



HOMESTAY FAMILY

Application to Accommodate Students

Family details

Name: _____ Date: _____

Address: _____ Own / Rent

Email: _____

Home Phone: _____

Caregiver 1: _____ Occupation: _____

DOB: _____ M / F Nationality: _____

Phone Numbers Cell: _____ Work: _____

Interests: _____

Caregiver 2: _____ Occupation: _____

DOB: _____ M / F Nationality: _____

Phone Numbers Cell: _____ Work: _____

Interests: _____

Children

1. Name: _____ D.O.B: _____

Interests: _____

2. Name: _____ D.O.B: _____

Interests: _____

3. Name: _____ D.O.B: _____

Interests: _____

Bank Account Details (for receiving homestay payments)

Account Name _____ Bank & Branch _____

Account No.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Bank

Branch

Account No.

Suffix

General Information

Hosting Preference Male or female ____ Male only ____ Female only ____

Age Under 18 ____ Over 18 ____ Either ____

Student rooms One ____ Two ____ Three ____

Pets Do you have any family pets?

Name ____ Type ____ Age ____ Size ____

Name ____ Type ____ Age ____ Size ____

Food Is anybody in your family vegetarian? ____

Are you happy to host vegetarian students Yes / No

Smoking Does anyone in the family smoke? ____

Do you permit smoking Inside ____ Outside ____ Neither ____

Religion Do attend church regularly? yes / no

Religion/Church ____

Transport to school Time to bus stop ____ Time to school on bus ____

Are weekend buses also available? ____

Student room(s) Do all the students' rooms have:

- Bed size ____
- A desk and chair ____
- A wardrobe ____
- Chest of drawers ____
- A heater ____

Bathroom Share with the family ____ Share with other students ____ Own ____

Internet Connection

Students expect to have a good internet connection available, so we have increased the homestay weekly payments to cover this cost.

What monthly internet package are you on. 20gb / 40gb / 80gb / unlimited

Comments (Please add any general comments of your own)

The Campbell Institute Limited

Homestay Agreement - Family

1. A week of accommodation is seven days and seven nights.
2. Fees for the homestay cover board as well as the cost of utilities such as electricity, local telephone calls and Internet usage.
3. The host family and student will agree on a system for paying for international calls.
4. Three meals a day are provided to the student, although it is expected that the student prepares their own breakfast and lunch from food supplies made available by the homestay (e.g. sandwiches, yoghurt, fruit, and instant noodles).
5. Board is still provided if the host family goes away for a holiday. Should the break be for more than two days, then The Campbell Institute must be informed. Students under 18 years old should not normally be left alone for any significant length of time.
6. If the student is absent from the homestay during the period of study, the following homestay fees will apply:
 - a) If the absence is 1 - 5 days (inclusive), full homestay fees will be paid.
 - b) If the absence is more than 5 days, and less than 4 weeks then the student must pay a retainer of \$10 per night.
 - c) If the absence is 4 or more weeks, the student will need to leave the homestay, and a new homestay will be arranged when the student resumes study at The Campbell Institute.
7. Each student will have his/her own room, which is to be respected as their own private space. The following are also to be provided: bed, bedding, linen, desk, chair, lamp, drawers and wardrobe.
8. Suitable heating will be provided in the student's room. An electric blanket or hot water bottle will also be available.
9. The student's laundry is to be done on a regular basis. This includes both washing and drying of items.
10. The student is responsible for keeping his/her own room clean and tidy. He/she also agrees to take part in the household as if he/she were a family member. The student can be encouraged to help with small tasks, such as drying the dishes, from time to time.
11. The host family will treat the student with the same consideration and respect as other family members.
12. If there are children in the host family, they should not enter the student's room unless invited. Students will not do babysitting, or be left alone in the home with children.
13. Homestay fees are detailed on our website: www.campbell.ac.nz. Normally payment is made to The Campbell Institute then forwarded to the homestay family. After the initial period of pre-arranged homestay, students may, by negotiation with the homestay, pay accommodation fees directly to the homestay family, one week in advance.
14. A duly appointed representative will have reasonable access to the homestay for the purpose of visiting and monitoring the student.
15. The school must be informed of any matters concerning the student, including matters relating to the health, wellbeing or safety of the student such as accidents or behavioural concerns.
16. The school may remove the student from the homestay immediately if in the school's reasonable opinion the safety or the wellbeing of the student is in doubt or if in the school's reasonable opinion the homestay is affecting the student's behaviour or academic performance.

17. For students under 18 years of age, the host will undertake to uphold the requirements of the Code of Practice and in particular:
 - a) to be aware of the student's whereabouts at all times
 - b) to inform the school if students wish to stay with a friend and to check that the accommodation is suitable by phoning and checking that a responsible adult will be available to supervise students
 - c) to phone the school to confirm any legitimate absences due to sickness. If possible, this should be done on the morning of the absence
 - d) to enable a student who is sick to have access to a doctor.
18. The homestay family will be given at least one week's notice before the student moves out of the homestay. If a student fails to do this, then they may forfeit a week's homestay fee.
19. Should the homestay provider(s) break this agreement or request that the agreement be terminated earlier than arranged, the homestay provider will refund any homestay fees paid past the student's leaving date. This refund will be paid to The Campbell Institute within two weeks of the student leaving the homestay.
20. The student will leave the homestay no later than one week after his/her course finishes at The Campbell Institute. If a student is enrolled for a course that follows on from a previous one, then they can continue in their current homestay.
21. The host confirms that all information relevant to their suitability to host a student has been disclosed to the school's representative.
22. Should any difference arise between the parties concerning this agreement or the provision of homestay accommodation, the parties agree that they will, in good faith, try to resolve the difference by consultation and negotiation.
23. Homestay must have an Internet connection available for the student. Families should have a suitable internet package to allow students a reasonable amount of usage
24. In the event of a natural disaster, homestays are responsible for the where abouts and the wellbeing for any students staying with you at the time.
25. For homestays with breakfast only –
Homestays must allow the student the use of all kitchen facilities including a designated cupboard/fridge for the student's personal food items.

I (Please print) _____ understand and agree to the conditions stated in the above clauses 1- 23 and declare that all information provided in the application form is true and correct. I will notify the Institute in case of any changes.

Signed by primary caregiver _____ Date / /

Signed by School representative on behalf of The Campbell Institute.

Signed



Date 23/02/15

The Campbell Institute Limited

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26. A week of accommodation is seven days and seven nights.
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Date 23/02/2015