



TIGS

The Illawarra Grammar School

Academic • Christian • Caring

International Student Programme

ACCOMMODATION & WELFARE POLICY

ACCOMMODATION & WELFARE POLICY

This policy applies to all students enrolled in courses at The Illawarra Grammar School and The Illawarra Grammar School Centre for English.

International students enrolled at The Illawarra Grammar School or The Illawarra Grammar School Centre for English (unless living with a Department of Immigration and Border Protection (DIBP) approved adult relative) must live with a local homestay family organised by the School.

The School must be notified of any change in address, and all accommodation and welfare arrangements must be approved by the School. If a student changes their accommodation or welfare arrangements without school approval, DIBP will be informed that the School no longer approves the accommodation and welfare of the student and this may affect the student's visa.

Students must confirm their contact details including address, mobile telephone number and personal email address each semester by return email to the School.

1. TIGS Homestay

Homestay offers a unique opportunity for students to experience Australian lifestyle and culture in a safe, friendly and caring "home away from home" environment, as well as the opportunity to practice their English in real-life situations. Students are carefully matched with homestay families, to ensure the best possible homestay experience.

Homestay is arranged by UOW College Homestay on behalf of The Illawarra Grammar School. A representative from The Illawarra Grammar School will also visit the house to discuss the school's homestay policy and expectations.

Homestay students are met at the airport by a representative from The Illawarra Grammar School and transferred to their homestay.

Host families are encouraged to take an active interest in their students and assist them to assimilate into their new environment. They are invited to attend all activities at the school.

All adults 18 years and over living in the homestay are required to apply for a Working with Children Check. Under 18 year old international students of the opposite sex will not be permitted to live in the same homestay.

Homestay accommodation is arranged for students only. Visiting parents or relatives must seek independent accommodation arrangements.

Monitoring of Homestay

Representatives from UOW College Homestay and The Illawarra Grammar School are available to students, parents, agents and homestay families on a daily basis and after hours. Students placed in homestay accommodation are monitored and regular contact maintained with providers of the accommodation to ensure the students' successful adjustment to life and study in Wollongong.

Student Responsibilities

Students whose Accommodation and Welfare has been approved by the School are required to maintain appropriate Accommodation and Welfare arrangements:

a. Social Activities

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 are not permitted to travel alone after dark.

Independent travel to Sydney or group travel to Sydney unaccompanied by a parent or homestay parent is not permitted, except if a student is travelling to Sydney Airport for return to his or her country.

Students in Years 11 and 12 are exempt.

Exceptional circumstances would need to be approved by the School.

b. School Holidays

Students must inform the School as to with whom and where they will spend school holidays.

Students must not travel within Australia unless they are accompanied by their homestay families or with relatives approved by the School. Students must obtain written permission from their parents and provide the School with contact details for the duration of their trip.

The Illawarra Grammar School will not allow students to travel within Australia unaccompanied.

Should the student fail to obtain School approval for their welfare arrangements while travelling, the School may inform DIBP that the School no longer approves of the accommodation and welfare arrangements of the student.

c. Overnight Stay Arrangements

Students must have written parental permission to stay overnight away from their designated homestay provider, and must seek the School's permission by providing the School with the name and contact phone number of the person they are staying with.

If a student in homestay accommodation leaves without notice or commences staying overnight away from their designated homestay without permission, the homestay provider must report the matter immediately to the School as this is a breach of the student's visa conditions.

2. Other Arrangements

Parents may wish to nominate a close relative or friend to be the primary carer of the student.

Such nomination must be indicated in the Homestay and Guardianship sections of the student's International Application for Enrolment form.

If the nominated primary carer is not eligible for DIBP approved guardianship, they must apply to UOW College Homestay to become an approved homestay family.

