



BUCKLEY PARK COLLEGE

International Student Program

Developed: March 2014

Reviewed: June 2017

Review Date: June 2020

Rationale

The International Student Program (ISP) is designed to ensure that international students receive high quality education within a safe learning environment.

There are five categories of international students who may enrol in a government school.

- Standard: full fee paying students
- Study Abroad: shorter term study option
- Temporary: students who are visiting Australia on a temporary basis, e.g. as tourists
- Dependent: children of persons, usually as tertiary students, who are in Australia
- Exempt: these students are exempt from paying tuition and related fees. The categories for exemption are identified in the Ministerial Order based on their purpose of stay and contribution to Victoria. This includes AusAid or Defence Sponsored Scholarship holders.

International students must submit a complete application form, receive an offer of a place in Victorian Government School, pay relevant fees and comply with their student visa conditions.

Registration is required to enrol a temporary international student or a student entitled to fee exemption.

Relevant information may be found for students at <http://www.study.vic.gov.au> and school policy information and standards can be found at [International Student Program Policy](#)

Purpose

To ensure all international students receive a high quality education in a safe learning environment whilst at Buckley Park College if applicable.

To ensure the school complies with DET policy in regard to International Students.

Implementation

If applicable, the school will refer to the School Resource Kit for comprehensive information on the legislative framework, policies, procedures and guidelines relating to the International Student Program.

In order to enrol international students, the school will apply for accreditation under the guidelines.

The school will be audited at least once during each four year accreditation period.

The school will apply for re-accreditation every four years during the same year as their school performance review.

The school will ensure the program does not affect the schools provision of its normal education programs and deny a local student access to educational programs. (Refer to Student Enrolment Policy)

The school will appoint a suitably qualified person as International Student Coordinator (ISC) to be responsible for day-to-day coordination of the ISP within the school and to deal with all matters affecting the welfare of students while the student is studying at the school.

If applicable the school will provide an Intensive English Language Program to international students.

Homestay Arrangements: Where parents opt for DET to arrange accommodation, the Department through the school, 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 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 under 18 years of age.

Homestay implementation:

- The School will organise homestay accommodation of high quality and which provides a safe, comfortable and caring environment.
- The homestay accommodation will be provided by a host which may be a family, couple or single person. The family will be chosen on the basis that they best match the needs of the International Student.
- Working with Children checks are required by all occupants over the age of 18 in the Homestay family and will be organised prior to the student moving in.
- International Students that are over the age of 18 are required to be in a homestay whilst studying at Buckley Park College.
- The maximum number of students per homestay is 3, regardless of provider.
- A weekly fee of \$290 will be charged (with an additional \$10 per week for the use of the internet). This covers 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 costs
 - Cleaning services of common living areas
 - Use of living areas within residence
 - Study facilities, including a desk, study light and bookcase
- Telephone expense will be the student's responsibility.
- The initial payment will include two weeks' rent in advance plus a bond that is the equivalent of two weeks' rent.
- If the International Student returns home during the summer holidays a holding fee to secure the homestay accommodation fee may be required to cover the student's absence. This fee is set at \$140 per week to a maximum of \$750 for the period.
- If a homestay provider wishes to terminate the homestay agreement, at least two weeks' notice is given to the student and School.
- Where a student moves out of a homestay at least two weeks' notice must be given to the homestay provider and School. Giving less than this may result in the bond being forfeited.
- International students of the opposite sex will not be permitted to live in the same homestay.
- Students will be asked to sign a Homestay Responsibility Agreement on commencement of their enrolment. This will outline the house rules and requirements as well as homestay costs and methods of payment.
- Students must have written permission from their parents and must provide relevant contact details if they wish to stay away from their homestay overnight

- Students and/or parents are required to reimburse homestay providers 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 provider or the student should be referred in writing to the School.
- The School will monitor progress of homestay arrangements, including twice yearly visits.
- Students may not change the homestay arrangements without consultation with the School.
- It is a condition of enrolment at Buckley Park College that all international students must reside in homestay accommodation (including students who are over 18).
- Homestay families will be provided with a copy of the School's Child Safety Policy and Code of Conduct.

Homestay welfare responsibilities:

In the case that the school arranges approved homestay accommodation with a local family/third party and manages the day-to-day coordination of student support, accommodation and welfare through the school's International Student Coordinator. The broader oversight of student welfare role is undertaken by the school Principal or Assistant Principal.

The International Student Coordinator manages day-to-day support services such as:

- information and advice to students, parents and homestay providers
- homestay accommodation placement and management
- supervision of student reporting and monitoring as required by DET
- provision of student reports and feedback to parents
- critical incident and management
- attendance/academic performance issues

The Principal or Assistant Principal maintains an oversight responsibility for all accommodation, support and general welfare arrangements for international students at the school. This includes:

- periodic (at least twice yearly) review of accommodation, support and welfare arrangements for all international students
- liaison with the International Student Program regarding complex or significant international student management matters
- oversight of international student program management
- giving interim consent to medical treatment in emergencies
- dispute resolution where issues relate to homestay or the International Student Coordinator

Note:

Homestay providers are not responsible for the student's overall welfare and any welfare issues concerning the student should be immediately raised with the schools International Student Coordinator.

The International Student Program Policy should be read in conjunction with the Child Safe Policy and other relevant policies at Buckley Park College.

Evaluation

This policy will be reviewed as part of the school's review cycle (May 2020) or if guidelines change.