bank trading hours

9.30am – 4.00pm Monday to Thursday

9.30am – 5.00pm Friday

Some banks are also open on Saturday mornings

You can organise to pay your homestay directly into their bank account – just for assistance.

Credit Cards



Visa MasterCard American Express Diners Club International Bankcard JCB

Credit cards are widely accepted around Australia. The most commonly accepted cards are American Express, Bankcard, Diners International, MasterCard, Visa and their affiliates.

Food

There is a large range of fruit and vegetables available at Australian produce markets. You should have no difficulty in finding the foods that you are used to at home. You will also have the opportunity to sample the foods of many other cultures while in Australia.

There are elegant restaurants or typical Australian pubs. Ethnic restaurants offer cuisines from all around the world. Good food at reasonable prices can be found at bistros or cafes. There are also many fast food chains and take-away food stores. Remember to eat fresh fruit, yoghurt and vegetables and drink lots of water (tap water in Melbourne is excellent), to stay healthy.

Shopping

Australia's major centres and capital cities have world-class shopping facilities.

General shopping hours:

- 9.00am to 5.30pm 7 days a week
- 9.00am to 9.00pm Thursday and Friday nights
- Some supermarkets are open 24 hours a day 7 days a week
- Supermarkets in Berwick are open 6.00am to 12.00 midnight 7 days a week

Time Zones



There are three time zones in Australia

- EST eastern standard time which operates in New South Wales, Australian Capital Territory, Victoria, Tasmania and Queensland
- CST (EST minus 30 minutes) central standard time in South Australia and Northern Territory
- WST (EST minus 2 hours) western standard time in Western Australia

Note: Daylight Saving operates in some States of Australia

Tipping

Tipping is not the general custom in Australia and service charges are not added to accounts by hotels and restaurants. In better class restaurants, it is usual to tip food and drink waiters up to 10 per cent of the bill for good service. Porters at airports, taxi drivers and hairdressers do not expect to be tipped although you may do so if you wish. Porters have set charges at railway terminals, but not at hotels. However, at any time, tipping is a matter of individual choice.

Overseas Student Health Cover (OSHC)

Australia has a special system of health cover for international students and you are required to have this for the duration of your student visa in Australia. OSHC covers most medical expenses and the cost of hospital care which international students may need. OSHC will also pay for most prescription drugs and emergency ambulance transport. OSHC does not cover any pre-existing conditions and such expenses must be met by the student.

FREE 24-hour Emergency Advice and Assistance for Medibank OSHC: Call TOLL Free 1800 234 601

Your OSHC means that you have access to a 24-hour emergency telephone service which provides medical, legal and other assistance over the phone, with the aid of an interpreter where necessary. For more information about Medibank OSHC visit their website: <http://www.medibank.com.au/oshc/comprehensive-cover/>

Going Out

Australian parents are quite strict in this regard and may impose a curfew (a set time for you to arrive home). 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.

Students should try and return home by the agreed time. If you think you will be home later than the agreed time you must ring your homestay and let them know.

Sometimes you may have after-school activities and may be home later than expected. Students must notify their homestay providers if they will be home late or if they will not be home for dinner. It is reasonable to expect that you should be home at a specified time and homestay parents will establish appropriate times for you to arrive home on week nights and weekends.

International students should be aware 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

- Find out which areas in Melbourne are risky at night and avoid them
- Be sensible, be alert.
- Melbourne is a very big city. Make sure you know which areas in Melbourne are risky at night or other times. Don't go to these areas. Ask your homestay for advice.
- Do not carry a lot of cash with you.
- Know where you are going. Stay in a group as a general rule. Avoid quiet or dark streets, especially if you do not know the area.
- If you feel uneasy, go to a shop or an area where there are people. Ask for help. Follow your instincts. The emergency number in Melbourne is 000. This is for police and ambulance.
- Carry a card which has your name, your school's name and emergency mobile number, and the name and contact details of your homestay host.
- Carry a mobile phone and have important College Contact Details stored for emergencies.

Visitors

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

Overnight Stay Arrangements

Students must have parental permission to stay overnight away from their designated homestay provider, and must provide their homestay host family with the name/contact phone number of the person they are staying with.

Homestay host families will notify the school International Student Coordinator if these arrangements are not observed or if overnight stays become frequent or are of concern.

School Coordinators will consider the frequency of such arrangements. Infrequent 'sleepovers' at 'friends' homes may be agreed to by the parents and homestay providers, but any regular overnight stays at distant relatives or friends will require the school to seek further information about the person/s providing the accommodation and to conduct Working with Children Checks.

Unauthorised Overnight or Extended Absence

International students on student visas are subject to a number of visa conditions and students under 18 and living in homestay must abide by condition 8532:

Change to Homestay arrangements

Students must not change homestay arrangements without the written approval of your education provider.

If you commence staying overnight away from your designated homestay without permission, the homestay provider will report the matter immediately to the school International Student Coordinator or Principal and the Department of Education and Early Childhood Development may also be informed.

Note: A breach of this visa condition is a very serious matter and could result in a student's visa being cancelled and their removal from Australia.

School Holidays

Students need to inform their school and host family in advance if they are returning home for the school holidays or in limited circumstances, with parental permission, staying with local relatives/friends. If a student is not returning home for the holidays but will be away from the homestay family home the school must be informed and written permission is also required from the student's parents.

A holding fee must be paid to the homestay family (as agreed in the homestay contract (to ensure your room will be available on return.

Term dates for 2017

Term 1: 31st January to 31st March 2017

Term 2: 18th April to 30th June 2017

Term 3: 17th July to 22nd September 2017

Term 4: 9th October to 22nd December 2017

- Year 12 students are advised not to leave Australia before 11th December (VCE results published)
- Year 11 students must attend school until 15th December (VCE Orientation week compulsory)
- Year 10 students must attend school until 15th December (Head Start compulsory)
- Year 7-9 students must attend school until 15th December (Head Start compulsory)
- Students at the language school must stay until the end of term 4 (or as advised by language school).

Please note- these dates may change. Please check with the International Student Coordinator before planning any trips.

Students returning in 2018 must arrive back in Melbourne on or before 29th January 2018 to allow them to settle back into their Homestay and to ensure books and uniform have been purchased. Term 1 2016 (for students) will begin 30th January 2018. Students who do not return in time will be in breach of the school rules.

For all travel Alkira SC must receive written approval from parents stating the travel period and the reason.

Time Period	Holiday Period	Start Date	Finish Date
1	Term 1 Holidays	1 st April, 2017	17 th April 2017
2	Term 2 Holidays	1 st July 2017	16 th July 2017
3	Term 3 Holidays	23 rd September 2017	8 th October 2017
4	Term 4 Holidays	16 th December 2017	29 th January 2018
	School Commences in 2017	30 th January 2018	

Cleanliness

As a guest in a homestay family's home your responsibilities would include:

- Keeping your bedroom and study area tidy
- Keeping other areas of the house tidy after use, including the kitchen, bathroom and toilet
- Keeping your valuables and personal possessions safe and not to leave them lying around the house.

International Driving Licences

Driving in Australia is very different from driving in your home country. Young people 25 years of age and under, account for the most deaths on our roads each year. Our school want to keep you safe so you are **not permitted** as an Alkira Secondary College student to drive on an International Licence.

Note: Students at Victorian Government schools are not allowed to drive any other student to and from school.

Leaving School Early

The student must also inform the ISP Co-ordinator and Assistant on each occasion they are required to leave early.

Smoking

Smoking is a serious health risk and is also completely banned at school or around the school. Remember you are representing our especially when wearing school uniform.

Note: smoking is not permitted anywhere on school property

Equal Opportunity for all

The Principal and teachers want you to feel happy and secure at all times. Every student in the school is expected to show tolerance, understanding and respect for others. It is very important for every student to have a good study atmosphere at school. No form of bullying is tolerated at Kambrya College. This includes physical bullying (i.e. pushing), verbal bullying (i.e. name calling) and bullying by exclusion (i.e. not allowing someone to sit with you in class). If you have any problem in this area, or if you know another student has a problem, report it to the ISP office straight away.

International Student Health and Wellbeing

Being in a new country is hard work. It is therefore very important to look after your health. Get enough sleep. This means about 8 hours from the time you go to sleep to the time you wake up (if you sit in front of your computer half the night you won't get enough sleep!) and remember **PUBLIC CHAT ROOMS AND FORUMS** on the internet can be used by some people to obtain your personal information for **CRIMINAL PURPOSES**.

