

Policy

Fiordland College undertakes to comply with the accommodation provisions set out in 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
- d) Temporary accommodation for group students and short courses only

Fiordland College will arrange accommodation for international students.

Fiordland College will not make use of accommodation agents to organise and monitor student accommodation.

Objectives

1. To provide a suitable living environment conducive to study and a safe and supportive home life.
2. To involve the residential 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 the student is well cared for and happy in New Zealand.

Administrative Requirements and Understandings

General

1. Students under 18 years will not be permitted to rent a flat/room/house/apartment or live on their own.
2. All accommodation queries and issues will be dealt with initially by the International Student Director. Pastoral care or concerns arising from accommodation arrangements will also be referred to the International Student Director.
3. For each student, the school will keep on file the following information: full name, current address, accommodation type, contact phone number, passport and visa details, parents' contact details and medical/insurance details.
4. Where a student is dissatisfied with their residential care arrangements, the school must confer with the student, the student's parents and the homestay parents to determine and document what action should be taken to address the student's concerns. In the event that the student's concerns cannot be resolved, the student shall have access to the Grievance Procedures.

Students Not Living with a Parent

For all students under 18 years and not living with a parent:

1. Any accommodation to be used by international students will have:
 - An on-site assessment to determine that living conditions are of an acceptable standard.
 - An assessment to determine that the accommodation type is not a boarding establishment, if the student is in a homestay or has a designated caregiver.
 - An assessment of the residential carer's suitability and whether they will provide a safe physical and emotional environment.
2. Each student will be interviewed at least quarterly to ensure that his or her accommodation is suitable.
3. All accommodation residences will be monitored to ensure that they remain suitable. Fiordland College will conduct follow-up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable.
4. Police vetting will be carried out on all adults aged 18 years and over living in a homestay, boarding establishment or designated caregiver accommodation used by a student.

Homestay

1. General
 - International students in Years 7 and above who study at Fiordland College are encouraged to be homestay. The school believes this is in the best interests of the students. Academic progress is enhanced when students are continually exposed to the use of the English language and greater study time is available within a homestay environment. It is a caring and safe environment.

- Homestay accommodation is provided in good quality housing. New Zealand homes are usually stand-alone with a garden and lawns. Accommodation is usually within a 3km radius of the school. Students usually walk or bike to school. Students accommodated more than 3km from the school have access to daily bus transport.
- Rules and Regulations for international students in homestay accommodation are included in the Student Behaviour document.
- Note that, in special cases, the school may agree to a request that the student stay in private boarding accommodation organised by the family. In such instances, the school is not responsible for the student outside of normal school hours and activities. The parents must complete the Indemnity Document for a Designated Caregiver in such instances (see further details below).

2. Appointment of Homestay Carers

- All homestay carers are carefully selected and monitored by the International Student Director. Students must fill out the "Personal Profile Form" prior to their arrival in New Zealand to assist the Director to find a suitable family. The focus is on finding families who will provide a safe physical and emotional environment.
- A Homestay Provider Application must be completed and the International Director makes an assessment of the potential homestay carers' suitability to provide suitable accommodation and appropriate physical and emotional support and guidance before any international students are placed with them. All homestay carers aged 18 and over will also be vetted by the Police.
- All homestay carers must enter into a "Homestay Provider Agreement" with Fiordland College.
- All caregivers are provided with copies of policies and guidelines relating to the care of students.
- Advice and a support infrastructure for homestay carers will be provided by the International Director.
- The International Director will carry out ongoing monitoring of the homestay families. This involves a physical visit to each student's home.

3. Homestay Fees

- Homestay fees are set annually and are paid in one payment per year. Homestay fees must be paid in advance directly to Fiordland College and the College reimburses the homestay family. The weekly cost covers:
 - Full board including all meals. (Lunches are provided at the home or for the student to take to school. If the student wishes to buy their lunch, this is at their own expense.)
 - Study facilities and full laundry facilities (except dry cleaning)
 - Accommodation for 45 weeks in a year. (Students may travel home during mid-year vacations but accommodation is contracted for the whole period.)
 - Local telephone calls from the homestay are free, but international or national calls are a separate charge to the student.
 - Access to the Internet.
- The tuition programme is for 45 weeks, concluding at the start of the long school vacation during Dec/Jan. Students are required to travel home for this period. Homestay families will not be available to provide homestay during this time. The school does not accept responsibility for the student during this time.
- Should a student withdraw before completion of the agreed period, then Homestay money will be refunded for the number of complete weeks remaining, less four weeks. (Refer to the "**Refund Policy**")
- Students must not make their own private homestay arrangements without the approval of the International Director.

Designated Caregivers

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 Fiordland College approving the accommodation.
2. On or before enrolment, Fiordland College will meet and establish communication with the designated caregiver and a Designated Caregiver Application will be completed.
3. The relationship between the designated caregiver and student's parents will be checked to confirm that they are a bona fide relative or parent's friend.
4. The Designated Caregiver must enter into a Designated Caregiver Agreement with Fiordland College.

Temporary Accommodation

1. Fiordland College will ensure adequate supervision is provided under temporary accommodation.