

Care Arrangements for Under 18s Policy

1.0 Purpose

UCIC is committed to enhancing the personal safety and social wellbeing of its students who are under the age of 18, and who are not being cared for by a parent or suitable relative in New Zealand.

This policy outlines the general guidelines for accommodating, supporting and monitoring international students under 18 years of age who are studying at UCIC. This policy is designed to ensure compliance with both the Code of Practice for the Pastoral Care of International Students (Revised 2013), and the Immigration New Zealand requirements in relation to students under 18.

This applies to all international students undertaking studies at UCIC who are under 18 years of age.

2.0 Definitions

Term or Acronym	Definition
Course	The term course is used to mean a single subject. See Programme.
Programme	The term programme is used to mean a study programme consisting of several (usually four or five) courses (per semester, full time). See Course.
Student	UCIC only enrolls international students. Therefore, for the purpose of this policy a student is assumed as an international student who is not a New Zealand or Australian citizen or holder of a permanent residency visa.
The Pastoral Care Code	The Code of Practice for the Pastoral Care of International Students, Revised 2013, established under section 238F of the Education Act 1989.
UCIC	UC International College

3.0 Government Regulations

International students' study in New Zealand is regulated by New Zealand law, as well as industry codes to which UCIC subscribes, and in particular to the Pastoral Care Code.

Where students under the age of 18 are not being cared for in New Zealand by a parent or suitable nominated relative or close family friend, registered providers ensure the arrangements made to protect the personal safety and social well-being of students are appropriate. Students who meet this criteria are required to stay in accommodation approved by UCIC.

UCIC will accept responsibility for approving student's accommodation, support and general welfare arrangements from arrival in New Zealand and for the entire duration of their programme, or until they turn 18. In the unlikely event that a student does not turn 18 during the course of their studies at UCIC, UCIC will ensure that appropriate provisions are made for support of the student during their transition to the University of Canterbury or other provider.

Whilst in New Zealand, a student under 18 must be living in one of the following five categories of accommodation:

- Homestays;
- Boarding establishments;
- Designated caregivers;
- Temporary accommodation (for programmes less than 3 months' duration only); or
- Living with parents.

4.0 UCIC Approved Care Arrangements

4.1 Accommodation

At the time of application, all international students who will be less than 18 years of age when they commence their studies, will be required to demonstrate to UCIC that they will be living in one of the five accommodation options described in 3.0. Any changes to accommodation must be notified to UCIC and approved by the student's parents before the change takes place.

UCIC can arrange accommodation in homestays or boarding establishments for all students as part of the admissions process. UCIC's preference is that all students under 18 stay in homestay accommodation, however this decision will be left to the discretion of the students' parents.

Unless the student is living with their parents, UCIC will meet the student at least quarterly to ensure that the accommodation chosen remains suitable. This will be the responsibility of the Academic Manager.

4.2 Living with a parent or designated caregiver

If the student plans on living with a parent or designated caregiver, a "Living Arrangements for Under 18 Students" form must be returned to UCIC, completed and signed by the parent and designated caregiver where applicable. A student CANNOT be enrolled unless this form has been completed, and UCIC is satisfied with the accommodation arrangements for the student.

The Pastoral Care Code defines a 'designated caregiver' as an adult who is a bona fide relative or close family friend designated in writing by the parents of the international student. This cannot be a boarding establishment owner, manager or employee. The designated caregiver can be the primary caregiver for the student during their time in New Zealand, but the students' parents remain the legal guardians and signatories. Only a parent of the student or a person who has legal

custody of the student is allowed to nominate a designated caregiver for the student who is under 18 years of age.

UCIC is still responsible for approving and monitoring the accommodation when a student will live with a designated caregiver, and a student will not be allowed to stay in any accommodation that UCIC deems unsuitable. UCIC will visit the home of the designated caregiver on, or if appropriate, before, enrolling the student to:

- Determine that the living conditions are of an acceptable standard;
- Assess whether the designated caregiver will provide a safe physical and emotional environment for the student;
- Determine that the accommodation is not a boarding establishment; and
- Meet the designated caregiver and establish communication with the caregiver.

The designated caregiver will be required to provide a copy of their valid passport, and a Confirmation of Criminal History to UCIC upon application.