- **NEVER** provide any of your personal information, such as student visa status, family details, contact addresses in Australia or overseas, banking details etc.
- **ALWAYS** make sure you use secured email accounts to communicate with your family and friends.

Transport

Melbourne has an extensive network of trains, trams and buses. Ticket prices vary according to zones and times. Ask your homestay host to explain the transport system in your area.

Note:

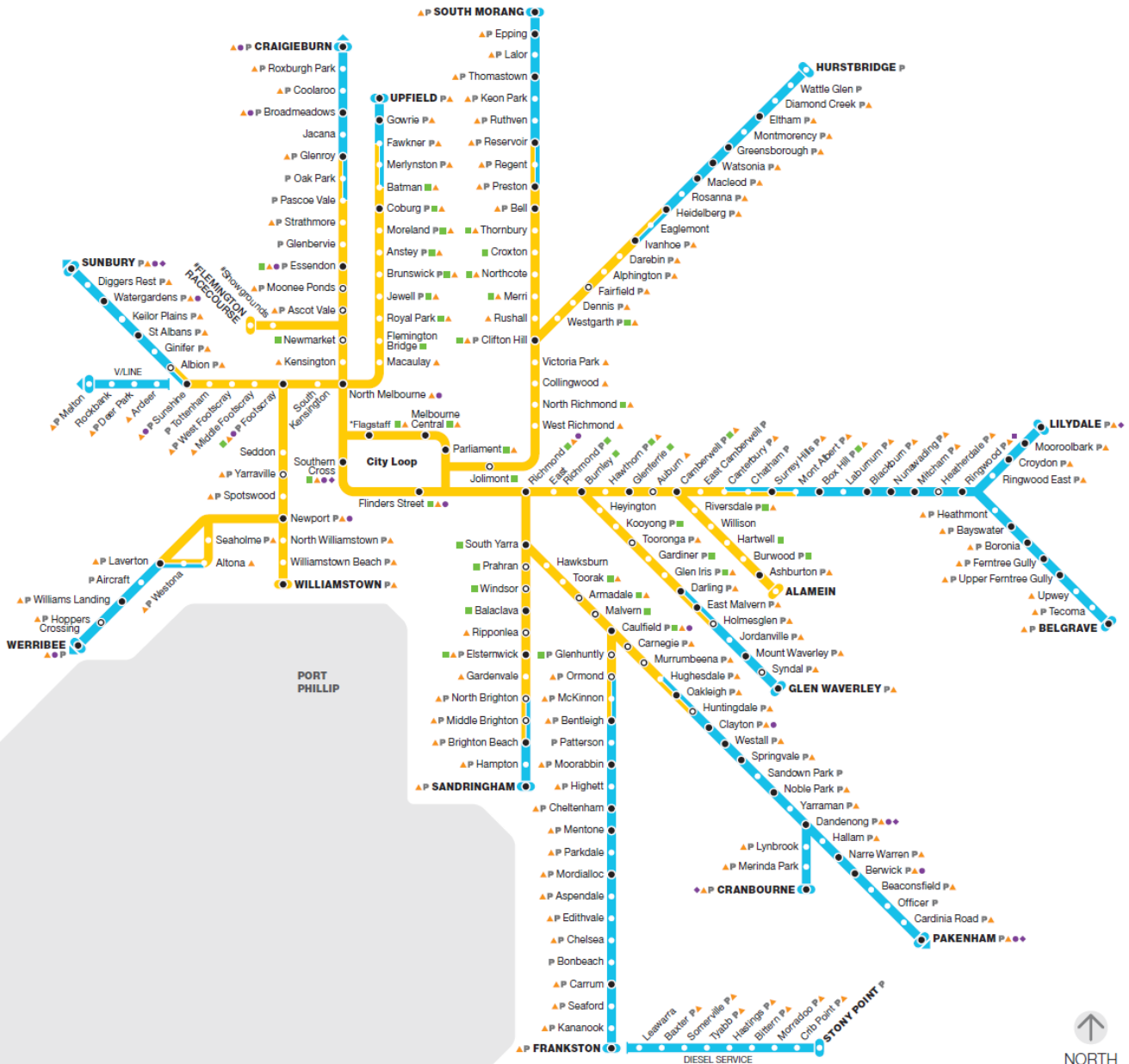
- Overseas students are **NOT** entitled to public transport concessions, unless you are 16 years of age or under. It is against the law to use a concession ticket or card if you are not entitled to one.
- Make sure you know how to get to and from school and what time trains or other transport leave. Your homestay might bring you to school on your first day. Make sure you know the transport timetable when you go out. It is better to be early than late.
- It is best to be in a group when travelling on public transport. If you get on a train, choose a carriage with lots of people. Don't use public transport late at night. There is an emergency button in each carriage; when getting on, always check where it is.
- It is illegal to travel on a concession ticket unless you are 16 years of age or under.
- Transit police operate on the public transport system and there are heavy fines to pay if you are found travelling on a concession ticket.
- Australia has an extensive public transport system that includes trains, buses, tramways, ferries, major national airlines and a number of regional airlines. Tickets can be bought at train stations, on buses and trams, at news agencies and some convenience stores.

