



## John Paul College Ltd accommodation, support and welfare policy for overseas visa students (student visa 500)

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### Care for younger students under 18 years

The College is a CRICOS-registered provider that enrolls younger students under 18 years of age.

As part of our registration obligations, the College must satisfy Commonwealth and State legislation, as well as any other regulatory requirements relating to child welfare and protection for any visa student enrolled who is under 18 years of age.

These obligations include ensuring that all visa students under 18 years of age are given age and culturally appropriate information on:

- who to contact in emergency situations, and
- how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.

The College has documented procedures relating to child welfare and safety, and will implement these procedures in the event that there are any concerns for the welfare of a student under 18 years of age.

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 of Practice for Providers of Education and Training to Overseas Students 2018*. Approved living arrangements options are as follows.

**For school periods**, the following accommodation options are available to full fee paying 500 (formerly 571) visa subclass students under 18 years of age for whom the School has issued a CAAW:

1. **A parent, legal custodian or eligible relative.** The Australian Immigration Authority has defined an eligible relative as a person who is:
  - A parent, spouse, de-facto partner, brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece or nephew, or a step-grandparent, step-aunt, step-uncle, step-niece or step-nephew; and
  - nominated by a parent of the student or a person who has custody of the student, and
  - aged at least 21 years, and
  - of good character, and shows this by providing a police clearance from the countries in which they have lived for more than 12 months in the past 10 years after the age of 16; and
  - an Australian citizen, permanent resident or be eligible to remain in Australia until the overseas student's visa expires or the overseas student turns 18 years of age (whichever happens first).

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, legal custodian or eligible relative must apply for a Student Guardian Visa (subclass 590) to accompany their children 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. **John Paul College Boarding Village** operated by John Paul College Ltd.





3. **A homestay parent** who is a member of the College's homestay program (JPC Homestay Program) and who is:
  1. approved by the Department of Justice and Attorney-General, and holds a Working with Children Check (**Blue Card**) which allows the holder to work with young persons under 18 years
  2. aged at least 25 years
  3. of good character
  4. approved by John Paul College
4. **A homestay parent** who is nominated by the parent and who is not a member of the College's homestay program is a **Private Homestay** and who is:
  - approved by the Department of Justice and Attorney-General, and holds a Working with Children Check (Blue Card) which allows the holder to work with young persons under 18 years
  - aged at least 25 years
  - of good character
  - approved by John Paul College

The College will maintain approval of accommodation and care arrangements until:

- The student completes the course and departs Australia
- The student turns 18 years
- Any appeals processes in relation to The College's intentions to cancel the student's enrolment has been finalised (including suspensions, cancellations, course progress and attendance)
- The student has alternative welfare arrangements approved by another registered provider
- A parent or nominated relative approved by the Australian Immigration Authority assumes care of the student
- The College has notified the Australian Immigration Authority that it is no longer able to approve the student's welfare arrangements and has taken the required action after not being able to contact the student.

**For school vacation periods**, the following accommodation options are available to full fee paying 500 (formerly 571) visa subclass students under 18 years of age for whom the School has issued a CAAW:

- i. Student returns home to parents, or
- ii. Student continues to live in / is placed in Homestay / Boarding arranged and approved by the school, or
- iii. Student may spend vacation with relatives or a friend's family if all requirements are met in order to attain school approval.

Students who are not accompanied by a parent or suitable relative 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 the welfare of the student and ensuring that they are placed in suitable accommodation. 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 seven (7) days prior to the commencement of the course as identified on the electronic Confirmation of Enrolment (eCOE) and will end seven (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 Australian Immigration Authority where they assume 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 parent or a nominated relative have appropriate accommodation, support and welfare arrangements approved by the College in accordance with the requirements of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

Prospective homestay parents are required to complete a:

- JPC Homestay Application form
- Department of Justice and Attorney-General's Working with Children Check (Blue Card) form for themselves and for all persons living in the house who are over 18 years

John Paul College will apply to the Department of Justice and Attorney-General on behalf of the applicant for the issue of the Working with Children Check. 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 Working with Children Check application is checked for correct information combined with sighting original copies of two signed identification documents (Driving Licence, Passport or Credit Card). Once the application is submitted to the Department of Justice and Attorney-General, processing takes approximately 4 – 12 weeks.

