

# Dunbar ESOL Homestay Services

## TERMS & CONDITIONS OF HOMESTAY FOR THE HOST FAMILY

Effective December 2008

1. Homestay accommodation is arranged by Dunbar ESOL Homestay Services for the time the student requires Homestay accommodation.
2. The host family will ensure the student is familiar with the transport options (bus/train route) to and from Dunbar ESOL Homestay Services / the local school before their first day of school.
3. The host family will provide a:

separate room	Tick one <input type="checkbox"/>
shared room,	<input type="checkbox"/>

for each student, a private room, furnished with a desk, adequate lighting and independent heating. The student's room is their private space and the student will be responsible for keeping it clean and tidy. The children of the host family should not enter the student's room unless invited by the student.

4.	Tick one
a) The host family will provide breakfast and evening meals daily Monday to Friday and provide breakfast, lunch, and evening meals at weekends and public holidays, unless by special arrangement. Meals will be nutritious and varied	<input type="checkbox"/>
b) The host family will provide breakfast, packed lunch, and evening meals on weekdays, and breakfast, lunch, and evening meals at weekends and public holidays, unless by special arrangement. Meals will be nutritious and varied	<input type="checkbox"/>

5. The host family will provide fresh towels and fresh bed linen on a weekly basis, extra bedding will be readily available to ensure student comfort according to seasonal conditions.
6. The student's laundry will be done regularly; this includes washing and drying of clothes.
7. Adequate access or a key will be provided to the home for the student at all times. The key will be returned at the end of the student's stay.
8. If the host family goes on holiday during the student's stay, the student's board is still the responsibility of the host family. If a family plans to go away for longer than a weekend, Dunbar ESOL Homestay Services must be informed.
9. The host family will not hold the student responsible for any minor accidental breakages or damages to the residence or property during his or her stay. Dunbar is not responsible for any debts, damages or expenses incurred by the student to the homestay host or any other entity
10. The host family understands that when the student finishes the course at Dunbar ESOL Homestay Services, the student will be expected to find other accommodation.
11. The host family will inform Dunbar ESOL Homestay Services Tours if they are hosting students from other educational institutions or organizations.
12. The host family will encourage the student to participate in the household as a family member. The student will be expected to observe any house rules put into place by the host family.
13. The student will be treated with the same consideration and respect as all family members, recognizing religious and cultural differences. The family will allow for and show understanding for, the practice of any religious and/or absence for any reason involving the student.
14. The host family will be sympathetic in respect to the student's homesickness, loneliness and culture shock, and will notify Dunbar ESOL Homestay Services if they believe there is cause for concern.

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15. The host family accepts that students under 18 years of age will not be left in the home overnight without Adult supervision.
16. The host family agrees that the student will only act as babysitters or house cleaners with the consent of the student, and never in the case where the student is under 18 years old.
17. The host family will notify Dunbar ESOL Homestay Services immediately in case of an accident involving the student. The host family will ensure that Dunbar ESOL Homestay Services is advised before 9:30am should the student be ill and unable to attend class. The host family will notify Dunbar ESOL Homestay Services if the student is absent for any reason.
18. In the event of any issues or exceptional problems arising between the host family and the student, the host family will notify Dunbar ESOL Homestay Services immediately to discuss the situation and work towards a resolution.
19. The host family will ensure that a representative from Dunbar ESOL Homestay Services will have reasonable access to the Homestay accommodation and facilities.
20. The host family understands that Dunbar ESOL Homestay Services at its discretion may remove the student from the Homestay accommodation without notice and terminate the arrangement immediately if:
  - In Dunbar ESOL Homestay Services' reasonable opinion the safety or wellbeing of the student is in doubt.
  - In Dunbar ESOL Homestay Services' reasonable opinion the Homestay accommodation is affecting the student's behaviour or academic performance.
21. All payments for the Homestay Accommodation being provided will be made by Dunbar ESOL Homestay Services or a nominated agent (school).
22. Payment will be made after the first 7 days of homestay occupancy
23. The Accommodation week is 7 nights.
24. Homestay fees cover the cost of board, which includes costs of electricity, water, gas, and local phone calls. The host family should make arrangements with the student for payment of all toll calls, internet connection and associated costs. Dunbar ESOL Homestay Services will not be responsible for these costs or for recovering these costs.
25. A refund of any overpaid fees will be payable to the Dunbar ESOL Homestay Services within 14 days, if the Homestay requests the student be removed or breaks these conditions in any way.

### Homestay Contract – I / we:

have and understood Dunbar ESOL Homestay Services Guidelines for Hosting document and agreed to the conditions and obligations it sets,

hereby allow the above information to be passed to a third party, being restricted to the students of Dunbar ESOL Homestay Services , their parents, and/or agents.

Name (please print) .....

Signed .....

Date .....