



WELFARE POLICY - FULL FEE PAYING OVERSEAS STUDENT

1. Purpose

St Catherine's School is responsible for the pastoral care, welfare and accommodation arrangements of students studying at the School on a student visa. As a condition of the student visa, students under 18 years of age are required to have suitable accommodation and welfare arrangements and these must be approved by the School. They may either:

- a) Live in Australia with a parent, immediate family or legal custodian,
- b) Live in the Illawarra Boarding House; or
- c) Live in Australia under an accommodation arrangement approved by St Catherine's School.

Students accompanied by a relative staying in Australia on a Guardian visa do not require approval.

2. Scope

The National Code of Practice for Providers of Education and Training to Overseas Students 2017 (National Code 2018) is a set of nationally consistent standards that governs the protection of international students. This Policy applies to welfare arrangements in situations where students are not living with their parents, or who do not have parents living in Australia. St Catherine's School requires all Full Fee Paying Overseas Students (FFPOS) enrolled at the School who are not residing with a parent or immediate relative, irrespective of age, to nominate a Primary Contact.

3. Definitions

Primary Contact: This person will act on behalf of the student during their time at the school. They should be a mature adult, based in Melbourne and English speaking. While the Primary Contact is not legally responsible for the student, they will act as necessary in such matters as discipline, attendance, academic progress, accommodation and act as a contact between the School and parents should assistance with translation be required.

Full Fee Paying Overseas Student (FFPOS) - A student who is not an Australian citizen and does not have Australian permanent residency status, but holds a Subclass 500 student visa and is required to pay full tuition fees.

Pastoral Care – the policies and practices that are fully integrated throughout the teaching and learning and structural organisation of a school to effectively meet the personal, social (wellbeing) and academic needs of students.

CareMonkey - a parent controlled electronic medical profile and consent form to manage emergency and medical contacts, medical checklists, action plans and health insurance details. Parents will receive an invitation by email prior to commencement to create a medical profile and consent details in *CareMonkey*.



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4. Policy Statement

- The Policy provides a framework for ensuring that programs to support the wellbeing and welfare of international students are consistent with National standards identified in the National Code 2018.
- While St Catherine's School is responsible for the welfare and accommodation arrangements of students studying at the School on a student visa, all Full Fee Paying Overseas Students not residing with a parent or immediate relative are required to nominate a Primary Contact.
- The Primary Contact must be deemed to be a suitable choice by St Catherine's School and meet the following criteria:
 - Must be over 25 years of age.
 - Must have an adequate grasp of written and spoken English
 - Must be a Permanent Resident of Australia and live in the Melbourne metropolitan area and be easily contactable by telephone. If the Primary Contact is away for an extended period of time, a replacement must be nominated and the School notified of this change.
 - Must obtain a *Working with Children Check*
- All FFPOS students must obtain the written approval of the School and their parents/guardian before they can alter accommodation arrangements.
- Parents remain legally responsible for providing updated medical information and consent for off campus activities. Prior to commencement, parents/guardian students must create a *Caremonkey* profile and complete the medical and consent details. Student cannot commence at the School, or reside at the Boarding House until this profile is completed.

5. Responsibility

Administration of this Policy applies most pertinently to the Principal, Director of Student Wellbeing, Director of Boarding Services and Admissions Office.

6. Compliance requirements

- Education Services for Overseas Students Act 2000 (ESOS Act)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- Department of Home Affairs Student Visa requirements www.border.gov.au/Trav/Stud/school-sector-students

7. Associated Documents

- a. Enrolment Contract – Non Residential.
- b. St Catherine's International Student and EAL Policy
- c. St Catherine's Student Accommodation Policy
- d. St Catherine's Enrolment Policy
- e. St Catherine's Community Code of Conduct Policy