**CLAYFIELD COLLEGE**
**Accommodation and Welfare Policy**

Clayfield College approves the following accommodation options for overseas students:

1. The student will live with a parent or relative as permitted by Department of Immigration. In this case:

    i) The College does not provide a welfare letter (CAAW) via PRISMS. The student's family provides proof of relationship to Department of Immigration for the purposes of visa application.

    ii) If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a Student Guardian visa (subclass 580), all obligations and conditions of this visa must be met, including:

- Not leaving Australia without the nominating students unless the College has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absences and,
- Advising the Department of Immigration of any change of address, passport or other changes of circumstances.

2. The student will live in College approved accommodation and the College will generate the welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE). In this case:

    i) Any accommodation, welfare and other support arrangements for the student must be approved by the College, including arrangements provided by third parties;

    ii) Any changes to approved arrangements must also be approved by the College. This includes any requests by students under 18 years of age to attend 'Schoolies Week' on the completion of Year 12;

    iii) If a student for whom the College has issued a CAAW refuses to maintain approved arrangements, the College will report this to the Department of immigration and advise the student to contact the

Department of Immigration to ensure visa implications are understood. (see Department of Immigration office addresses at: http://www.immi.gov.au/Help/Locations/Pages/Australia.aspx

Clayfield College approved accommodation options for full fee paying 571 visa subclass students under 18 years of age include*:*

- **Clayfield College Boarding House: Years 5-12**

  It is mandatory for students on a 571 visa subclass students to board from Year 5 to completion of Year 10.

  In some cases, homestay accommodation may be approved in Year 10; however, this will be at the discretion of the Principal and with the understanding that the student has already lived in boarding for a minimum of 12 months. This request needs to be in writing to the Principal.

- **Homestay Accommodation arranged by Clayfield College Years: 11-12**

  All requests need to be in writing to the Principal and the decision will be at the discretion of the Principal.

- **Private accommodation arrangements:**

  Both male and female students in any year level may choose to reside with a relative (viz. parent(s), brother, sister, grandparent, aunt or uncle). These arrangements must be approved by the College and meet all requirements under relevant state and commonwealth legislation, including that the person with whom the student lives should be at least 25 years of age.

  **Younger Students** - All children in Year 4 or below must secure private accommodation with an approved relative. Clayfield College does not offer boarding house or homestay options to children below Year 5.

All accommodation arrangements for overseas students must be approved by the Principal of Clayfield College. All ***changes*** to accommodation arrangements must first be approved by the Principal. Notice of change of status of a boarding student to a day student must be provided in writing to the Principal, a half term in advance of the change date. Changes to homestay accommodation arrangements must follow the guidelines set out in the *Homestay Agreement*.

For School vacation periods, the following accommodation options are available to full fee paying 571 visa subclass students **under 18 years** of age:

- Student returns home to parents
- Student continues to live in / is placed in Homestay arranged and approved by the College
- Student may spend vacation with friend's family or relatives if all requirements are met in order to attain College approval
- Student may attend a supervised excursion, camp etc. if all requirements

are met in order to attain College approval.

If the College has taken responsibility for approving arrangements for student care and welfare, should the College not approve requests for changes to agreed arrangements, and the student refuses to maintain the approved and agreed arrangements, the College will advise the student this will be reported to the Department of Immigration and the student will need to contact the Department of Immigration to ensure visa implications are understood**.** This includes any requests by students under 18 years of age to attend "Schoolies Week" on completion of Year 12.

See DIBP office addresses at:

**Street address**

Ground Floor
299 Adelaide Street
**BRISBANE QLD 4000**

**Postal Address**

GPO Box 9984
**BBRISBANE QLD 4001**

http://www.immi.gov.au/contacts/australia/index.htm.

All students are required to notify the College of a change of address while enrolled in the course, and students who live in College approved accommodation must not change agreed arrangements without prior approval of the College.

*NB Homestay Programs operated by Clayfield College or approved by Clayfield College meet Queensland legislative requirements under Education (Overseas Students) Regulation 1998 s9 and the Commission for Children and Young People and Child Guardian as well as under Standard 5 of the National Code.

Additional Information:

HOMETAY/PRIVATE ACCOMMODATION ARRANGEMENTS

The homestay/ private accommodation arrangements approved by Clayfield College meet Queensland legislative requirements for child protection as well as Standard 5 of the National Code. These include:

- Continuous dates for approved welfare arrangements;
- Documented procedures for checking suitability of accommodation, support and general welfare arrangements;
- Guidelines for selecting family and ensuring the family can provide a stable environment for the duration of the student's enrolment at the school;
- Criteria about accommodation services to be provided, and contract for arrangements about providing accommodation services;
- Orientation program from families new to provision of homestay services;
- Blue card for adults living in the homestay other than overseas students;

- Compliant Homestay risk management strategy, reviewed annually, undertaken by operator of the homestay program.

STUDENT GUARDIAN VISAS

Clayfield College requires holders of Student Guardian Visas to:

- maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia;
- immediately advise the College of any change to address or contact details;
- immediately advise the College if there are any compassionate or compelling reasons to travel overseas or not be at home for an extended period of time to care for the student.

If there is a valid reason for travelling overseas, and the College is able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the College will provide documentation approving temporary care arrangements for the student for the Department of Immigration.

If there is not a valid reason for travelling overseas, or if the College is not able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the student will need to travel overseas with the holder of the student guardian visa. In this case, the College will advise if compulsory attendance requirements will or will not be affected by the student's absence.

**Please Note:** Students should not arrive in Australia before the approved start date. Students who are under 18 years of age before completing the enrolled course should not remain in Australia after the approved finish date without prior approval.