

## HOMESTAY INFORMATION SHEET FOR HOST FAMILY

*Thank you for your interest in our homestay programme. The application process is as follows:*

1. Read through and keep the "Homestay Information for Host Family" sheet.
2. Fill out the "New Homestay Application Form".
3. Attach copies of Police Clearances for all family members who are over 18 years of age
4. Return these forms to Milner College
5. Once received, you will be contacted within 2 weeks
6. Application forms for families who have not been visited are kept on file for 1 year.

**HOMESTAY SINGLE** - \$250 per week, **SHARED** - \$240 PER WEEK

**Extra nights: SINGLE** - \$36 per night, **SHARED** - \$35 per night

The student must have their own room, containing bed, wardrobe and desk/table and chair. Breakfast and dinner is included Monday to Friday and all meals at weekends. Occasionally students request a shared room with a friend or partner.

**HOUSESHARE** - \$170 per week (*all utilities, except phone included*)

Extra nights: **SINGLE** - \$25 per night.

The student must have their own room, containing bed, wardrobe and desk/table and chair. Students to have access to kitchen/crockery/utensils so they can prepare their own meals.

### AGES

90% of our students are aged 18-30 years. Our oldest student was 75 years old.

### ARRIVAL

Students will either have booked airport transfer and will be dropped off at your home or they will catch a taxi. We will notify you before the student arrives as to the time their plane lands. You should expect them at your 1-2 hours after flight arrival.

### COOKING

No special cooking is required – whatever you cook is fine with the exception of Islamic students whose religion bans them from eating pork. Japanese students are not keen on excessive dairy products. If we are informed of any food students cannot eat (i.e. vegetarian), we will check with you before we book them in.

### INTERNET

More and more students are requesting wireless internet these days. It may be worth checking with your provider as to whether you can upgrade your plan – there are lots of very competitive internet service providers out there and your existing provider usually doesn't let you know that you could upgrade for free! It's up to you whether you charge the student extra, some families charge an extra \$5 or \$10 a week.

### COURSES

Students can begin on any Monday and study anything from 2-48 weeks. The average period is 4-12 weeks. Students can start their homestay up to one week before classes start, to acclimatise. Please ensure your student is at school no later than 8am on their first day.

### HOLIDAYS

If a student takes a holiday of more than 7 nights, they can either:

- a) Pay you \$75 a week (in the case of homestay) while he/she is away to keep the room available; or
- b) Pay nothing on the understanding that the room may not be available when they return.

### HOMESTAY DISTANCE

Students always request to live close to the college or the beach. Many students may like to go out in the evening and if your local bus does not run frequently or late, then your home may not be suitable. We are currently trying to limit our homestays to zone one of Transperth.

### HOSTING MORE THAN ONE STUDENT

We guarantee to our students that there will be *no other guest in the family who speaks his/her language*. You must accept this is a condition of Milner College placing students with you and it is your responsibility to advise us. *No more than three students per household*.

### HOUSE RULES

We strongly advise that you explain the rules of your house when you meet your student – some families find it helpful to cross the language barrier by writing the rules in the student's bedroom so they can comprehend at their own pace. It's better to tell your guest about meals times, use of the phone, smoking etc, rather than the embarrassment of having to say "don't" later on. Please remember that your students are adults and if you have any problems with them it is much more effective if you discuss this with them rather than having Milner College intervene. Contact us in the event of major problems.

### **EMERGENCIES**

In the case of after hours emergencies ONLY, call (08) 9485 7530.

### **INSURANCE**

We have never had a case of a student suing a family or vice versa but in this litigious society of ours, we'd like to draw your attention to the fact that host family insurance is now available. We are not recommending for or against this insurance, rather reminding you to check your current household insurance to see what you're covered for.

### **NATIONALITIES**

Our students come from many countries, predominantly Japan, Switzerland (French, German or Italian speaking), Korea and Brazil, however we also have requests from Argentina, Brazil, Saudi Arabia, Colombia, Czech Republic, Hong Kong, Hungary, Italy, Poland, Russia, Spain, Taiwan, Turkey and many more.

### **NOTICE OF LEAVING THE HOMESTAY**

In the event a student wishes to move from the homestay to move in with a friend or because the travelling time is too much, the notice period is **one week**. On the rare occasion that the move results from a disagreement or personality clash, our policy is to recommend that the notice period be waived. If you request a student to move immediately, it is customary to refund all the money for the unexpired period of accommodation and not require one week's notice.

### **PAYMENT**

Payment is made directly to your bank account (savings or cheque) the Wednesday following your student's arrival (usually it will be in your bank account by the following day). Whenever possible, you will be paid for 4 weeks at a time. Please make sure when you accept a student that you write down their name and the *duration of the stay* so that if students arrive earlier or later you can calculate to what date they have paid. We work on 4 week cycles, not a calendar month.

### **POLICE CLEARANCE/WORKING WITH CHILDREN CHECK**

We require a recent Police Clearance for each family member over the age of 18 who lives in your home, please send this in with your application.

### **PLACEMENTS**

All placements are made over the phone or by email. No postal confirmation is sent so it is absolutely imperative that you write down all details in a diary or another safe place. If you don't hear from us again, this means you have a student booked in. If you have an email address, please advise the homestay co-ordinator. Our busy period is September – March each year so please understand that at other times homestay may be occasional. **DO NOT RELY ON HOMESTAY AS A FORM OF INCOME.**

### **TRANSPORTATION**

It is not necessary to drive students around but please give each student a timetable and detailed instructions of how to catch the bus and/or train to the College and to get back home again. If possible, please accompany your student on the first day to show them the way to and from school.