When approval is granted by the Department of Justice and Attorney-General, a Positive Notice, including the Working with Children Check, is issued to the applicant with a copy to the Provider confirming approval. Should a Negative Notice be issued by the Department of Justice and Attorney-General, 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 Working with Children Check is issued following a successful appeal from the family member concerned.

After the Working with Children Check approval for all family members aged 18 years and above, prospective homestay families are required to be interviewed by the Accommodation Officer 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 assessment 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 assessment report is reviewed by the Accommodation Officer. If approved, the host family is contacted by email advising acceptance and will receive the Guidelines for Homestay, in which they will be required to sign for their acknowledgement.

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 Working with Children Checks. All members of the John Paul College homestay program are approved to care for students who are under 18 years.

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 Working with Children Check or who is waiting for their application for a Working with Children Check to be approved by the Department of Justice and Attorney-





Generally, 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 Working with Children Check.

Working with Children Checks have tenure of three years and should be renewed at least 30 days prior to their expiry date. At the same time, the College will conduct regular home inspection reviews to ensure continued compliance with the College's and National Code requirements.

Accommodation and care arrangements are checked prior to approval and regularly thereafter to ensure they remain appropriate to the student's age and needs.

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

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

- The student has alternative welfare arrangements approved by another registered provider
- Care of the student by a parent or nominated relative is approved by the Australian Immigration Authority
- The student leaves Australia
- The College notifies the Australian Immigration Authority that it can no longer approve the welfare and accommodation arrangement as outlined below or that it has taken the required action after not being able to contact the student.

Where the College enrolls a student under 18 years of age who has welfare arrangements approved by another registered provider, the receiving provider must:

- Negotiate the transfer date for welfare arrangements with the releasing registered provider to ensure there is no gap
- Inform the student of their visa obligation to maintain their current welfare arrangements until the transfer date, or have alternate welfare arrangements approved or the student return to their home country until the new approved welfare arrangements take effect.

### **Accommodation and care options for overseas students under 18 years**

The College approves the following accommodation and care options for overseas students:

#### **The student will live with a parent or relative approved by the Australian Immigration Authority.**

In this case:

- The School does **not** provide a welfare letter (CAAW) via PRISMS.
- If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a [Student guardian Visa \(subclass 590\)](#), all obligations and conditions of this visa must be met, including:
  - not leaving Australia without the nominating student unless there are compassionate and compelling circumstances and the School has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence, and
  - advising the Australian Immigration Authority of any change of address, passport or other changes of circumstances.

If a parent or relative arranges their own accommodation and/or travel, they must:

- immediately notify Australian Immigration Authority for alternative accommodation and care arrangements
- immediately advise the School of any change to address or contact details
- immediately advise the School 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 School is able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the School will provide documentation approving temporary care arrangements for the student to the student's guardian and for the Australian Immigration Authority via PRISMS.

If there is not a valid reason for travelling overseas, or if the School 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 School will advise if compulsory attendance requirements will or will not be affected by the student's absence

### **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 Homestay Request 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 Accommodation Officer. 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 Accommodation Officer and the interviewer review the information collected.
7. Approval/non-approval is communicated to the student.
8. The *Change of Homestay Request Form* is signed and copies sent to the Accommodation Officer.
9. A *Change of Accommodation* fee may be charged. (Please refer to the fee schedule).

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).**

### **Change of Accommodation and Welfare Arrangements for Non-Welfare Students**

Should a student wish to change their living arrangements and require the school to provide welfare, they must seek approval for this change by following the procedure identified below:

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

### **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 the Australian Immigration Authority 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 the Australian Immigration Authority. Students or parent(s) should visit their nearest Australian Immigration Authority 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.

If a student cannot be located and the College has concerns for his/her welfare, the College will contact the student's parents / legal guardian and notify the police and any other relevant authorities.

If a student for whom the College has issued a CAAW refuses to maintain approved arrangements, the College will report this to the Australian Immigration Authority and advise the student to contact the Australian Immigration to ensure visa implications are understood (See Australian Immigration).

If a parent / nominated guardian wishes to assume welfare responsibility, the parent / nominated guardian must notify the school as soon as practicable of their intentions and must provide the school with written evidence of a guardian visa grant.

FORMS: 157G, 157N

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 Australian Immigration Authority. 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 590 Student Guardian visa). If the school, for any reason, has difficulties in obtaining evidence, the school may call Australian Immigration Authority who can either confirm or deny the alternative arrangements are in place.

The school will then notify the Australian Immigration Authority 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.