Taxis

Metered taxicabs operate in all major cities and towns. You will find taxi ranks at transport terminals, main hotels or shopping centres or you can hail taxis in the street. A light and sign on the roof indicates if a cab is vacant. There is a minimum charge on hiring and then a charge per kilometre travelled.

Taxi drivers do not expect to be tipped.

Melbourne train network

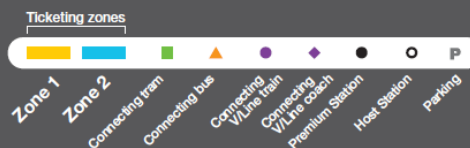


MAP NOT TO SCALE
Effective 10 October 2014



Information

For more information visit ptv.vic.gov.au
or call 1800 800 007 (6am – midnight daily)



Premium Station:
Customer service centre is staffed from first train to last, seven days a week.

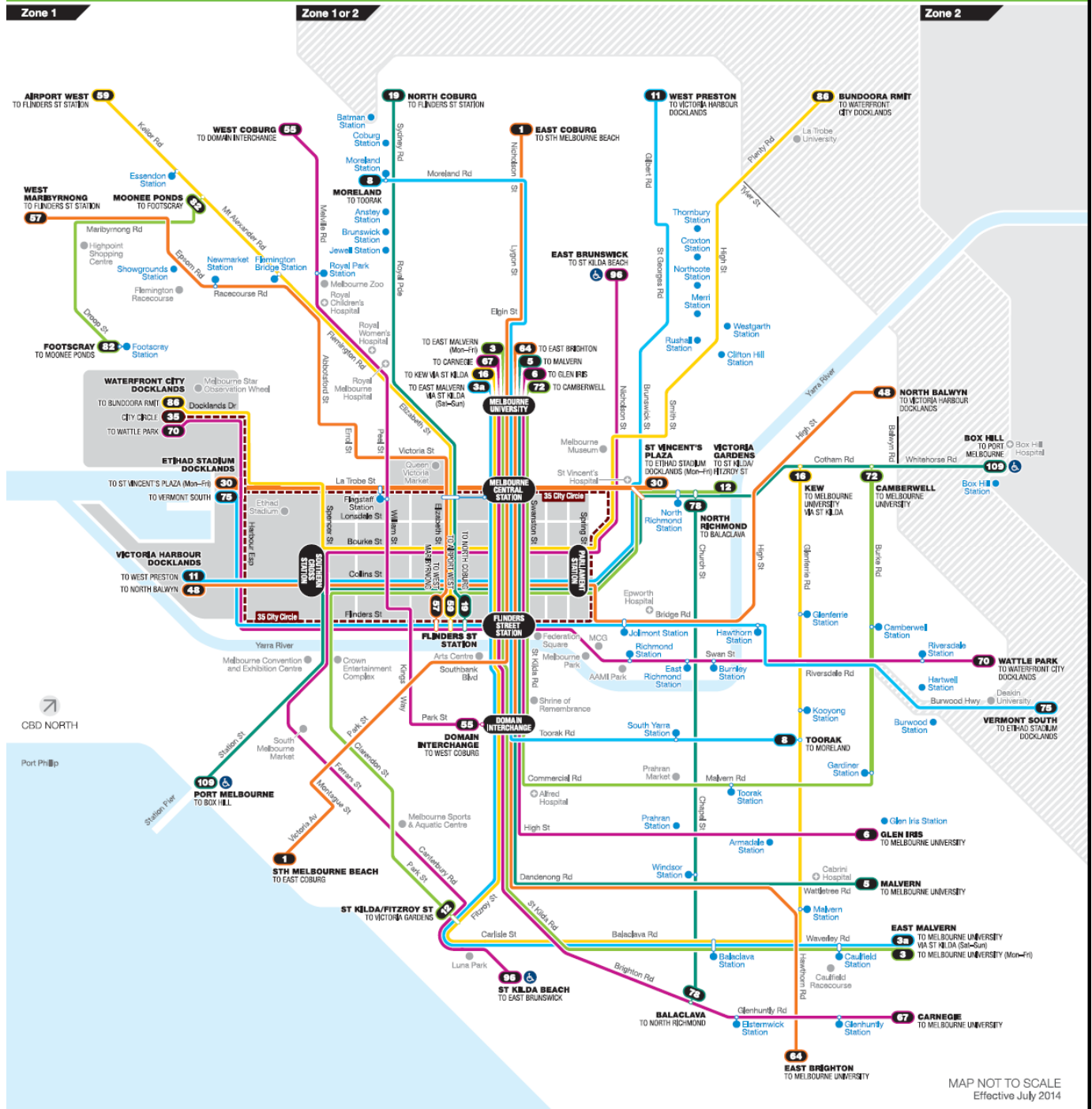
Host Station:
Customer service staff at station during morning peak.

