



**John Paul College**  
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## JOHN PAUL COLLEGE LTD

### **National Code 2007 Standard 5: Accommodation, Support & Welfare Policy & Procedures**

Students under 18 years of age studying on a student visa and living in Australia must have their accommodation and welfare arrangements approved by John Paul College in accordance with the requirements of the National Code 2007. Approved living arrangements options are as follows.

Students can live with:

1. **A parent or suitable relative.** The Department of Immigration and Citizenship (DIAC) has defined a suitable relative as a person who is
  - namely a grandparent, brother, sister, aunt, uncle, niece or nephew, or a step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step-niece or step-nephew
  - nominated by the parent of the student or a person who has custody of the student
  - aged at least 21 years
  - of good character

Students who are accompanied by a parent to Australia and with whom they are living, or students who will be living with a suitable relative in Australia, will **not** be issued a Letter of Accommodation and Welfare by the College. The parent or suitable relative must apply for a Guardian Visa (SC580) to accompany their child/ren to Australia.

Where the parents nominate a suitable relative, as identified above, a letter from the parents giving their approval for their son/daughter to be cared for by the nominated relative(s) and informing the College of their relationship to the student, together with documented evidence proving this relationship, must accompany the application for enrolment of the student.

If a parent or suitable relative enters Australia, however, on a Visitor's Visa, the student under 18 years of age will be placed in the John Paul College homestay program and a Letter of Accommodation and Welfare issued.

2. **A homestay parent** who is a member of the College's homestay program (JPC Homestay Program) and who is:
  - approved by the Commission for Children and Young People and Child Guardian, and holds a Suitability Notice (**Blue Card**) which allows the holder to work with young persons under 18 years
  - aged at least 21 years
  - of good character





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3. **A homestay parent** who is nominated by the parent and who is not a member of the College's homestay program ie a **Private Homestay** and who is:
- approved by the Commission for Children and Young People and Child Guardian, and holds a Suitability Notice (Blue Card) which allows the holder to work with young persons under 18 years
  - aged at least 21
  - of good character

Students who nominate to live in homestay accommodation (as in 2 or 3 above) will be issued a letter of Confirmation of Accommodation and Welfare (CAAW) by the College to accompany their visa grant application. The issuing of this letter means that John Paul College is responsible for ensuring that students are placed in suitable accommodation and that their welfare is assured. The College has the right, therefore, to approve or, in the case of the proposed residence not satisfying the procedures described below, *not* approve of the intended accommodation and welfare arrangements.

Letters of Confirmation of Accommodation and Welfare (CAAW) will cover the period 7 days prior to the commencement of the course as identified on the electronic Confirmation of Enrolment (eCOE) and will end 7 days following the end date of the course as identified on the eCOE. Where more than one eCOE is issued to the student to cover multiple courses, the Letters of Accommodation and Welfare will be issued to cover all of the designated courses so as not to create any 'gaps' in the welfare arrangements.

Regardless of the living arrangements that are approved by the College, it is the student's responsibility to inform the College of his/her residential address **within 7 days** of arriving in Australia.

If the student changes address with the prior approval of the College, the new address must be notified to the College **within 7 days** of the change.

John Paul College is required by law to maintain the student's current address. If this condition of the visa grant (Condition 8533) is not maintained and there is a need for the College to contact the student with regard to a formal notification of a visa breach, it may lead to the automatic cancellation of the student visa by the Department of Immigration and Citizenship (DIAC) where DIAC assumes that contact has been made with the student.

### **Procedures for Checking the Suitability of the Proposed Welfare and Accommodation Arrangements.**

John Paul College has a responsibility to ensure that younger students aged under 18 years and who are *not* being cared for in Australia by a relative or a nominated relative have appropriate accommodation, support and welfare arrangements approved by the College in accordance with the requirements of the National Code 2007.





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Prospective homestay parents are required to complete a:

- JPC Homestay Application form
- Duty of Care declaration
- Statutory Declaration form and Commission for Children and Young People and Child Guardian Suitability Notice (Blue Card) form for themselves and for all persons living in the house who are over 18 years

Prospective homestay families are required to be interviewed by the Homestay Co-ordinator or school representative to assess if their personal and family situation is suitable for hosting an international student in their home before proceeding with a home inspection.

A home inspection is organised after interview. This covers the suitability of safety regarding the location of the house and its proximity to public transport and other facilities, hygiene, facilities offered for the students, study environment, food, safe transport to and from school and the understood level of duty of care provided for students and the expectations that the College has of its students.

A home inspection report is assessed by the Head of Campus/School. If approved, the host family is contacted by phone advising acceptance is subject to Suitability Notice approval for *all* family members aged 18 years or above.

John Paul College will apply to the Commission for Children and Young People and Child Guardian on behalf of the applicant for the issue of the Suitability Notice. This is a Queensland government requirement necessary for any family member over the age of 18 years who is living in the home that will accommodate students under the age of 18 years.

