



MARIST COLLEGE ASHGROVE

Marist College Ashgrove's Accommodation and Welfare Policy for International Students

Approved By: Head of College	Date Approved: 16/02/2023	Review Date: 16/02/2024
Person(s) responsible: College Registrar, Head of Boarding		
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This policy outlines the process and procedures with regards to privacy of personal information collected by Marist College Ashgrove for prospective families and students.		

A copy of this policy is provided to the parent(s)/legal guardian(s) if the student is under age 18 years at a reasonable time prior to a Written Agreement being signed.

Care for younger students under 18

Marist College Ashgrove is a CRICOS registered provider that enrolls younger students under 18 years of age. As part of its registration obligations, Marist College Ashgrove must satisfy Commonwealth and State legislation, as well as any other regulatory requirements, relating to child welfare and protection for any overseas student enrolled who is under 18 years of age.

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

- a) Who to contact in emergency situations, including the contact number(s) of a nominated staff member;
- b) How to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.

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

Accommodation and care options for overseas students under 18 years

Marist College Ashgrove approves the following accommodation and care options for overseas students. It is a condition of the student visa that students under the age of 18 maintain adequate welfare and accommodation arrangements.

1. The student will live with a parent or relative approved by the Department of Immigration.

In this case:

- i. The School does **not** provide a welfare letter (CAAW) via PRISMS. The student's family completes Form 157N and provides proof of relationship to Department of Home Affairs (Immigration) at the time of visa application for approval of these arrangements. The Department of Home Affairs (Immigration) must also approve any further change of welfare arrangements.



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- 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 590), all obligations and conditions of this visa must be met, including:
 - a) 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
 - b) advising the Department of Home Affairs (Immigration) of any change of address, passport or other changes of circumstances.

Marist College Ashgrove requires holders of Student Guardian Visas to:

- i. maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia
- ii. immediately advise the College of any change to address or contact details
- iii. 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 to the student's guardian and for the Department of Home Affairs (Immigration) via PRISMS.

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.

2. The student will live in school approved accommodation and welfare arrangements and Marist College Ashgrove will generate the welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE).

Accommodation options that may be approved by Marist College Ashgrove for full fee paying 500 visa subclass students under 18 years of age include:

- i. College Boarding House
- ii. Private accommodation and care arrangements requested by the parent but approved by the School which meet all requirements under relevant state and commonwealth legislation.

Marist College Ashgrove will maintain approval of accommodation and care arrangements until:

- i. The student completes the course and departs Australia.
- ii. The student turns 18. It is a Marist College Ashgrove requirement that the student remains in the Boarding House until he has completed school, even after he turns 18, unless approved by the Head of College.



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- iii. Any appeals process in relation to Marist College Ashgrove's intentions to cancel the student's enrolment has been finalised (including suspensions, cancellations, course progress and attendance).
- iv. The student has alternative welfare arrangements approved by another registered provider.
- v. Marist College Ashgrove has notified the Department of Home Affairs 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.

Any accommodation, welfare and other support arrangements for the student must be approved by *Marist College Ashgrove*, including arrangements provided by third parties.

Accommodation and care arrangements are checked prior to approval and at least every six months thereafter to ensure they are appropriate to the student's age and needs.

Any adults involved in or providing accommodation and welfare arrangements to the student have a blue card as appropriate [Blue Card Services website](#)

Any changes to approved arrangements must also be approved by the College.

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 Department of Home Affairs (Immigration) and advise the student to contact the Department of Home Affairs (Immigration) to ensure visa implications are understood: [Department of Home Affairs](#)

In the event of a significant or critical welfare issue involving the student, and if determined necessary by the school, a parent, legal guardian or approved relative agrees to travel to a designated location within 2 days to assume care of the student until the situation has been resolved to the school's satisfaction.

In the event of a Critical Incident, such as a natural disaster, the Head of College or his representative will organise emergency accommodation for all overseas students boarding at the College.

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.

Students may also refer to the Study in Australia website: <http://www.studyinaustralia.gov.au/global/live-in-australia/living-costs> for an idea of costs of living in Australia.

Boarders at the College are entitled to Boarders' Free Weekends. During the college year there are roughly 4 or 5 weekends (usually coinciding with long weekends, public holidays or parent-teacher interviews) where the boarders are free to leave the College to be with their families. We realise that there are times where it is not always possible for parents to take their sons for such weekends. If they do not have a parent or legal guardian to reside with for the weekend, they can stay in the Boarding Residence.

The Boarding House reviews its policies on an annual basis to ensure that the content is relevant and up to date.



