

Homestay Arrangements for Students under the age of 18

To host a student under the age of 18, all members of the Homestay family who are over the age of 18 must be issued with a current QLD Suitability Card, otherwise known as a Positive Notice Blue Card.

Homestay families cannot be 'guardians' to underage students. A guardian must be a direct family member, for example:

Spouse	Child
Adopted Child	Parent
Brother or Sister	Aunt or Uncle Niece or Nephew
Step Parent	Step-Grandparent
Step Child	Step-Grandchild
Grandparent	Step-Brother or Step-Sister
Grandchild	Step-Aunt or Step-Uncle Step-Niece or Step-Nephew

As well as being a relative of the student, the guardian must also be over the age of 21, and meet DIAC's health and financial requirements. Under the National Code, registered Providers must ensure the arrangements made protect the welfare and safety of the under age students. For more information please visit the following websites <http://aei.dest.gov.au/AEI/ESOS/>

When an international underage student is in Homestay, the University takes responsibility for the student's 'Guardianship'. The University must sign a welfare letter before the student can be issued with a Visa. At Griffith University, the International Office, responsible for the management of the Undergraduate and Postgraduate student's enrolment are required to arrange this documentation. Griffith English Language Institute will take responsibility for underage student's documentation.

International underage students studying at Griffith University must stay in Homestay Accommodation. They are not allowed to move on campus, nor are they allowed to move from their arranged Homestay accommodation without the University's knowledge or permission. Underage students are not permitted to make travel arrangements or stay with individuals who are not registered as Homestay Providers with Griffith University Homestay Program. For more information please contact the International Office or GELI.

After the underage student has applied to study at Griffith University, the student must apply for Homestay accommodation. After the student has been allocated appropriate Homestay accommodation, the International Office and GELI are advised of the Homestay family's name, address, contact details and suitability card numbers, who then advise the Department of Immigration and Citizenship (DIAC). <http://www.immi.gov.au/>

With the introduction of guardianship companies in Brisbane, they are paid to liaise with the University or Homestay family on behalf of the student. However, any major issues involving the student remain the responsibility of the University and the Homestay family.

Further information on Current QLD Blue Card Regulations and Guardianship Requirements can be found at <http://www.bluecard.qld.gov.au>, and <http://www.immi.gov.au/study/visas/guardian.htm>.

Placement of Students Under 18 Years of Age

To ensure Griffith Homestay, Campus Life is compliant under the National Code with regard to students under eighteen years of age the following may be of assistance.

- Griffith Homestay will agree to place students who are under 18 years old in Homestay up to fourteen days prior to the start date of their study period until one week after the completion of their program.
- In the event of the student requesting to continue with the existing homestay family during transition from GELI to Griffith International (or another institution) advice must be received of the student's current status so it can be noted on the student file in Griffith Homestay.
- Students are placed with a registered Griffith Homestay family. Each family must attend a 2 hour orientation session and an interview and house inspection.
- All families hosting under age students from Griffith University must hold a registered Blue Card before they are permitted to accommodate students less than 18 years of age .The Homestay Coordinator and Homestay staff will monitor the suitability of the accommodation placement and will contact the Homestay Host on a regular basis to ensure that there are no issues or problems.
- Should care arrangements change or concerns arise in Homestay then the family will contact the Homestay Coordinator or Student Counsellor. The Student Counsellor will meet with the student on a regular basis to discuss the student's welfare and Griffith Homestay will be advised should the student have issues regarding their Homestay placement.

Host Family Responsibilities & Good Conduct Guidelines

Homestay providers are expected to:

