

Homestay Request Form

Version 3

Student Details			
Student ID		Date of Birth	
Family Name		First Name	
Gender	<input type="checkbox"/> Male / <input type="checkbox"/> Female	Citizenship	
Program:		Start Date:	
Email Address			
Arrival Details			
Do you require a transfer? If no, please provide name and phone number of person meeting the student at the airport.		<input type="checkbox"/> Yes <input type="checkbox"/> No; Name: _____ Mobile: _____	
Arrival Date:		Arrival Time	
Flight Name:		Flight Number	
Student Request			
Homestay Start Date:		How many weeks	_____ Weeks
FOOD:	Are there any foods you cannot eat?		
	What are your favourite foods?		
HEALTH:	Do you have any health problems?		
RELIGION:	Do you practice any religion?		
INTERESTS:	Which sports/ activities do you enjoy?		
CHILDREN:	Are you happy to be in a Homestay with children?		
PETS:	Are you happy to live in a home with pets?		
SMOKE	Do you smoke		
	Can you live with people who smoke?		
Others	Is there anything else you would like to have in your homestay?		
Emergency Contacts			
Family Name:		Given Name:	
Relationship to student		Email Address:	
Telephone		Mobile	
Declaration			
<i>I have read, understand and accept all the details, terms and conditions of the homestay policy at NZIoS. I agree to abide by the homestay rules and requirements.</i>			
Signature (by Student):		Date:	
Signature (by Parent, Designed Caregiver)		Date:	

STUDENT HOMESTAY TERMS AND CONDITIONS

Homestay Rules

New Zealand Institute of studies makes every effort to place the student in suitable homestay care. Checks will be made to ensure the both student and host family are compatible.

The placement fee and the first four weeks fee must be paid with the application. Payment for the balance of the homestay period must be made before the homestay commences.

If the student requests NZIoS to rearrange the homestay family without reasonable reasons, \$110 replacement fee is compulsory.

The internet fee is not included in the homestay fee.

You must give at least two weeks notice if you would like to change homestay.

If any student aged 18 years and over arranges their own accommodation, NZIOS will not be held responsible for any damage, loss or other incident that may occur in accommodation arranged by the student or an outside party.

Students under 18 years of age

NZIOS take particular care when placing students under the age of 18 to ensure they have adequate guardianship arrangements in place and that their accommodation provisions are suitable. Students under the age of 18 must live with their parents, designated caregivers or in a homestay approved by their parents.

Any changes to the living arrangements must be approved in writing by their parents or legal guardian before NZIoS can make any changes. NZIoS will conduct an investigation to make sure that the living conditions are suitable. Any living arrangements not provided by NZIoS will incur an initial \$300 assessment fee.

For students under 18 years of age, the weekly fee includes a \$50 per week charge for compliance services performed by New Zealand Institute of Studies. NZIoS will conduct follow-up visits at least quarterly to ensure that the homestay accommodation is suitable

Homestay holiday Policy

If the student wishes to keep the room while they are away during holiday periods, they must pay half-fees or negotiate a fee with the homestay owner to keep the place available for when they return.

Refund and Cancellation Policy

When written notice of cancellation is received,

14(+) Days prior to commencement of the Homestay, NZIoS will retain the Placement Fee and agrees to refund the balance of Homestay fees paid.

13(-) Days prior to commencement of the Homestay, NZIoS will retain the Placement Fee and a Late Cancellation Fee of \$50, and agrees to refund the balance of Homestay fees paid.

7(-) Days prior to commencement of the Homestay, NZIoS will retain the Placement Fee and 1 week's Homestay fee, and agrees to refund the balance of Homestay fees paid.

Arrival Advice

Arrival details, including date, time and flight number must be advised in writing to NZIOS at least ten working days prior to the commencement of the course.

Non-advice of a change of dates of arrival at least ten working days in advance will require the student to make a homestay payment from the date of arrival originally advised. If, as a result of the student not

advising NZIOS of the change of arrival details, NZIOS has to source a new homestay, the student will be charged the homestay placement fee again.

If "airport pick-up" is requested, and the student is not at the airport as advised to NZIOS, the student will be required to pay for any further pick-ups.

If a student arrives in New Zealand without giving the appropriate notice (ten working days) NZIOS is not obligated to arrange homestay or airport pick-up. NZIOS will undertake to provide emergency accommodation. However, any extra cost of \$100 associated with this emergency accommodation will be at the student's expense.

Responsibilities

Our homestay gives you the chance to share in the day-to-day experiences with your host family. Although you are a paying guest, your hosts are still extending generous hospitality to you. Every family has a different way of doing things, and these may be different from the way you do them at home. Please try to adapt to these changes and be prepared to live with these simple rules.

- ❖ You are responsible for keeping your room neat and clean.

Make your own bed each morning

Wash your own clothes. Please ask your host family when is a good time to do your washing, and ask them to show you how to use the washing machine.

- ❖ You are responsible for the cost of:

Personal telephone calls

Repairing or replacing articles or damaged or lost property during your stay.

- ❖ During your stay, be polite and thoughtful:

Tell your hosts if you will be away for meals BEFORE 4.30pm

Discuss weekend or vacation plans in advance

Ask before you invite friends or other students into your host's home

Internet connection is not guaranteed. Some families may charge an extra fee.

DO NOT lose your key to the house or loan it to anyone else

Please be conservative by turning off the lights when you leave a room, taking short showers or bath.

Certain behavior will not be tolerated. e.g.: DRINKING, SMOKING.

Please be quiet after 10pm in homestays

Use English, especially when you invite friends around

- ❖ To take full advantage of your homestay experience please try to:

Spend time with your hosts

Adapt to the lifestyle of your homestays and join in with activities in the home

Speak English whenever possible

- ❖ Please discuss with the registrar/homestay coordinator:

Any misunderstandings between you and your host family

Any special medical conditions or allergies that they should know about