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## WELFARE POLICY FULL FEE PAYING OVERSEAS STUDENT

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### 1. Purpose

1.1 This policy outlines the obligations of St Catherine's School (St Catherine's) to any student where St Catherine's has taken responsibility, under the *Migration Regulations 1994* made under the *Migration Act 1958* (Cth) and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (Cth) (National Code) for approving the accommodation, support and general welfare arrangements for a student who is under 18 years of age. For the purpose of this policy, international students (students) are defined as students who hold a subclass 500 Student – Schools visa and for which St Catherine's has issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter.

### 2. Scope

2.1 This policy applies to all students who have been issued a CAAW letter by St Catherine's through the Provider Registration and International Student Management System (PRISMS).

### 3. Definitions

3.1 **Local Contact:** Whilst 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 students not residing with parents are required to nominate a Local Contact. The role of the Local Contact is outlined in 4.9.

3.2 **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.

3.3 **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.

#### 3.4 DHA Approved Relative:

- a. 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;
- b. nominated by a parent of the applicant or a person who has custody of the applicant;
- c. aged at least 21 and of good character, 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).

3.5 **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

4.1 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.

International Students may either:

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

4.2 The School recognises that the Royal Commission into Institutional Responses to Child Abuse identified specific groups of students being at heightened risk, including Boarders and International Students. The School is committed to mitigating risks to students' personal safety.

4.3 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.

4.4 The School will not delegate, outsource or contract out the responsibility for approving the accommodation and providing support and general welfare arrangements for a student who is under the age of 18. As a condition of the student visa, students under 18 years of age are required to have suitable accommodation and welfare arrangements, which must be approved by the School.

4.6 Documentary evidence will be sighted to confirm that the student is at least 13 years of age at the commencement of Homestay accommodation.

4.7 Students under 13 years of age are not able to be accommodated in the School's Boarding House or a Homestay arrangement.

4.8 All FFPOS students must obtain the written approval of the School and their parents/guardian before they can alter accommodation arrangements.

4.9 Parents remain legally responsible for providing updated medical information and consent for off campus activities. Prior to commencement, the student's parent must create a *Caremonkey* profile and complete the medical and consent details. Students cannot commence at the School, or reside at the Boarding House or in a Homestay until this profile



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is completed.

4.9.1 Where the student is not residing with their parents, a local contact must be appointed by the parents. The local contact is not responsible for the student's welfare however will act, as necessary, as a contact between the School and parents should assistance with translation be required.

4.9.2 The Local Contact will be subject to Child Safe screening by St Catherine's School and meet the following criteria:

- a. be over 25 years of age
- b. have an adequate grasp of written and spoken English
- c. be a Permanent Resident of Australia and live in the Melbourne metropolitan area and be easily contactable by telephone. If the Local Contact is away for an extended period of time, a replacement must be nominated and the School notified of this change.
- d. obtain a *Working with Children Check* which will be recorded and regularly verified (at least twice annually) using the *Working With Children Check Victoria* online validation tool
- e. present personal identification (eg Driver's licence)  
supply details of a personal referee who will be contacted to attest to the person's good character and suitability for child connected work
- f. agree to and sign the St Catherine's School Child Safety Code of Conduct

### 4. Responsibility

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

### 5. Compliance requirements

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

### 6. Associated Documents

- a. Enrolment Contract – Non Residential.
- b. International Student and EAL Policy



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- c. Student Accommodation Policy
- d. Enrolment Policy
- e. Community Code of Conduct Policy
- f. Homestay Policy
- g. Homestay Responsibility Agreement
- h. Student Wellbeing Policy
- i. Child Safety Policy
- j. Child Safety Code of Conduct
- k. Child Safety Strategy
- l. Homestay Checklist



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