- Develop positive relationships with students which are based on mutual trust and communication.
- Acknowledge the uniqueness of each student and the levels of each student's strength and weakness.
- Support and assist students to live comfortably within a foreign environment.
- Respect the students' right to privacy whilst realising that privacy does not equate to isolation.
- Ensure all members of the household who are permanent residents of Australia and aged over 18 possess a valid Blue Card issued by the Commission for Children and Young People and Child Guardian.
- Acknowledge the significance of culture, customs, language and beliefs in the life of their host student and accommodate appropriately for these within the family's life.
- Assist, support and nurture where needed or requested, being mindful a desire to please may be interpreted as interfering by the student.
- Abide by the terms and conditions of the Privacy Act and respect the privacy of students and their personal or medical issues and not disclose this information without knowledge or permission of the student.
- Provide a safe environment which will offer the student a total experience of living as a member of an Australian family and which encourages positive study habits.
- Ensure that Underage students are aware of and abide by the Laws of Australia (for example legal age for drinking, driving a motor vehicle, wearing bicycle helmets etc).
- Ensure that Underage students are not left alone in the house at night and ensure they are safe and secure in the house at all times.
- Not give permission for activities involving overnight activities, holidays, travel or similar events to Under Age students without first consulting the Homestay Coordinator, Student Adviser or designated Griffith Staff member.
- Ensure that underage students do not stay out past curfew
- Ensure that students are provided with Emergency contact numbers and transport information
- Advise the University immediately about any issues relating to welfare or duty of care in relation to the underage student.

- Provide the student with a private, clean and comfortable bedroom, nutritious quality of healthy food, laundry facilities and a supportive environment.
- Offer help, guidance, support and encouragement with language practice, studies, planning leisure activities and adapting to living in Australia (this may require patience and empathy and a willingness to show the student more than once).
- Provide an orientation within the family home e.g. use of pool area and house facilities and security. Applicable house rules should be explained i.e. what time dinner is, telephone protocols, rules regarding smoking, alcohol, guests visiting, curfews, household tasks and bathroom conduct.
- Should the homestay student wish to return home during holiday periods of more than 2 weeks students can expected to pay up to 50% of the homestay fee to the Host family to either store their personal items or to secure the room. This is negotiable between the Host family and student.
- Offer sincere interest in the cultural background of the student.
- Provide their student with detailed information relating to public transport to and from their place of residence and accompany students on public transport until they are confident to travel alone.
- Respect the students' need for privacy and provide opportunities for such.
- Have a duty of care towards their Homestay student.
- Provide three meals per day including weekends (unless otherwise required).
- Provide single room accommodation only. A student is not to share a room with another student or with a member of the family, unless specifically requested.
- Liaise with the Homestay Coordinator regarding any concerns or issues.
- Notify the Homestay Coordinator of any change of circumstances in the household
- Be responsive to the cultural differences and beliefs of the homestay student by allowing the student to continue familiar cultural practices without criticism.
- Adhere to guidelines set down by the Homestay Program and attendance at the Homestay Providers' Information Sessions.
- Familiarise themselves with cultural information relevant to their student.
- Take relevant precautions to protect members of the host family or individuals residing in the homestay against health related matters. It is important to note that students are not obligated to inform their host family about personal health issues but should show a duty of care to all individuals residing in the household.
- Respect individual's privacy and confidentiality and not disclose medical or private information provided by the student without permission from the student.

- Griffith students and staff have an obligation to care for the safety of others (including but not limited to fellow students and staff members of the University, patients and members of the public with whom they are in contact through the course of their University activities) under both common law and the Workplace Health and Safety Act 1995. This duty of care includes a responsibility to minimise the risk of spreading or contracting infectious diseases.” Notification of Communicable Disease–Policy for Infection Disease control

“In accordance with State legislation, staff and students of the University do not have to disclose notifiable diseases they may have to the University, but they are required to disclose to the appropriate State Health Department”.

- Homestay families may not host more than one student of the same nationality during the same period unless under exceptional circumstances or approved by the University.

Please Note

- Griffith University Homestay Risk Management Policy can viewed at www.griffith.edu.au/ocs
- Homestay Providers who carry out a regulated business (i.e. possess an ABN number) must develop and implement a Risk Management Strategy in relation to hosting underage students. For more information please visit the website for the Commission for Children and Young People and Child Guardian at <http://www.ccypcg.qld.gov.au/index.html>.

Under 18 Homestay Student Information, Responsibilities & Good Conduct Guidelines

Homestay

- Homestay is a requirement for all students who are under the age of 18.
- Homestay offers accommodation and opportunities for cultural exchange.
- You can improve your language skills, learn about Australia and meet new people.
- All families are different and Australia is a very multicultural society.
- You may find that you are placed in a homestay with Australians who have not been born in Australia. English may be their second language too! However, they will be fluent in English even if they have an accent and the husband and wife may come from different countries.
- All our families have attended a comprehensive Orientation and each house has been inspected by University Staff.

