

HOMESTAY PROGRAM

Family application form



Host family details

Host's Name:		DoB:	
Mobile:		Work Ph:	
Email:		Occupation:	
Country of Birth:		Years lived in Australia:	

Partner's Name:		DoB:	
Mobile:		Work Ph:	
Email:		Occupation:	
Country of Birth:		Years lived in Australia:	

Home address:					
Post code:		Home Ph:		Fax:	

Where did you hear about ACCESS Homestay Program?

--

Briefly describe your home and surroundings (eg.: Close to shops, beach, parks, public transport)

--

What are your family's interest and hobbies?

--

Other house members/children

Name	Gender	DoB	Relationship	Occupation

Do any of the host family members smoke? YES NO Inside Outside

Student accommodation

How many bedrooms do you have available for students?

	Bedroom 1	Bedroom 2	Bedroom 3	Bedroom 4
Bed type: Single/twin/double				
Own bathroom: Yes/No				
Television: Yes/No				
Desk: Yes/No				
Additional information:				

Is Internet available? YES NO

If yes, what type?
(i.e.: cable, WiFi)?

Any conditions or rules?
(i.e.: no downloading)

Any costs? (no more than \$10 per week)

Applicants Initials: _____

Pets

Do you have any pets? Please, provide details:

Name	Type	Size	Indoor/Outdoor

General

Does your home have any other amenities accessible to the student? (eg: pool, spa, other)

Are you willing to accommodate students with special dietary requirements? (eg: allergies, vegetarian, Halal) Comments:

YES NO

Does your family have any special dietary requirements? Comments:

YES NO

Is it Ok if the student smokes?

YES NO

Inside Outside

What languages are spoken in your home apart from English?

What is your family religion?

Please write down your Nationality preference(s):

Do you prefer students to be:

Male Female No preference

Are you prepared to do the students' laundry?

YES NO

Do you agree to host students studying in the evening?

YES NO

Applicants Initials: _____

Do you host students for other institutions?

YES NO

If yes, which ones?

Do you agree to host students under the age of 18?

YES NO

Do you agree to be the guardian for your student if necessary?

YES NO

If you wish to host students under the age of 18, is a requirement under the Child Protection (Working with Children) Act 2012 that you or any family member or any other party aged 18 and over, and living in your home to have a Working with Children Check if hosting students under 18 years.

Do you and all members of your family aged 18 and over that live with you hold a Working with Children Check as is required by law? If yes, please provide a clear copy for each member. If no, you can apply online:

YES NO

<https://wwccheck.cyp.nsw.gov.au/Applicants/Application>

Have you or any member of your family (aged 18 and over) been charged or convicted of any criminal offence?

YES NO

If you only wish to host students over 18, you are instead required to provide a National Police check. Do you and all members of your family aged 18 and over that live with you hold a National Police Check? If yes, please provide a clear

YES NO

copy for each member. If no, you can obtain it here: <http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>

Provide your bank account details:

Bank: Branch:

BSB no: Account no:

Name shown on the bank account:

Applicants Initials: _____

ALC requires that each host family applying to host an international student to submit two personal references from members of their community who can attest to their good reputation and character. **Please supply two references:**

Name:		Email:		Phone:	
Name:		Email:		Phone:	

Please include the following documents with your application:

1. Copy of an identity document for each adult host
2. Copy of the Working with Children Check (if applicable) for each adult host
3. Photos of your home, student room (Please use our photo profile template)
4. Photos of all family members and pets (Please use our photo profile template)

Please read the following Homestay family Agreement & Terms and Conditions below before returning it to Access Language Centre fully completed and signed.

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Homestay Program Family Agreement & Terms and Conditions

All Access families must agree to abide by the following terms and conditions, which may be altered by Access Language Centre (hereinafter referred to as ALC) at its discretion.

Access' Homestay program provides the opportunity for international students to experience Australian lifestyle and culture but also to practise their English in a warm, caring, safe and supportive family environment from those who have a genuine interest in the student. It also provides families with the opportunity to extend Australian hospitality to visiting foreign students, develop friendships and to act as cultural ambassadors for Australia.

