



# Homestay Application Form and Contract

## PROPOSED ENTRY TO SACRED HEART COLLEGE

Term 1 / 2 / 3 / 4 (Circle one only) 20\_\_\_\_  Year 9  Year 10  Year 11  Year 12  Year 13

## STUDENT INFORMATION

Family (Surname) Name \_\_\_\_\_ Christian Name(First Name) \_\_\_\_\_  
Preferred Name \_\_\_\_\_ Nationality \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Passport Number \_\_\_\_\_  
First Language \_\_\_\_\_ Student Email \_\_\_\_\_

## PROPOSED ACCOMMODATION PERIOD

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Total Number of Weeks \_\_\_\_\_

## AIRPORT GREETINGS AND TRANSFER

Do you want Sacred Heart College to arrange your airport pick up and transfer to your homestay?  Yes  No

### Flight Details:

Date of Arrival \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Arrival \_\_\_\_\_ Flight Number \_\_\_\_\_ Airline \_\_\_\_\_

## PLEASE ANSWER THE BELOW QUESTIONS

Do you smoke?  Yes  No

Is there any food you cannot eat?  Yes  No

If yes, please list the food you cannot eat \_\_\_\_\_

Do you require any special food?  Yes  No

If yes, please list the name of the food \_\_\_\_\_

Do you suffer from any medical condition?  Yes  No

If yes, please describe \_\_\_\_\_

Do you require regular medication?  Yes  No

If yes, please describe \_\_\_\_\_

Are you allergic to anything?  Yes  No

If yes, please describe \_\_\_\_\_

Do you mind any pets in your homestay?  Yes  No

If yes, list the animals you object to \_\_\_\_\_

Does your religion require any special attention?  Yes  No

If yes, please list \_\_\_\_\_

Please list your interests and hobbies \_\_\_\_\_

Please list any other accommodation preferences;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** New Zealand law prohibits discrimination of any race and religion. Auckland is a multi-cultural city and our homestays come from many backgrounds that make up the diversity of Auckland and Sacred Heart College. All homestays are interviewed and police vetted, and have been approved in line with the requirements set out in the Education (Pastoral Care of International Students) Code of Practice 2016.

#### **SACRED HEART COLLEGE RESPONSIBILITY:**

- ❖ Visit accommodation to ensure all requirements are met and the home is suitable;
- ❖ Provide a profile of host family with photos taken inside the home;
- ❖ Provide all students a 24/7 contact person for emergencies;
- ❖ Police vet all residents over the age of 18 in each homestay, and contact referees provided by the host family;
- ❖ Select and screen homestay families within a reasonable distance of the College;
- ❖ Provide a support structure for homestay families, and maintain a record of the results of homestay assessments;
- ❖ Carry out, record the results of students' quarterly reviews on homestay, and follow up on issues arisen;
- ❖ Visit homestays twice a year for students under 18 and provide the College with a copy of the homestay visit record;
- ❖ Keep the student family fully informed of all issues relating to students and homestays.

#### **INTERNATIONAL STUDENTS AT SACRED HEART COLLEGE HOST FAMILY CAN EXPECT TO HAVE:**

- ❖ A friendly, safe living environment where the student is well cared for;
- ❖ Three meals a day with access to snacks;
- ❖ A bedroom with bed, bedding, desk, chair, lamp, adequate heating and clothes storage;
- ❖ Organisation of either private or public transport to and from the College;
- ❖ Adequate access to bathroom and laundry facilities;
- ❖ A respectful and inclusive home environment;
- ❖ Support for a student's faith practice if required.

#### **SACRED HEART COLLEGE HOMESTAY FAMILY ARE NOT EXPECTED TO:**

- ❖ Provide internet connections for the student or pay for toll or mobile calls;
- ❖ Cook special food, or comply with unreasonable requests;
- ❖ Insure the student's property or pay for property that the student damages;
- ❖ Offer accommodation to visiting family members, friends or relatives.

