



## SV500-10 INTERNATIONAL STUDENT ACCOMMODATION POLICY

### 1. RATIONALE

- 1.1. Bunbury Cathedral Grammar School ("the School") acknowledges and accepts the need and responsibility to ensure appropriate accommodation arrangements for all international students including students studying on a Student Visa 500 (SV500), who are enrolled at the School.
- 1.2. *SV500-10 International Student Accommodation Policy*, in conjunction with the *SV500-14 Welfare Policy* and *SV500-11 Homestay Policy*, addresses the School's obligations to ensure suitable accommodation and welfare arrangements are in place for all students, including students who are under the age of 18 and who are studying on a SV500.

### 2. SCOPE

This policy includes the following

- 2.1. All international students, regardless of their age
- 2.2. Head of School
- 2.3. Deputy Head of School
- 2.4. Chief Financial Officer
- 2.5. Head of Boarding
- 2.6. Marketing and Community Relations Manager
- 2.7. Enrolment Co-ordinator
- 2.8. International parents
- 2.9. Education Agents

### 3. POLICY

#### 3.1. *General Accommodation Requirements*

- 3.1.1. Bunbury Cathedral Grammar School requires that all international students:
  - board at the School or
  - live full time with a parent or legal guardian. In the case of SV500 students this does not include 'Nominated Guardians', unless the 'Nominated Guardian' is a parent or legal guardian or
  - live with Home Affairs approved Nominated Guardian who may be a relative other than a parent (at the discretion of the Head of School) or
  - live in School approved homestay (at the discretion of the Head of School)
- 3.1.2. The boarding house will close for all school holidays and students will be required to:
  - Return home for the holidays
  - Be cared for by a parent/s 24/7, who is/are visiting Australia
  - Be cared for by a Home Affairs Nominated Guardian (relative)
  - Reside in School approved homestay
  - Join a School organised/approved holiday trip/camp
- 3.1.3. If remaining in Australia for part of the Summer/Christmas holidays, students must be in the full-time care of a parent, who is present with them in Australia 24/7.

#### 3.2. *Accommodation Requirements Years 7-12*

- 3.2.1. All international students enrolled from Years 7 – 12 at Bunbury Cathedral Grammar School are required to board at the School during term time, unless residing with a parent. In the case of a student on a SV500 the parent is expected to be granted a Guardianship Visa and will be approved as a 'Nominated Guardian' by the Department of Home Affairs.
- 3.2.2. At the discretion of the Head of School, an exception to the requirement to reside in boarding may be granted. Such decisions will consider:



- The reason for the student to reside in circumstances other than boarding or with a parent
  - The availability of suitable accommodation and welfare arrangements, as approved by the Head of School
  - The need for emergency accommodation
- 3.2.3 Students under the age of 13 years are currently not eligible for homestay accommodation. The options for these students include residing with a parent or residing in boarding.

### 3.3. **Accommodation Requirements Primary Students**

- 3.3.1 All international primary students are required to reside with a parent within 100km of the School. In the case of a student studying on an SV500 the parent/guardian will be a Department of Home Affairs 'Nominated Guardian' and be on a Guardianship Visa.
- 3.3.2 In exceptional situations and at the discretion of the Head of School, a Year 5 or 6 student may be granted permission to board at the School.
- 3.3.3 Requests for a student to reside with and be in the care of a Department of Home Affairs Nominated Guardian, who is a relative but not a parent or legal guardian, may be considered by the Head of School. See *SV500-14 Welfare Policy*.
- 3.3.4 Primary students are not eligible for Homestay Accommodation.
- 3.3.5 The School will not sign a *Confirmation of Appropriate Accommodation and Welfare (CAAW)* in the case of a student living with a parent or other relative who is approved by Department of Home Affairs as a Nominated Guardian.

### 3.4. **Accommodation Information**

The School will provide current information about accommodation options and requirements for international students, including *SV500-10 International Student Accommodation Policy*, *SV500-11 Homestay Policy* and associated Fees as follows:

- 3.3.6 In the School's prospectus and/or international marketing brochures
- 3.3.7 on the School's website
- 3.3.8 in the School's International Student Handbook
- 3.3.9 to Education Agents as part of the School's training process of agents

### 3.5. **WA Working with Children Check (WWCC)**

It is expected that in all circumstances, accommodation arrangements for all international students, both under and over 18 years of age must adhere to the following requirements:

- 3.5.1 All staff, contractors and volunteers working for the School will meet the requirements of the School's *POL-245 Child Protection and Mandatory Reporting Policy*
- 3.5.2 All members of homestay households, whether living in the home on a full-time or part-time basis, who are over the age of 18 must have a current *Working with Children Check (Card)* and a copy of this must be provided to the School.

### 3.6. **Students studying on a Student Visa 500 (SV500)**

- 3.5.3 Students studying on an SV500 must not enter Australia prior to the commencement of their *Confirmation of Appropriate Accommodation and Welfare (CAAW)* arrangements, unless in the company of and under the direct care of a parent or legal guardian and holding a Visa which permits early entry. This applies to students for whom the School has accepted responsibility for the CAAW and also to students where the Department Home Affairs have approved a 'Nominated Guardian' to be responsible for the CAAW, and which the School has also agreed to.
- 3.5.4 Students studying at the School on an SV500 are subject to *SV500-10 International Student Accommodation Policy* for the entirety of their enrolment at the School and must, at all times, be in School approved accommodation while



they are in Australia, including when travelling outside of WA, during both school term and holiday time.