This agreement sets out the terms and conditions on which ALC maintain host families on its database records and the terms and conditions of Homestay placements between the Homestay family and any student who may stay with them.

1. ALC host family registration and placements

- 1.1. ALC registers a host family and places the family on the ALC Homestay database only on the condition that the host family agrees to the terms and conditions set out in this agreement.
- 1.2. The host family premises are subject to inspection by ALC prior to registration and ALC reserves the right to regularly inspect the Host family premises at their discretion.
- 1.3. ALC can not always guarantee a regular supply of students to be placed with the registered host families due to factors beyond ALC's control such as economic factors, visa regulations, students needs, etc.
- 1.4. ALC Homestay program operates a "fair and equal placement approach", which means that where possible, ALC tries to give all of our hosts an opportunity to host as regularly as possible, considering the student needs, location and the host family's availability.
- 1.5. ALC host families must live **within 50 minutes** travelling time of ALC.
- 1.6. ALC reserves the right to remove any student from the host family at any time if ALC feels a situation is serious enough to justify early termination. This is entirely at ALC's discretion.

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2. Warranties and undertakings by the Homestay family

- 2.1. The host family guarantees that no person who resides or stays in their home whilst a student is living there has been charged or convicted of any criminal offence. Each permanent host family member over 18 must provide a current National Police Clearance to ALC. However, if the host family accepts to host students under the age of 18 years, each host family member over 18 must have a Working with Children Check (WWCC) instead of the National Police Check.
- 2.2. If the host family wishes to terminate a student's placement or a student wants to give cancellation notice to the host family, they must immediately inform ALC to ensure the host family's inclusion on the availability list. Either party can give 4 weeks written notice at anytime to terminate the Homestay arrangement. If there is less than 4 weeks termination notice, a cancellation fee equivalent to two weeks Homestay fee will apply.

3. Homestay payment and provisions

3.1. Host families' payment schedule 2015

While ALC hopes your main reason for joining our Homestay Program is not for financial profit, there is remuneration, defined below, to help cover costs.

Description	Homestay Single room with meals	Homestay Twin share room with meals	Homestay Single room without meals	Homestay Twin share room without meals	Holidays (To hold the room)	Guardianship fee
Weekly rate	\$250	\$220	\$190	\$160	\$110	\$45
Daily rate	\$37	\$35	\$31	\$28	\$20	N/A

- 3.2. ALC payments will be made to the host family at the end of the first week the student starts their course at ALC. The host family will be paid in advance for up to 4 weeks and 6 days stay. For longer boarding arrangements, further payments will be made in 4-weekly intervals.
- 3.3. If the student goes on holiday for a period of 1 week or more, they need to inform both ALC and the host family at least two weeks prior to the vacation in question. The student must leave the room exactly as it was found and a holiday rate is to be paid to the ALC for the holiday period.
- 3.4. ALC host families who accept to be the guardian of an underage student are entitled to a guardianship fee.
- 3.5. The host family agrees to provide ALC with their Bank Account details in order for us to set up payments.

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3.6. A great majority of our students require Internet access. ALC host families are not required to provide Internet, as students are welcome to use free Internet at ALC. However, ALC host families who do offer Internet access to the student may charge a fee per week (no more than \$10), which has to be paid directly from the student to the host family. The host family must set out the rules and daily usage limit, such as no downloading, but must inform ALC so we can warn the students before allocation with the host family.

4. Terms and conditions of Homestay

- 4.1. The host family agrees that the relationship between them and each ALC student who stays with them will be subject to the terms and conditions of the Homestay program set out below.
- 4.2. ALC operates as a mediator.
- 4.3. Upon request ALC will assist either party with any problem that might arise with any particular Homestay arrangement. ALC will assist the student and the host family as a mediator to facilitate a resolution of any issue. However, it is accepted that ALC is not responsible for any act or breach by either party.

5. Insurance

- 5.1. ALC host families are encouraged to have Public Liability and Contents Insurance covering any student staying in their home.
- 5.2. Fair wear and tear should not be charged to students but they should be expected to pay for any damage they may have caused, even if it was by accident. In cases of dispute, the Homestay Coordinator can be asked to arbitrate.
- 5.3. The host family agrees indemnify and keep indemnified ALC from and against all actions, suits or claims arising from or incidental to any personal damage occasioned to or caused by an ALC student, by the host family or any of their home members or guests.

