Acceptance Agreement

for MILC Boarding House

Melbourne Intercultural Learning Centre (‘MILC’ or the ‘the boarding house) provides accommodation services for students at the MILC Boarding House in Brighton (the Boarding House). The Boarding House is a registered school boarding premises as defined by the Victorian Registrations & Qualifications Authority (VRQA). The Boarding House operates under Australia Wayhome as defined in the company constitution which is available on the MILC website (www.mymilc.com). The company director/directors are the responsible person/s for the boarding premises.

This Acceptance Agreement sets out the terms and conditions under which Students apply to and are accepted into the Boarding House. MILC reserves the right to vary and amend this Acceptance Agreement from time to time. Notice of changes will be provided to parents. Students boarding at MILC Boarding House must also abide by all other MILC policies on their website (https://www.mymilc.com/our-policies).

# Acceptance Criteria

1. **Eligibility for Boarding at MILC Boarding House**

Students can be considered for entry into the Boarding House once they have met the enrolment criteria detailed in [**MILC Conditions of Enrolment and Termination of Enrolment and Refund Policy**](https://www.mymilc.com/_files/ugd/1763c3_39c0b584551e4d5e8d1341fcaccad012.docx?dn=MILC%20Conditions%20of%20Enrolment%20and%20Termination%20of%20Enrolment%20and%20Refund%20Policy.docx) and have been offered a place.

MILC will not provide boarding accommodation to International Students under 12 years of age. MILC will take all reasonable steps to verify that International Students will be at least 12 years of age at the time of commencing at the Boarding House before making arrangements for the provision of boarding accommodation.

# Acceptance Process and Priority Order of Applications for the Boarding House

To apply for a position in the Boarding House, Students will have already submitted much of the paperwork with their application for enrolment at MILC through accredited course providers or agents:

* Australian schools
* CRICOS registered ELCIOS providers
* MILC agreed course providers
* Accredited Education Agents

Decisions regarding admission to the Boarding House are made by Director in line with [**MILC Conditions of Enrolment and Termination of Enrolment and Refund Policy**](https://www.mymilc.com/_files/ugd/1763c3_39c0b584551e4d5e8d1341fcaccad012.docx?dn=MILC%20Conditions%20of%20Enrolment%20and%20Termination%20of%20Enrolment%20and%20Refund%20Policy.docx)**.**

Applications for a place in the Boarding House are considered on the basis of date of receipt.

# MILC House Boarding Options

1. MILC offers boarding options as described below:

|  |  |  |
| --- | --- | --- |
| **Type** | **Hours/Days** | **Fees** |
| Normal Boarding | Monday to Sunday, 7 days a week, 3 meals daily | $780 weekly |
| Casual Boarding | Short term or charged by days  | $110 daily |

1. Boarders who arrive or leave out of normal business hours (Mon to Fri, 8:30 to 17:30) will incur a check-in/out fee of $60.
2. Parents must complete the MILC boarding application form before *this acceptance agreement is sent*
3. Parents must complete *this acceptance agreement before your child/children can be accepted into the boarding house.*
4. Any extension to Boarding Period requires the approval of the director of Boarding House and the completion of a new *MILC Boarding House – Acceptance Agreement* including the new dates.

# Expectations of Students and Parents

1. All Students and their Parents are required to abide by MILC policies, where applicable, including but not limited to those concerning student behaviors as outlined in the [**MILC Student Behaviour Management Policy**](https://www.mymilc.com/_files/ugd/1763c3_8e839ee46ce942b3b147734f025dc177.docx?dn=MILC%20Student%20Behaviour%20Management%20Policy.docx), [**MILC Student Code of Conduct**](https://www.mymilc.com/_files/ugd/1763c3_59d6002ad8294fa89557bf4975d2d091.docx?dn=MILC%20Student%20Code%20of%20Conduct.docx).
2. Failure to abide by MILC policies may result in disciplinary action for the Student or cancellation of boarding enrolment at the Boarding House.
3. The process outlined in the [**MILC Parent Guardian Community Member Code of Conduct**](https://www.mymilc.com/_files/ugd/1763c3_5cfb9a6fdc8e47d695932b4afbad415e.docx?dn=MILC%20Parent%20Guardian%20Community%20Member%20Code%20of%20Conduct.docx) and [**MILC Student Complaints Policy**](https://www.mymilc.com/_files/ugd/1763c3_17d0602e104b4f8f80f08f47668fca6b.docx?dn=MILC%20Student%20Complaints%20Policy.docx) should be referred to in the event that Parents wish to raise a complaint in relation to the Boarding House.

# Student Wellbeing & Safety

1. MILC is committed to providing students with a safe and nurturing environment in which to prosper and thrive. MILC abides by the policies and procedures detailed in its [**MILC Child Safety Wellbeing and Engagement Policy**](https://www.mymilc.com/_files/ugd/1763c3_8c5e902d2e424e3d9ac398036cb93f5f.docx?dn=MILC%20Child%20Safety%20Wellbeing%20and%20Engagement%20Policy.docx), [**MILC Child Safety Code of Conduct**](https://www.mymilc.com/_files/ugd/1763c3_a31738f6ac6046f9b903bb626aa912a2.docx?dn=MILC%20Child%20Safety%20Code%20of%20Conduct.docx) and [**MILC Child Safety Mandatory Reporting Policy**](https://www.mymilc.com/_files/ugd/1763c3_5818dc4051a648a3abe37680762d9ae8.docx?dn=MILC%20Child%20Safety%20Mandatory%20Reporting%20Policy.docx) for reporting child protection incidents.
2. MILC owes a duty of care to Students it provides boarding accommodation to and is committed to the cultural safety of Aboriginal students, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability. MILC takes reasonable measures to protect Students from reasonably foreseeable risks of injury. It owes a further duty to prevent the abuse of a child by any individual associated with or without the Boarding House while the student is under the care, supervision of MILC. MILC takes this obligation seriously and has proper protocols concerning access to the premises, monitoring the status of Working with Children Checks (WWCC) for persons entering the Boarding House and close monitoring of the location of Students resident at the Boarding House.
3. In order to meet its duty of care obligations, MLC maintains a register of Students with medical conditions. MILC staff undergo regular first aid training and a register of training is maintained by the school.
4. Supervision will be provided in accordance with MILC’s policies and procedures in relation to on-site supervision and off-site supervision. Where necessary, MLC will have recourse to its [**MILC Evacuation and Emergency Plan**](https://www.mymilc.com/_files/ugd/1763c3_1a1c2c0e86b54ac3b0b9d85d0f815f76.docx?dn=MILC%20Evacation%20and%20Emergency%20Plan.docx).
5. MILC ensures all staff and contractors working at the Boarding House have WWCC or Victorian Institute of Teaching (VIT) in accordance with the *Worker Screening Act 2020* (Vic) (the **Act**) and regular checks of the status of the WWCCs, including maintaining a register in accordance with [**MILC Working with Children Check Policy**](https://www.mymilc.com/_files/ugd/1763c3_df4e7b324dc84dd9a1290fadcf87a5ff.docx?dn=MILC%20Working%20with%20Children%20Check%20Policy.docx).

# Emergency Management Plan

1. In the instance of an emergency evacuation or Critical Incident, the Boarding Supervisor will direct Students to emergency exits and the emergency assembly point or to remain in their room, in accordance with the [**MILC Evacuation and Emergency Plan**](https://www.mymilc.com/_files/ugd/1763c3_1a1c2c0e86b54ac3b0b9d85d0f815f76.docx?dn=MILC%20Evacation%20and%20Emergency%20Plan.docx).
2. [**MILC Evacuation and Emergency Plan**](https://www.mymilc.com/_files/ugd/1763c3_1a1c2c0e86b54ac3b0b9d85d0f815f76.docx?dn=MILC%20Evacation%20and%20Emergency%20Plan.docx) is regularly reviewed, at least annually and after any Critical Incident or emergency evacuation.

