



Centre for
English Language

HOMESTAY AND RESIDENCE PLACEMENT, ARRIVAL AND TRANSFER POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

The purpose of this policy is to define how South Australian Institute of Business and Technology (SAIBT) Centre for English Language in the University of South Australia (CELUSA) determines and establishes appropriate welfare and accommodation arrangements for international and domestic students.

A.2 Scope

This policy covers all prospective and current students of the:

- South Australian Institute of Business and Technology (SAIBT)
- Centre for English Language in the University of South Australia (CELUSA)

A.3 Definitions

Word/Term	Definition
Department of Immigration and Border Protection	The Australian Government Department responsible for granting visas for people wishing to visit, work, study or live in Australia
Homestay	Living and sleeping accommodation provided to students where students live with a family in their own home. Students will have access to household facilities and may be provided with meals
Homestay host	Local individuals/families who provide supervised home accommodation to students in a caring family environment
Legal guardian	A person who has been appointed to take care of a minor child (under the age of 18 years) and/or manage that person's affairs. Legal guardianship remains in place until the child reaches 18
Student residence	Single room hostel accommodation providing shared cooking and bathroom facilities, with the option of either full or part board

A.4 Acronyms

Abbreviation	Phrase or Word
CAAW	Confirmation of Appropriate Accommodation and Welfare
CELUSA	Centre for English Language in the University of South Australia
DIBP	Department of Immigration and Border Protection
SAIBT	South Australian Institute of Business and Technology

SECTION B - POLICY STATEMENT

B.1 Principles

Students who are provided with a Confirmation of Appropriate Accommodation and Welfare (CAAW), or request that SAIBT/CELUSA find them accommodation, will be placed in accommodation which conforms with the requirements of the Department of Immigration and Border Protection (DIBP), the student's personal preferences (where possible) and medical condition/s which are appropriate to the student's age, gender and religious beliefs.

Students under the age of 18 must stay in homestay accommodation unless they are living with a parent or a guardian approved by DIBP.

B.2 Policy

1. Placement of students into accommodation

All students

- 1.1** Students must pay the accommodation placement fee before an accommodation placement is made.
- 1.2** A student will be offered accommodation based on their preferences noted on the Request for Accommodation form. The accommodation office cannot guarantee to meet all preferences.

Students under 18 years

- 1.3** Students under the age of 18 are not permitted to live independently while studying at SAIBT/CELUSA.
- 1.4** Parents must either choose to nominate SAIBT/CELUSA as being the approver of accommodation and welfare arrangements for their child or indicate alternative arrangements.

Where SAIBT/CELUSA is nominated as being the approver of accommodation and welfare arrangements

- 1.5** Unless alternative accommodation arrangements are approved by the:
- College Director
 - Admissions Manager / Program Support Team Leader
 - Accommodation Coordinator

the under 18 student will be placed into an approved SAIBT/CELUSA homestay or approved under 18 student residence.

Where SAIBT/CELUSA is not nominated as being the approver of accommodation and welfare arrangements

- 1.6** The student's accommodation and welfare arrangements are addressed with DIBP when the student submits their visa application.

In such cases SAIBT/CELUSA will not be responsible for the accommodation or welfare arrangements of the student.

2. Arrival and airport reception

- 2.1** Students must pay the airport reception fee before airport reception and transfer to accommodation will be organised.

- 2.2** Airport reception and transfer to accommodation will be organised for students who have requested the service and who have paid the airport reception fee (airport reception fee only applies to students who have not paid the accommodation placement fee).

- 2.3** Every under 18 student issued with a CAAW by SAIBT/CELUSA must be met and transferred to their homestay or under 18 student residence accommodation by transport organised or approved by the Accommodation Coordinator.

3. Transfer to new Homestay

All students

- 3.1** If a student requests to transfer from or to an approved homestay or student residence they must meet with an Accommodation Coordinator to discuss their request.

If relocation is approved, the new accommodation arrangement will be monitored to ensure that the placement has been successful.

- 3.2** In accordance with student visa requirements, every student who changes their residential address **must** advise SAIBT/CELUSA and DIBP.

Students over 18 years

- 3.3** Students who transfer to another education provider from SAIBT/CELUSA do not have to change their place of residence unless requested to do so by the homestay host and/or the new education provider.

Where a student remains in their SAIBT/CELUSA approved homestay or student residence accommodation, the accommodation placement becomes a private arrangement between the student and the accommodation provider.

- 3.4** Students who transfer from another education provider to SAIBT/CELUSA may stay in their current residence. In such circumstances, the accommodation placement is a private arrangement and will not involve SAIBT/CELUSA.

If a student wishes to transfer to SAIBT/CELUSA their accommodation will be organised in accordance with this policy.

Students under 18 years

- 3.5** Students under the age of 18 who request relocation for compelling reasons will be relocated by Accommodation Coordinators and the details will be provided to their parents/legal guardians.

- 3.6** Where an under 18 student on a CAAW wishes to transfer to another education provider SAIBT/CELUSA must also be provided with a valid enrolment offer from the receiving education provider confirming that they will accept responsibility for approving the student's accommodation, support and general welfare arrangements before the student leaves SAIBT/CELUSA.
- 3.7** Where an under 18 student wishes to transfer to SAIBT/CELUSA from another education provider, SAIBT/CELUSA will need to issue a CAAW accepting responsibility for the student's welfare and accommodation arrangements.
- 3.8** If the under 18 student lives in homestay or under 18 student residence accommodation which has not been approved by SAIBT/CELUSA, the Accommodation Coordinator will inspect the living arrangements and approve if appropriate.
- If the current homestay or under 18 student residence is not approved by SAIBT/CELUSA, the student will be moved to an approved homestay host or under 18 student residence.
- 3.9** The transfer of students arrangements do not apply where SAIBT/CELUSA has not issued a CAAW for a student.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	Homestay and Residence Placement, Arrival and Transfer Policy
Policy Owner/s	Manager, Admissions
Approving Authority	SAIBT Executive Group
Initial Issue date	May 2013
Directory Location	Admissions, policies

C.2 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Review Date	Privilege Level
v1.0	Initial Version	SAIBT Executive Group	5/2013	5/2015	Public
v1.1	<ul style="list-style-type: none"> Put into new template Update to definitions Amendment to clauses 1.5 and 1.6 	Quality Manager	9/2013	5/2015	Public
v1.2	<ul style="list-style-type: none"> Editorial changes Move to a three year review cycle 	Quality Manager	11/2013	5/2016	Public
v1.3	Addition to definitions table	Quality Manager	5/2014	5/2016	Public
v1.4	For review: <ul style="list-style-type: none"> addition of Approving Authority box to C.1 Minor change to wording of clauses 1.5 and 3.6	SAIBT Executive Group	7/2016	7/2019	Public

C.3 Legislative and Organisational Context

Name
The National Code of Practice 2007

[ELICOS National Standards](#)

[Education Services for Overseas Students Act 2000](#)

[Migration Regulation 1994 1.03](#)

[Children's Protection Act \(SA\) 1993](#)

SECTION D - PROCEDURE

D.1 Related Procedures

Homestay and Residence Placement, Arrival and Transfer Procedure currently being documented

D.2 Related Documents

None