A completed Suitability Notice application is checked for correct information combined with sighting original copies of two signed identification (Driving Licence, Passport or Credit Card). Once application is submitted to the Commission for Children and Young People and Child Guardian, processing takes approximately 4 – 12 weeks.

When approval is granted by the Commission for Children and Young People and Child Guardian, a Positive Notice, including the Suitability Notice, is issued to the applicant with a copy to the Provider confirming approval. Should a Negative Notice be issued by the Commission for Children and Young People and Child Guardian, the student will not be placed into the care of the prospective homestay family until the matter is resolved to the satisfaction of the College ie a subsequent Positive Notice is issued following a successful appeal from the family member concerned.

Students can be placed in Homestay accommodation only if the homestay parent and all members of the household aged 18 years or above already hold Suitability Notices. All members of the John Paul College homestay program are approved to care for students who are under 18 years.





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Where a parent has nominated a person(s) to care for their child who is not a member of the JPC Homestay program and that person does not hold a Current Suitability Notice or who is waiting for their application for a Suitability Notice to be approved by the Commission for Children and Young People and Child Guardian, the College will assume its right and exercise its legal responsibility to place the student in the JPC Homestay program until such time as the nominated private homestay parent is in possession of an approved Suitability Notice.

Suitability Notices have tenure of two years and should be renewed prior to their expiry date. At the same time, the College will conduct a home inspection review to ensure continued compliance with the College's and National Code requirements.

### **Suspension, Termination or Cancellation of the Student Enrolment**

Where the student's enrolment is suspended, terminated or cancelled, John Paul College Ltd will continue to check the welfare and accommodation arrangements of the student until such time as:

- The student has a new Provider that takes on the approval of welfare and accommodation arrangements
- The student leaves the country
- Other suitable arrangements are made (acceptable to DIAC)
- The College reports that it can no longer approve the welfare and accommodation arrangement as outlined below

### **Change of Accommodation and Welfare Arrangements**

Should a student wish to change their living arrangements, they must seek the College's approval for this change by following the procedure identified below:

1. Complete a *Change of Living Arrangement* form and submit to the respective school office
2. Submit a letter written by the parents formalising the request for the change
3. Attend an interview with the School Head/Head of Campus or the appointed deputy and the Homestay Co-ordinator. Where it is felt that the move is warranted, items 4 – 8 below will apply
4. Where the student wishes to move into a private homestay, the proposed homestay parents attend for interview
5. A home inspection is undertaken
6. The Homestay Co-ordinator and the interviewer review the information collected
7. Approval/non-approval is communicated to the student
8. The change of living arrangement form is signed and copies sent to the Homestay Co-ordinator and Registrar's office.
9. A *Change of Accommodation* fee may be charged. (Please refer to the fee schedule)





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At any stage of this process, non-approval of the request could be the outcome. Where this occurs, the reasons for the non-approval of the change of living arrangements will be communicated to the student.

**Under no circumstances should the student change his/her living arrangements without prior approval from the College (refer below).**

### **Non-Approval of Accommodation and Welfare Arrangements**

If a student changes his/her welfare and accommodation arrangements, and the Head of Campus/School no longer approves these arrangements, the Head of Campus/School will notify DIAC via the Provider Registration and International Student Management System (PRISMS) using the 'Non-Approval of Appropriate Accommodation/Welfare Arrangements' letter. This may result in cancellation of the student's visa. Failure to maintain approved accommodation and welfare arrangements may also be grounds for cancellation of the student's enrolment.

Where a student wishes to change their welfare and accommodation arrangements in order to live with a parent or a nominated suitable relative, the parent(s) should submit all the necessary documentation to DIAC. Students or parent(s) should visit their nearest DIAC office to provide evidence of the new arrangements well before the proposed transfer date, as processing of the necessary evidence can take some time to complete.

FORMS: 157G, 157N, 110I

The parent or relative will need to provide evidence of their identity and relationship to the student through ID documents such as passport, birth certificate, household register, citizenship certificate, court orders etc.

The student or parent should hand forms listed above into DIAC. After these forms have been processed and completed, a decision will be made as to whether the new welfare and accommodation arrangements are acceptable. If all requirements are met, the student should give evidence of this to the school (for example, the parent's passport should contain a visa label indicating the holder has been granted a 580 Student Guardian visa). If the school, for any reason, has difficulties in obtaining evidence, the school may call DIAC who can either confirm or deny the alternative arrangements are in place.

The school will then notify DIAC that they are no longer responsible for approving the student's welfare and accommodation arrangements via PRISMS using the 'Non-Approval of Appropriate Accommodation/Welfare Arrangements' letter. All relevant details concerning the transfer of welfare and accommodation arrangements, including the effective date of transfer, should be entered into the comments field.

### **Relevant website:**

AEI Study in Australia: [www.australia.com](http://www.australia.com)  
AEI International Spending: [www.aei.dest.gov.au](http://www.aei.dest.gov.au)

