

BRISBANE GRAMMAR SCHOOL ACCOMMODATION POLICY FOR OVERSEAS STUDENTS

DEFINITIONS

Parent or Guardian means the parent(s) or guardian(s) of the overseas student (or intending overseas student) who signed the letter confirming the overseas student's offer of placement at the School.

Registered Provider has the meaning under the *Education Services for Overseas Students Act 2000* (Cth) as amended or replaced from time to time.

School means the Board of Trustees of the Brisbane Grammar School (trading as Brisbane Grammar School), who is a Registered Provider.

ACCOMMODATION, SUPPORT AND GENERAL WELFARE ARRANGEMENTS

The School requires all overseas students to live in Harlin House (the School's boarding house) which the School has determined provides suitable accommodation to protect the personal safety and social well-being of overseas students. This is unless the overseas student is to live with one or both of his Parents or Guardians who reside permanently in Brisbane.

To clarify, references to a Parent or Guardian in this policy relate only to the legal parent or guardian of an overseas student. **The School will not approve an overseas student to live with a person within Australia who is not the student's legal parent or guardian.**

If the overseas student or Parent or Guardian terminates the overseas student's living arrangements at Harlin House without approval of the School, this may be grounds for cancellation of enrolment. In addition, the School must notify the Department of Immigration and Border Protection (**DIBP**) if the living arrangements of the overseas student change or if the School no longer approves the overseas student's accommodation arrangements. This may result in the overseas student's visa being cancelled.

By enrolling the overseas student as a boarder to reside at Harlin House, the Parent or Guardian agrees to the requirements outlined in this policy. The School only provides the required Confirmation of Appropriate Accommodation and Welfare (**CAAW**) letter to DIBP for the overseas student to apply for his visa on this basis.

ARRANGEMENTS DURING SCHOOL HOLIDAY PERIODS

Semester and term dates for the overseas student's first year of enrolment will be provided to the Parent or Guardian in the letter confirming the overseas student's offer of placement at the School. Semester and term dates for each subsequent year will be published on the School's website and intranet by July for the following calendar year, and will be provided in the Boarders' Handbook which is issued in December each year. All periods between each semester and term are considered school holiday periods.

Harlin House opens one day prior to the commencement of each school term and closes on the last day of school each term. The Parent or Guardian is responsible for arranging in advance the overseas student's travel and accommodation during all school holidays. The School's preference is for an overseas student to return home to his Parent or Guardian for the duration of the school holidays.

The Parent or Guardian must notify the School in writing of the arrangements made for the overseas student for each school holiday period by completing, signing and submitting in advance an *Overseas Boarding Student's Vacation Leave Form* and any requested supporting documentation for each requested period of holiday leave. If the overseas

student will not be returning home to the Parent or Guardian for the holiday, the Parent or Guardian must obtain the School's approval to the arrangement proposed by the Parent or Guardian prior to the commencement of the holiday period, as detailed below.

REQUESTS FOR WEEKEND LEAVE

For an overseas student to have a period of absence from Harlin House over a weekend during a term, the Parent or Guardian must first seek approval for the absence from the School. The Parent or Guardian will be responsible for making the proposed arrangements for the weekend leave.

The Parent or Guardian must notify the School in writing of the proposed arrangements made for the overseas student by completing, signing and submitting in advance an *Overseas Boarding Students - Weekend Leave Form* and any requested supporting documentation for each requested period of weekend leave. The Parent or Guardian must obtain the School's approval to the arrangement proposed by the Parent or Guardian prior to the commencement of the requested leave period, as detailed below.

APPROVAL OF OTHER ARRANGEMENTS

As detailed above, where the Parent or Guardian wishes the overseas student to stay in accommodation other than with them or in Harlin House (for example, over the course of any weekend or holiday period), the Parent or Guardian must provide the required forms and supporting documents to first obtain the School's approval.

Where such approval is sought, in assessing the suitability of the proposed travel, accommodation, support and general welfare arrangements for the overseas student, the School may consider:

- (a) whether the Parents or Guardians have taken steps to arrange suitable care, accommodation and travel for the overseas student;
- (b) whether the Parents or Guardians have taken all necessary steps to confirm the care, accommodation and travel arrangements made are suitable for the overseas student;
- (c) whether the Parents or Guardians have taken all necessary steps to confirm there is a responsible person providing care and accommodation to the overseas student who is least 21 years of age and of good character; and
- (d) whether the School has been advised of all details of the care, accommodation and travel arrangements made for the overseas student, including the contact details of the responsible person and copies of current Blue Cards where necessary.

In satisfying itself as to the suitability of a proposed arrangement for an overseas student, the School relies on the judgment of the Parent or Guardian and the warranties and indemnities given by the Parent or Guardian in relation to the proposed arrangements by way of the relevant School forms.

YEAR 12 STUDENTS – SCHOOLIES WEEK

The School will not give permission for any overseas student to attend Schoolies week in any circumstances.

If the School becomes aware that an overseas student attends Schoolies, the School will notify DIBP. This may result in the overseas student's visa being cancelled.

ARRANGEMENTS FOLLOWING SUSPENSION OR CANCELLATION OF ENROLMENT

The rights and obligations outlined in this policy will continue to apply during any period of suspension of an overseas student from the School.

In the event of cancellation of enrolment of an overseas student, the rights and obligations outlined in this policy will continue to apply until (whichever occurs first):

- (a) the overseas student is accepted as a student by another school which is a Registered Provider and that school takes over responsibility for approving the overseas student's accommodation, support and general welfare arrangements;
- (b) the overseas student leaves Australia;
- (c) other suitable arrangements are made that comply with the *Migration Regulation 1994 (Cth)*; or
- (d) the School advises DIBP that the School can no longer approve of the arrangements for the overseas student.

