

## ISCA / St Margaret's AGS Code of Conduct for Students

The responsibility of International Student Care Australia (ISCA) is to provide International Student Guests with a safe, secure, and caring family environment that helps support and nurture them as they strive to achieve their best with their studies. Under the *Education Services for Overseas Students National Code 2018*, ISCA's obligation is to ensure the safety and well-being of international students enrolled in the ISCA Homestay program is of the highest priority.

Following is a summary of key responsibilities for students enrolled in the ISCA Homestay program:

### Attendance

1. Students are required to attend School each day. If a student is unwell a doctor's certificate or other supporting documentation may be required by St Margaret's AGS. The homestay host must advise the St Margaret's AGS nominated contact person of the student's illness each day of their absence. It is the student's responsibility to be informed and adhere to the St Margaret's AGS Absentee Policy.
2. In accord with the conditions of the Student Visa 500, if the student's attendance falls below 80% a term (or defined period of study), St Margaret's AGS is required to report to the Department of Immigration and Border Protection (DIBP).

### Overseas Student Health Cover (OSHC)

3. Students must maintain OSHC coverage for the duration of their student visa. This cover provides students with medical and hospital insurance cover. Parents signing this form give their permission for ISCA staff or Homestay hosts to obtain any medical assistance required in the event of an accident or illness and guarantee to meet any outstanding costs not covered by OSHC.

### Contact Details

4. Students must advise ISCA and the Homestay host of their emergency contact details and have sufficient charge and credit on their mobile phone, so as to be contactable at all times.
5. Students must advise ISCA and the Homestay host immediately if their contact details change. This includes a new mobile phone number or change of an email address.
6. Students must obtain permission (a minimum of two week's prior) from ISCA and St Margaret's AGS before any change to homestay accommodation arrangements. ISCA will make the final decision if a student is to be relocated to new homestay accommodation.

### Homestay

7. Students are required under the student visa conditions, to live with an ISCA approved homestay host for the duration of their studies, if a parent or close blood relative has not been nominated as guardian/carer.
8. Students will comply with all set **curfew times**. Sunday to Saturday 6:00pm.
9. The student will respect any reasonable homestay family **household rules**. This may include keeping your room tidy; responsible use of electricity and water; attending mealtimes when called to the table; showing consideration, politeness, and courtesy to all household members; keeping noise to a minimum especially late at night; and assisting with some communal chores as requested.

10. **Some additional costs may apply.** Students will negotiate the use of internet facilities with the homestay family and abide by the homestay family decision in relation to this usage. Students should not download large files (5MB or more, including movies, computer or mobile games and music) at the homestay family's internet expense. Additional charges to cover internet usage for movies, games or music may be charged by the Homestay family. Student guests are expected to pay for personal travel, entertainment, medical costs, and any other personal costs including any repairs for property damage to the Home that they cause.
11. **Health and Welfare** of student guests and homestay hosts is very important us. This means that contacting your Homestay Host and ISCA if you have any concerns regarding your personal health or welfare. You must disclose any illnesses you suffer from before or after arriving in Australia and ensure that you are up to date with the recommended double dose vaccinations and booster shots for COVID 19 as prescribed by the Australian Government's latest advice.
12. It is illegal to access pornographic or violent material and/or to download content that is illegal to possess by Australian law in any homestay.
13. Students are **not permitted** to smoke (including vaping), consume alcohol, use non-prescribed drugs, or possess offensive weapons (including martial arts items or knives) while enrolled in an ISCA Homestay programme.
14. Students and hosts should each be treated with respect, fairness, and politeness. Saying please and thank you; respecting each other's property and keeping a clean and tidy living environment. There is a minimum of four weeks before a student can be moved to a new homestay family unless it is deemed a high priority. Transfers to a new homestay will incur additional charges and will only be for valid reasons affecting the student's wellbeing. ISCA reserves the right to move a student in exceptional circumstances.
15. **Pay your homestay fees to ISCA by the due date.** Students are invoiced on a Semester basis and must pay the invoice 14 days in advance of the new billing cycle. ISCA requires 2 weeks written notice of changing or leaving homestay.
16. All household members need to respect the cultural and religious practices of each other. Discrimination of any kind is unacceptable.

## Travel

17. Requests to travel must be made using the Travel Request Form available from St Margaret's AGS and travel will only be permitted if it has been approved by St Margaret's AGS and ISCA.
18. Travel during term days, semesters or end of study period blocks is prohibited except for activities organised and supervised by St Margaret's AGS.
19. Students are permitted to travel within Australia during weekends or St Margaret's AGS holidays only with the host family. Prior permission and completion of the St Margaret's AGS Travel Request Form is required prior to travel.
20. Independent travel overseas (except to go directly home for holidays) is not permitted. All under 18 students must be escorted to the airport by an ISCA representative for returning holiday flights to the student's homeland.
21. When returning to Australia from holidays, students must allow sufficient time when booking flights so as not to arrive late for the first day of term/semester/study block period or depart earlier

then the completion of each term/semester/study block period. All flight itineraries must be submitted and approved in advance by St Margaret's AGS prior to booking.

### **Overnight and weekend stays**

22. Students overnight stays are not permitted without prior approval from St Margaret's AGS.

### **Australian Law and ISCA Policy**

23. Students must at all times, obey Australian laws and regulations.

24. Students are not permitted to be served or consume alcohol in licensed premises or public places including restaurants.

25. It is illegal to possess and/or use illicit or non-prescribed drugs in Australia.

26. Students will not engage in inappropriate sexually explicit behaviour at any time.

27. Students must seek permission from St Margaret's AGS to work.

28. Students must seek permission from St Margaret's AGS to drive a vehicle.

29. Students are not permitted to travel in a vehicle of any "P" plate driver or Uber driver.

**I have read and understand the ISCA/St Margaret's AGS Code of Conduct for Students. I understand that my Homestay Accommodation may be cancelled without refund if I do not comply with this Code.**

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature: \_\_\_\_\_

Student Full Name (in English as per passport): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Guidelines for Student Visa Subclass 500

### Student Visa Compliance

#### IMPORTANT

Student 500 visas are granted by the Australian Government subject to conditions. The information below provides a summary of each of these conditions and you should read and understand them. Non-compliance may result in your visa being cancelled and you may be required to leave Australia.

#### Visa Condition No. 8202 – Attendance

- A student must maintain full-time enrolment
- A student must attend a minimum of 80% of classes

#### Visa Condition No. 8532 – Accommodation Arrangements

- If a student is under 18 years of age they must stay in approved homestay accommodation
- A student must not change accommodation arrangements without prior written approval

#### Visa Condition No.8516 – Changing Education Provider

- A student is not permitted to change their current education provider until they have completed 6 months of their study.

#### Visa Condition No. 8501 – Health Insurance

- A student must maintain adequate arrangements for health insurance while in Australia. A student must maintain Overseas Student Health Cover (OSHC)

**I have read and understand these conditions relating to my student Visa Subclass 500. I understand that my visa may be cancelled if I do not comply with the above visa conditions.**

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature: \_\_\_\_\_

Student Full Name (in English as per passport): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_