



## ACCOMMODATION POLICY FOR INTERNATIONAL STUDENTS

### RATIONALE

Wesley College undertakes to comply with the accommodation provisions set out in Part 6 of the Ministry of Education Code of Practice for the Pastoral Care of International Students.

The categories of accommodation that will be accepted by Wesley College are:

- Living in the Proprietor's Hostel
  - The Proprietor is the Wesley College Trust Board
- Living with a designated caregiver
- Living with a parent
- Living with a homestay (see below)

### AIMS

1. To provide a suitable living environment conducive to study and a safe and supportive home life.
2. To involve the residential caregiver in the welfare of a student away from the student's family and home country.
3. To assist the student to successfully integrate into the New Zealand lifestyle.
4. To work towards the overseas parents' peace of mind knowing that the student is well cared for and happy in New Zealand.

### PROVISION OF ACCOMMODATION

- i. Wesley College will not arrange accommodation for international students for periods when the Proprietor's hostel is open.
- ii. Where the student is not living with a parent or designated caregiver, Wesley College will, at the request of parents, endeavour to arrange homestay accommodation for periods when the Proprietor's hostels are closed.

### USE OF ACCOMMODATION AGENTS

Wesley College will not make use of accommodation agents to organise and monitor student accommodation according to the Code of Practice for the Pastoral Care of International Students.

### ADMINISTRATIVE REQUIREMENTS AND UNDERSTANDINGS

#### General

1. All accommodation queries and issues will initially be referred to the HOD International Students.
2. A file will be maintained listing the full name, address, contact phone numbers, occupation and relationship of the residential caregiver to the student.
3. Any serious concerns relating to accommodation will be reported to the Code Administrator.

#### Students not living with a parent

The Proprietor's Hostel is licensed under the terms of the Education (hostels) Regulations 2005. This accommodation meets the requirements of the Code.

1. Any other accommodation to be used by international students will have:
  - a. An onsite assessment to determine that living conditions are of an acceptable standard.
  - b. An assessment to determine that the accommodation type is not a boarding establishment.
  - c. An assessment of the residential caregivers suitability and whether they will provide a safe physical and emotional environment.
2. Students will be interviewed at least quarterly to ensure that their accommodation is suitable.
3. All accommodation organised by Wesley College will be visited at least twice yearly to ensure that the accommodation remains suitable.
4. Accommodation provided by designated caregivers will be visited at least annually to ensure that they remain suitable.
5. Police vetting will be carried out on all adults aged 18 years and over living in homestay or designated caregiver accommodation used by a student.
6. Wesley College will conduct follow up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable.

### **Homestay Caregivers**

Where Wesley College organises homestay at the request of parents for those periods when the Proprietor's hostel is closed:

- students are required to exhibit appropriate behaviour.
  - Where a student's behaviour or demands are such that homestay hosts cannot reasonably be expected to have the student continue in their care, the homestay host must notify Wesley College immediately. The homestay service may be discontinued and the student may be sent home.
- Where a student wishes to withdraw from a homestay arrangement the request is to be placed with the HOD International Students with at least two weeks notice prior to the next time that the Proprietor's hostel will be closed.
- The HOD International Students will provide advice and a support infrastructure for homestay caregivers.

### **Designated Caregivers**

- a. 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 friend and that the parents have selected the accommodation for their child, subject to Wesley College approving the accommodation.
- b. On or before enrolment, Wesley College will meet and establish communication with the designated caregiver.
- c. The relationship between the designated caregiver and the student's parents will be checked to confirm that the designated caregiver is a bone fide relative or parent's friend.

## **DIVISIONS OF RESPONSIBILITY**

## **Wesley College**

Wesley College will be responsible for:

- Providing a 24/7 emergency contact person for problems with accommodation.
- Monitoring and approving all accommodation
- On parental request selecting homestay hosts for periods when the Proprietor's Hostel is closed
- Providing a support infrastructure for homestay caregivers.
- Recording the results of all accommodation assessments
- Recording the results of all quarterly student interviews

## **Homestay Caregivers**

Wesley College will expect all residential caregivers to:

- Provide a safe and friendly living (and studying) environment
- Provide day-to-day care including:
  - 3 meals a day and access to snacks
  - own room
  - bed and bedding
  - adequate bedroom furniture to store clothing, books etc
  - lamp and adequate lighting
  - adequate heating
  - bathing / showering / bathroom access
  - laundry

## **Homestay Caregivers will not be expected to:**

- provide an internet connection for the student
- pay for toll or mobile phone calls
- cook special food
- insure the student's goods or pay for property the student damages or loses
- offer accommodation to visiting friends or relatives
- comply with unreasonable requests.

The Board of Trustees at the February 2008 meeting approved this policy.

This policy will be reviewed on / before the February meeting 2010.

Signed: *N.L. Johnston*  
Chairperson

Date: 14 February 2008