



## Homestay Information for International Students - 2017

### 1. What is Homestay?

Homestay is full board accommodation offered by a family, couple or single person for which a set weekly fee is charged. This fee covers all expenses associated with providing food and shelter to you.

### 2. What kind of family will I be living with?

Your homestay family should be **caring, friendly, understanding, adaptable and supportive**. We would expect that the family will include you in some of their family activities especially on weekends.

Your homestay family should understand that you are in a strange new country living away from family and friends. The customs are different, food is different, traffic is different, even the water is different. Everything is different for you. You may be feeling homesick, lonely, unwell and also stressed about your school work.

**Your homestay hosts are not responsible for your overall welfare. Any significant welfare issues should immediately be raised with our International Student Coordinator, Susan Qu, mobile number 0400 560 429.**

### 3. What should your homestay be providing you?

- You should have your own bedroom, wardrobe, desk, study light, towels and linen.
- Internet access must be provided and is included in the Homestay fee.
- Three substantial meals a day with access to reasonable snacks.
- Your payment covers the accommodation, meals and utilities excluding phone but inclusive of internet access.
- Use of the general living areas.
- The homestay hosts must be living in the house.
- The homestay family must tell the College at least three weeks in advance if all adults will be away from the house for any extended period unless they are including you in their holiday travel.
- You must be allowed to use the laundry/washing machine.
- You must NOT use other home appliances, such as air-conditioning and oven without the permission of the homestay host.
- A clean house to live in but it is expected that you will help with household chores, such as keeping your own bedroom tidy and helping in the kitchen.
- You will pay for products for personal use, such as shampoo, razors etc.
- You will have a quiet environment but you should not make too much noise when you are in the house for example don't play music too loudly.
- If you leave the Homestay and forget any of your things the homestay must contact the College. If your property is thrown away by the homestay, the homestay must pay all costs associated with replacement.

- The College will monitor the homestay accommodation and will visit at least twice a year.
- The maximum number of students in a homestay is three including students from another college.
- The \$305 per week you pay covers all costs as outlined above.
- Normally the homestay will be paid every 14 days. See below regarding holding fees during vacations.
- The College retains a bond of \$600 to cover possible damage by you or your non-payment of rent.

#### **4. Following are a range of issues that may arise from time to time:**

**The key is to remember there needs to be a flexible and reasonable approach by you and the homestay regarding matters of discipline, house rules and cooperative living.**

#### **Visitors or overnight stay at a friend's**

You must seek permission from your host family before inviting friends to visit. Some homestay families may agree to provide meals for friends when given appropriate notice. You must have permission to stay overnight away from the homestay and you must provide your homestay family with the name and contact phone number of the person with whom you are staying.

#### **School Holidays**

You need to inform the College and host family in advance about whether you are returning home for school holidays or if you intend travelling within Victoria or interstate. International Students aged from 15 to 18 are required to provide written approval from their parents advising of the travel plan. There are a number of requirements regarding such travel arrangements. Please contact the International Coordinator for further information. All students are required to return to Melbourne prior to school starting, unless exceptional reasons arise. In this case, a formal written request from the parent is required. The costs for keeping your homestay room while you are away during term vacations and Christmas vacation is: \$105 per week during the short term vacations or \$15 per day and \$70 per week for the end of year vacation period or \$10 per day.

#### **Concerns about your Homestay**

If you are unhappy or have concerns, it is important that you speak to the International Student Coordinator immediately. The Coordinator will do her best to help you. It is vital that the International Coordinator is informed of any disagreements or disputes that may occur between you and your homestay. Concerns can vary from annoying to very serious. In the most serious category would be things such as constant arguing between home stay parents or with their children. Another serious concern would be if you witnessed any form of physical contact between members of the homestay family, this includes them disciplining their children. If you see any of these warning signs you need to immediately talk to the international co-ordinator. Obviously less serious concerns such as not liking the food or the home being too noisy because of a crying baby need to be dealt with but these are not considered to be in the serious category. Consistently not being given enough food would be considered very serious. If you are unhappy or worried about your homestay talk to one of the international student staff members. In most instances your concerns can be easily addressed by the co-ordinator discussing the issue with the homestay. The College has a set policy and procedure for handling complaints for International Students.