- Some Homestay families will be made up of a mother, father and children, where others might be a mother and child or a couple with no children.
- Some families live with extended family members such as grandparents and others do not.
- Many families have pets such as dogs and cats.
- Each family will welcome their student into their home.

Pre Departure and Airport Reception

- Before you arrive in Australia you will be provided with information about your homestay host.
- You will be sent a family profile telling you who lives in the homestay, if they have any pets, information about the facilities and the address and contact details. You will need this information for your Student Visa
- You may like to introduce yourself to your host family before you arrive in Australia by writing a letter, sending an email or contacting them by telephone.
- Once you have received your visa and purchased your airline ticket please forward your arrival details to the homestay office.
- Airport reception will be arranged and you will be met at the airport by a representative holding a board with the University logo and your name.
- When you come through the arrival gate at the International airport turn left, go directly to the “Meeting Point” and wait for the driver or University representative.
- Do not leave the arrival area for any reason before making contact with our representative.
- If your flight has been delayed or cancelled please contact the homestay office immediately to update your arrival schedule.
- If you are arriving at the domestic airport our representative will be waiting by the luggage carousel.
- Once you have arrived at your homestay accommodation remember to contact your parents to advise that you are safe.

What to Expect

- A fully furnished private room with bed, lamp, desk and wardrobe. Some students maybe very lucky to have their own bathroom facilities but generally in Australia the home stay student can expect to share the facilities with other members of the family.
- Three meals a day, seven days a week.
- A safe and secure environment.

Student Responsibilities

Underage Students are expected to:

- Ensure you advise your homestay family if you are feeling sick or have a medical condition.
- Ensure that you are contactable 24/7 by either your school, your Host and your Parents.
- Ensure that you follow a personal hygiene routine daily e.g cleaning your teeth and showering daily.
- Maintain a regular study routine and seek your support from your homestay family if you need assistance , for example, homework and assignments
- Be aware of the privacy of other members of the home.
- Become involved in day to day family activities and do not spend all of your time in your bedroom or on the computer.
- Inform the Student Adviser if you are having difficulties with your academic studies
- Advise the Student Adviser immediately of any concerns about your accommodation
- You must seek permission from the University if you wish to leave or move from the homestay ,go on holidays or stay out overnight
- Your host family will expect to know where you are at all times.
- Underage students must be at home for their evening meal during the week
- If you are going out with your friends, please let your host family know – this may be done by telephone. You must return home by curfew.
- Your host family must know your whereabouts at all times.
- Ask your host family first before inviting friends to your family's home.
- Remember, always be friendly, polite and courteous to your host family; they have opened up their home to you.
- Remember to give your family your mobile number and contact them if you will be home later than expected so that they do not worry.
- Australia has water shortages – only use a small amount of water for washing and showering.
- Pay for any damage to family property if you are responsible for the damage
- Please be aware, smoking is not permitted in Australia until the age of 18

Safety and Security

- Do not overload power boards or power points as this can cause fires.
- Make sure you turn off lights to save power and energy and prevent fires
- Turn off all electrical devices when you are not in your bedroom
- Homestay students should not be out by themselves at night.
- Keep all valuables, personal papers and documents, money, passport and credit cards in a safe place.
- Do not leave bags unattended.
- If you go out at night time you must be accompanied by your homestay parent if you are under 16 and by a friend if you are over 17.

Curfew (Students aged 17 years - 18)

- You must return to your homestay accommodation by 9pm by Monday – Friday.
- You must return to your homestay by 10:00pm on Saturday and Sunday.
- You must not stay out overnight without permission from the University.
- You must provide your homestay parents with the name, address and telephone contact details of where and who you are visiting or staying with if permission has been granted by the University.

Curfew (Students aged 16 and under 16 years)

- You must return to your homestay accommodation by 7pm on daily basis (including weekends).
- You must not stay out over night or leave the homestay accommodation.
- You must provide your homestay parents with the name, address and telephone contact details of where and who you are visiting at all times.

