



The Campbell Institute Accommodation Code of Conduct

Students in any form of The Campbell Institute accommodation **MUST** obey The Campbell Institute Accommodation Code of Conduct. If a student breaches this code, they may need to leave their accommodation immediately.

BEHAVIOR

- Students agree to behave considerately and respectfully towards others at all times.
- Students agree to treat all property with respect. Any damaged property must be paid for by the student.
- If any illegal substances or weapons are found in accommodation, the student will need to leave their accommodation immediately and police will be informed.
- It is illegal to:
 - buy cigarettes or alcohol if you are under 18 years old or supply them to an under 18 year old, if you are over 18.
 - smoke in any public building in New Zealand.
 - download music, television shows or movies from the internet via unregistered internet sites.
- If students are unhappy in their accommodation for any reason, they agree to inform the Homestay Coordinator Caroline Masters as soon as possible.

APARTMENT

- Students must abide by the above and by the rules of the apartment provider.

HOMESTAY

- If a student's finishing date changes from their original date, students must give The Campbell Institute and the host family at least 7 days' notice that they would like to leave their accommodation. Please let the homestay coordinator know as soon as you know that you are planning on staying longer in homestay than originally booked.
- If students plan to take a holiday, they must tell their homestay family and the Homestay Coordinator at least 1 week before. Holiday rates (\$10 per day) may apply instead of the normal homestay rate if students leave their homestay accommodation temporarily for a holiday:
 1. If students are away for 4 days or less, the cost of homestay will stay the same.
 2. If student is away for between 5 and 30 days, they can "hold" their room at a rate of \$10 per week, as long as the host family agrees to this. This is paid to the host instead of the usual homestay fee.
 3. If students are away for more than 30 days, student must discuss their options with the Homestay Coordinator.



- Students agree to take part in the household as if they are a family member and try to fit in with the family's routine. Upon arrival, students should speak to the homestay family about any important information and rules in the house. Students will receive further information about this at orientation and in the student handbook. If students have any questions, please ask the Homestay Coordinator.
- Students agree to never smoke or bring alcohol into the homestay without the host's permission.
- Students are expected to keep their room tidy at all times.
- Students must not dry washing in their wardrobe or bedroom.
- Students must not leave heaters on in their rooms during the day when they are out of the house or when they are asleep.
- Students must pay for their international telephone calls.

Homestay Fees and Payment

- If a student is unhappy with their first homestay allocation, the student may change to a new homestay once only, at the student's request. More than one change will incur an additional accommodation placement fee.
- Homestay payments must be made at least 2 weeks in advance. Invoices will be sent to students via email, and payment can be deposited into The Campbell Institute account or paid directly at The Campbell Institute. Failure to pay in advance may mean cancellation of the homestay placement.