*Flagstaff Station is closed on weekends and public holidays.

#Line to Showgrounds and Flemington Racecourse is only open for special events.

© Public Transport Victoria 2014

Melbourne tram network



MAP NOT TO SCALE
Effective July 2014

Information

Ticketing zones

- Zone 1
- Zone 1 or 2
- Zone 2
- CBD & Docklands

Route types:

- Tram terminus
- Low-floor tram priority route
- Direct tram connection
- Direct train connection
- Train station within short walk or stop
- Places of interest
- Hospital

All trams operate in Zone 1. If travelling only in the Zone 1 or 2 overlap, a Zone 2 ticket can be used

For more information visit vitv.vic.gov.au or call 1800 800 007 (6am – midnight)

Study

Students are encouraged to strive towards their desired career paths. Set goals and work towards achieving them. Remember; the most successful students sacrifice their social life and are in bed every night by 11.00pm.

Do not fall into the trap of sitting aimlessly in front of the computer! All students at VCE level at Kambrya College are advised to do several hours of study each weekday night and to plan for weekends as well.

Social Engagement and parties

As a general rule, during the school term students should go out in the evening **NO MORE** than once a week.

1. Students should obtain permission from the homestay to attend any parties or social engagements.
2. When going out, particularly at night, students must inform homestay of exact time they will be returning home.
3. Students should leave parties and social engagements at a reasonable hour to ensure a good night's sleep.
4. Students should leave the name, address and phone number of the friend they are visiting, with their homestay.
5. Students should take their mobile.

Meals and Food:

Breakfast is provided seven days a week on a self-service basis. Your homestay will give you your lunch to take to school on weekdays. A cooked dinner will be provided on weekdays and on weekends sometimes a cooked lunch. This will all be discussed in your homestay agreement.

It is impolite to help yourself to food between meals without permission. Your homestay will discuss snacking arrangements with you. If you are allowed to prepare food for yourself, don't forget to clean up afterwards!

- You will need to notify your homestay host in advance if you will not be home for a meal.
- Mobile phones should be turned off during meal time.
- Many homestays do not approve of students having food in their bedrooms. This is because crumbs will bring ants and cockroaches inside! Australia is filled with many insects and keeping them outside can be a battle

Heating:

BE ENERGY EFFICIENT! Do not leave heaters, lights or any electric gadgets on in your room! If you are not there or you do not need them, TURN THEM OFF! They are expensive to run. If you are cold, put on more warm clothes or tell your homestay host. Do NOT have a window open and a heater on; the heat will go straight out the window. Electricity is very expensive in Australia and over-use harms our environment.

Laundry:

Students are sometimes offered to have their laundry done by their homestay host, or can be expected to wash and iron their own clothes. The homestay host will show you how to use the laundry facilities. Many homes do not use hot water to wash clothes in as electricity is very expensive in Australia.

Bathroom:

Students should provide their own soap, shampoo, toothpaste etc. Droughts are common in Melbourne and water can be scarce. Do not spend too long under the shower. Four minutes is long enough. Shower times should be in the morning or early in the evening. Leave things clean and tidy. Be careful not to monopolise the bathroom.

