



Accommodation Policy for International Students

Marist College undertakes to comply with the accommodation provisions set out in Part 26 of the Education (Pastoral Care of International Students) Code of Practice 2016. The categories of accommodation that will be accepted by the school are:

- (a) Living with a parent (b) Living with a designated caregiver (c) Living in a homestay

Policy Objectives

1. To provide a suitable living environment conducive to study and a safe and supportive home life.
2. To involve the Homestay Carer in the welfare of a student away from the student's family and home country.
3. To assist the student to successfully integrate into the New Zealand lifestyle.
4. To work towards the overseas parents' peace of mind knowing that students are well cared for and happy in New Zealand.

The Following Documents Underpin this Policy:

1. The Education (Pastoral Care of International Students) Code of Practice 2016.
2. Agent contracts.
3. Marist College Guidelines for Homestay Carers looking after International Students.
4. Designated Caregiver Indemnity Forms.
5. Homestay Application and Referee Reports.
6. All documents related to the enrolment of international students.
7. Police Vet authorisation forms.
8. Homestay visit checklist.

Policy Statements

1. Provision of Accommodation

- 1.1 Marist College will arrange accommodation for international students.

2. Use of Accommodation Agents

- 2.1 Marist College will under special circumstances approve the use of Accommodation Agents to organise homestay accommodation in compliance with "the Code". These homestays will be monitored for quality by the Marist College.

3. Accommodation Concerns

- 3.1 All accommodation queries and issues will be dealt with by Marist College Administration staff with responsibility for pastoral care. Pastoral care issues or concerns arising from accommodation arrangements will be referred to Marist College Administrator.
- 3.2 For each student, the full name, current address, contact phone number, occupation and relationship to student of the Homestay Carer will be held.
- 3.3 Any serious concerns relating to accommodation will be relayed promptly to the International Homestay Co-Ordinator.

4. Students not living with a parent

- 4.1 Monitoring the quality of accommodation for students not living with a parent.
- 4.1.1 Any accommodation to be used by international students not living with a parent will have:
- An on-site assessment to determine that living conditions are of an acceptable standard according to the Code of Practice.
 - An assessment to determine that the accommodation type is not a boarding establishment or that the student is not living in an external dwelling.
 - An assessment of the Homestay Carers suitability and whether they will provide a safe physical and emotional living environment.
- 4.1.2 Each student will be consulted at least quarterly to ensure that their accommodation is suitable.
- 4.1.3 All accommodation residences will be visited at least twice yearly to ensure that they remain suitable.
- 4.1.4 Police vetting will be carried out on all adults aged 18 years and over living in a homestay, or designated caregiver accommodation used by a student. Police vetting will be renewed every three years.
- 4.1.5 Marist College will conduct follow up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable.

4.2 Homestay

- 4.2.1 Students in homestay accommodation must make homestay payments in advance of the accommodation period.
- 4.2.2 Students must not make their own private homestay arrangements without the approval of the Principal.
- 4.2.3 Students staying in a homestay are required to exhibit appropriate behavior.
- 4.2.4 Where the homestay student wishes to withdraw from a homestay, at least two weeks' notice must be given in writing to the Administrator and Homestay Carer.
- 4.2.5 Where a student's behavior or demands are such that a Homestay Carer cannot reasonably be expected to have the student continue in their care, the homestay service may be discontinued. A two-week notice period is still required to the Administrator.
- 4.2.6 If a student is at risk because of a previously undisclosed or unknown health issue, a failed police vet or for any new issue that puts the student at risk, then the school reserves the right to remove the student without the two-week notice period.
- 4.2.7 If a student has approved leave from the homestay during the school year, there will be no reduction in homestay fees paid. During the summer holiday break, where a student leaves the homestay and will return to the same homestay for the following year a reduced weekly fee is paid.
- 4.2.8 If a student damages the property of the Homestay Carer, the student must pay the cost for repairs to the extent that the damage is not covered by the Homestay Carer's insurance policy.
- 4.2.9 If a member of the Homestay Carers family damages property belonging to the student, the Homestay Caregiver must pay for the cost of repairs, to the extent that the damage is not covered by the student's insurance policy.
- 4.2.10 Marist College does not accept responsibility for losses or damage to property or persons caused or suffered as a result of the home accommodation.
- 4.2.11 Advice and support infrastructure for Homestay Carers will be provided by Marist College.

4.3 Designated Caregivers

- 4.3.1 Parents of each student living with a designated caregiver are required to sign an indemnity document stating that the designated caregiver is a relative or close family friend and that the parents have selected the accommodation for their child, subject to Marist College approving the accommodation.
- 4.3.2 On or before enrolment, Marist College will meet and establish communication with the designated caregiver.

Evaluation

The Director will report to the Board of Trustees annually with reference to the effectiveness of the policy.

Annual Review Date: