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**Purpose of this policy**

To ensure that Short-term Study Programs for Overseas Students are well organised and all involved parties understand their roles and responsibilities.

**Policy**

Saint Spyridon College will:

* Forward all queries from registered homestay providers and teachers to the agency who deals with initial program arrangements.
* be briefed by the international student agency prior to hosting a group of overseas students
* Sign an agreement when hosting study tour groups, detailing:
	+ Services the school provides
	+ Fees the school receives
* That host parents are aware that they are responsible for the safety and wellbeing of overseas students out of school hours.
* Develop a complaints procedure to deal with complaints by the registered tour operator, students or host families.
* Report on Short-term Student Study Programs in the College Annual Report
* Deal directly with Study tour operators. Check their registration.
* Accept hosting responsibilities that support educational provision to local students and that it will not affect the normal educational program.

**Note**: *The college determines the level of fees payable for Short-term Student Study Programs.*

**Important**: SSC may remove an overseas student from the school at its own discretion if the student is not complying with visa requirements and the school’s code of conduct.

**Short-term Student Study Programs:**

* Are coordinated by the Study Tours agency in conjunction with host schools.
* Provide groups of visiting overseas students with the opportunity to:
	+ Gain new skills and knowledge through a combination of school-based learning and hands-on, educational excursions.
	+ Improve their English through lessons and practice in a variety of settings.
	+ Interact and learn with Adelaide students to develop friendships and intercultural understanding.
	+ Experience Australian culture and lifestyle through homestay with Adelaide families,
* The tours may range in duration from 3 days to 5 weeks/

include:

* + Lessons with local student.s
	+ English as an Additional Language or Dialect by qualified EALD teachers.
	+ Excursions facilitated by the college staff.
	+ Local students acting as “school buddies” to each visiting student
	+ Homestay with families from the school community, generally those with a child of the same gender and approximate age as the visiting student so that they may act as their school buddy; if the host brother/sister is of a different age, a school-based buddy can be assigned
	+ Involve reimbursement for schools and host families who provide services to cover the operation and delivery costs of the program.

### **Registered tour operators**

Registered study tour providers are usually the first point of contact for an overseas school group looking to participate in a short-term Student Study Program and will act as their representative in developing and finalising the program, liaising on their behalf with the families, studentsand the host school.

Check the database of registered tour operators:

* Details of their business set up and activities.
* CBeen checked with referees in the industry.