For further details refer to Part 6 of the Pastoral Care Code available on the UCIC website, or contact UCIC directly.

4.3 Living with an approved home-stay family

If the student will not be living with a parent or designated caregiver, they must be accommodated with a home-stay family that has been approved by UCIC. If the parents request the student to stay in a boarding establishment this can also be accommodated (see 4.4) dependent on availability, but the preference is for students to stay with an approved home-stay family.

In order to accommodate the student with an approved home-stay family, a parent must complete and return the 'Living Arrangements for Under 18 Students' form to UCIC.

All College home-stay families undergo a police clearance to ensure that the family is of good character. In conjunction with the University of Canterbury accommodation office, all homestays will undergo rigorous procedures to ensure their continued suitability to host and care for international students. This is done in accordance with the Pastoral Care Code.

For further details refer to Part 6 of the Pastoral Care Code available on the UCIC website, or contact UCIC directly.

4.4 Boarding Establishments

UCIC's preference is that all students under 18 that are not able to stay with parents or a designated caregiver stay in homestay accommodation; however accommodation in a boarding establishment can be arranged dependent on availability.

In order to accommodate the student with an approved home-stay family, a parent must complete and return the 'Living Arrangements for Under 18 Students' form to UCIC.

In conjunction with the University of Canterbury accommodation office, all boarding establishments undergo rigorous procedures to ensure their continued suitability to host and care for international students. This is done in accordance with the Pastoral Care Code.

For further details refer to Part 6 of the Pastoral Care Code available on the UCIC website, or contact UCIC directly.

4.5 Temporary Accommodation

Students of UCIC that are under 18 will not normally be eligible to stay in temporary accommodation, as all UCIC programmes are longer than 3 months. Temporary accommodation means a hotel, motel, hostel, lodge or other tourist accommodation.

For further details refer to Part 6 of the Pastoral Care Code available on the UCIC website, or contact UCIC directly.

5.0 Support and Monitoring Arrangements

UCIC will contact the parents of any prospective international student under the age of 18 prior to enrolling the student, and will establish communication arrangements that can be used in case of emergency. It is important that the parent provides contact details that will be available 24 hours a day. UCIC will also regularly liaise with parents concerning the student's academic progress, health, wellbeing, general happiness, and adaptation to the new environment. Where the parent/s do not speak English, an appropriate translator will be provided.

Under Part 6 of the Pastoral Care Code, all International students under 18 years of age are required to attend an appointment with the Student Welfare Adviser (or their delegate) at least once each quarter, or as requested, so that their welfare and academic progress can be monitored. These appointments allow students to identify and discuss problems they may be experiencing with their living arrangements, studies, health or any other personal issues.

UCIC will liaise with parents, person(s) who have custody, nominated relative or home-stay families regarding any issues that may be affecting the well-being of International students who are under 18 years of age.

6.0 Visa Requirements

International students under the age of 18 must meet certain additional requirements to obtain their student visa. At the time of student visa application, students under 18 must provide a statement from UCIC confirming that the student's accommodation complies with the Pastoral Care Code. This statement will be issued by UCIC once it has completed appropriate checks and is satisfied that the student has appropriate accommodation and care available.

It is important that sufficient time is allowed to make the necessary accommodation arrangements for students under 18 before they need to apply for their student visa.

Students that fail to maintain their approved accommodation will be reported to Immigration New Zealand, in consultation with their parents.

For further details see www.immigration.govt.nz or contact UCIC directly.

Policy Title	Care Arrangements For Under 18s	
Policy Owners	Academic Manager	
Contact Persons	Academic Coordinator	
Key Stakeholders	UCIC Students under the age of 18, parents of students under the age of 18	
Approval Body	UCIC Executive Committee	Meeting date approved 14/02/2017
Relevant Legislation	The Code of Practice for the Pastoral Care of International Students - Tertiary (revised 2013), and the Private Training Establishment Registration Rules 2013 under section 253 of the Education Act 1989	
Related Policies		
Related Guidelines	N/A	
File information	File number N/A	Version number V1.1
Date Effective	14/02/2017	Next Review Date April 2017
Version 1.1 Approved By:		
	College Director and Principal, UC International College	