



University of
South Australia

Centre for
English Language

HOMESTAY AND RESIDENCE PLACEMENT, ARRIVAL AND TRANSFER POLICY

Contents

SECTION A - INTRODUCTION	3
A.1 Purpose	3
A.2 Scope.....	3
A.3 Definitions	3
A.4 Acronyms	4
SECTION B - POLICY STATEMENT	5
B.1 Principles	5
B.2 Policy	5
SECTION C - GOVERNANCE	8
C.1 Responsibility	8
C.2 Version Control.....	8
C.3 Legislative and Organisational Context	8
SECTION D - PROCEDURE	9
D.1 Related Procedures	9
D.2 Related Documents	9

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 students of the:

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

It applies to all students under the age of 18 for whom SAIBT/CELUSA monitors accommodation and welfare.

It also applies to students aged 18 years or over who request assistance in finding either homestay or student residence accommodation.

Students who request airport reception only are also covered under this policy.

A.3 Definitions

Word/Term	Definition
Child or young person	A person under 18 years of age as defined in the Children and Young People (Safety) Act 2017
Domestic student	A student who is an Australian citizen, an Australian Permanent Resident (includes holders of all categories of permanent resident visas including humanitarian visas) or a New Zealand citizen
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
Immigration	Department of Home Affairs
International student	A student or applicant for admission to an academic program who is not a citizen of Australia or New Zealand, or who does not hold Permanent Residency status in Australia
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

Verified

The appropriateness of a student's accommodation for their age and needs has been determined and can include one or more of the following actions:

- a physical site visit
- a student interview
- a student survey
- other ways of confirming that the accommodation still meets the student's needs

As defined in the National Code 2018 fact sheet for Standard 5: Younger overseas students

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
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 Immigration, 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 or student residence accommodation unless they are living with a parent or a guardian approved by Immigration.

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.
- 1.3 The approved accommodation will be verified in accordance with the **Homestay Hosts and Student Residences Selection, Approval, Review and Suspension Policy**.

Students under the age of 18

- 1.4 Students are not permitted to live independently while studying at SAIBT/CELUSA.
- 1.5 Parents must either choose to nominate SAIBT/CELUSA as being the approver of accommodation and welfare arrangements for their child or indicate alternative arrangements.
- 1.6 Students under the age of 18 in homestay or student residence accommodation will be monitored on a regular, ongoing basis.

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

- 1.7 Unless alternative accommodation arrangements are approved by the:
 - College Director
 - Student and Academic Services Manager

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

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

- 1.8 The student's accommodation and welfare arrangements are addressed with Immigration 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 student under the age of 18 issued with a CAAW by SAIBT/CELUSA must be met and transferred to their homestay or student residence accommodation by transport organised or approved by the Student and Academic Services Officer (Accommodation).

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.
 - 3.1.1 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 Immigration.

Students over the age of 18

- 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.
 - 3.3.1 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 the age of 18

- 3.5 Students who request relocation for compelling reasons will be relocated by Student and Academic Services Officers (Accommodation) and the details will be provided to their parents/legal guardians.
- 3.6 Where a student on a CAAW is to be cared for by a parent or nominated relative as approved by Immigration, their CAAW will be cancelled, and Immigration notified as soon as practicable.
- 3.7 While SAIBT/CELUSA will use all possible avenues to assist students in maintaining appropriate accommodation arrangements, if the student refuses or leaves the accommodation without notice, their CAAW may be terminated in accordance with the **Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy**.
- 3.8 Where a 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.

- 3.9** Where a 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.
- 3.10** If the student lives in homestay or student residence accommodation which has not been approved by SAIBT/CELUSA, the student will be placed temporarily in approved accommodation. The Student and Academic Services Officers (Accommodation) will inspect the living arrangements in accordance with the **Homestay Hosts and Student Residences Selection, Approval, Review and Suspension Policy** and if the accommodation is approved, the student will be able to return.
- 3.10.1** If the current homestay or student residence is not approved by SAIBT/CELUSA, the student will be moved to an approved homestay host or student residence.
- 3.11** The transfer of students arrangements do not apply where SAIBT/CELUSA has not issued a CAAW for a student.
- 3.12** Where a critical incident or emergency occurs, causing disruption to the welfare arrangements of a student, alternate arrangements will be approved in accordance with this policy and procedure.

SECTION C - GOVERNANCE

C.1 Responsibility

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

C.2 Version Control

Current Version Number	2.3
Date of Effect	8/2019
Review Date	3/2021
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
The National Code of Practice 2018
ELICOS National Standards
Education Services for Overseas Students Act 2000
Department of Home Affairs
Children and Young People (Safety) Act 2017

SECTION D - PROCEDURE

D.1 Related Procedures

Homestay and Residence Placement, Arrival and Transfer Procedure

D.2 Related Documents

Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy

Homestay Hosts and Student Residences Selection, Approval, Review and Suspension Policy