- Please remember to shut the toilet/bathroom door when you are in the room.
- Sanitary napkins and tampons should be wrapped up and placed in the bathroom bin.
- Please note that in Australia, there are no 'squat' toilets. Do NOT stand on toilet seats.

Valuables:

Valuables should not be left lying around the house and should be kept in a safe place. It is also important that you do not carry large amounts of cash with you or leave it lying around at home; money should be deposited into a bank account as soon as possible. Try not to borrow or lend money to other students as this can cause problems. Remember to lock windows and doors when you leave your homestay. Houses sometimes get burgled.

Property Damage:

Any accidents or damage to property in the home must be reported to your homestay family. Students/parents are required to reimburse homestay providers for any damage to property during the student's time of residence. This payment may be deducted from the bond. In Australia, some people collect 'old furniture' – antiques. These can be expensive and are easily damaged by hot drinks, etc. being placed on them. Be careful! If unsure, watch and ask your homestay how careful you should be.

Complaint Procedure

Schools are responsible for resolving any disagreements or disputes that may occur between the student, the student's parents and the homestay family. Students must notify the International Student Coordinator at the host school if there is any disagreement, dispute, discomfort, danger or worry about staying with a homestay family. The International Student Coordinator will investigate the claims made and if it is found that the homestay is unsuitable, the student is in any danger or a dispute cannot be resolved, the school may remove the student to another homestay provider.

Student Over 18

It's important to understand that schools continue to manage homestay for students who turn 18 in Australia. Whilst we respect that students who turn 18 may wish to live independently or in a house sharing arrangement with other students or adults, DET has an ongoing responsibility for student's general welfare. It is therefore a condition of enrolment at Alkira Secondary College that all International Students must reside in homestay accommodation, including students who are over 18.

Summary of Homestay

Initially:

- Ensure that you bring your visa, passport and any other relevant documentation on your first day at your designated Language School.
- Liaise with your host family, who have been asked to:
 - Familiarise you with the local area. Ensure that their student has a clear understanding of the local transport system.
 - Show you how to get to Language school, purchase and load MYKI card.
 - Assist you to open a bank account.
 - Assist you to purchase a SIM card for their mobile phone.
 - Assist you with the purchase of uniform and books.
- Ensure that the Homestay Agreement Responsibility contract is completed, signed and returned to us.
- Ensure homestay costs, rules and expectations are clearly understood.
- Ensure you have a house key.
- Know how to work the laundry facilities of the residence.

With what conditions must International Students Comply?

- Must attend all scheduled class and school activities. Any variation to this will be notified in writing.
- Any pupil free days at school will be notified via COMPASS.
- Must never fall below 80% attendance in case of illness.
- Must submit all work at the direction of their teachers and comply with all study requirements.
- Must ensure that International Student Program Co-ordinator has their full contact details.
- Must never change homestay or contact details without the approval of the school.

What are the Student's Responsibilities?

- Ensuring the Host is aware of their health and well-being.
- Ensuring that they are contactable at all times by either their school, their guardian or their Host.
- To be responsible for their personal hygiene.
- To be responsible for their own study pattern.
- To respect the personal space of the other members of their home.
- To respect the privacy of other members of their home.
- To ensure that they become a part of family life and participate in the day to day activities of the family.

Examples of chores:

- Empty the dishwasher
- Clearing up after meals
- By leaving the bathroom as they have found it
- By minimizing time in bathroom as a consideration for other family members
- By leaving kitchen as they have found it
- By being home at designated time

What does the International Student Program Co-ordinator at Alkira SC do?

- Arranges and supervises the study program.
- Arranges counselling as necessary for the welfare of the student.
- Arranges homestay, regularly visits and inspects homestays.
- Ensures compliance with the requirements of the students visas.
- Arranges parent contacts and reports.
- Makes any changes to study, welfare, homestay, schools

Homestay Rules

- Regular times for meals.
- All family and guests eat dinner together on a regular basis.
- Time limit to use of TV and internet on a regular basis usually 10:30pm —11.00pm on school nights - other times to be negotiated with homestay parent.
- No guests in rooms after a set time at night.
- No overnight guests in rooms
- No staying out over night without approval from parent, homestay parent and Program Co-ordinator.
- Set times to be in room at night- usually 11.00 pm during school nights.
- Set quiet times at night.
- No smoking, food or cooking in rooms.