Overseas Boarding Students' Vacation Leave Form

This form should be completed for each period of vacation leave requested for an overseas boarding student and submitted no later than four weeks prior to the requested leave period.

The School may decline to approve or cancel leave arrangements at any time at the School's discretion.

I,, being a parent/guardian of (**student**)

in Year wish to advise Brisbane Grammar School of the arrangements made for the student's care and accommodation during the School holidays.

(Please choose Option A or B by ticking the appropriate box.)

OPTION A

- The student will be returning home during the School holidays and I will advise both the Director of Boarding and the Director of Enrolments of his travel arrangements prior to the final week of term. (If the student is returning home during the holiday period, please sign and date this form at the bottom of the page and **DO NOT** complete Option B.)

OPTION B

- I have made alternative arrangements for the student during the vacation period, as follows:

Date leaving Harlin House:

Date returning to Harlin House:

(Please note Harlin House reopens on date.)

Details of travel arrangements:

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Address at which the student will be accommodated:

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Name and contact details of the responsible person providing care and accommodation for the student:

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Relationship of responsible person to the student:

- A copy of the current Blue Card of the responsible person and any other adult residing in the home is attached.
(N.B. A student's parent, grandparent, great grandparent, brother, sister, uncle, aunt, niece, nephew or first cousin are not required to hold a Blue Card.)

1. I warrant that, by signing this form:

- a. I have arranged suitable care, accommodation and travel arrangements for the student;
- b. If Option B is selected:
 - i. I have taken all necessary steps to satisfy myself that the care, accommodation and travel arrangements I have made for the student are suitable; and
 - ii. I have taken all necessary steps to satisfy myself that the responsible person is at least 21 years old and of good character;
- c. I have advised the School of all details of the care, accommodation and travel arrangements I have made for the student including, where Option B is selected, the contact details of the responsible person and a copy of the responsible person's current Blue Card, where necessary.

2. I agree to indemnify the School against all Loss arising directly or indirectly from the care, accommodation and travel arrangements I have made for the student during the period of absence from the School. "Loss" means any loss, claim, action, penalty, liability, damage, cost, charge, expense, payment, which the School pays, suffers or incurs or is liable for, including legal (on a full indemnity basis) and other expenses incurred arising out of the care, accommodation or travel arrangements I have made for the student, or in connection with investigating or defending any claim or action, whether or not resulting in any liability, and all amounts paid in settlement of any claim or action.

3. I acknowledge and agree:

- a. The School may not have undertaken its own investigations in relation to the suitability of the care, accommodation and travel arrangements I have made for the student; and
- b. The School will rely upon the information I have provided about the care, accommodation and travel arrangements made by me for the student and the warranties I have provided in this form as the basis for assessing the suitability of the proposed care, accommodation, support and general welfare arrangements for the student.

Signed: Dated:

Print name:

Overseas Boarding Students' – Weekend Leave Form

This form should be completed for each period of weekend leave requested for an overseas boarding student and submitted no later than 9pm on the Thursday prior to the requested leave period.

The School may decline to approve or cancel leave arrangements at any time at the School's discretion.

I,, being a parent/guardian of (**student**)

in Year request approval for weekend leave for the student, for the purpose of:

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under the following arrangements I have made for the student's care, accommodation and travel:

Date and time leaving Harlin House:

Date and time returning to Harlin House:

Name and contact details of the person providing care, accommodation and travel arrangements for the student
(responsible person):

Name:

Mobile phone:

Email address:

Home address:

Relationship of responsible person to the student:

Details of travel arrangements:

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Address at which the student will be accommodated:

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- A copy of the current Blue Card of the responsible person and any other adult residing at the address at which the student will be accommodated is attached.

N.B.: A copy of a Blue Card previously provided to the School does not need to be attached. A copy of a Blue Card is not required for the responsible person if they are the student's parent, grandparent, great grandparent, brother, sister, uncle, aunt, niece, nephew or first cousin.

1. I warrant that, by signing this form:
 - a. I have arranged suitable care, accommodation and travel arrangements for the student;
 - b. I have taken all necessary steps to satisfy myself that the care, accommodation and travel arrangements I have made for the student are suitable;
 - c. I have taken all necessary steps to satisfy myself that the responsible person is at least 21 years old and of good character; and
 - d. I have advised the School of all details of the care, accommodation and travel arrangements I have made for the student including the contact details of the responsible person and a copy of the responsible person's current Blue Card, where necessary.

2. I agree to indemnify the School against all Loss arising directly or indirectly from the care, accommodation and travel arrangements I have made for the student during the period of absence from the School. "**Loss**" means any loss, claim, action, penalty, liability, damage, cost, charge, expense, payment, which the School pays, suffers or incurs or is liable for, including legal (on a full indemnity basis) and other expenses incurred arising out of the care, accommodation or travel arrangements I have made for the student, or in connection with investigating or defending any claim or action, whether or not resulting in any liability, and all amounts paid in settlement of any claim or action.

3. I acknowledge and agree:
 - a. The School may not have undertaken its own investigations in relation to the suitability of the care, accommodation and travel arrangements I have made for the student; and
 - b. The School will rely upon the information I have provided about the care, accommodation and travel arrangements made by me for the student and the warranties I have provided in this form as the basis for assessing the suitability of the proposed care, accommodation, and travel arrangements for the student.

Signed: Dated:

Print name: