Brisbane Christian College Wisdom and Knowledge through Christ	POLICIES AND OPERATING PROCEDURES HANDBOOK				
SECTION:	**OVERSEAS STUDENTS** CRICOS Code 00909K				
ITEM:	**OVERSEAS STUDENTS ACCOMMODATION AND WELFARE POLICY**			ITEM No:	**OSS - 015**
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1. PURPOSE

Brisbane Christian College is a CRICOS registered provider which enrols younger students under 18 years of age. As part of its registration obligations the College must satisfy Commonwealth and State legislation, as well as any other regulatory requirements, relating to child welfare and protection appropriate to the jurisdiction (s) in which it operates for any overseas student enrolled who is under 18 years of age. This includes requirements under the:

- Working with Children (Risk Management and Screening) Act 2000 (Qld)
- Child Protection Act 1999
- Education (Non-State Schools Accreditation) Regulation 2017

These obligations include ensuring that all overseas students under 18 years of age are given age and culturally appropriate information on:

- who to contact in emergency situations, including contact number/s of a nominated staff member, and
- how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.

Brisbane Christian College has documented procedures relating to child welfare and safety and will implement these procedures in the event that there are any concerns for the welfare of a student under 18 years of age.

2. SCOPE

Brisbane Christian College provides information about approved accommodation options to International students, parents, legal custodians, nominated relative or friend prior to the student's enrolment.

3. REFERENCES

- *National Code of Practice for Providers of Education and Training to Overseas Students 2018, NC B St 2, 2.2.10, 2.1.11; NC B St 3, St 3.5; NC B St 5; NC B St 6.8; NC B St 7;*
- *ESOS 2000 Act s21;*
- *ESOS Regulation 2019 s.9*

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- *Education Program - Welfare Arrangements*
- *Student Visa Conditions (Condition 8532)*
- *Blue Card Services*
- *Working with Children Act 2000*
- *Child Protection Act 1999*
- *Education (Non-State Schools Accreditation) Regulation 2017*

4. POLICY

4.1. Accommodation and care options for overseas students under 18 years

Brisbane Christian College requires that the student live with a parent or relative approved by the Department of Home Affairs (Immigration).

Where this is this case:

- The College does **not** provide a welfare letter (CAAW) via PRISMS. The student's family completes Form 157N and provides proof of relationship to the Department of Home Affairs (Immigration) at the time of visa application for approval of these arrangements. The Department of Home Affairs (Immigration) must also approve any further change of welfare arrangements.
- If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a Student Guardian Visa (subclass 590), all obligations and conditions of this visa must be met, including:
    a) not leaving Australia without the nominating student unless there are compassionate and compelling circumstances and the Department of Home Affairs (Immigration) has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence; and
    b) advising the Department of Home Affairs (Immigration) of any change of address, passport or other changes of circumstances.

Brisbane Christian College requires holders of Student Guardian Visas to:

- maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia;
- immediately advise the College of any change to address or contact details;
- immediately advise the College if there are any compassionate or compelling reasons to travel overseas or not be at home for an extended period of time to care for the student.

If there is a valid reason for travelling overseas, alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, must be made by the Student Guardian and approved by the Department of Home Affairs with details of the arrangement provided to the College. The Student Guardian is responsible for submitting any required temporary care arrangements documentation to the Department of Home Affairs (Immigration). If there is not a valid reason for travelling overseas, or if the student guardian is not able to provide details of Department approved alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the student will need to travel overseas with the holder of the student guardian visa. In this case, the College will advise if compulsory attendance requirements will or will not be affected by the student's absence.

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4.2. Accommodation options for students 18 years and older include:

Brisbane Christian College requires students aged 18 years or older to also maintain College-approved accommodation arrangements for the duration of their studies at the College.

4.3. Confirmation of Student Contact Details

Brisbane Christian College is required to maintain current contact details of all students and parents. This includes the current residential address, mobile number/s and email address.

This must also include details of who to contact in an emergency.

Students must advise Brisbane Christian College of any changes to these details within seven days while in Australia and enrolled at Brisbane Christian College.

Student's parents/guardians nominate their preferred contact email address for confirmation of the student's contact details in their Written Agreement when they join the College.

The International Enrolment Officer will send out an email reminder to all parents/guardians of overseas students every six months (at the end of Term 2 and at the end of Term 4) to ask parents to confirm their details. Calendar reminders and 'canned response' emails are set up to action this.

5. OTHER DOCUMENTS

- OSS-008 Overseas Students Deferment, Suspension and Cancellation of Enrolment Policy
- OSS-009 Overseas Students Refund Policy
- OSS-011 Overseas Students Complaints and Appeals Policy
- OSS-014 Overseas Students Progress, Attendance and Course Duration Policy
- G-002 Anti-Discrimination
- CRICOS International Students Handbook

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