



# HOMESTAY POLICY

## Incorporating Ministerial Order 870

### **Rationale**

Where parents opt for the Department of Education and Training (DET) to arrange accommodation, DET, through the college, is responsible for provision of accommodation, support and general welfare to the student. These arrangements shall be in place for the period that the student will be under 18 years of age while in Australia. This policy has been developed to meet the requirements of the ESOS National Code 2007 and Student visa (Condition 8532) which require that appropriate arrangements have been made for the accommodation, welfare and support of students less than 18 years of age and over the age of 15.

This policy is designed to be consistent with the IED guidelines. It is a Quality Standards requirement that all schools have a Homestay Policy in place.

Mount Waverley Secondary College is committed to the safety and wellbeing of children and young people in accordance with the requirements of the Child Safe Standards Regulations.

This policy should be read in conjunction with the following documents:

- Mount Waverley Secondary College Child Safety Regulations Policy
- Department of Education and Training Four Critical Actions For Schools Information Sheet
- Mount Waverley Secondary College Homestay Code of Conduct Agreement

### **DET Compulsory Homestay Policy Requirements for All Schools**

### **Welfare**

- The college will organise homestay accommodation of high quality and which provides a safe, comfortable and caring environment.
- The homestay accommodation will be provided by a Homestay Host who may be a suitable family, couple or single person.
- A copy of a Working with Children Check Card for every adult aged 18 years old or over residing or frequently residing in the homestay premises must be to be provided to the college prior to the International Student moving in.
- The maximum number of students per homestay accommodation is 3 at all times, regardless of provider.
- International Students must provide written permission from their parents to the college and have the college endorsement if they wish to stay away from their homestay accommodation overnight. The college also must hold relevant contact details and inform the Homestay Host of the arrangement prior to the student being allowed to stay away.
- The college will monitor progress of homestay arrangements, including twice yearly visits.

### **Other Policy Requirements**



## Fees and Services

- A weekly fee of \$310 (2021 rate) will be charged to cover expenses associated with the provision of the following homestay services:
  - Single bedroom for the student's exclusive use
  - Three meals per day, seven days per week (cooked evening meal)
  - Facilities including a bed, wardrobe, towels and linen
  - Gas, electricity, heating and water
  - Cleaning services of common living areas
  - Use of living areas within homestay accommodation
  - Study facilities, including a desk, study light and bookcase
- Telephone and internet expenses will be the student's responsibility unless otherwise agreed on the Homestay Responsibility Agreement.
- The college will invoice the parents of students in homestay accommodation at forty (40) week intervals or as agreed.
- The initial payment will include two weeks' fees in advance plus a bond that is the equivalent of two weeks' fees. This will be held by the college.
- During holidays a holding fee to secure the homestay accommodation fee will be required to cover the student's absence. This is to be negotiated between the Homestay Host, student and college.
- Students and/or parents are required to reimburse Homestay Hosts for any damage to property caused by student, or costs incurred by student during the time of residence.
- Complaints that cannot be resolved by either the Homestay Host or the student should be referred in writing to the college.

## Homestay Arrangements

- If a Homestay Host wishes to terminate the homestay agreement, at least two weeks' notice is given to the student and college. Any advance payments should be refunded to the student.  
If a Homestay Host requests that the student temporarily move out of the Homestay Host's residence, no payment will be made to the Homestay Host during the period that the student is absent.
- Where a student moves out of the homestay accommodation, at least two weeks' notice must be given to the Homestay Host and college. Giving less than two weeks' notice may result in the bond being forfeited.
- Students, Homestay Hosts and the college welfare manager (Principal Class Officer) will be asked to sign a Homestay Responsibility Agreement on commencement of the student's enrolment. This will outline the house rules and requirements as well as homestay costs and methods of payment.
- Students and Homestay Hosts must not change the homestay arrangements without consultation with the college and through the Homestay Responsibility Agreement.

## Students over the age of 18



- Students over the age of 18 **may be** given permission to move out of the approved homestay accommodation providing written parental consent is given and student's choice of accommodation is deemed appropriate by the college, the student has demonstrated the maturity to live independently and the student's choice of location is deemed appropriate by the college.

### Review Cycle

This policy was last updated in July 2021 and is scheduled for review in July 2024