6. Host family obligations to ALC's student

- 6.1. **Bedroom:** To provide the student a bedroom in which there is a good quality bed, a chair, a lamp, a desk and a wardrobe or drawer space (Racks are not acceptable) plus suitable lighting for study. Bedrooms must have a window, a door and floor to ceiling walls that provide privacy and insulation from noise. It is imperative that the bedroom is clean and tidy.
- 6.2. **Sheets/Linen:** Clean bed linen and bath towels must be provided to the students every week. Extra blankets, or a duvet should be provided during the winter

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season (a surprisingly large number of students mention that they are cold in their rooms). If any electric heaters and air-conditioners are provided (not compulsory), please make students aware that there are not to be left on continuously.

- 6.3. **Facilities:** All common facilities, including power, water, bathroom, toilet, kitchen, dining and lounge room, are available to the student. Regarding the laundry, the host family has two options available. First, is teaching the student how to access and use the laundry facilities for himself/herself. Second, the host family does the student's washing as part of the family's washing load. However, please respect any cultural sensitivity in this area and allow the student to do his or her own washing.
- 6.4. **Meals:** Mealtime is a family affair in most cultures and so it is asked that host families have at least dinner with their students every evening as an opportunity to practice English and make the student to feel like part of the family.

ALC is informed upon enrolment about any dietary requirements the student may have, either for medical, cultural or religious purposes. However, ALC highly recommends host families ask students again upon arrival.

ALC host families should ask the student to inform them in the morning before leaving or later via text or phone call if he/she intends to miss a meal or be late.

Homestay with meals: The host family provides the student with a generous and nutritious breakfast and a nutritious dinner on weekdays. On weekends and non-school days, a lunch needs to also be given to the student (if at home).

Homestay without meals: The host family is **NOT** required to provide the student with any meals. However, the host family must ensure that the kitchen facilities are freely available to the student to cook their own meals.

The use of facilities and utilities are subjected to the Homestay house rules.

- 6.5. **Visitors & Telephone:** The host family is required to permit the student to have visitors from time to time. However, the host family must make the written house rules and arrangements, visible and understood to the student upon his/her arrival. Most ALC students have their own mobile phone in Australia. However, the host family should permit incoming telephone calls if they have a landline. If the student wishes to use the landline for outgoing calls, the host family must provide clear instructions concerning use, rules and pricing information to the student. ALC

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highly recommends having the student buy a phone card for outgoing calls so the host family incurs no cost.

6.6. **General:**

- To be courteous, respectful and friendly to the student and to make the student feels like part of the family.
- To ensure the student is capable of traveling independently to and from the school attending (This usually means travelling to school with them on or before their first day).
- To respect the student's privacy and property.
- To encourage the student to speak English as often as possible and to provide opportunities for English conversation.
- To assist with homework, if required, and to be patient in conversation with the student.
- To care for the student's health and well being whilst staying with the family.

6.7. **Safety:** Sydney is generally a safe city to move around in. However, any city can be dangerous after dark, and for some ALC students it is their first time travelling alone, so please:

- Ensure students have your family's address and contact.
- Show students how to lock doors and windows and activate security systems.
- Remind students that some parts of Sydney are NOT safe at night and that they should not be alone after dark. Remind the student to read the safety and security section of their Student Handbook (given on their first day at school) for more information.
- If a student suffers from serious illness or injury outside of school hours please ensure your student is able to obtain medical attention with host families informing ALC later.

6.8. **House Rules:** Host families are encouraged to provide written house rules, such as one's for water and power consumption; Internet and phone use; meal times and use of other facilities; to prevent any misunderstandings or confusion on the part of the students. The house rules list should then be handed to students upon their arrival and a copy should be added to this application for ALC.

6.9. **Termination:** Either party may terminate the Homestay program at any time by providing 4 weeks written notice to ALC. If there is less than 4 weeks termination notice, a cancellation fee equivalent to two weeks Homestay fee will apply.