Food

- You may have to make your own breakfast and pack your own lunch; this is quite common in Australia.
- A typical lunch might be sandwiches, fruit and a drink.
- Please talk to your family if you would like something different e.g. rice, noodles, salad and fruit.
- You may like to go shopping with the family to choose your favorite food or you might like to make a traditional meal for your host family.
- If you want to eat some special food or traditional favorites, you may have to pay additional money.

Acceptable Behavior

- In Australia, it is not acceptable to spit in public. If you need to spit, please leave the room and use the toilet.
- In Australia it is considered polite to blow your nose into a handkerchief or tissue but it is not polite to sniff.
- Adhere to code of behaviour/guidelines set by your homestay family (e.g. help with household jobs ,no alcohol)
- In Australia it is not common for families to have servants. You will be expected to keep your room clean and tidy and help with small jobs around the house.

Telephone and Internet

- If you use your family's telephone pay for your call.
- You can purchase telephone cards or wireless internet cards.
- If you have a mobile phone you can purchase a pre-paid start-up kit so that you can make calls within Australia to your host family and friends.
- Not all families have internet access. You may be required to purchase your own USB or internet service. Students have 24 hour access to unlimited internet usage at the University.
- If your host family provides an internet service then you can expect to pay between \$7.00 to \$10.00 per week.
- Some hosts will supply an internet service other hosts will provide USB devices. Additional fees apply.
- Unauthorised usage of the internet e.g. excessive downloading of material will incur additional fees . Downloading of Music and Movies, playing Internet Games or Chat rooms are considered excessive use of the internet.
- Please check with your family when it is convenient to use the internet.
- You should ask your friends and family to telephone at a reasonable time. Late night conversations may disturb the household.

Washing

- Some families may do your laundry and others may not. Remember that not all families are the same.
- Please ask the family if you would like to use the washing facilities and ask them to explain how they work.
- You may be asked to assist with washing the dishes and keep your room clean and tidy.

Transport

- Most students coming to the University would expect to take 1 or 2 buses and for the journey to take around 30 minutes. Some homestay families live very close to the campus and only require a short bus ride.
- Your host family will give you a card with bus details and will assist you to purchase your bus tickets.
- Your host family will show you where to catch the bus to and from the University and how to activate your tickets.
- Make sure you familiarise yourself with your homestay suburb so that you do not get lost.
- Host families are not required to provide transportation to and from the University or any unauthorised activities or events.
- Remember to contact your host family if you have any concerns.

Payment

- Your host family will be paid direct by the University.
- The initial payment is non-refundable.
- You are not permitted to move to another homestay without permission from the University
- If you require a new homestay after the first 4 weeks then an additional placement fee will be charged.
- You will need to supply your own toiletries, purchase your own bus tickets, and pay for telephone calls and other personal items.
- You may also need to pay for extra activities or excursions when you arrive in Australia. These may include visits to restaurants, movie theatres, theme parks and attractions.

Disputes/Grievances

- If you have any issues regarding your homestay accommodation please contact the Homestay Coordinator to discuss.

Important Contacts

Homestay Coordinator

Phone: (07) 373 57919

Email: homestay@griffith.edu.au

Fax: (07) 373 57888

Mobile: 0419 720 826 – emergency use only

Deputy Director, Griffith English Language Institute

Phone: (07) 373 57081

Mobile: 0438 720 089

Student Adviser, International Office

Emergency Contacts

Police: 000

Ambulance: 000

Security Nathan /Mt Gravatt Campus: (07) 373 5 7777

Security Gold Coast Campus: (07) 555 27777

Security Southbank Campus: (07) 373 56363

Transport & Taxi

Tran slink: 131230

www.transport.qld.gov.au

Department of Immigration and Citizenship (DIAC): www.immi.gov.au

Hospitals

Royal Brisbane Hospital: (07) 325 38111

Logan Hospital: (07) 329 98899

QEll Hospital: (07) 327 56111

Health Services

Griffith University Nathan Campus: (07) 373 53734

Griffith University Gold Coast Campus: (07) 555 28734

Griffith University Nathan Campus International Office: (07) 373 57200

Griffith University Nathan Campus GELI: (07) 373 57089

Griffith University Nathan Campus Multi Faith Centre: (07) 373 57052

Translating & Interpreting: 131450

Alliance Health Insurance – 24 hours: 1800 814 781

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