### **WASHING AND IRONING**

Some host families prefer to do it; others don't. Please explain what you prefer to the student, how to use the washing machine or where to leave dirty clothes etc. Please show your student where the washing powder is if they are to do their own washing.

### **OVERNIGHT STAYS**

From experience, we strongly advise that you do not permit your student to have friends stay over and make it clear as your house rule before it happens.

### **REASONS BEHIND HOMESTAY**

Students have chosen homestay because it has proven to be a very effective way to improve their English. Please remember that homestay is a mutual cultural exchange. Make time to talk to your student every day and if you treat them as a part of your family, they will more than likely respond in the same way. Our most common complaints are: I did not feel welcome; the family was only interested in the money; the family watched TV more than they spoke to me; food was not good/not enough; too far from college; the house was not clean; too much fast food (and I was asked to pay for my meal); eating meals in front of the TV.

**Students are asked to fill in a feedback form at the end of their stay to assist us in making future placements.**



## NEW HOMESTAY APPLICATION FORM

<b>FAMILY NAME</b>	
<b>ADDRESS</b>	
<b>HOME PHONE</b>	
<b>MOBILE PHONE</b>	
<b>EMAIL</b>	

### FAMILY MEMBERS

If the family name is different from other members, please specify. Please include ALL members of the family living in your home (**including yourself** so that we know more about you!). If you have a partner who does not live in your home but visits or stays often, please put them down too.

Under relationship indicate whether it is:

Husband                  Daughter                  Self                  Partner  
Wife                          Son                          Friend                  Etc

Family Name	First Name	Year of Birth	Occupation	Relationship



**TYPE OF ACCOMMODATION OFFERED (PLEASE TICK)**

<input type="checkbox"/> <i>Homestay</i>	<ul style="list-style-type: none"> <li>• Single room in a private house</li> <li>• Desk and wardrobe</li> <li>• Breakfast and dinner Monday to Friday</li> <li>• All meals on weekends</li> </ul>
<input type="checkbox"/> <i>Houseshare</i>	<ul style="list-style-type: none"> <li>• Single room in a private house</li> <li>• Desk and wardrobe</li> <li>• Use of kitchen, bathroom, living room etc</li> <li>• Students do their own cooking</li> </ul>

**ROOMS AVAILABLE FOR STUDENTS**

<input type="checkbox"/> Room 1 Double/single/twin (Please circle)	<input type="checkbox"/> Room 2 Double/single/twin (Please circle)	<input type="checkbox"/> Room 3 Double/single/twin (Please circle)
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**ARE YOU WILLING TO HOST MALES AND FEMALES? COUPLES? (please circle all that apply)**

Male only	Female only	Either males or females	Couples
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**ARE YOU WILLING TO HOST STUDENTS UNDER 18? (please circle)**

<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> would consider it
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**HOUSEHOLD PETS**

<input type="checkbox"/> None
<input type="checkbox"/> Cat (if so how many?)
<input type="checkbox"/> Dog (if so how many?)
<input type="checkbox"/> Other (please specify)

**SMOKING PREFERENCE**

Some of our students smoke cigarettes. Do you mind if a student smokes?

<input type="checkbox"/> Outside the home is OK.	<input type="checkbox"/> Non smoking students only.
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**OTHER INFORMATION**

Would you cook for a vegetarian?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a swimming pool?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student have their own bathroom?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your family sporty?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student have access to the internet in the home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, do you have wireless internet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you charge extra for internet access (please specify how much)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Family interests:	



The following questions are asked to help us match students to your family. The answers are confidential and we may ask you for more details when we visit your home.

Does any member of your family have any allergy or medical/psychiatric conditions that will affect your ability to host students?  Yes  No

Why do you want to host an overseas student?

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**APPROX TRAVEL TIME TO MILNER COLLEGE FROM HOMESTAY BY BUS/TRAIN \_\_\_\_\_**

Please be aware that it is your responsibility as a host family to inform your student clearly, how to get to and from Milner College. It is advisable to write down step by step instructions with a map attached to eliminate any problems. If you are yet to establish the route, please call Transperth on 13 62 13 or use the journey planner on their website at [www.transperth.wa.gov.au](http://www.transperth.wa.gov.au).

*I have read the Homestay Information sheet provided to me by Milner College. I agree to uphold the conditions set out within it. I understand that Australian Government Regulations require that student visa holders to be covered by Medibank Private with attendance at Milner College of at least 80%. I will advise Milner College if I am aware that my student is spending unnecessarily long periods of time out of class. I understand that for students with visitor visas, medical insurance is optional. I have checked my household insurance and confirm I am covered for public liability and will maintain this cover. I shall not hold Milner College responsible for any death, injury or loss caused by or to any student I accommodate.*

Print Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## PAYMENT DETAILS

*Payment will be made on the Wednesday after your student arrives by direct deposit into your bank account.*

<b>Account Name</b>	
<b>Bank Name</b>	
<b>Account Number</b>	
<b>BSB Number</b>	

*I understand that it is my/our responsibility to inform Milner College of any change in bank details.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_