If a Homestay arrangement is terminated as a result of the host family's breach of these Terms & Conditions, the full amount of Homestay payments paid in advance to the host family must be refunded to ALC.

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7. Host family obligations when hosting underage students

Hosting an underage student carries more responsibilities than those outlined above

- 7.1. If you host an underage student, you are her/his primary care giver and assume the responsibility of providing appropriate care in a safe, nurturing environment. The rule of common sense applies here and you are expected to offer the same level of care and attention you would afford your own child. As care giver, you have the final say as to what this student can and cannot do.
- 7.2. **Curfew:** Underage students should not be out after dark unless with a responsible adult. Set a time you feel is appropriate for your student to be home.
- 7.3. Please use your discretion when leaving an underage student alone at home. Under no circumstances is an underage student to be left home alone overnight or with a person not known or cleared (WWCC) by ALC.
- 7.4. Working with Children Check (WWCC) is required. You must provide ALC with your application or clearance number for verification before student placement.
- 7.5. If you are unsure of any of your obligations or have any questions, call ALC.

8. Host family obligations to ALC

- 8.1. Host families are expected to report to ALC (especially if hosting underage students) if their student is showing any excessive homesickness, unsafe practices, serious health or medical issues, injuries and/or strong behavioural problems.
- 8.2. Host families must check their bank account to ensure correct remuneration by ALC.
- 8.3. Inform ALC of any changes to your situation since applying or your last home inspection by an ALC representative. Such changes include, but are not limited to, the following: rooms available to host, new house members, new house rules, pets, bank account details, contact details, holidays, illnesses, criminal conviction, etc. **See 10.6.**
- 8.4. Families must NOT provide any private accommodation arrangements directly to students. ALC has a certain responsibility to the students during their stay, so we ask that all arrangements for students be made through ALC. If students would like to extend their stay with you, the student and you need to inform ALC two weeks or more prior to the end of the initial or previous booking. However, extension of the original booking is subject to availability.

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9. The student's obligations – Student has agreed to the following:

- 9.1. **Payment:** Student is to pay the Homestay fee to ALC prior to starting the Homestay, which is then paid to the host family (see 3.2).
- 9.2. **Cleanliness:** To keep his/her bedroom and any other room used tidy. To keep clothes in the wardrobe provided. To make own bed each morning. To change own sheets when required. To leave facilities in a clean and tidy state after use, including the bathroom, toilet, laundry and kitchen.
- 9.3. **Damage:** To report to the host family any accidents in or about the home and to pay for any damage caused by the student.
- 9.4. **Visitors:** To inform the host family of any potential visitors (friend(s)), and only allow friends, to visit when convenient and agreed to by the host family.
- 9.5. **Telephone:** To limit incoming calls in number and length so as not to inconvenience the host family whilst only making outgoing calls with the host family's approval if the student does not hold a phone card or mobile phone.
- 9.6. **Late arrival:** To inform the host family in advance if arriving home late or not attending any family meal.
- 9.7. **Termination:** Either party may terminate the Homestay program at any time by providing 4 weeks written notice to ALC. If there is less than 4 weeks termination notice, a cancellation fee equivalent to two weeks Homestay fee will apply.
- 9.8. If the student terminates a Homestay arrangement and the host family received any payments in advance beyond the 4 weeks notice given, those monies must be refunded to ALC by the host family.
- 9.9. The host family is entitled to payment, whether or not the student continues to reside with the host family during the notice period. However, if the Homestay arrangement is terminated as a result of the host family's breach of these Terms & Conditions, the host family is only entitled to payment up to the student's last day and any payments paid to the host family beyond the student's last day must be refunded to ALC.
- 9.10. The student will respect the property and privacy of their host family's personal belongings and affairs. Any excessive use of utilities will be defined as above and beyond normal usage for the household as evidenced by utility bills for comparable periods. If an agreement cannot be reached, the student will refer to the Dispute Resolution below. The student acknowledges and agrees that they will be liable for any loss or damage caused by them to the host family's property.
- 9.11. **Internet Usage:** The student agrees to abide by the family rules regarding Internet usage. The family will assist the student in obtaining their own Internet connection, should it not be already available in the home.

