

Accommodation Checklist

Accommodation Checklist	1
1. Student Details	1
2. Accommodation type:	1
3. Required documentation	2
4. Accommodation suitability	3
5. Care and supervision	4
6. Student wellbeing check	4
7. Approval	5
8. Sign-off	6

To ensure any concerns about international student accommodation are identified, responded to, and resolved quickly and safely.

1. Student Details

Student name: _____

Date of birth: _____

Year level: _____

2. Accommodation type:

☐ Living with parent/legal guardian

☐ School-arranged homestay

☐ Designated caregiver

☐ Temporary approved supervisor

☐ Other: _____

RUAWAI COLLEGE
Accommodation Checklist
V1. MARCH 2026



Te Kura Tuarua o
Ruawai College
Kimihia ngā maunga teitei | Seek the highest peak

Accommodation address:

Main caregiver/supervisor name: _____

Relationship to student: _____

Phone: _____

Email: _____

Date accommodation checked: _____

Staff member completing check: _____

3. Required documentation

- ☐ Parent/legal guardian contact details confirmed
- ☐ Emergency contact details confirmed
- ☐ Student's New Zealand address recorded
- ☐ Accommodation type recorded in student file
- ☐ Parent/legal guardian consent received
- ☐ Homestay/residential caregiver agreement completed, if applicable
- ☐ Designated caregiver agreement completed, if applicable
- ☐ Supervisor agreement completed, if applicable
- ☐ Caregiver/supervisor contact details recorded
- ☐ Copy of passport/ID for caregiver/supervisor recorded, where required

RUAWAI COLLEGE
Accommodation Checklist
V1. MARCH 2026



Te Kura Tuarua o
Ruawai College
Kimihia ngā maunga teitei | Seek the highest peak

- ☐ Police vetting/safety checks completed, where required
- ☐ Adults aged 18 years or over in the household identified
- ☐ Adult household member checks completed, where required
- ☐ Medical and wellbeing information shared with caregiver, where appropriate
- ☐ Emergency procedures shared with caregiver/supervisor
- ☐ Student file updated

4. Accommodation suitability

- ☐ Home is safe, clean, warm, and suitable
- ☐ Student has their own bed
- ☐ Student has suitable sleeping space
- ☐ Student has adequate privacy
- ☐ Student has storage for clothing and personal items
- ☐ Student has access to bathroom facilities
- ☐ Student has access to laundry facilities
- ☐ Student has access to heating and ventilation
- ☐ Student has suitable lighting
- ☐ Student has a suitable place to study
- ☐ Student has access to internet, where appropriate
- ☐ Student has access to appropriate food and drinking water
- ☐ Student's cultural, religious, health, or dietary needs can be supported
- ☐ Home is reasonably close to school or transport is arranged
- ☐ Transport to and from school has been discussed



- ☐ Emergency exits and safety arrangements have been discussed
- ☐ Any pets, risks, or hazards have been discussed
- ☐ Any concerns have been recorded and followed up

5. Care and supervision

- ☐ Caregiver understands their role and responsibilities
- ☐ Caregiver understands school expectations
- ☐ Caregiver understands student attendance requirements
- ☐ Caregiver understands absence notification procedures
- ☐ Caregiver understands emergency contact procedures
- ☐ Caregiver understands when to contact the school
- ☐ Caregiver agrees to notify the school of any wellbeing concerns
- ☐ Caregiver agrees to notify the school of any accommodation concerns
- ☐ Caregiver agrees to notify the school of any change in household circumstances
- ☐ Caregiver agrees to notify the school if the student will stay elsewhere overnight
- ☐ Caregiver agrees to support the student's adjustment to life in New Zealand
- ☐ Student knows who to contact if they feel unsafe or worried
- ☐ Student knows how to contact the International Department
- ☐ Student knows the 24/7 emergency contact number

6. Student wellbeing check

- ☐ Student has met the caregiver/supervisor
- ☐ Student understands the household expectations

RUAWAI COLLEGE
Accommodation Checklist
V1. MARCH 2026



Te Kura Tuarua o
Ruawai College
Kimihia ngā maunga teitei | Seek the highest peak

- ☐ Student knows how to travel to and from school safely
- ☐ Student knows meal arrangements
- ☐ Student knows laundry arrangements
- ☐ Student knows internet/device expectations
- ☐ Student knows curfew or evening expectations
- ☐ Student knows who to contact in an emergency
- ☐ Student has been asked if they feel safe
- ☐ Student has been asked if they have any concerns
- ☐ Any student concerns have been recorded
- ☐ Follow-up required

Details of any concerns or follow-up required:

7. Approval

Accommodation approved:

- ☐ Yes
- ☐ No
- ☐ Approved with follow-up required

Follow-up actions:

RUAWAI COLLEGE
Accommodation Checklist
V1. MARCH 2026



Te Kura Tuarua o
Ruawai College
Kimihia ngā maunga teitei | Seek the highest peak

Date follow-up required: _____

Staff member responsible: _____

8. Sign-off

Staff member name: _____

Signature: _____

Date: _____

Caregiver/supervisor name: _____

Signature: _____

Date: _____

Student name: _____

Signature: _____

Date: _____