

# ACCOMMODATION POLICY

Scots College undertakes to comply with the accommodation provisions set out in the Ministry of Education Code of Practice for the Pastoral Care of International Students. The categories of accommodation that will be accepted by the College are:

- i) Living with a parent
- ii) Living with a designated caregiver
- iii) Living in a Homestay
- iv) Temporary accommodation for group students and short courses only
- v) College Boarding House
- vi) Living in a designated licensed Hostel

## POLICY OBJECTIVES

To provide a suitable living environment conducive to study and a safe and supportive home life.

To involve the residential carer in the welfare of a student away from the student's family and home country.

To assist the student to successfully integrate into the New Zealand lifestyle.

To ensure the peace of mind of overseas parents so that they know the student is well cared for and happy in New Zealand.

## PROVISION OF ACCOMMODATION

**Scots College** will arrange accommodation for international students.

## ADMINISTRATIVE REQUIREMENTS AND UNDERSTANDINGS

### General

1. Students 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 designated person for accommodation: for Boarding House – Mrs Phillipa Canning; Homestays – Ms Charlotte Jackman. Pastoral care issues or concerns arising from accommodation arrangements will be referred to either Mr Kerry de Graaff or Ms Charlotte Jackman.
3. For each student, the full name, current address, contact phone number, occupation and relationship to student of the residential caregiver will be held.

### Students not living with a parent

For all students 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.
  - If a Homestay or designated caregiver, an assessment to determine that the accommodation type is not a boarding establishment.

- An assessment of the homestay family'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 their accommodation is suitable.
  3. All accommodation residences will be visited at least twice yearly to ensure that they remain suitable.
  4. Police vetting will be carried out on all adults aged 18 years and over living in a Homestay used by a student.
  5. Scots College will conduct follow up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable.

### **Gibb House Boarding**

1. Students living in Gibb House are required to exhibit appropriate behaviour.
2. A separate Gibb House Hand book will be distributed to all boarders outlining rules and expectations of the boarding house.
3. The minimum boarding period, unless otherwise arranged with the College, is one term.
4. A full terms notice must be given in writing should a student withdraw from the boarding house.

### **Homestay**

1. Students staying in a Homestay are required to exhibit appropriate behaviour.
2. Where a student's behaviour or demands are such that the homestay family can not reasonably be expected to have the student continue in their care, accommodation provided by the homestay may be discontinued.
3. Where the Homestay student wishes to withdraw from the programme, at least one term's notice must be given in writing to the Director of Boarding or for students who do not board, to the Director of International Students.
4. Advice and a support for homestay families will be provided by the Director of International Students Administration.

### **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 Scots College inspecting the accommodation.
2. On or before enrolment, Scots College will meet and establish communication with the designated caregiver.
3. Designated caregivers are required to sign a designated caregiver agreement.
4. The relationship between the designated caregiver and student's parents may be checked to confirm that they are a bona fide relative or parent's friend.