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- 9.12. **Water and Electricity Usage:** Students are obligated to keep water use within reason. I.e. keeping showers to a maximum of 10 minutes and only washing clothes when there is a full load. If the host family provides the student with electric heaters and air-conditioners, the student agrees to not leave them on continuously.
- 9.13. **Security:** Students agree to keep the house secure by locking windows and doors and seeking permission before having friends over.
- 9.14. **Family Rules:** Students agree to abide by host family rules.

10. Memorandum of understanding / preparation points for Homestay

- 10.1. I/we understand that a Homestay is not a hotel. I am prepared to treat my students as any other member of my family.
- 10.2. I/we will make every effort to interact with the students and take an interest in them.
- 10.3. I/we confirm that the main language used within the home amongst family members is English.
- 10.4. I/we confirm that we do not accommodate more than 3 students at one time (unless there are exceptional circumstances in which ALC is informed and is in full agreement).
- 10.5. I/we confirm that NO private accommodation arrangements directly between the students and the Homestay family will be made.
- 10.6. I/we agree to inform ALC of any changes in any of, but not limited to, the circumstances of the following:
- Address or contact details
 - Changes to the student bedroom/s
 - Household members living in the house either permanently or temporarily
 - Occupations or significant lifestyle changes within the household
 - Smoking or attitudes toward smoking
 - Facilities available to the student
 - The loss or addition of pets
 - Contraction of any illness, physical, mental or emotional in the household
 - Criminal conviction of any member of the household
 - The family/parent(s) plan to go on vacation without the student
- 10.7. Student placement can only be guaranteed for the period of the original invoice (Unless either party terminates the agreement). Extension of the original placement term is decided by mutual agreement between the host family and the student via ALC.

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- 10.8. I confirm that host families are expected to host their student for a minimum period of two weeks to give themselves and the student time to adjust to each other. However, if exceptional circumstances require the student to be relocated, this will be arranged promptly by ALC.
- 10.9. By submitting this form I acknowledge and agree that I have read and understood these terms and conditions and I agree to be bound by them.

11. Liability

I acknowledge that during the Homestay period my person and my property will be at my own risk and I will not hold ALC or my Homestay student liable for any personal injury or loss of property caused by any act or omission of ALC.

Please Note: ALC seeks to ensure that the participants in the Homestay program are adequately protected against injury or loss or damage to property. However, accidents do happen and property is at times lost, damaged or stolen and you may not always be totally covered for such injury, loss or damage in all circumstances. Families should obtain insurance cover for injury, illness and loss and damage to property for the duration of their participation in the Homestay program.

ALC reserves the right to review the relationship with you on an annual basis or whenever necessary.

Access Language Centre is committed to handling your personal information in accordance with the Privacy Amendment (Private Sector) Act 2000.

*DISPUTE RESOLUTION

Host families are encouraged to work through issues with their student directly. This is one of the important challenges presented by the Homestay experience. Should those issues not be resolved satisfactorily, and then families should speak to the ALC Homestay coordinator. ALC staff will endeavour to resolve the issue by encouraging the student and family to discuss the issue. If it is not resolved, ALC staff will speak to both parties and try to reach a resolution. If there is still no resolution, ALC staff will take any further action required.

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DECLARATION

I understand that the information on the host family application form is used for the primary purpose of assessing my Homestay program application. ALC is committed to handling your personal information in accordance with the Privacy Amendment (Private Sector) Act 2000. The information collected may be used by ALC staff and/or their chosen representatives to assist us in our provision of education, accommodation, pastoral and counseling services and will not be passed on to any agency or person/s not directly involved with ALC for these purposes. If all the questions on the application form are not completed, it may not be possible to process my application for the Homestay program. I hereby promise to provide correct and complete information.

I have read and accept these terms and conditions of application.

Host 1 signature	<input type="text"/>	Print Name	<input type="text"/>	Date	<input type="text"/>
Host 2 signature	<input type="text"/>	Print Name	<input type="text"/>	Date	<input type="text"/>

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