#### **Giving Notice to move Homestay**

If you are not happy with your homestay accommodation you can request a change in accommodation provided you have a very good reason. You must ask the International Student Coordinator and once your request is approved, the College will give your host family at least two weeks' notice of your change of homestay. If you need to be moved because there is an issue of health or safety, you will be removed immediately and all monies paid in advance need to be returned to you. Under these circumstances there is no requirement for two weeks' notice. Alternatively, the Homestay host may wish to terminate the Homestay agreement. The Homestay would normally give the College at least four weeks' for you to leave the homestay. The exception would be in a situation where you are causing a risk to the health and welfare of the homestay family. In this situation we would move you as soon as possible.

We will remind your homestay that you may not be used to certain things:

- You may not be used to doing household chores as your family might have a servant at home.
- You may not be used to eating a Western diet and may well need a snack when you come home from school.
- Your privacy is important and personal possessions and personal space must be respected.

## Rules and expectations of the students under Homestay care

The following is a list of rules which would especially apply to younger students. As noted above, there needs to be some degree of flexibility especially when dealing with older students.

- A. You are not permitted to smoke inside the Homestay accommodation.
- B. You are not permitted to drink alcohol or take non-prescription drugs.
- C. Driving can be dangerous, so the College does not recommend secondary school students to drive a car to or from school or travel with other students in cars to and from school.
- D. Recommendations regarding going out after school and on weekends:

### Monday – Thursday:

Limited outings are recommended unless it's a College event or an activity with Homestay;

### Friday:

Outings should be discussed with Homestay family prior. You must return home by an agreed time, in general, around 11pm;

### Saturday:

You may go out, provided details are given to the Homestay family, including who you will be with and where you are going. In general, you should return home no later than 11pm; and

### Sunday:

Socialising or outings should be supported as long as all your homework is completed.

- E. Telephone:  
Most students will have their own mobile phone. Do not **under any circumstances** ask your homestay to sign a mobile phone contract for you. Most students will have a prepaid phone which does not require a contract.
- F. Overnight stays:  
YOU should not stay overnight at other accommodations unless the Homestay family has spoken with the other family and / or the College agrees.
- G. Your homestay should know where you are at all times and you should be contactable on your mobile phone. If you are arriving home late at night you need to make arrangements so that you can get home safely this may mean catching a taxi. The safest way to catch a taxi is by making a phone booking or by using an App on your smart phone. Please note homestays are not expected to be available as a taxi service for you.
- H. Attendance at school:  
School rules apply. Punctuality is expected and notes from Homestay families are necessary when you are absent.
- I. Entering into contracts:  
Your homestay has been told not to enter into any type of contract for you. The College will not honour any such arrangement and will not cover any loss you incur.

## 5. Other Expectations

Students and Homestay hosts are expected to treat each other with consideration and respect. Students are reminded that they are guests of the Homestay family. Homestay accommodation is not

hotel accommodation. Homestay students must follow the rules set by the Homestay family regarding living in their home.

The Homestay family would normally show you how to get to school and will most likely take you to school on your first day.

The Homestay would normally be expected to assist you if you need to go to a dentist or visit a medical facility or attend a hospital emergency department. You have full private medical cover.

Every member of the homestay family over 18 who is living in the house must have a police check called the 'Working with Children Check'.

Complaints will be handled as quickly as we can by the College. The College is responsible for resolving any disagreements or disputes that may occur between the student, the student's parent and the Homestay host. It is very important that you or your parents tell the school if there is any disagreement, dispute, discomfort, danger or concern.

Homestay families should assist with general orientation and settling in issues. Host families may initially have to explain directions to the school or English Language Centre, as well as procedures for banking, buying a mobile prepaid card, purchasing public transport tickets and the location of train, tram and bus stops and timetables. Homestay hosts should provide all relevant details, including their name and contact numbers, to the student upon arrival. Likewise, you should provide the Homestay with your contact details and any close relatives/friends in Australia and overseas. We would also hope that the family involves you in some of their family activities especially on weekends.

## College Contact

**Ms Susan Qu**      **International Student Coordinator**

Telephone:            9848 4677

Facsimile:            9840 1390

Mobile:                0400 560 429

✂-----  
**Please return to Miss Susan Qu**

## Declaration

I declare that I have read and understood the Homestay guidelines provided to me by the College and I agree to abide by these guidelines.

Your name: .....

Signature: .....

Homestay host name:.....

Homestay telephone number:.....

Date:.....