

ESSENDON KEILOR COLLEGE

Homestay Responsibility Agreement 2020

Instructions

This form is used by the homestay provider, student, student's parents and school in order to agree on expectations, roles and responsibilities in regard to the provision of homestay accommodation.

Please complete the following details in English using BLOCK LETTERS (eg. PENNY).

Please return this form to General Office or Ms Carol Carland (Homestay Co-ordinator) at Room 6 (VASS Office) in the Performing Arts Centre.

Section A: Student Details

Family name: _____

Given names: _____

ID number: _____

Date of birth (dd/mm/yyyy): _____ Gender: Female / Male

Nationality: _____

Address in home country: _____

Home City: _____

Home State: _____ Home Country: _____

Parent's contact details: (Home): _____ (Work): _____ (Mobile): _____

Parent's email: _____

Student's contact details: (Mobile): _____ Email: _____

Section B: Homestay Details

Name: _____

Address: _____

Contact details: (Home): _____ (Work): _____ (Mobile): _____

Email: _____

Section C: Homestay Accommodation Details (Only applicable to school arranged homestays)

Commencement date: _____

End Date: _____

Bond amount – held by school: AUD \$ 500.00 Homestay fee per week: AUD \$ 320.00

Method of payment (insert an X in the appropriate cell):

Fortnightly payment by parents direct to homestay provider account

Payment of homestay fee by parents to school (for disbursement to homestay provider).

Accommodation arrangements during school holidays

Please indicate where the student will reside during each school holiday period and the tentative dates of departure from the homestay and return to the homestay if known at the time of completing this form.

Please note:

- All homestays fees must be transferred electronically. Homestay fees may be collected and disbursed by the school for the school arranged homestays, or directly exchanged between the parent nominated homestay provider (formerly third party provider) and the student.
- Schools will retain, monitor and reimburse a student’s homestay bond payment. The homestay bond is equivalent to two weeks homestay fees or a specified amount shown on this form.
- The homestay provider may submit a claim to the school for all or part of the bond to cover any damage to the homestay residence caused by the homestay student or cleaning or repair expenses that exceed normal ‘wear and tear’ in areas occupied by the student. The bond cannot be used to cover homestay fees, outstanding expenses or missing items. Any requests on the bond must be made to the school within two weeks of the student exiting the homestay arrangement.
- It is expected that students remain in the allocated homestay unless compassionate or compelling circumstances apply, that is exceptional circumstances which impact a student’s welfare, wellbeing or safety. Changes to homestay arrangements are approved by the school.
- Students have to give the school and homestay provider at least two weeks’ notice if they wish to exit the homestay arrangement. A student who exits the homestay arrangement without giving two weeks’ notice will forfeit their bond unless compassionate or compelling circumstances apply.

Section D: Homestay Terms and Conditions

In addition to the ISP Homestay Terms and Conditions, the following specific conditions, rules and requirements will be adhered to by all parties.

Specify internet use rules (if any):

Provisions of meals:

The homestay provider must ensure that at a minimum the student receives three nutritious meals a day, seven days a week, with reasonable access to snacks and in accordance with the student’s dietary and medical needs. Homestay providers will provide access to reasonable choice and options of food and work with the student to understand food likes, dislikes and preferences. Breakfast and lunch may be self-serve under age-appropriate supervision.

Special dietary requirements (if any)

Cooking facilities available for student use

Please indicate cooking facilities available for the students use and supervision expectations (if any)

Facilities

Household items available for student use e.g. TV, computer etc.:

Please indicate household items available for the students use and supervision expectations (if any)

Bathroom and laundry facilities available for student use:

Please indicate bathroom and laundry facilities available for the students use and laundry supervision expectations (if any)

Protocols and special arrangements for visitors (such as family from overseas)

Please indicate protocols for requesting approval for visitors to the homestay

House rules

The student must adhere to the ISP Travel Policy at all times.

	Weekdays	Weekends	During School Holidays
Times student must be home by:	4.30 pm	Fri – Sat : 9.00 – 10.00 pm Sunday: 6.00 pm	Same as term

Please indicate what arrangements are to be made if running late or will not be home for a meal:

Please list or attach to this agreement any specific house rules*:

*The rules listed above are a guide only and the host, student and school may alter them by agreement to suit individual situations.

Policies and procedures

The homestay provider must comply with the Homestay Terms and conditions, and all applicable policies and procedures, as well as relevant legislation, regulation and laws.

The following or attached policies and procedures/guidelines specific to the school must be adhered to (if any):

- Homestay Guidelines 2020 (English / Translated copy)
 - Child Safety Standards Information
 - Homestay Policy 2019
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Section E: Agreement

This is an agreement between:

_____ (Homestay)
_____ (Student)
_____ (Parent)
_____ (School)

Homestay

I have read and I understand my responsibilities as outlined in this agreement, the 'ISP Homestay Terms and Conditions' (Department of Education and Training) and the 'Homestay Policy 2019', 'Homestay Guidelines 2020' and 'Child Safety Standards' documents (EKC).

I also understand and acknowledge my obligations in relation to the Child Safety Standards and CCYP Reportable Conduct Scheme.

Name: _____

Signed: _____

Date: _____

Student

The homestay rules and my host family expectations have been explained to me. I understand and agree to them.

Name: _____

Signed: _____

Date: _____

Parent

I understand and agree to support my child in adhering to the rules and expectations outlined in this agreement.

Name: _____

Signed: _____

Date: _____

School representative

Name: _____

Signed: _____

Date: _____