

## Pastoral Care Arrangements for Under 18s Policy

### 1. Overview

UC International College (UCIC) is committed to enhancing the personal safety, welfare and social wellbeing of its students who are under the age of 18, including those 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 Education (Pastoral Care of International Students) Code of Practice 2016 (and amendments) and Immigration New Zealand requirements in relation to students under 18.

### 2. Scope

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

### 3. Definitions

Term or Acronym	Definition
Course	The term course is used to mean a single subject. See Programme.
Programme	A period of instruction made up of multiple courses. 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 Code	The Education (Pastoral Care of International Students) Code of Practice 2016 (and amendments).
Designated caregiver	Relative or close family friend designated by the parent or legal guardian as the caregiver (in writing) and accommodation provider for an international student under 18 years.
Legal guardian	In relation to an international student, the person responsible by court or testamentary appointment for the student's well-being and support and provides for the care of the student in the student's home country.
Residential caregiver	Can refer to a homestay carer or a designated caregiver.

## 4. Government Regulations

International students' study in New Zealand is regulated by New Zealand law, as well as sector codes to which UC International College subscribes; in particular to the Education (Pastoral Care of International Students) Code of Practice 2016 and amendments. See link: <https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Code-of-Practice-Amendments-2019.pdf>

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 (designated caregiver), registered providers must ensure that the arrangements made to protect the personal safety and social well-being of students are appropriate. Students are required to stay in accommodation approved by UC International College.

UCIC will accept responsibility for approving students' accommodation, support and general welfare arrangements from arrival in New Zealand and for the entire duration of their programme, or until they turn 18 if still enrolled at UCIC. 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.

While in New Zealand, a student under 18 enrolled at UCIC must be living in one of the following three categories of accommodation:

- Homestays;
- Designated caregivers; or
- Living with parent(s)/legal guardian(s).

Accommodation arrangements of students under 18 will be co-managed between UCIC and subcontracted accommodation providers (Christchurch College of English Ltd and International Student Care Ltd).

A parental agreement must be signed **before** the enrolment of an under 18 student at UCIC, signalling that the parent(s)/legal guardian(s) of the student are aware of and agree to abide by the specific regulations that relate to the pastoral care of international students under the age of 18.

## 5. UCIC Approved Care Arrangements

### 5.1 Accommodation

At the time of application, all international students who are under 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 three accommodation options described in section 4. UCIC can provide information regarding accommodation options as part of the admissions process. Accommodation can be arranged in conjunction with an approved accommodation provider.

A student **will not** be enrolled at UCIC, unless UCIC is satisfied with the accommodation arrangements for the student.

Any changes to accommodation must be approved by UCIC and the student's parent(s)/legal guardian(s) **before** the change takes place. Failure to comply with all accommodation requirements as stipulated by UCIC may result in termination of a student's enrolment at UCIC.

Unless the student is living with their parents, UCIC will meet the student at least once per semester during their enrolment at UCIC to ensure that the accommodation chosen remains suitable. This will be the responsibility of a nominated staff member from UCIC, normally the Student Welfare Officer.

## 5.2 Living with a designated caregiver

The Education (Pastoral Care of International Students) Code of Practice 2016 and amendments defines a designated caregiver as an adult who is a bona fide relative or close family friend, designated **in writing** by the parent/legal guardian(s) of the international student. This cannot be an owner, manager or employee or a licensed hostel.

The designated caregiver can be the primary caregiver for the student during their time in New Zealand, but the legal guardians remain the same. Only a student's parent or legal guardian 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 lives with a designated caregiver, and a student will not be permitted to stay in any accommodation that UCIC deems unsuitable. UCIC is required to have an agreement with the Designated Caregiver and this agreement will outline expectations around care.

A CCEL staff member, as UCIC's subcontracted agent, will visit the home of the designated caregiver 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 licensed hostel; and
- Meet and establish communication with the designated caregiver or residential caregiver.

The designated caregiver will be required to provide a copy of their valid passport on application and undergo appropriate criminal history and safety checks as required under the Code. Refer to Outcome 6: Safety and well-being, Clause 26.

## 5.3 Living with an approved homestay family

If the student will not be living with a parent, legal guardian or designated caregiver, they must be accommodated with a homestay family that has been approved by UCIC.

All homestay families undergo safety and reference checks to ensure their continued suitability to host and care for international students. This is completed in accordance with the Education (Pastoral Care of International Students) Code of Practice 2016 and amendments. Refer to Outcome 6: Safety and well-being, Clause 26.

## 6. Pastoral Care and Monitoring Arrangements

UCIC will contact the parent(s)/legal guardian(s) 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 the case of an emergency. Parents/legal guardians must provide 24 hour availability contact details.

UCIC will also regularly liaise with parent(s)/legal guardian(s) concerning the student's academic progress, health, wellbeing, general welfare, and adaptation to the new environment. Where the parent/s do not speak English, an appropriate translation will be provided. UCIC will also manage approval of students' travel requests (in writing) in conjunction with parents.

In accordance with the Code, all UCIC students under 18 years of age are required to meet with staff at least once a semester, or as requested, during their enrolment at UCIC so that their welfare and academic progress, including any problems that they may be experiencing with their living arrangements, studies, health or any other personal issues.

UCIC will liaise with parent(s)/legal guardian(s) or homestay families regarding any issues that may be affecting the well-being of International students who are under 18 years of age.

## 7. Visa Requirements

International students under the age of 18 must meet specified 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 Education (Pastoral Care of International Students) Code of Practice. 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](http://www.immigration.govt.nz)

## 8. New Zealand law

All students enrolled at UCIC must comply with all New Zealand laws. Laws particularly applicable to students under 18 are:

- In New Zealand it is illegal to purchase alcohol or enter licensed premises (e.g. night clubs, bars, pubs) if you are under 18 (20 year's old for the casino).
- In New Zealand it is illegal to buy cigarettes if you are aged under 18.

Any breach of the rules outlined in this policy or any New Zealand law may result in the termination of a student's enrolment at UCIC.

## 9. Sharing of Information

Information regarding the welfare and academic progress of students under 18 will be shared with parents or legal guardians as required by the Code and as allowed under the Privacy Act 1993.

Once a student turns 18 the manner in which UCIC is able to share information changes. Under New Zealand law UCIC must adhere to the Privacy Act 1993 and therefore can no longer disclose information relating to a student without the written authorisation of the student to do so, or as required by other legislation.

Information may be shared between UCIC, subcontracted accommodation providers or UC Student Care (as necessary) to enable full provision of pastoral care, welfare and accommodation services.

## 10. Related documents

Under 18 Parental Agreement form (UCIC)  
Homestay Agreement (CCEL)  
Homestay Agreement (ISC Ltd)  
MoU UCIC-CCEL  
MoU UCIC- ISC Ltd  
Designated Caregiver Agreement (UCIC)  
Travel form (UCIC)

<b>Policy Title</b>	Pastoral Care Arrangements For Under 18s	
<b>Policy Owners</b>	Academic Manager	
<b>Contact Persons</b>	Student Welfare Officer	
<b>Key Stakeholders</b>	UCIC Students under the age of 18 (current and prospective), parents/legal guardians of students under the age of 18, UCIC staff, CCEL, ISC Ltd, CLV.	
<b>Approval Authority</b>	UCIC Executive Committee	<b>Meeting date approved</b> 11/10/2019
<b>Relevant Legislation</b>	The Education (Pastoral Care of International Studies) Code of Practice 2016 (and amendments) and the Private Training Establishment Registration Rules 2013 under section 253 of the Education Act 1989.	
<b>Related Policies</b>		
<b>Related Guidelines</b>		
<b>File information</b>	<b>File number</b> N/A	<b>Version number</b> V3.1
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