#### **INTERNATIONAL STUDENT HOMESTAY CONTRACT:**

- ❖ I will always act with respect of New Zealand laws and Sacred Heart College rules and conditions;
- ❖ I will not bring Sacred Heart College's name or reputation into disrepute by my actions;
- ❖ I will not use illegal substances, drink or drive a vehicle while attending Sacred Heart College. I understand that doing so it may result in termination of my enrolment from the College and being sent home;
- ❖ I will not smoke cigarettes in my homestay or in school uniform or if under the age of 18 years old;
- ❖ I will attend school on time as required by the College, unless I am sick and I understand I will be required to provide a doctor's reference;
- ❖ I will respect my host family's curfew times and home rules. If I do not agree with host family's rules I will discuss this with the Sacred Heart College Homestay Coordinator. I will help in the home with small chores, such as clearing the dinner table, doing some dishes;
- ❖ I will be responsible for keeping my bedroom clean and free from rubbish. I will not keep food in my bedroom. I will change my bed linen and towels as requested by my host parent;

- ❖ I will ensure I maintain a high standard of personal cleanliness and grooming e.g. daily showers, shampoo and shave if necessary. My hair cut and style will be within the school regulations: short, tidy, no spikes and not coloured. My uniform and shoes will be regularly cleaned;
- ❖ I agree that I will not be online after 10:30pm on school nights, or 11pm weekends; I understand that after 10pm I should be quiet in my bedroom and not use the kitchen or have loud phone calls. I will not disturb my host family;
- ❖ I will make sure all homework assigned by teachers is completed;
- ❖ I understand that if I breach any restrictions and rules set out by my homestay family, they may terminate the accommodation agreement with me;
- ❖ I understand that if my behaviour at homestay causes serious concern, I may face discipline action by the College, my accommodation agreement with the homestay may be terminated, and I may be required to return immediately to my home country and my parents' care. Alternatively, my parents must make arrangements to come to Auckland to live with me. If emergency accommodation is required for me before my parents come, I agree to cover the costs of such arrangement arranged by the College for me.

### TERMS AND CONDITIONS:

- ❖ The College will place the student in a family where English is the first language;
- ❖ The College will endeavour to match the student with a homestay family that meets the preferences expressed on the application form but cannot guarantee that it will be possible to meet all these preferences;
- ❖ International Students at Sacred Heart College are required to live with homestay families registered and approved by the College for the duration of their study, or arranged by the College approved agency;
- ❖ Exceptions are only made for students who are staying with close family friends/relatives who reside in Auckland regularly. Any such arrangement must be approved by the Director of International Students;
- ❖ International Students under 18 who live with a parent/designated caregiver are required to have their accommodation arrangements approved by the College. The Accommodation Compliance Fee will apply;
- ❖ The minimum length of homestay accommodation provided by the College must not be less than 12 weeks; Exception may be given to students who come to the College only for short term studies;
- ❖ Transport to and from the College is not included in the homestay fees paid by students;
- ❖ Please note that a minimum advance payment of 23 weeks student accommodation is normally required for long term students;
- ❖ There is a \$70 per week homestay holding fee if the student requires the College to keep the room for him or leave his luggage/personal belongs in the home during the end of year school holiday;
- ❖ The fees for homestay or other accommodation paid to Sacred Heart College will be held in the College for the student and released as required for payment of accommodation expenses.

### REFUND POLICY

- ❖ All cancellations must be in writing to the Director of International Students;
- ❖ A minimum of two weeks' notice is required to request a homestay change or to cancel homestay;
- ❖ If homestay is cancelled after the arrival of the student, the unused portion of the homestay fees will be refunded less \$30.00 administration fee;
- ❖ Unused homestay funds can be used by the College to compensate a host family on the damage of their property if it's deemed to be the student's fault.

### DECLARATION

I declare that the information provided above is true, complete and correct. I undertake to inform Sacred Heart College of any change should it become relevant. I have read and understand the above conditions and rules, and agree that they are reasonable and fair and agree to abide by them.

**Student Name** \_\_\_\_\_ **Student Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parents/Guardian Name** \_\_\_\_\_ **Parents/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_