



School for Rudolf Steiner Education Ltd

(800) Short Term Overseas Visiting Student Policy and Procedure



Short Term Overseas Visiting Student

Policy and Procedure (800)

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Approved By			
Custodian			
Relating documents and Forms			
References and Legislation			

(800) Short Term Overseas Visiting Student Policy and Procedure

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1. Who is this Policy and Procedure for?

This policy and procedure applies only for those students who wish to visit Lorien Novalis School from their home country, where the visit is between 2 to 12 weeks in duration.

2. Who is this Policy and Procedure NOT for?

This Handbook is NOT for students applying for long-term (longer than 10 week) study in Australia, i.e. it is not for students with (or applying for) a Visa 571.

This Handbook is NOT for students who wish to complete an educational Course through Lorien Novalis School.

3. Definitions and/or Legislation

Short Term refers to student visits of two to 10 weeks duration.

Lorien Novalis School for Steiner Education CRICOS number: 02335E

4. Policy

4.1 Use of Education Agents

Lorien Novalis School does not enter into separate agreements with Education agents. Should you wish to use an agent to assist you in your application process, we will be happy to work with them to complete the enrolment process. However, we will not pay any fees to agents. Any agents' fees are the responsibility of the student.

Many students have successfully applied to our school without the use of an agent.

4.2 Identification of Persons Representing a Provider

Lorien Novalis does not use Agents.

4.3 Marketing Information and Practices

Lorien Novalis School advice for potential Overseas students is provided on-line in that the Overseas Handbook is available on-line.

4.4 Student Engagement Before Visit

Lorien Novalis requires evidence of experience and English language proficiency.

4.5 Formalisation of Visit



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A Letter of Offer together with the Overseas Enrolment Contract is sent to the family of the student outlining the following:

- circumstances in which personal information about the student may be shared
- advisement of student's obligation to notify provider of a change of address whilst enrolled in the course
- length of each study period and fees for each study period
- amounts that may or may not be repaid to the student and processes for claiming a refund
- a statement that "This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws".

4.6 Ages of students applying for short-term enrolment

Students applying for short-term enrolment at Lorien Novalis School are aged about 15 or 16 years old.

4.7 What Class can students apply to visit?

As a guide, the following table indicates which Class corresponds to which birth year of a child:

Year born	Class if visiting in 2020	Class if visiting in 2021	Class if visiting in 2022
2004	10	-	-
2005	9	10	-
2006	-	9	10
2007	-	-	9

4.8 Critical Incident

Refer to Overseas Critical Incident Policy LNS810.

4.9 Complaints and Appeals

If you have a concern, issue or complaint

It is always best to deal with a problem while it is small.

Most problems can be solved quickly by speaking to the teacher or Class Guardian. They can also advise you about the most appropriate person to help solve your problem. If you cannot solve your problem by informal discussion, to Mr Stuart Rushton, Education Administrator.

Formal Complaints

A formal complaint can be written or verbal and is usually of a serious nature. Verbal complaints require a formal interview where the details of the complaint will be recorded in writing. If you are under 18, you should have your guardian with you or if you are over 18 you can ask a parent or another support person to come with you to any interviews to assist you.

If you make a complaint, an investigation will commence in 10 school term days and you will receive a written statement of the outcome. This statement will include the reasons why decisions have been made and inform you of your rights to take the complaint further, if you are not satisfied with the outcome.



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Complaints Procedure

The Educational Administrator or delegate is responsible for investigating the complaint. At the conclusion of the investigation you will be given a written report of the outcome including details of the reasons for the decisions. Records of the complaint and the decision will be kept on the student file.

Appeals

You may appeal against a decision to report you to the Department of Immigration and Citizenship for unsatisfactory attendance or cancellation of enrolment based on student misbehaviour or any other reason as identified in the Policy on Deferment, Suspension or Cancellation of Enrolment. The appeal must be lodged within 20 working days of the date on the intention to report letter issued to you.

Appeals for decisions relating to course progress in schools are dealt with in accordance with Board of Studies procedure for appeals.

For the duration of the appeals process student's enrolment will be maintained.

If you are not satisfied with the outcome of the internal complaint or appeal process, you will be given access to an external appeals process. According to the National Code 2007 the purpose of the external appeals process is to consider whether a provider has followed its policies and procedures – it is not to make a decision in place of the provider.

External Appeals

You may contact the Community Justice Centre at: <http://www.cjc.nsw.gov.au>

4.10 Monitoring Attendance

Lorien Novalis School monitors attendance of students.

4.11 Welfare and Accommodation Policy

Acceptable accommodation arrangements for short-term overseas students

Students visiting for a short-term stay must demonstrate that they have one of the following accommodation arrangements organised prior to arriving in Australia:

- Family 1 option: Short term accommodation arrangement where the students is living with one or both parents
- Family 2 option: Short term accommodation arrangement where the student is living with a close relative aged 21 or over.
- Homestay 1 option: Short term accommodation arrangement where the student is living with a close personal friend of one or both parents
- Homestay 2 option: Short term accommodation arrangement where the student is boarding with a family of a student at Lorien Novalis School
-

Required standards for student accommodation

The home must be clean and comfortable and the Homestay Hosts / guardians must reside at the Homestay Premises.

Prospective Guardians / Carers / Homestay parents will be interviewed by the Educational Administrator or his/her delegate at their premises to ensure they are fully aware of following

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requirements such that the School is able to make an assessment of their suitability to offer accommodation.

- Each student is to have their own room and bed, and an access to a desk or table suitable for study. Or if a shared room no more than 2 persons per room (same sex) each of whom must have separate bed;
- 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;
- There are to be no more than 3 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 shared 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 3 meals a day on weekdays and (usually) 3 meals on weekends, as appropriate and, in providing meals, the Homestay Host must be aware of and take account of cultural differences. Food should be available for Students to make themselves an after school snack;
- House rules are to be discussed and explained to the Student, (including 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 usually not permitted after 11pm.
- Personal items and their insurance to be at the Student's own risk;
- Students may change Homestay Premises if there is a medical reason to do so, or a request from parents of the Student if a particular Homestay Premises is not compatible, in the reasonable opinion of the Student.

Boarding Facilities

Lorien Novalis School does not provide boarding facilities.

Organising Homestay arrangements

Lorien Novalis School does not organise Homestay arrangements.

Homestay arrangements are to be organised by the parents of the overseas student.

Homestay parent duties and responsibilities

For either of the Homestay options the duties and responsibility of the homestay parent are as following:

Guardians / Carers / Homestay parents are an important link between the student's parents, the school and the student.

Prospective Guardians / Carers / Homestay parents will be interviewed by the Lorien Novalis School Educational Administrator or the Overseas Student Coordinator or delegate to ensure they are fully



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aware of their duties/responsibilities and so that the School is able to make an assessment of their suitability to act in the role.

The guardian / carer / homestay parent undertakes to perform the following duties/responsibilities:

- Maintain regular contact with the student and liaise with the school and parents
- Ensure the student has regular and punctual school attendance.
- Notify the School in writing of any changes in address or living arrangements immediately or in advance. The Homestay Host must sign the notification and provide full details of the new arrangements. If the student is under 18 years and the accommodation and welfare arrangements are approved by Lorien Novalis School, then written approval must be obtained prior to the change of arrangement
- Immediately contact the parents of the student and the Educational Administrator in case of an accident, serious illness or medical emergency
- Assist the student to seek necessary medical attention
- Inform the parents of the student promptly in the event of any problems, discuss solutions with parents and act promptly on their advice
- Telephone or write to the School requesting leave for the student for medical, dental or any other appointments, specifying the dates and times of their absence
- Liaise with the Class Teacher / Class Guardian concerning behaviour, conduct or any issues that may affect the student's progress
- Take responsibility for the student's welfare and supervision outside school hours.

Accommodation Arrangement Form (LNS850a)

This Form must be satisfactorily submitted after the enrolment has been confirmed by Lorien Novalis School and prior to the student arriving at Lorien Novalis School. If satisfactory accommodation arrangements are not made, the enrolment will be cancelled.

4.12 Course Credit

Lorien Novalis School does not offer course credit for short-term students visiting from overseas. This also applies to on-shore school transfers, either within the state or territory or from interstate.

4.13 Deferring, Suspending or Cancelling the Student's Enrolment

Lorien Novalis School will only grant a deferment of commencement of studies for compassionate and compelling circumstances.

Once the student has commenced the course, Lorien Novalis School will only grant a suspension of study for compassionate and compelling circumstances.

The duration of the student's study may only be extended where it is clear that the student will not complete the course within the expected duration, as specified on the student's Confirmation of Enrolment for Overseas Students.

Note: there are specific circumstances, e.g. compassionate or compelling circumstances that apply in each of these situations, refer to Lorien Novalis School Policy C.18.1

4.14 Staff Capability, Educational Resources and Premises



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Lorien Novalis School provides Induction for staff who have close working interact with overseas students.

Lorien Novalis School is an accredited non-state school in NSW and as such is subject to an appropriate quality assurance framework applying to registered courses, as is required under Standard 14 of Part D the National Code 2007.

4.15 Student File

It is Lorien Novalis School Policy to maintain records in the file for an overseas student.

4.16 Website List of Persons Responsible for Overseas Students

It is Lorien Novalis School Policy that employees who have a role representing or acting on behalf of Lorien Novalis School and who are responsible for Short-Term Overseas Students or intending Short-Term Overseas Students will be kept current on the Lorien Novalis School website.

4.17 Qualifications of Teaching Staff

Refer to Lorien Novalis School 411 Staff Selection Appointment Procedure.

4.18 Fees Information for Short-Term Overseas Students 2020

Note: All amounts given are in Australian Dollars

Application Fee

A fee paid per application. The fee is non-refundable. \$100 per student to be paid before an Application for Enrolment can be processed.

Tuition Fees

Students can only arrange to visit for a 10 week duration, if the particular Term a student is applying for is a 10 week Term. Usually Terms will be 9 or 10 weeks in duration.

Duration of visit	Classes 9 to 10
2 weeks	\$1,440
3 weeks	\$2,160
4 weeks	\$2,870
5 weeks	\$3,595
6 weeks	\$4,310
7 weeks	\$5,030
8 weeks	\$5,750
9 weeks	\$6,470
10 weeks	\$7,185

Fees amounts include

- Classroom materials and use of the library.
- Hire and/or use of text books.
- Regular in-class sporting activities and any day-excursions.



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Additional costs (to be organised by the parents)

- Health Insurance or travel insurance
- Additional music tuition and musical instruments
- Any out-of-school activities
- Students provide their own pencils, pens, rulers etc

Paying fees

Fees must be paid in whole prior to arrival.

Fees are calculated per-week. Part-weeks cannot be calculated (i.e. students who are at School for part of a week pay for the entire week regardless of the reason for only being at the School for only part of the week).

Discounts for Siblings

If siblings are attending Lorien Novalis School at the same time, a discount for the siblings can be applied for.

4.19 Overseas Students School Refund Policy

This Policy applies to

This refund policy applies to all course monies paid to the school.

Non-refundable fees

The application fee is non-refundable

The enrolment fee is non-refundable.

Payment of Course Fees and Refunds:

Fees are payable 2 terms in advance;

All fees must be paid in Australian Dollars;

Refunds will be reimbursed in Australian Dollars and the payment sent to the applicant's home country unless otherwise requested in writing;

Refunds will be paid to the parents as specified in the written agreement.

Notification of Withdrawal and Applications for Refunds

All Notification of Withdrawal from a course, or applications for refunds must be made in writing and submitted to the Educational Administrator, Mr Stuart Rushton.

Unsuccessful Enrolment / Visa Rejection

The school will refund within 28 days all course monies paid where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities, except where a non-refundable payment on behalf of the student has been made.



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Student Default

Course monies will be refunded on a pro-rata basis proportional to the amount of time the student has been studying in the course, except where a non-refundable payment on behalf of the student has been made.

If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, only one term's tuition fees will be refunded from the pre-paid 6-month tuition fee.

The school will refund within 28 days of the receipt of written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed below.

- a. If written notice is received up to 4 weeks prior to commencement of the course, the school will refund all tuition fees, with the exception of the non-refundable fees (see Clause 2: Non-refundable fees).
- b. If written notice is received less than 4 weeks prior to commencement of the course 70% of the tuition fees will be refunded.
- c.

No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:

- d. Failure to maintain satisfactory course progress (visa condition 8202).
- e. Failure to maintain satisfactory attendance (visa condition 8202).
- f. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
- g. Failure to pay course fees.
- h. Any behaviour identified as resulting in enrolment cancellation as specified by the Policy on Deferment, Suspension or Cancellation of Enrolment.

School Default

If for any reason the school is unable to offer a course, a full refund of fees paid will be made within 14 days of notification of course cancellation.

If for any reason the school is unable to continue offering a course after commencement, a full refund of fees paid, including for the portion of the course already taught will be made within 14 days of notification of course cancellation.

Alternatively, you may be offered enrolment in an alternative course at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, the School will ask you to sign a document to indicate that you accept the placement.

Australian consumer protection laws

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australian consumer protection laws.



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Definitions

Course money: Includes tuition fees, any amount received by the school for Overseas Health Cover (OSHC) and any other amount the student has to pay in order to undertake the course.

Process for applying for a refund

Parents are to send a written letter to the Educational Administrator outlining what fees they are applying for a refund for, and stating briefly the reasons why they are applying for the refund. The School will reply in writing within 3 to 5 school term days, either requesting additional information and/or giving a time frame for the refund to be processed.

5. Procedure

5.1 Application Process for Short-term Overseas Students

STEP 1 – Application for visit

Applications for enrolment must be made on the Overseas Student Enrolment Application Form. This must be correctly completed, and must be accompanied by the following documents to support the application:

- Photocopy or scanned copy of Passport page with name, photo identification, passport number and expiry date;
- Copy of examples of writing in English (see Section 2.3 of Enrolment Form (LNS831a)).

Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.

STEP 2 – Offer for short term visit

Your application for enrolment will be individually assessed, taking into account all of the information provided with the Overseas Student Enrolment Application form, and availability of accommodation and placement in the class.

In most cases part of this assessment will also include an interview. If an interview is required you will be contacted to organise how this will take place.

If all reports and documents are in order and satisfactory, and there is an appropriate vacancy, you will receive a Letter of Offer which will include an Enrolment Contract, payment details and conditions.

STEP 3 – Acceptance of Offer

To accept the offer, the Enrolment Contract (and its attachments) must be signed and returned along with the payment of the Enrolment Fee.



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STEP 4 – Confirmation of visit

On receipt of your Short Term Visit Contract (and attachments) and the Short Term Visit Fees the school will send a Confirmation Letter confirming the start date and place in the school and details of enrolment.

Fees Due with Short Term Visit Contract

Fees due with the Short Term Visit Contract are the Short Term Visit Fees.

Fees Due before arrival

Before arriving Fees must be paid in full in advance.

5.2 Course Details

Students studying at Lorien Novalis School on a short-term basis (for 2 to 10 weeks) are:

- not enrolling in part, or in whole, for any Australian educational course
- not enrolling in part, or in whole, for the High School Certificate

These students will not qualify to receive any educational certificate or other educational qualification as a consequence of their short-term enrolment at Lorien Novalis School.

5.3 Demonstration of English ability

Students applying to visit Lorien Novalis School on a short-term basis will be asked to supply some writing in English that is self-written.

The following is to be supplied as an attachment to the Application Form:

- Are to write their name in English and to write 6 to 8 sentences in English starting with: “When I am in Australia I want to see...”

How well must I speak English?

Short-term visiting overseas students need to have sufficient English ability to be able to listen and understand English, speak in English and read and write sentences in English.

Students are not expected to be fluent in the English language although the better a student’s ability to speak, read and write in English the more enjoyable will be the student’s visit to Australia.

It is highly recommended that those interested in a short-term enrolment at Lorien Novalis School practice reading, writing and speaking English as much as possible prior to applying to visit.

5.4 Transport to and From School

Currently a number of private and public bus services are available for Lorien Novalis School students.



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For more information about government buses ([Sydney Buses](#)) call 131500 or visit www.131500.com.au

Local (private) bus companies that operate school timetable services direct to Lorien Novalis from surrounding/outer suburbs. Access to links can be found on our website www.lorien.nsw.edu.au or you can access them directly:-

CDC Westbus/Hillsbus

- Local/outlying north western Sydney area service direct to Lorien Novalis – see timetable attached. See also www.cdcbus.com.au or phone (02) 9890 0000

This is the connecting service to other transport operators:

- Connecting service to State Rail (greater Sydney area) via Pennant Hills Station, Beecroft Station or Eastwood Station, and likewise Shorelink Bus Services (upper North Shore). See www.cityrail.info or phone 131 500
- Connecting service to Transdev Shorelink Bus Services (upper North Shore) via Pennant Hills Station. See www.shorelink.com.au or phone (02) 9457 8888.
- Connecting Service to Busways Services (outer western suburbs) via Castle Hill interchange. See www.busways.com.au for region Blacktown or phone (02) 9625 8900

Hawkesbury Buses

- Local/outlying north western Sydney area service direct to Lorien Novalis – see timetable attached. See also www.busabout.com.au/hawkesburyvalley/index.html or phone (02) 4572 3410

Taxi Services

These are taxi services that you could try:

- Combined Taxis 13 33 00
- Premier Cabs 13 10 17

Payment for bus fare

Short-term overseas students pay full bus fare. Students will need to have an 'Opal Card' for public transport. Information on how to obtain and use an Opal Card can be found on this website: <https://www.opal.com.au/>

5.5 Support Services For Overseas Students

First point of contact

Settling into a new home and school environment can take some time. Families whose children join will have a Class Guardian (for Classes 9 to 10), these teachers are the first point of contact while a child is a student at Lorien Novalis School. In addition, Lorien Novalis School has an Overseas Student Coordinator who is available to assist with any issues specifically related to Overseas Students.



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Orientation Program for new students

Lorien Novalis School will provide an orientation program for new students which will cover the following issues:

- Location of classrooms, bus stop, front office, play areas, library and computer facilities
- Location of toilets and other facilities
- Introduction to Class Guardian(s) and other students in the Class
- Information on class times, how to report in if late to school etc

For detailed information about the Orientation Program, see the Overseas Student Orientation Program document.

Complaints and Appeals Services

If a student has a grievance or complaint they may utilise the student's Complaints Policy and Procedure to resolve it. The process allows for appeal to and External arbiter if necessary. Remember:

- Your Class Teacher or Guardian should always be your first point of contact; concerns are best resolved at classroom level if possible;
- You can withdraw your complaint at any time;
- It may not always be possible to resolve an issue to your complete satisfaction

Students should talk to the Overseas Coordinator if they wish to find out more.

In cases where Lorien Novalis School refers the student to any external support services, it will not charge for the referral. (Any cost for the external support service would be a private arrangement between the family and the external provider).

5.6 Important Information and Emergency Contacts

Education Provider Main Contact Details:

Lorien Novalis School
456-458 Old Northern Road
DURAL NSW 2158

PO Box 82
ROUND CORNER NSW 2158

Overseas Student Coordinator/Advisor

Margaret 9658 0700

Overseas@lorien.nsw.edu.au

Overseas Student 24 Hour Emergency Contact

Norm Sievers: norms@lorien.nsw.edu.au

Mobile: 0478 589 266



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Homestay Coordinator

Margaret Zhou - Overseas Student Coordinator:
9658 0700 email:Overseas@lorien.nsw.edu.au

Emergency Telephone Numbers:

Police, Fire, Ambulance – 000

Department of Immigration and Citizenship (DIAC)

Ground Floor

26 Lee Street

Sydney NSW 2000

Counter Hours:

9 am to 4 pm Monday to Friday

131 881

Medical Centres:

Your homestay family will advise of facilities close to your home. The following centre is close to school.

Round Corner Medical Practice

Shop 4/508 Old Northern Road Dural

(02) 9651 1269

Transport:

Please see Transport Information following
for Public & Private transport to and from school.

Taxis:

Silver Service 133 100 www.silverservice.com.au

ABC Taxis 132 522 www.abctaxis.com.au

Public Facilities:

Location of Automatic Teller Machines (ATMs) All listed are in Chatswood NSW

[COMMONWEALTH BANK OF AUSTRALIA](#)

504 Old Northern Road

ROUND CORNER NSW 2158

[NATIONAL AUSTRALIA BANK LIMITED](#)

Old Northern Road

ROUND CORNER NSW 2158

[AUSTRALIA AND NEW ZEALAND BANKING GROUP LIMITED](#)



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Old Northern Road
ROUND CORNER NSW 2158

Post Office

Closest to school
Shop 20a Dural Shopping Mall
Old Northern Road
ROUND CORNER NSW 2158

5.7 Homestay Information for Short-Term Overseas Students

Age of students and accommodation arrangements

Please see document 792 Student Age and Entry Class; and note that all accommodation information here relate to students aged 15 or 16 years.

Does the School have boarding facilities or organise Homestay?

Lorien Novalis School does not offer boarding facilities.

Does Lorien Novalis School organise Homestay placements?

Lorien Novalis School does not organise homestay placements for students.

Lorien Novalis School can ask families if they are interested in being a homestay placement, however, it would be an arrangement between the homestay family and the family of the overseas student.

Lorien Novalis School does have a responsibility to keep accurate and up to date records for each student of their accommodation arrangements, and to have clear policies and procedures for monitoring these and responding to any concerns raised.

Definition of 'close family member' or a 'close relative'

For the purposes of organising accommodation arrangements, students living with a 'close family member' is defined as a person living in NSW who is aged 21 or over, and is one of the following:

- Parents or step-parents
- Brothers or sisters, or step-brothers/sisters
- Grandparents, or step-grandparents
- Aunts, uncles, nieces, nephews, or step-aunts/uncles

Definition of 'Homestay'

Homestay is defined as situations where the student is residing with distant family members (i.e. a family member not listed under 'close family member'), or if the student is residing with family friends or with another family.

If a student is residing with a parent or a close family member this arrangement is 'not' classified as a homestay arrangement.

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Accommodation & Welfare

Option A: Parent or close family member aged 21 or over

Students may live with one or both parents for the full duration of their short-term enrolment.

- If staying with a relative then the relative agrees to undertake the responsibilities of the guardian/carer.
- The relative must be a resident of NSW, be over 21 years of age and must be able to remain in Australia until the student is 18 years of age
- The relative must obtain a Working with Children Check number (see www.kids.nsw.gov.au)

Option B: A parent nominated homestay

Parents can nominate for their child to live with close family friends or distant relatives or another homestay person.

- The nominated homestay parent takes on the role of guardian/carer for the student.
- The nominated guardian/carer must be approved by the Lorien Novalis School
- Accommodation and living arrangements must meet standards approved by the school
- The person nominated to provide accommodation, along with all family members aged over 18 years, must satisfactorily complete a Working with Children Check within the required time period (see Working With Children Check information at www.kids.nsw.gov.au)
- Once all requirements are met and accommodation/welfare arrangements are considered satisfactory, Lorien Novalis School will approve the arrangements.

5.8 If Accommodation or Contact details change

If parent address, phone number, work details, email address or any other contact detail changes within the home country, parents are required to notify the school immediately (or in advance) of the change using the Form LNS853 Accommodation Record.

If the Australian based parent (or close relative, or Homestay carer) changes address, phone number, work details, email address or any other contact detail changes, the Australian based parent (or other relative, or the Homestay carer) is required to notify both the child's parent(s) and the School immediately (or in advance) of the change using the Form LNS853 Accommodation Record.

If the student changes who he/she is living with the new arrangement must be agreed and signed by the parents and the School notified immediately (or in advance) using Form LNS853 Accommodation Record.

5.9 Guidelines for Homestay Host Families of short-term overseas students

Additional information on Accommodation

See the Lorien Novalis School Handbook section "Homestay Information for Overseas Students" for further information accommodation, and in particular:

- Definition of 'homestay' as a student living with a family other than a parent or close family relative, and a definition of who is considered to be a 'close family relative'
- That students can partake in a Homestay arrangement (rather than living with a parent or close family relative) only if aged over 15 and are in Year 9 or above in High School
- That Lorien Novalis School does not provide boarding facilities or organise Homestay arrangements.



Short Term Overseas Visiting Student Policy and Procedure (800)

Guidelines for Homestay Host families

Guardians / Carers / Homestay parents are an important link between the student's parents, the school and the student.

Prospective Guardians / Carers / Homestay parents will be interviewed by the Lorien Novalis School Educational Administrator or the Overseas Student Coordinator or delegate to ensure they are fully aware of their duties/responsibilities and so that the School is able to make an assessment of their suitability to act in the role.

The guardian / carer / homestay parent undertakes to perform the following duties/responsibilities:

- Maintain regular contact with the student and liaise with the school and parents
- Ensure the student has regular and punctual school attendance.
- Notify the School in writing of any changes in address or living arrangements immediately or in advance. The Homestay Host must sign the notification and provide full details of the new arrangements. If the student is under 18 years and the accommodation and welfare arrangements are approved by Lorien Novalis School, then written approval must be obtained prior to the change of arrangement
- Immediately contact the parents of the student and the Educational Administrator in case of an accident, serious illness or medical emergency
- Assist the student to seek necessary medical attention
- Inform the parents of the student promptly in the event of any problems, discuss solutions with parents and act promptly on their advice
- Telephone or write to the School requesting leave for the student for medical, dental or any other appointments, specifying the dates and times of their absence
- Liaise with the Class Teacher / Class Guardian concerning behaviour, conduct or any issues that may affect the student's progress
- Take responsibility for the student's welfare and supervision outside school hours.

The Required Standards for Student Accommodation are as Follows:

The home must be clean and comfortable and the Homestay Hosts / guardians must reside at the Homestay Premises.

Prospective Guardians / Carers / Homestay parents will be interviewed by the Educational Administrator or his/her delegate at their premises to ensure they are fully aware of following requirements such that the School is able to make an assessment of their suitability to offer accommodation.

- Each student is to have their own room and bed, and an access to a desk or table suitable for study. Or if a shared room no more than 2 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;
- There are to be no more than 3 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;

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- There must be access to shared 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 3 meals a day on weekdays and (usually) 3 meals on weekends, as appropriate and, in providing meals, the Homestay Host must be aware of and take account of cultural differences. Food should be available for Students to make themselves an after school snack;
- House rules are to be discussed and explained to the Student, (including 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 usually not permitted after 11pm.
- Personal items and their insurance to be at the Student’s own risk;
- Students may change Homestay Premises if there is a medical reason to do so, or a request from parents of the Student if a particular Homestay Premises is not compatible, in the reasonable opinion of the Student.

5.10 List of Teaching Staff

Staff Directly Responsible for Overseas Students

Position	Name	Email address
Director of Teaching and Learning	Norman Sievers	norms@lorien.nsw.edu.au
Overseas Student Coordinator	Margaret Zhou	margaretz@lorien.nsw.edu.au
Office and enrolment enquiries	Janine Loyzaga	info@lorien.nsw.edu.au
High School Coordinator	Leanne Clark	leannec@lorien.nsw.edu.au

High School Subject Teachers and Class Guardians

Note: this information was last updated December 2019.

Leanne is the Head of High School, and has taught Mathematics for over 20 years, 15 of those years at Lorien Novalis School. Leanne has a Bachelor of Science in Mathematics and a Master of Education, as well a Diploma in Steiner Education.

Glenn is co-Guardian of Class 12 and teaches Mathematics, junior Physics and Information & Digital Technology. He has taught for 8 years. Glenn has a Bachelor of Science (Mathematics) and Post Graduate Diploma in Education.

Olivia is co-Guardian of Class 11 and she is the high school Visual Art teacher; and has taught at Lorien Novalis for over four years. She is an exhibiting artist. Olivia has a Bachelor of Fine Arts and a Graduate Diploma of Education.



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Stephanie is the assistant-Guardian for Classes 11 and 12; she has a Bachelor of Education / Arts, and is qualified to teach English and History.

Tony is co-Guardian of Class 11 and he teaches PDHPE and Sport Lifestyle & Recreation. He has been a teacher for 28 years and at Lorien for 16 years. Tony has a Bachelor of Arts (Honours) in Human Movement Studies and a Certificate in Education.

Elli is co-Guardian of Class 10 and she teaches History and Philosophy, as well as crafts and cooking. She has taught for 6 years; she has a Bachelor of Arts and a Masters of Teaching. Elli attended a Steiner school as a child.

Jim is co-Guardian of Class 9, and has been involved in education for over 40 years. He teaches Geography and Technics, and assists Class Teachers and Class Guardians with trip planning. Jim has a Bachelor of Educational Studies.

Margaret is co-Guardian of Class 9 and is the high school Music and Mandarin teacher, and also teaches the Stage 5 Music program. Margaret coordinates Individual Education Plans for high school students and is the coordinator for Overseas Students. Margaret has taught for 14 of years at Lorien Novalis School. She has a Bachelor of Education (Music).

Marcus is co-Guardian of Class 8 and is the high school Drama teacher. He has professionally worked on stage and screen. Marcus has a Bachelor of Fine Arts (Acting). He is a graduate of Lorien Novalis School, from Kindergarten to Class 12.

Angela is co-Guardian of Class 8 and is the high school English teacher. She has taught at Lorien Novalis School for 7 years, after working for 20 years as an editor and writer. Angela has a Bachelor of Arts Honours (Drama and English) and a Bachelor of Teaching.

Stefan teaches Class 10 Chemistry and Physics. He has taught at Lorien Novalis for over 20 years. Stefan has a Bachelor of Science, Graduate Diploma in Engineering and a Graduate Diploma in Education

Eric assists the Class Guardians and is our Biology, junior Chemistry and Technology & Applied Studies teacher. He is also a learning support teacher. Eric has taught for 11 years; he has a Bachelor of Education (Technology & Applied Studies).

Donna is our VET coordinator and teaches VET Hospitality (Kitchen Operations). Donna has taught for over 20 years and has a Bachelor of Education.

Anita is the High School VET Early Childhood Education and Care Teacher. She has been an Early Childhood Teacher for over 20 years, 6 of those at Lorien Novalis Preschool. She has a Bachelor of Teaching Early Childhood

6. Version Control



Short Term Overseas Visiting Student Policy and Procedure (800)

Version Control	Date Effective	Approved By	Amendment
1	13/12/19		First Version – separate policies merged into one document

7. Forms

- Application for Enrolment Form (831a)
- Medical Form (803c)
- Overseas Student Enrolment Contract (831b)
- Homestay Arrangement Form (850)



Short-term overseas student

Application for Enrolment Form (831a)

1. About the student

1.1 Student's Surname: _____

1.2 Student's First name: _____

1.3 Date of Birth: _____ Current age: _____

1.4 Student's home address:

1.5 Gender: *Male / Female* Religion: _____

1.6 Place of Birth: _____ Nationality: _____

1.7 Passport Nationality: _____ Passport Number: _____

1.8 Australian Student Visa Number (if known): _____

1.9 Dietary requirement: None / Vegan / Vegetarian / Gluten free / Other _____

Please affix a recent
PASSPORT size photo
of the Student here

2. Student's written and spoken English skills

Please note this section is to help the School know more about the Student, and to give the School an indication of the Student's current skills in English.

2.1 Please indicate the Student's current ability in written and verbal English:

No English skills Less than 10 words Simple sentences Very Good

- Students are to write their name in English and to write 6 to 8 sentences in English starting with:
"When I am in Australia I want to see..."