The primary carer must:

- be over 25 years of age
- provide an appropriate family situation for the student to reside in
- present for interview with the Headmaster or his delegate
- provide evidence of their right to remain in Australia for the period that the student is enrolled at the School
- meet and maintain the requirements of UOW College Homestay

Representatives from UOW College Homestay and The Illawarra Grammar School will visit the house to establish that it is suitable for the student and to discuss the school's Accommodation and Welfare Policy and expectations. A Placement Fee may be applied.

All adults 18 years and over living in the homestay are required to apply for a Working with Children Check.

All parent nominated homestay is subject to ongoing monitoring by UOW College Homestay. Host families will also be contacted regularly by the Manager, International for feedback about the student and the homestay arrangement.

The Illawarra Grammar School reserves the right to remove a student from accommodation that it deems unsuitable and transfer the student to an approved homestay.

3. DIBP approved guardianship

The School will keep on the student's file evidence from a passport that a parent of the student is in Australia on a guardianship visa, or evidence from a passport that the student is a child of a full fee paying overseas student, or a letter from the parent(s) of the student addressed to the Headmaster in which approval is given for the child to live with other DIBP approved family members in Australia.

The School will monitor the ongoing suitability of the accommodation and welfare arrangements for the student. This may involve a visit to the home.

4. Junior School Students

Junior School students are only accepted if they live with a DIBP approved relative.

5. Contact with Parents

Should matters arise concerning the personal safety or wellbeing of a student either accommodated in a School approved homestay or living with a DIBP approved relative, the Manager, International will liaise between the parent/legal guardian, the homestay parent(s), UOW College Homestay and the School. Advice will be sought from the Director of Student Wellbeing, the Director of Enrolments or the Dean of International Students.

GUARDIANSHIP POLICY

International students enrolled at The Illawarra Grammar School must have an adult guardian for the duration of their enrolment regardless of the student's age.

If the family wishes to appoint a relative to act as guardian, the relative must gain Department of Immigration and Border Protection (DIBP) approval. Copies of documentation used to apply for guardianship through the DIBP system together with a copy of the letter from DIBP approving the relative as a guardian must be forwarded to the School.

The School must be notified of any change in address or guardianship arrangements and all accommodation and welfare arrangements must be approved by the School. If a student changes their accommodation or welfare arrangements without school approval, DIBP will be informed that the School no longer approves the accommodation and welfare of the student and this may affect the student's visa.

If the family fails to nominate a guardian, the school will appoint one. The Illawarra Grammar School will issue a Confirmation of Appropriate Accommodation/Welfare (CAAW) after the required deposit and acceptance documents have been received. The CAAW will cover a period of 7 days prior to the start date up until the student turns 18, or 7 days after the finish date if the student turns 18 after completing the course.

Guardian Suitability

1. Guardians must be persons of good character, acceptable to the School and must be over the age of 25.
2. Guardians must be residents of NSW and provide evidence of their right to remain in Australia for the period that the student is enrolled at the School.
3. A guardian may be a close relative of the student but must be over the age of 25.
4. In the case of a relative/close family friend being nominated as the guardian of the student, the Guardianship Section of the International Application for Enrolment must be completed by the parent and forwarded to TIGS.
5. The guardian should present for interview with the Headmaster or his delegate.

Guardian Responsibilities

The School requires guardians to assume responsibility for the long-term welfare of the student while he/she is in Australia.

1. The Guardian agrees that he/she will be available to attend interviews and events at The Illawarra Grammar School and be available at short notice to attend to the welfare of his/her student and attend in person when the student or the school requests.
2. Guardians must sign on behalf of the parents all forms and notifications requiring parental permission. Documents correctly signed and received by email or fax are acceptable.
3. Guardians agree to make regular weekly contact with their student and the homestay host family. They agree to make a regular report to the parents of the student.
4. Guardians will maintain a liaison role between the parents and the school.
5. Guardians agree to support and assist the student with social, domestic and living arrangements.
6. Guardians will inform the School of any aspect of the student's home life which may impact upon their study or academic progress.
7. The Guardian's full contact details will be kept current and the School, parents, student and homestay host are to be immediately informed of any changes of contact data.