# Attendance and Roll Call

1. MILC uses a boarding house software “REACH” to manage Students’ sign in and sign out.
2. MILC maintains a paper based location register to check students whereabout 4 times daily that is breakfast, lunch, dinner and night time. When a student is identified missing, procedures are followed immediately by the on duty boarding supervisor in accordance with [**MILC Record Keeping Policy**](https://www.mymilc.com/_files/ugd/1763c3_4b0787852ea3400eb04a35fb2fb2681d.docx?dn=MILC%20Record%20Keeping%20Policy.docx) and [**MILC Missing Student Policy**](https://www.mymilc.com/_files/ugd/1763c3_3919f8d3da734f219e639c21fd4cc9dc.docx?dn=MILC%20Missing%20Student%20Policy.docx).
3. MILC has a boarding house register that is a permanent record of the students admitted to the Boarding House. The boarding house register determines those Students for whom attendance must be registered and monitored. MILC has processes and procedures in place to ensure that the register is kept up to date.

# Holiday Arrangements

1. MILC boarding remains open for most school holidays and public holidays except for Christmas period.
2. Before the end of each term Students will be asked to submit their arrangements for holiday periods. MILC expects to know students’ time of departure from the Boarding House, expected return dates, their address for the holiday and phone numbers of the destinations.

# Facilities, Fees and Services

1. The facilities provided at the Boarding House are detailed Below:
* Shared bunkbed bedrooms with ensuite toilet and showroom
* Essential furniture and beddings(study desk, wardrobe, chair, )
* Meals (3 meals daily every day or as per clients’ requirement)
* Free WIFI
* Air-conditioning
* Self serviced laundry or additional commercial laundry services for extra charge of $18 per kg
* Pastoral care provided 24/7
* Communications services provided 24/7
* Entertainment devices such as TV and Karaoke are available
* School holiday program is available upon request
* Tutoring service available upon request
1. Boarding House Fees cover all expenses associated with providing food and accommodation to a Student at the Boarding House. This includes the provision of the facilities and services listed in the Boarding House Handbook including gas, electricity and water usage costs and all meals. The latest boarding house fees can be found on MILC’s website - [**MILC Fee Schedule 2025**](https://www.mymilc.com/_files/ugd/1763c3_b66727d9e7ff497188f41d0fe86c0319.docx?dn=MILC%20Fee%20Schedule%202024.docx).
2. The Boarding House Fees do not include below fees that may be charged to the parents
3. Establishment fee – a one off fee of $250.
4. Replacement MILC Room key - $50 for one.
5. Welfare service for non-student visa holders under 4 weeks: $90 weekly.
6. MILC after school activity fee: $360 weekly
7. Airport pick-up and drop-off - $230 one way.
8. Late check-in / check out fee - $60 see clause 4.
9. Commercial Laundry - $18 per kg
10. Commercial Room Cleaning - $80 per room

# Refunds

|  |  |
| --- | --- |
| **Cancellation Timing** | **Tuition Refund** |
| **More than 28 days before initial check-in date** | Full refund of the tuition fee paid\* |
| **28 days or less before initial check-in date** | 50% refund of tuition fee paid\* |
| **On or after check-in date** | No refund |

 All refund requests should be in writing.

 **\*A cancellation fee equal to 2-week boarding fees will apply for all refund requests.**

Detailed information can be found in [**MILC Conditions of Enrolment and Termination of Enrolment and Refund Policy**](https://www.mymilc.com/_files/ugd/1763c3_39c0b584551e4d5e8d1341fcaccad012.docx?dn=MILC%20Conditions%20of%20Enrolment%20and%20Termination%20of%20Enrolment%20and%20Refund%20Policy.docx)**.**

# Cancellation of enrolment at the Boarding House

MILC may cancel or suspend a Student’s enrolment at the Boarding House at any time by giving notice of such to the Parent. Cancellation or suspension of boarding accommodation is at the sole discretion of the directors and may occur as a result of (but not limited to):

1. unsatisfactory conduct, behaviors or attendance of the Student;
2. failure by the Student or Parent to follow any MILC rules, procedures or codes of conduct;
3. failure to make honest, correct and full disclosure regarding student wellbeing needs, relevant medical records or other factors relevant to the Student’s residence in the Boarding House;
4. failure to pay Boarding House Fees; or
5. a break down in the relationship of trust and cooperation between the Parents, MILC or its staff to the extent it is detrimental to the education or welfare of the Student or the good of MILC.

