Homestay Host Information Sheet

This information sheet is provided to you as a Homestay host for a Monash international student under age 18. It is essential that you understand your responsibilities as a Homestay Host in the management of an under 18 student’s welfare.

MONASH POLICY

Accommodation arrangements
Monash approves two types of accommodation arrangements for international students under age 18. These are on campus accommodation (Student Residences) or Homestay. Some Homestay hosts arrange the homestay through a Homestay provider such as the Monash-run Homestay Accommodation Service (HAS). Others arrange it privately through their own resources.

Acceptable accommodation
The accommodation that you provide must meet the following minimum standards: individual bedroom, bed and bed linen, shared bathroom, desk, desk chair, lamp, wardrobe, window, availability of heating and cooling.

Maximum number of students
Three students is the maximum number that can be approved for Homestay in the one residence.

Homestay visits from Caregiver
Unless your Homestay is arranged by an approved Monash Homestay provider, you should expect to be contacted by the student’s Caregiver (‘guardian’ of the student while under age 18) to arrange a visit to your home. The Caregiver needs to be satisfied that the accommodation you are providing meets minimum Monash standards as listed under ‘acceptable accommodation’.

Working with Children check
All adults living in the same accommodation and in direct unsupervised contact with a younger person are required to undertake a Working with Children check (WWC). Evidence of this check is needed before a Homestay arrangement can be approved.

Monitoring of Homestay accommodation
Monash has obligations to ensure Homestay accommodation is satisfactory. It does this by:
- meeting with students and conducting periodic surveys on the student experience
- where appropriate undertaking home visits to check on the well being and safety of students
- obtaining feedback from Caregivers.

YOUR OBLIGATIONS

Curfew time
It is not appropriate for your student to stay out late on a regular basis. If your student is going out please ask them where they are going and approximately what time they will be home. If your student is returning home late in the evening, offer them a lift back from the station or if it’s not practicable, remind them to take a taxi, rather than walk.

Staying out
If your student wants to stay out overnight, they must get their Caregiver’s approval. If they are permitted to stay out, your student must tell you where they will be staying and leave a contact phone number for you. Please do not encourage your student to invite friends to spend the night with them in your homestay. If your student is persistent, please refer the matter to their Caregiver.

Conflict and communication
We encourage Homestay students to work through issues with their Homestay host directly. This is one of the important challenges presented by the Homestay experience. If a serious communication issue arises, contact the student’s Caregiver who will endeavour to resolve the issue through mediation with both parties. You may also need to contact the relevant student support officer at Monash to inform them of any issues you may have.

Food
All families are required to supply students with three substantial meals per day. This can be a self served breakfast, packed lunch and a cooked meal for the evening. Student’s lunches can be made up of sandwiches and fruit or possibly dinner left overs from the previous evening. Items like instant noodles and cup-a-soups can be included with the student’s lunch as a snack; however they are not sufficient for a meal.

Absences
Host absences overnight or for longer periods
You must organise alternative arrangements for your Homestay student in your absence and obtain approval for these arrangements from your student’s Caregiver.

Student absence overnight or for longer periods
Your student must obtain the approval of their Caregiver. You should know where your student will be staying, with whom and that person’s contact details. If your student is planning a trip away with friends the Caregiver must be notified to make a decision as to their approval.

Student illness
If your student develops a mild medical condition requiring medical attention, you may need to assist with transport to a medical appointment. If a serious condition arises requiring medical treatment, it is expected that the student’s Caregiver will take primary responsibility in communicating with the student’s family and making hospital visits.

Cultural issues
As your student is living away from home in a foreign country, they may need time to adjust to expectations in Australia concerning matters such as water, internet or electricity use, communication styles and food. If a serious concern arises, please advise their Caregiver.

CRICOS Provider Number:
Monash University 00008C, Monash College Pty Ltd 01857J

Version 5: December 2013
Homestay Host Information Sheet

Critical incidents

A critical incident is a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury. Examples of a critical incident include:

- a student missing or unable to be located
- encountering severe verbal or psychological aggression
- death, serious injury or any threat of these
- natural disaster
- issues such as domestic violence, sexual assault, drug or alcohol abuse.

If your student is involved in a critical incident you must advise Monash immediately.

Contact Monash Security: 03 9905 3333

Contact Student Support (business hours)

<table>
<thead>
<tr>
<th>Provider</th>
<th>Contact</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monash College Pty Ltd (MUEL)</td>
<td>Molly Bonnefin</td>
<td>Manager Student Experience and Homestay, Monash University English Language Centre ph 990 55557, email <a href="mailto:molly.bonnefin@mcpl.edu.au">molly.bonnefin@mcpl.edu.au</a></td>
</tr>
<tr>
<td>Monash College Pty Ltd (MUFY students)</td>
<td>Anne Bright</td>
<td>Director, Monash University Foundation Year ph 8616 9700, email <a href="mailto:anne.bright@mufy.edu.au">anne.bright@mufy.edu.au</a></td>
</tr>
<tr>
<td>Monash College Pty Ltd (MUFY Diploma)</td>
<td>Anne Dwyer</td>
<td>Manager, TSSG (Monash College) ph 990 55554, email <a href="mailto:anne.dwyer@mcpl.edu.au">anne.dwyer@mcpl.edu.au</a></td>
</tr>
<tr>
<td>Monash University</td>
<td>Wendy Blastock</td>
<td>Manager International Student Engagement. ph 990 51451, email <a href="mailto:wendy.blastock@monash.edu">wendy.blastock@monash.edu</a></td>
</tr>
</tbody>
</table>

Further information

Please make yourself familiar with the Monash Under 18 web site by visiting http://monash.edu/study/international/apply/under18/

If you have any queries about your role as a Family friend please contact Robert Barrett (Manager ESOS and Visa Compliance) on ph 99058292 or email Robert.Barrett@monash.edu or one of the student support contacts listed above.