- 3.5.5 International Students are required to have the approval of the Head of School for any changes to accommodation. In the case of an emergency, students will have at hand the 24/7 contact details of three senior members of staff.
- 3.5.6 Bunbury Cathedral Grammar School reserves the right to decline an application for enrolment of a student or to cancel the enrolment of a student who does not or will not comply with the School's SV500-10 *International Student Accommodation Policy*. See SV500-10 *Welfare Policy* and SV500-8 *Deferring, Suspending or Cancelling Enrolment Policy*
- 3.5.7 Students studying at the School on an SV500 are required, as a condition of their visa, to notify the Department of Home Affairs and the School of any changes to their residential and contact details, both in Australia and in their home country.

### 3.7. **Accommodation prior to commencement**

It is the expectation of the School that parents or legal guardians accompany their child to Bunbury for the commencement of the child's enrolment. Given this expectation:

- 3.7.1 students will reside with the parent until the Boarding House is open for the new school term.
- 3.7.2 students cannot arrive in Australia prior to the commencement of their CAAW, unless accompanied by a parent or legal guardian, who will be responsible for the student until the commencement of the School's accommodation arrangements for the student. See SV500-10 *Welfare Policy*, and SV500-11 *Homestay Policy*.

### 3.8. **Boarding House Opening Times**

- 3.8.1 The boarding house will open for students to be accommodated on the day prior to the International Student Orientation
- 3.8.2 The boarding house will close for the school holidays (April, July, October, and December) at 5.00pm on the last day of each term
- 3.8.3 The boarding house will reopen for each new school term on the day prior to the School term commencing

### 3.9. **Term Break Accommodation (April, July, October)**

During the term breaks (school holidays) in April, July, and October, it is expected that students will be accommodated in one of the following ways:

- 3.9.1 Students are encouraged to return home to their family for the entire school holiday break in April, July, and October
- 3.9.2 Students in Years 5 or 6 who have been approved as boarders must return home for the school holidays or be in the 24/7 care of a parent in Australia.
- 3.9.3 SV500 Boarders remaining in Australia for part or all of any given term break, including students for whom the School has approved the CAAW, must be accommodated as follows:
  - residing full-time (24/7) for the duration of the holidays with at least one parent or legal guardian. Such arrangements must be approved by the Head of School (or nominee) at least two (2) weeks prior to the arrangements taking effect, and the Head of School provided with copies of all travel arrangements, including transport/flight details and accommodation details.
  - In School approved accommodation for the April, July, and October Holidays
  - in emergency homestay, approved by the Head of School, in the case of circumstances that prevent the student from returning home (e.g. illness, accident, natural disaster, political upheaval)



3.10. **Summer Holidays (December-January)**

- 3.10.1 It is expected that all international students will return home or be in the 24/7 care of their parents (if remaining in Australia) for all the School's summer holidays (December and January)
- 3.10.2 SV500 students for whom the School has signed the CAAW must have the approval of the Head of School to remain in Australia for part or all the summer holidays. Travel and accommodation plans must be submitted to the Head of School by 15 November prior to the holidays in question
- 3.10.3 In the case of circumstances preventing a student from returning home (e.g. illness, accident, natural disaster, political upheaval) and parents prevented from joining them in Australia, the student must reside in School approved emergency homestay accommodation

3.11. **Exceptional Circumstances**

- 3.11.1 On occasion, exceptional circumstances may require a student to remain in Australia for part or all the term breaks or summer holidays. In such cases the student must reside in School approved homestay accommodation, in the case that the boarding house is not open. These arrangements will be subject to the School's SV500-11 Homestay Policy and the currency of the student' CAAW and Student Visa. Such circumstances must be approved by the Head of School and may include:
  - Student is unable to return to home country for reasons beyond the student's control such a political upheaval, natural disaster, safety concerns, public health concerns (e.g. Viral epidemic).
  - Student is unable to travel for medical, safety or compassionate reasons
- 3.11.2 In some situations, the School may require parents to travel to Bunbury to care for their child. Such circumstances may include but are not limited to:
  - serious illness or circumstances where the student is a risk to their own safety or that of other students or members of the School community.
  - a serious breach of School policy which results in the student's enrolment being cancelled immediately
  - a student is impacted by a Critical Incident
- 3.11.3 In the case of a student who is at risk to themselves or others, and/or needs to be removed from the School for a serious breach of School policy, and where the parent cannot travel to Bunbury immediately to care for the child, the School may decide that it is in the best interests of all parties, particularly the student, to immediately repatriate the student;
  - Such plans will typically involve two staff travelling with the student. Costs of the repatriation will be the responsibility of parents and recovered from the parents after the repatriation.
  - The student may also need emergency accommodation and care for a few days until travel plans are finalised.

4. **DEFINITIONS**

See SV500-4 CRICOS Registration Policy

5. **LEGAL AND OTHER REQUIREMENTS**

See SV500-4 CRICOS Registration Policy

6. **ASSOCIATED POLICIES, PROCEDURES, GUIDELINES, FORMS AND SUPPORT DOCUMENTS**

- ❖ POL-245 Child Protection and Mandatory Reporting Policy
- ❖ School Boarding Policies
- ❖ SV500-11 Homestay Policy
- ❖ SV500-9 International Student Policy
- ❖ SV500-23 Visa Requirement Policy



- ❖ SV500-14 Welfare Policy
- ❖ SV500-19 Complaints and Internal Appeals Policy
- ❖ SV500-8 Deferring, Suspending or Cancelling Enrolment Policy
- ❖ SV500-22 External Appeals Policy
- ❖ SV500-7 Fee Policy

**Version Control**

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1	November.2021		CMU	2026