

## SG.35 ACCOMMODATION FOR INTERNATIONAL STUDENTS

APPROVED BY	<b>STRATEGIC LEADERSHIP TEAM</b>	VERSION	<b>2017</b>
REVIEW STAKEHOLDERS	▪ HEAD OF OPERATIONAL SERVICES	Last reviewed	2017
	▪ DEAN	Published	2017
	▪ HEAD OF TEACHING & LEARNING	Review period	3 YEARS
	CLICK HERE TO ENTER TEXT. TITLE	Next review	2020
PURPOSE	To ensure that international students find suitable accommodation, particularly for their first month in New Zealand. To ensure that Bethlehem Tertiary Institute complies with the New Zealand Code of Practice for the Pastoral Care of International Students.		

NOTE: This policy should be read in conjunction with SG 15 Pastoral Care of International Students

### 1 PURPOSE

To ensure that international students find suitable accommodation, particularly for their first month in New Zealand.

To ensure that Bethlehem Tertiary Institute complies with the New Zealand Code of Practice for the Pastoral Care of International Students.

### 2 POLICY

#### Homestay requirements and approvals

- BTI will assist in placing students in homes for the initial weeks of their stay in New Zealand on request.
- Appropriate homestays will be sought from the Bethlehem Campus community and local Christian churches.
- All homestays are visited by the International Student Coordinator or other designated staff member prior to being recommended to students to check suitability, and ensure it is a safe and comfortable environment.
- All potential homestay hosts will be provided with information to prepare them for their cross-cultural experience and to brief them on the requirements for hosting international students.
- Each person over the age of 18 in the household is required to complete a police clearance form. In some instances, they may be asked to also provide TWO written character references.
- The agreement regarding the payment of board is between the accommodation providers and the students directly. BTI is not involved in this arrangement other than to outline what is expected, including that students should arrange to pay by automatic payment.
- The International Coordinator will check with homestay carers and students after one month to ensure the arrangements are suitable for both parties.
- Homestay hosts and / or students are requested to discuss any major issues that arise with the International Coordinator before decisions are made regarding terminating the homestay agreement. Where agreement is reached to terminate the homestay placement, BTI asks homestay hosts to give three weeks' notice of termination and students to give two weeks.
- Each international student is asked to provide a list of those to be informed in an event of accident or emergency. This list should include at least one key person who speaks English.
- The International Student Coordinator places students in accommodation only where requested and at the payment of an administrative fee.

#### Complaints and Grievance procedures

- Are addressed in the policy [Student Concerns and Complaints](#).