3. About school

3.1 Is Lorien Novalis School your first choice? *Yes / No*

3.3 Proposed / preferred start date¹ at Lorien Novalis School: _____
Proposed / preferred last date to attend Lorien Novalis School: _____

3.4 Current School: _____ Current Grade/Class at school: _____

3.5 Wishing to visit in Class (*circle one*): 9 10

3.6 List anyone that the Student knows who is presently at Lorien Novalis School or has been a student of Lorien Novalis School previously ¹

Name	Relative/Friend	Year
_____	_____	_____
_____	_____	_____

4. About accommodation and relatives in Australia

4.1 Proposed accommodation arrangements²: _____

4.2 Does the student have any relatives living in Australia? *Yes / No*

If yes, please give details of names and addresses ²

Name	Address
_____	_____
_____	_____

² attach extra pages if needed – label with the question number on the extra page.

5. About Parents

5.1 **Mother:** Surname: _____ Given name: _____

5.2 Email address: _____

5.3 Residential address (*or write 'same as child'*):

5.4 Occupation: _____

5.5 Business address: _____

5.6 Work Phone: _____

5.7 Home Phone: _____

5.8 Mobile Phone: _____

5.9 Any additional information about Mother and/or that the School should know when communicating with Mother

5.10 **Father:** Surname: _____ Given name: _____

5.11 Email address: _____

5.12 Residential address (*or write 'same as child'*):

5.13 Occupation: _____

5.14 Business address: _____

5.15 Work Phone: _____

5.16 Home Phone: _____

5.17 Mobile Phone: _____

5.18 Any additional information about Father and/or that the School should know when communicating with Father



Short-term overseas student

Medical Form (803c)

Student's Name.....Class:

- Has your child had any of the following illness? (please circle)

Chickenpox Mumps Measles Glandular Fever
 German measles Hepatitis Other

- Against what has your child been immunised? Please provide evidence of immunisation if your child has received orthodox immunisations.

DISEASE	IMMUNISED YES/NO	IMMUNISATION TYPE: ORTHODOX	IMMUNISATION TYPE: HOMEOPATHIC	WHEN
Measles				
Mumps				
Rubella				
Diphtheria				
Tetanus				
Pertussis				
Hepatitis B				
HIB				
Polio				
Pneumoccal				
MeningococcalC				
Varicella (Cpox)				

Date of last Tetanus vaccination

• Has your child at any time suffered from an eating disorder? If so please include details.
.....
.....

• Does your child suffer from any of the following? (please circle)
Diabetes Epilepsy Asthma Eczema OTHER
.....

Anaphylaxis / Allergies.....

Does your child require a medical alert information card? (please circle) Yes No

Has your doctor provided a medical alert information card? (please circle) Yes No

• Does your child have any other medical condition not listed above?
.....
.....

• Is your child currently taking any ongoing medication? Eg Ventolin, Ritalin YES NO
If YES:

• Condition being treated:..... Medication &
Dosage: Does this need to be
administered by staff?

• Is there anything else the School should know about your child’s health, including disabilities?
.....
.....

• Please give name and any possible contact number(s) where a family member or friend can be reached in the case of an emergency, if we cannot contact you.

Name(s) & contact number(s):..... Relationship
to your child:.....

• Details of Family Doctor: Name
Phone
Address

Signature of Parent/Guardian

Date:.....

By signing this form you are indicating that you are the custodial parent of this child.



Short-term overseas student

Overseas Student Enrolment Contract (831b)

Parents, please read this Contract carefully and tick the boxes to indicate that you acknowledge the points noted, then sign at the end.

This agreement dated _____ is made between Lorien Novalis School for Rudolf Steiner Education, ABN 93000946289 (“the School”) of 456 Old Northern Rd, Dural, New South Wales, Australia and _____ and _____ (“the Parents”) of _____ (“the Student”) of _____

(address).

1. Short Term Visit

By signing this Contract, the Parents have accept the School’s offer of a short-term place for the Student at the School.

2. Class

The Student is offered a short-term place in Class _____.

3. Period of Visit

The Student’s Short Term Visit at the School will start on _____ (“the commencement date”) and continue until _____.

4. School Rules

The Parents agree to be bound by the School rules and by the authority of the School Council (the College of Teachers) and the Educational Administrator.

5. School Report

The student and the family understand that they will not achieve any educational qualification, nor a school report. The student will be given a letter stating what subjects he/she participated in during the short term visit.

6. Code of Conduct

The Parents acknowledge that:

- a. The Overseas Student Program Code of Conduct for Students (“the Code of Conduct”)

forms part of this Contract and agree to be bound by the Code of Conduct For Students and to any variations to the Code of Conduct as agreed by the School Council from

time to time; and the Educational Administrator.

- b. Should the Student breach any of the provisions of the Code of Conduct, the School, in

its absolute discretion, may terminate the enrolment and send the Student home at the Parent’s expense.

7. School Fees

1. **The Parents must pay the School the Overseas Student School Fees as per the document LNS833 Fees Information.**
2. The Parents agree to pay the total of the invoiced fees in advance and acknowledge that there will be no refund, in whole or in part, if the Student is absent from School due to illness, leave or suspension.
3. **Please note – fees and levies are reviewed annually and are subject to change. The School will advise the Parents in writing of any changes that occur as a result of the annual review.**

8. Other Expenses

1. **The Parents must pay the cost of all other expenses incurred by the School on behalf of the Student. The other expenses include, but are not limited to, the cost of the One- Day Class Excursions, pens, pencils, stationery etc.**
2. The Parents acknowledge that the cost of excursions will not be refunded, in whole or in part, if the Student is absent from them due to illness, leave or suspension.

