



**Pittwater House**

## 8.10.7 Application to Change Address

If a student wishes to change accommodation they must:

- apply to the school for approval using the schools Application to Change Address form and include the required supporting documents
- attend a meeting with the International Student Coordinator to discuss the request and see if the problem can be resolved without relocation
- If the request is approved the school will advise Oz Homestay it has approved the students request to relocate
- The student must ensure that the Homestay family is informed a minimum two weeks in advance of the move. If two full weeks notice is not given, the family must still be paid for this two week period.
- The student is responsible for any additional costs incurred to facilitate a change of accommodation.

### 8.10.1 Standard of Homestay Requirements

#### As imposed by Oz Homestay on behalf of Pittwater House

The Required Standards for student accommodation are as follows:

- The home must be clean and have appropriate furnishings suitable for students up to and including the age of 18 years;
- The Homestay Hosts / guardians must reside at the Homestay Premises;
- Each student is to have as a minimum their own room, bed, desk or if a shared room no more than 2 (two) persons per room (same sex) each of whom must have separate bed and desk;
- Students are not to share rooms with host family members and sharing arrangements will only be provided if the parents of the student(s) so request;
- Rooms assigned to students are solely for the student's use and not for the use of other family members that requires regular access such as storage;
- There are to be no more than 3 (three) overseas students residing in the home;
- Students are to be given a key to the home or arrangements made so that the student can gain access to the home at any time;
- There must be adequate lighting for study purposes;
- There must be heating in winter and some means of cooling in summer;
- There must be access to bathroom, with reasonable time allowed for showers (10 minutes);
- There must be access to kitchen and laundry facilities and use of shared living areas of home;
- The Homestay Host is to provide 2 (two) meals a day and food should be available for students to make themselves a light lunch (a sandwich and piece of fruit) and an after school snack. In providing meals, the Homestay Host must be aware of and take account of cultural differences and dietary needs;
- House rules are to be discussed and explained to the student by the host parents, (including but not limited to friends visiting, use of phone and incoming calls, cleaning of room or other household tasks, meal times and rules for behaviour such as going out and times for arriving home, manners and courtesy);
- Use of telephone and/or computer facilities is to be at students own expense. However charges to the student should only cover the actual cost of phone or internet usage. Use of Homestay internet will be restricted including restrictions on downloads. Internet access is not permitted between 11pm and 6am.

## 8.10.2 Responsibilities of a Guardian

### As imposed by Oz Homestay on behalf of Pittwater House

- Attend Enrolment day/interview with the student to assist them with their enrolment.
- Attend school meetings such as parent/teacher interviews, subject selection meetings and other school meetings deemed necessary by the principal on behalf of the parents.
- Ensure the student has regular and punctual school attendance. Student visa regulations require a minimum of 80% attendance and failure to meet attendance requirements can lead to the cancellation of the student visa.
- Notify the school of any changes in address or living arrangements, in writing within 7 days. The guardian must sign the notification and provide full details of the new arrangements. If the student is under 18, permission must be sought from the school prior to the move.
- Contact the parents and school coordinator in case of an accident, serious illness or medical emergency.
- Assist the student to seek necessary medical attention and obtain proper medical certificates in case of absence. Medical certificates obtained must show a provider number.
- Inform the parents promptly in the event of any problems, discuss solutions with parents and act promptly on their advice.
- Telephone or write to the school coordinator requesting leave for the student for medical, dental or any other appointments, specifying the dates and times of their absence.
- Liaise with the school coordinator concerning behaviour, conduct or any issues that may affect the student's progress.
- Assist the student to understand school and visa requirements and abide by them.
- Assist the student with any cultural problems or difficulties in settling in to life in Australia.
- Ensure that the student behaves acceptably for a young person under 18 in Australia, is home on weekday evenings by an agreed and reasonable time and later on weekends.
- Ensure that the student informs them of where the student will be when away from the home and what time the student expects to be home.
- There should always be a responsible adult at home during the night.
- The family should provide meals for the student and treat the student as one of the family.
- It is not considered appropriate for a student under 18 years to live with a single male.



**Pittwater House**

# Application to Change Address

Student Name: \_\_\_\_\_

Student Year/Class: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Commencement at Pittwater House: \_\_\_\_\_

Student has lived at this location for:

Years: \_\_\_\_\_

Months: \_\_\_\_\_

Days: \_\_\_\_\_

Reason for the request to change address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acknowledgement of Request  
by Student:

Name: \_\_\_\_\_

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

Acknowledgement of Request  
by Homestay/Guardian:

Name: \_\_\_\_\_

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

**Requests will not be processed without the following documents:**

*(School use only)*

Permission to change address granted by Parent:

Received

Request to change address noted by the current homestay/guardian:

Received

Acknowledgement that the International Student Coordinator has met with the student and approves the student proceeding to seek a new residence

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

**This application will only be assessed after all relevant documentation has been received.**

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

**Approval by the School** *(School use only)*

Permission to proceed:

Granted

Rejected

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant advised outcome:

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

Oz Homestay Advised to proceed:

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

New Homestay Approved:

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

New Homestay Details Received:

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

Student Relocation Date:

Database updated:

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

PRISMS updated:

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

BOS updated:

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

**Before completing this form please read International Student Procedure 8.10.7 available in the International Student Handbook and to all students and parents on the MyHouse Portal**