

# Ivanhoe Grammar School

## International Student Homestay Policy

Ivanhoe Grammar School requires all International Students enrolled at the School, irrespective of age, to obtain homestay accommodation approved by the School. Students are not permitted to live independently or without adult supervision.

Many International Students studying at Ivanhoe Grammar School have relatives in Melbourne who can assist in providing homestay accommodation.

Homestays are expected to provide full board and a level of care and supervision appropriate to the age of the student.

The School has an extensive and closely monitored homestay network supervised by the Dean of International Students and the Homestay Coordinator. The Homestay Coordinator makes regular visits to homestays throughout the year.

A Nomination of Homestay Form will be sent with the Letter of Offer, to be completed and returned with the Student Acceptance form. Please refer to International Enrolment Procedures on our website.

Ivanhoe Grammar School must approve Homestay arrangements prior to the issue of the Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation/Welfare Letter (CAAW). Please note, the Homestay and Guardian may not be the same person.

There are two acceptable categories for Homestay.

**1. Parents may nominate a relative who lives in Melbourne.**

Parents are required to discuss the **Ivanhoe Grammar School Homestay Requirements**, listed on Page 2, with their nominated Homestay.

Payment arrangements, as appropriate, will be made between the Parents and the Homestay.

**2. Parents nominate Ivanhoe Grammar School approved homestay placement agency**

Parents are required to select one of the following Ivanhoe Grammar School approved agencies and make the necessary arrangements. We encourage you to visit the websites of the following providers to make an informed choice.

CETA Homestay  
[www.cetahomestay.com](http://www.cetahomestay.com)

Student Accommodation Services  
[www.student-accommodation.com.au](http://www.student-accommodation.com.au)

Southern Cross  
[www.southerncrosshs.com.au](http://www.southerncrosshs.com.au)

Payment arrangements, as appropriate, will be made between the Parents and the Homestay Agency.

A placement fee and airport pick up fee is payable to the School with the initial deposit, which will be outlined in your Letter of Offer.



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Please read the following important information for Homestay arrangements nominated by Parents.

Ivanhoe Grammar School will arrange to visit the homestay to complete an Ivanhoe Grammar School International Student Homestay Agreement.

If the School is not satisfied that the Homestay meets the following criteria, parents are required to arrange Homestay with an approved Ivanhoe Grammar School Homestay Placement Agency.

These responsibilities include:

- Be appointed by the parents and approved by the School.
- Be over 25 years of age.
- Have permission to reside in Australia and remain in Melbourne for the duration of the enrolment.
- Provide a current Working with Children Check; further information is available at <http://www.justice.vic.gov.au/workingwithchildren>
- Provide a current Police Check; further information is available at [http://www.police.vic.gov.au/content.asp?Document\\_ID=274](http://www.police.vic.gov.au/content.asp?Document_ID=274)
- Provide full board and a level of care and supervision appropriate to the age of the student.
- Provide the School with a residential address, telephone numbers (home, work and mobile), email address and 24 hour contact details in case of emergency.
- Immediately inform the School if they are unavailable or not able to fulfill their responsibilities.
- Immediately inform the Guardian/School if they will be leaving Melbourne, including short term breaks such as holidays.
- Be familiar with homestay and school rules and support the School in their application.
- Agree to regular visits from the Homestay Coordinator.