9. Accommodation and Homestay Arrangements

1. The Parent acknowledges that for students must live with one or both parents or a close family relative aged 21 or over, at all times. That the Parents must organise the required Visa’s for these family members to reside in Australia.
2. The Parents acknowledge that the School does not organise Homestay arrangements.
3. The Parents acknowledge that students may live in a Homestay arrangement if the Parents organise this.
4. **Parents must complete LNS850a Accommodation Arrangements Form and submit this as an attachment to this Contract. If satisfactory Accommodation Arrangements are not made by the Parents, this Contract cannot be accepted by the School.**

10. Travel and Medical Insurance

- a. The Parents must organise full Travel (or other Medical Insurance) for the Student for the duration of their stay in Australia. Such medical insurance is to include (as a minimum), ambulance and hospital.

11. Termination of Short Term Visit

1. Termination of Short Term Visit can result from: conduct that the School, in its absolute discretion, decides warrants immediate termination of the Student's enrolment.
2. If the Parent decides to terminate the short-term enrolment, this should be made in writing to the School.

12. Refund of Fees

Due to the short-term nature of the enrolment, no refunds are possible. (See LNS820 Refund Policy Short Term Overseas Students).

13. Country of Jurisdiction

This agreement is governed by the laws of New South Wales and of Australia and any dispute in relation to any part, or all, of this agreement will be determined with reference to the laws of New South Wales and Australia. Further this agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

14. Notice

1. Any notice that is required to be served by the Parents under this agreement must be sent to: The Education Administrator, Lorien Novalis School, PO Box 82, Round Corner, 2156, NSW Australia
2. *Any notice that is required to be served by the School under this agreement must be sent to the address provided on Document 731a Overseas Student Enrolment Form.*

15. Medical Treatment

1. The Parents consent to the School:
 - i. Seeking medical attention by calling an ambulance if the Student is sick or injured and, in the opinion of the School staff, is in need of medical treatment;
 - ii. Giving Panadol to the Student where, in the opinion of the School staff, it is necessary;
 - iii. Authorising medical treatment for the Student which is considered necessary by a consulting doctor including surgery and the administration of anaesthetic.
2. If the Student is in need of medical treatment, the School will endeavour to contact the Parents as soon as is practicable.

16. School's Care of Students

The Parents acknowledge that:

1. The School seeks to maintain an environment that is safe for all students and in which learning can take place;
2. The Educational Administrator or nominee may if circumstances deem it necessary:
 - i. search the Student's bag, locker or other possessions;
 - ii. discipline the Student (in accordance with the School's Positive Behaviour Policy) for breaches of the School rules or unacceptable conduct occurring in, or associated with, the School by detention or extra activity and, in aggravated cases, by suspension or dismissal.

17. Compulsory Activities

The parents acknowledge that:

1. the School may determine which particular courses and activities will be offered and/or provided at any time and which of these courses and activities are compulsory;
2. all students must participate in all activities that are held during their visit, which includes drama, performances and Eurythmy

18. Personal information and privacy

The School is required to share some personal information about students with the Australian Government and its designated authorities. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.

Further information about Privacy matters is contained in the attached *704 Privacy Policy as Affects Parents*. It is a condition of enrolment that this document be read and signed as appropriate.

19. Residential address

If the address, phone number, work details, email address or any other contact detail of a parent changes within the home country, parents are required to notify the school immediately of the change. If the Australian based parent (or close relative, or Homestay carer) changes address, phone number, work details, email address or any other contact detail changes, the Australian based parent (or other relative, or the Homestay carer) is required to notify Lorien Novalis School immediately of the change.

20. Attachments to the Contract

Please tick each of the following to indicate that each document have been provided to

Lorien Novalis School, or that they are attached to this Contract:

- A signed copy of LNS850a Accommodation Arrangements Form
- Evidence of Travel Insurance that covers at least ambulance and hospital
- A signed copy of LNS820 Refund Policy

- A signed copy of LNS804 Privacy Policy as Affects Parents
- A signed copy of LNS833 Fees for Short-Term Overseas Students 2015

Signed by Director, Teaching and Learning

.....

Name Signature Dated

Signed by the Parents

..... Name of Mother
Signature of Mother Dated

..... Name of Father
Signature of Father Dated



Short-term overseas student

Homestay Arrangement Form (850a)

I/we are notifying Lorien Novalis School of the following accommodation arrangements for my/our child _____ [child's name], who is currently _____ years old, for while she/he is living in Australia in order to study at Lorien Novalis School.

1. These arrangements are: Proposed Confirmed
2. Date when accommodation arrangements to take effect: _____
3. Name of adult/s will be living with in Australia: _____
4. Address of Australian accommodation: _____

5. Australian home phone: _____ Mobile: _____
6. Email address: _____
8. The ability of the adult, the student will live with in Australia, to communicate in written and spoken is best described as:
 No English Less than 10 words Simple sentences
 Very good Fluent English
9. The adult the student will live with in Australia is the child's:
 Mother Father Aunt or Uncle Grandparent
 Older sibling Family friend Another family
 other: _____
10. Tick: I/we confirm that the adult the student will be living with in Australia is aged 21 or over.
11. Tick: I/we acknowledge that only children aged 15 and over AND who are in Class 9 or above can live in a Homestay arrangement, children under 15 (or in Class 8 or below) must live with a parent or close relative (e.g. a grandparent or aunt/uncle).

