



# International Accommodation and Welfare Policy

<b>Status:</b>	Current	<b>Supersedes:</b> All previous Rockhampton Girls Grammar School Accommodation and Welfare policies.
<b>Authorised by:</b>	Girls Grammar Executive	<b>Date of Authorisation:</b> January 2025
<b>References:</b>	<ul style="list-style-type: none"><li>• <i>RGGS-061-POL-CODE OF BEHAVIOUR POLICY (STUDENTS)</i></li><li>• <i>RGGS-427-PRO-INTERNATIONAL COMPLAINTS AND APPEALS PROCEDURE</i></li><li>• <i>RGGS-251-GDL-INTERNATIONAL STUDENT HANDBOOK</i></li></ul>	
<b>Review Date:</b>	This policy will be reviewed as required by International Education Access.	
<b>Policy Owner:</b>	Board of Trustees of Rockhampton Girls Grammar School <i>trading as</i> Rockhampton Girls Grammar School CRICOS Provider No: 00508E	<b>Access:</b> All Staff - Policies Procedures and Forms\INTERNATIONAL STUDENT DOCUMENTS\POLICIES & PROCEDURES <b>Publicly available:</b> SCHOOL WEBSITE



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## 1. PURPOSE OF THE POLICY

The purpose of this policy is to outline Rockhampton Girls Grammar School's approval for the Accommodation and Welfare of international students.

### CARE FOR STUDENTS UNDER 18 YEARS OF AGE

Rockhampton Girls Grammar School is a CRICOS-registered provider which enrolls students under 18 years of age.

As part of its registration obligations Rockhampton Girls Grammar School must satisfy Commonwealth and State legislation, as well as any other regulatory requirements, relating to child welfare and protection for any overseas student enrolled who is under 18 years of age.

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.

Rockhampton Girls Grammar School 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. POLICY

### ACCOMMODATION AND CARE OPTIONS FOR OVERSEAS STUDENTS UNDER 18 YEARS

Rockhampton Girls Grammar School approves the following accommodation and care options for overseas students:

#### 1. THE STUDENT WILL LIVE WITH A PARENT OR RELATIVE AS PERMITTED BY THE DEPARTMENT OF IMMIGRATION.

In this case:

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

Rockhampton Girls Grammar School 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 School of any change to address or contact details
- immediately advise the School 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, and the School is able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the School will provide documentation approving temporary care arrangements for



the student to the student's guardian and for the Department of Home Affairs (Immigration) via PRISMS.

If there is not a valid reason for travelling overseas, or if the School is not able to approve 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 School will advise if compulsory attendance requirements will or will not be affected by the student's absence.

**2. THE STUDENT WILL LIVE IN SCHOOL APPROVED ACCOMMODATION AND WELFARE ARRANGEMENTS AND ROCKHAMPTON GIRLS GRAMMAR SCHOOL WILL GENERATE THE WELFARE LETTER (CAAW) VIA PRISMS TO ACCOMPANY THE STUDENT'S CONFIRMATION OF ENROLMENT (COE).**

Accommodation options that may be approved by Rockhampton Girls Grammar School *for* full fee paying 500 visa subclass students under 18 years of age include:

i. School Boarding House

Rockhampton Girls Grammar School will maintain approval of accommodation and care arrangements until:

- i. The student completes the course and departs Australia
- ii. the student turns 18 years
- iii. any appeals process in relation to Rockhampton Girls Grammar School's intentions to cancel the student's enrolment has been finalised (including suspensions, cancellations, course progress and attendance)
- iv. the student has alternative welfare arrangements approved by another registered provider
- v. a parent or nominated relative approved by the Department of Home Affairs (Immigration) assumes care of the student
- vi. Rockhampton Girls Grammar School has notified the Department of Home Affairs (Immigration) that it is no longer able to approve the student's welfare arrangements and has taken the required action after not being able to contact the student.

Any accommodation, welfare and other support arrangements for the student must be approved by Rockhampton Girls Grammar School.

Accommodation and care arrangements are checked prior to approval and at least every six months thereafter to ensure they are appropriate to the student's age and needs.

Any adults involved in or providing accommodation and welfare arrangements to the student have a Blue Card as per the [Blue Card Services website](#).

Any changes to approved arrangements must also be approved by the School.

If a student cannot be located and the School has concerns for their welfare, the School will contact the student's parents / legal guardian and notify the police and any other relevant authorities.

If a student for whom the School has issued a CAAW refuses to maintain approved arrangements, the School will report this to the Department of Home Affairs (Immigration) and advise the student to contact the Department of Home Affairs (Immigration) to ensure visa implications are understood: [DHA enquiries](#).

In the event of a significant or critical welfare issue involving the student, and if determined necessary by the school, a parent, legal guardian or approved relative agrees to travel to a designated location within a reasonable number of days (as defined by the School) to assume care of the student until the situation has been resolved to the School's satisfaction.