



# Accommodation for International Students Policy

<b>Policy Name:</b>	Accommodation for International Students
<b>Category and Number:</b>	Student
<b>Date last approved/updated:</b>	November 2006
<b>Commencement date:</b>	November 2006
<b>Policy Owner:</b>	Chief Operating Officer
<b>Responsible Manager:</b>	Director, Unitec International
<b>Approved by:</b>	Executive Leadership Team
<b>Date of next review</b>	November 2007

## Table of Contents

Policy .....	1
1. Purpose .....	1
2. Organisational Scope .....	2
3. Definitions .....	2
4. Policy Statement .....	2
Procedures .....	2
5. General processes .....	2
6. Students under 18 years and not living with a parent. ....	2
7. Division of responsibility .....	4
8. References. ....	4
Appendices .....	4

## Policy

### 1. Purpose

The purpose of this policy is to ensure that Unitec complies with the accommodation provisions as set out in Part 6 of the Ministry of Education Code of Practice for the Pastoral Care of International Students. The objectives of this policy are:

1. To provide a suitable living environment for international students, conducive to study and a safe and supportive home life.
2. To involve the residential carer in the welfare of a student away from their family and home country
3. To assist the student to both understand and successfully integrate into New Zealand culture lifestyle
4. To ensure that overseas parents know their son or daughter are well cared for and happy in New Zealand.

## 2. Organisational Scope

This is a Unitec-wide policy and applies to all international students.

## 3. Definitions

Code of Practice        Means the Code of Practice for the Pastoral Care of International Students as issued by the Ministry of Education.

## 4. Policy Statement

4.1     Unitec will arrange accommodation for international students, when requested and necessary.

4.2     Unitec will make use of accommodation agents to organise and monitor student accommodation according to the Code of Practice.

4.3     Unitec will approve the following categories of accommodations:

1. Living in its Residential Village
2. Living in a homestay
3. Boarding establishment

4.4     Unitec will undertake, or will require their agent to undertake, police vetting of any accommodation approved by it for students under 18 years of age.

4.5     Students under 18 years of age will not be permitted to rent a flat/room/house/apartment or live on their own.

---

## Procedures

### 5. General processes

5.1     All accommodation queries are forwarded to Accommodation Services

5.2     Pastoral care issues or concerns arising from accommodation requirements will be referred to Student Affairs – Student Support, c.c. Unitec International.

5.3     The full name, current address and contact phone number will be recorded for each student.

5.4     Any serious concerns relating to accommodation will be reported to the Director - Student Affairs/Director - International.

### 6. Students under 18 years and not living with a parent.

6.1     All accommodation used by international students under the age of 18 will have:

- An on-site assessment to determine that living conditions are of an acceptable standard
- If a homestay or designated caregiver, an assessment to determine that the accommodation type is not a boarding establishment.

- An assessment of the residential carer's suitability and whether they will provide a safe physical and emotional environment.

- 6.2 Each student will be interviewed at least quarterly to ensure that his or her accommodation is suitable.
- 6.3 All accommodation residences will be visited at least twice a year to ensure that they remain suitable.
- 6.4 Police vetting will be carried out on all adults aged 18 years and over living in a homestay, or designated accommodation used by a student.
- 6.5 Follow up visits will be conducted if there are reasonable grounds to suspect that the accommodation has become unsuitable.

## **6.6 Homestay**

- 6.6.1 Students who require homestay accommodation will have arrangements made for them by an agent contracted by Unitec New Zealand.
- 6.6.2 Students in the Unitec homestay programme are requested to make homestay payments in advance.
- 6.6.3 Students staying in a homestay are required to exhibit appropriate behaviour.
- 6.6.4 Where a student's behaviour or demands are such that the homestay hosts cannot reasonably be expected to have the student continue in their care, the homestay service may be discontinued.
- 6.6.5 Homestay agents are contractually obliged to provide advice and support to homestay carers.

## **6.7 Designated Caregivers**

- 6.7.1 Parents of each student under 18 living with a designated caregiver are required to sign an indemnity document stating that the designated caregiver is a relative or close family friend and that the parents have selected the accommodation for their child, subject to Unitec approving the accommodation.
- 6.7.2 On or before enrolment, Unitec's contracted accommodation agent will meet and establish communication with the designated caregiver.
- 6.7.3 The relationship between the designated caregiver and the student's parents will be checked to confirm that they are a bona fide relative or parent's friend.

## 6.8 Boarding establishments

- 6.8.1 The boarding establishment will be checked by a designated officer from International Student Support to see that the local government bylaws are being observed.
- 6.8.2 The suitability of the resident manager and employees of the boarding establishment will be checked by the above officer.
- 6.8.3 Risks to the safety of students will be monitored and managed by the above officer.

## 7. Division of responsibility

- 7.1 Unitec will be responsible for:
  - Monitoring the activities of any contracted accommodation service agent twice a year via the Homestay Student Survey.
  - Monitoring and approving a limited range of boarding establishments on a regular basis, via focus groups and the International Students Survey.
- 7.2 The contracted accommodation supply agent will be responsible for:
  - Selecting, monitoring and approving accommodation for students under 18 years of age. Unitec International has a responsibility to administer an assessment of this service and respond to any issues raised in this.
  - Recording the results of all accommodation assessments completed for homestay and for under 18 year olds.
  - Providing a 24 hours a day, 7 days a week emergency contact person for issues relating to accommodation in one of their designated homestays.
  - Requiring caregivers to achieve performance standards as set out in their contract.

## 8. References.

- 8.1 Ministry of Education Code of Practice for the Pastoral Care of International Students.

---

## Appendices

Appendix 1 – [Checklist for Selecting and Monitoring Student Accommodation.](#)

Appendix 2 – [Part 6 of Code of Practice](#)

---

**Revision History** (*Office use only – this will be added as part of the policy management process*).

Initial approval:

Amendments (date and substance)