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As the Boarding House is like a “home away from home”, each residence allows for the growth of a student over their time at Marist College Ashgrove. The responsibilities that a student is afforded (for example, the ability to walk to the local shops without supervision) varies with the student’s age.

Each residence in the Boarding House has a Coordinator who is responsible for the day-to-day care and comfort of the students.

Marist College Ashgrove has strict rules and guidelines in the Boarding House for the safety and welfare of all students. Where a student is not following the rules, or is misbehaving, the following steps apply:

- i. The student will be counselled by their Boarding Coordinator or Head of Boarding as to why the rules are in place and why they need to be followed:
 - ii. The College will contact the parents / guardians of the student to advise them of the behaviour.
 - iii. If the behaviour does not change, the College reserves the right to use standard behavioural non-compliance processes such as internal suspension.
 - iv. If the behaviour continues even after disciplinary action is taken as per 4 (g, iii), then the College reserves the right to take further disciplinary action as necessary such as external suspension.
 - v. If the behaviour remains after an external suspension, a “Show Cause” letter will be issued to the student by the Head of College. A student will be asked to leave the College if the Head of College is not satisfied with the response to the “Show Cause” letter.
3. **For School vacation periods, students under 18 years of age for whom Marist College Ashgrove has issued a CAAW will:**
- i) return home to parents, or
 - ii) apply for approval to spend the vacation with relatives or a friend’s family*

For mid-semester and end of semester holidays, Overseas Students are encouraged to return home if their parents are not in Australia. On occasions when this is not possible, arrangements will be made by the student’s family to place the student with family members or relatives. Any individual taking care of the student during this time must be listed as an approved Host for this to occur. Hosts are approved via the options noted in Marist College Ashgrove’s Leave Policy for International Students.

If your son doesn’t have any family members or close family friends on their host list, they can visit day boy homes provided the day boys are listed on the students host list and their parents have given their permission for this to occur. In this case, the overall approval of an international student’s welfare, in absence of the parents / guardians being onshore, rests with the College. The college will continue to hold welfare for the student during this period of leave/vacation.

The person(s) caring for your son during this period should be:

- i) Over 18 years of age;
- ii) An Australian citizen, permanent resident or hold a Visa permitting them to be in Australia;
- iii) Of good character (any adults involved in or providing accommodation and welfare arrangements to the student have a blue card as appropriate (<http://www.bluecard.qld.gov.au/>)).



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The placements of more than 7 days in a calendar year, the college will collect and record details of blue cards for all host family members over 18 years old. *

One outing is considered as one day of the calendar year.

Please see the [Leave Policy for International Students](#) for further information.

4. Accommodation options for students 18 years and older

It is a condition of enrolment that students over 18 years maintain school approved accommodation arrangements as follows:

- i. School Boarding House
- ii. Private accommodation and care arrangements requested by the parent but approved by the School which meet all requirements under relevant state and commonwealth legislation.

5. For School vacation periods, students under 18 years of age for whom Marist College Ashgrove has issued a CAAW will:

- i. Student returns home to parents
- ii. Apply for approval to spend the vacation with relatives or a friend's family*

The placements of more than 7 days in a calendar year, the college will collect and record details of blue cards for all host family members over 18 years old. *

One outing is considered as one day of the calendar year.

Please see the [Leave Policy for International Students](#) for further information.

6. Private Accommodation Arrangements at Marist College Ashgrove

While on leave your son can visit family members or close family friends. Family members or close family friends must be listed as an approved Host for this to occur. If your son doesn't have any family members or close family friends on their host list, they can visit day boy homes provided the day boys are listed on the students host list and their parents have given their permission for this to occur.

Overnights are for family occasions only; two Overnights are permitted per term. Boys are to be returned to the College by 5.00pm at the latest.

The private accommodation arrangements approved by Marist College Ashgrove meet Queensland legislative requirements for child protection as well as Standard 5 of the 2018 National Code of Practice for Providers of Education and Training to Overseas Students.

These include:

- i. Continuous dates for approved welfare arrangements



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- ii. Documented procedures for checking suitability of accommodation and general welfare arrangements before a student is placed in an approved arrangement.
 - Guidelines for selecting, screening and monitoring each family and ensuring the family can provide age-appropriate care and facilities.
- iii. Blue cards as required for adults living in the private arrangement, other than overseas students, or who otherwise have regular contact with the student. *

***Note:**

As of 31 August 2020, "[No card, No start](#)" blue card requirements apply for providers of child accommodation services, unless an exemption applies.