# Disciplinary action

MILC reserves the right to discipline the Student, including for out of hours behaviors that may affect other Students or staff or unduly damage the reputation or property of MILC.

# Losses due to theft or damage to property

1. It is the responsibility of the Student while resident at the Boarding House to take care of any personal possessions including musical instruments, sporting equipment, electronic devices, cash, clothing and other personal belongings, and MILC is not liable for any loss, theft or damage to this property.

# Law and Jurisdictions on Termination

1. The Acceptance Agreement complies with all State and Commonwealth laws including the Australian Consumer Law. It may be terminated:
2. in accordance with the provisions of this Acceptance Agreement;
3. in accordance with [**MILC Conditions of Enrolment and Termination of Enrolment and Refund Policy**](https://www.mymilc.com/_files/ugd/1763c3_39c0b584551e4d5e8d1341fcaccad012.docx?dn=MILC%20Conditions%20of%20Enrolment%20and%20Termination%20of%20Enrolment%20and%20Refund%20Policy.docx);
4. in accordance with [**MILC Parent Guardian Community Member Code of Conduct**](https://www.mymilc.com/_files/ugd/1763c3_5cfb9a6fdc8e47d695932b4afbad415e.docx?dn=MILC%20Parent%20Guardian%20Community%20Member%20Code%20of%20Conduct.docx);
5. in accordance with [**MILC Student Code of Conduct**](https://www.mymilc.com/_files/ugd/1763c3_59d6002ad8294fa89557bf4975d2d091.docx?dn=MILC%20Student%20Code%20of%20Conduct.docx); or
6. as permitted by Australia State and Commonwealth laws, including the Australian Consumer Law.

# Privacy: Collection Notice

1. MILC collects personal information, including sensitive information about Students and Parents before and during the course of a Student’s boarding accommodation at the Boarding House. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting this information is to enable MILC to gather information for the application process to the Boarding House and to provide accommodation to Students enrolled, exercise its duty of care, and perform necessary associated

administrative activities which will enable the student to take part in all the activities of the Boarding House.

1. Some of the information collected is required to satisfy MILC’s legal obligations, particularly to enable MILC to discharge its duty of care.
2. MILC’s policy regarding how we handle your data and privacy can be found in [**MILC Privacy Policy**](https://www.mymilc.com/_files/ugd/1763c3_f9fc5875a360490a8dfb30d4f05f2141.docx?dn=MILC%20Privacy%20Policy.docx).

 ACCEPTANCE OF BOARDING

**STUDENT SURNAME** ………………………………………………………………….………………

**STUDENT GIVEN NAMES** ………………………………..………………………..……….….

**PARENT/GUARDIAN NAME** ………………………………………………………………….………..

**ADDRESS** …………………………......................……............................................. **POSTCODE** …….……

**TEL. NO: (HOME)** ..................……............... **(BUS.)** ............................... **(MOB.)** ….....................................

**EMAIL:** …………………………………………………………………………………………………..……………

# BOARDING PERIOD:

CHECK-IN ON\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHECK OUT ON\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| WEEKS |  | DAYS |  |

I/We **ACCEPT** the offer of a boarding place for our daughter commencing [INSERT DATE].

**PLEASE NOTE**:

**Declaration**

By signing this Acceptance of Boarding Offer, you agree to the **Acceptance Agreement for MILC Boarding House** and agree to be bound by these or any regulations of the School which may from time to time be in force.

I/We accept responsibility for such Boarding House fees listed in the MILC Fee Schedule, as may be charged in relation to the above student and acknowledge that as signatories to this offer I/we are jointly and severally liable for the payment of fees.

|  |  |  |
| --- | --- | --- |
|  | **Parent/Guardian 1** | **Parent/Guardian 2** |
| Full name |  |  |
| Signature |  |  |
| Date |  |  |