



APPLICATION TO PROVIDE HOMESTAY

This application will provide Hamilton Girls' High School with relevant information required in order to be considered for hosting an International student who is currently attending Hamilton Girls' High School (HGHS). Please note Hamilton Girls' High School is bound by the Education (Pastoral Care of International Students) Code of Practice 2016.

We must take all reasonable steps to ensure that the accommodation the school is providing for their students is healthy and safe.

The information requested in this form should include those who will be responsible for the student and who the school should make contact with for information, consents or in the event of an emergency.

Host Family Surname: _____

Home Address: _____

Suburb: _____

Are you the Parent/Caregiver of a student currently attending Hamilton Girls' High School?

Yes No

What are the main Languages spoken at home? _____

Do you have any knowledge of other languages? _____

HOST FAMILY DETAILS

Primary Host Caregiver:

In a case of emergency the primary caregiver will be contacted in the first instance.

Full Name: _____

Date of Birth: _____ Ethnicity: _____ Occupation: _____

Type of Work: Full Time Part-Time Casual / Weekend / Evenings

Contact Phone Number (Home): _____ Contact Phone Number (Mobile): _____

Secondary Host Caregiver:

Full Name: _____

Date of Birth: _____ Ethnicity: _____ Occupation: _____

Type of Work: Full Time Part-Time Casual / Weekend / Evenings

Contact Phone Number (Home): _____ Contact Phone Number (Mobile): _____

Children at Address:

Please provide the name, gender, age and school attended by each child under 18 at the address (e.g. John (M-8), Hamilton Intermediate).

HGHS student at address: _____

Other children at address: _____

Persons over 18 at the Address:

Please provide the name, gender, and age of every person aged over 18 who resides at the address or is a regular visitor.

PETS

In case of allergy, it is important to let us know if you have pets or animals that regularly visit your address with friends/family.

Do you have any Pets at your address? Please provide details:

No Pets

Cat

Dog

Rabbit/Guinea Pig

Mouse/Rat

Farm Animals

Reptiles

Birds

Aquatic i.e. Fish, turtles

Animals that regularly visit

Other: _____


BANK ACCOUNT DETAILS

Homestay hosting payments are made fortnightly in arrears. Please provide details of the bank account you would like this payment made to:

Bank: _____

Account Number:

Name on Account: _____

 Evidence of bank account i.e. deposit slip will need to be provided before any payment will be made.

PREVIOUS HOSTING EXPERIENCE

Please outline your previous Homestay experience (if any):

Are you currently hosting any other International Students? If so please give details (example Henry (M-18), China, Wintec) _____

TRANSPORT TO AND FROM HGHS

Transport to and from HGHS: _____

How will the student get to school each day? _____

ACCOMODATION

HGHS has a high level of responsibility to International students to ensure all accommodation provided is adequate and appropriate. Homestay carer homes should be typical New Zealand dwellings that are clean, secure and warm.

I am able to provide a visiting student with:

- | | | |
|-------------------------|---------------------------|--------------------------|
| Own Room | <input type="radio"/> Yes | <input type="radio"/> No |
| Bed | <input type="radio"/> Yes | <input type="radio"/> No |
| Study desk and chair | <input type="radio"/> Yes | <input type="radio"/> No |
| Wardrobe | <input type="radio"/> Yes | <input type="radio"/> No |
| Chest of draws | <input type="radio"/> Yes | <input type="radio"/> No |
| Internet Access | <input type="radio"/> Yes | <input type="radio"/> No |
| Heater | <input type="radio"/> Yes | <input type="radio"/> No |
| Lockable Bathroom | <input type="radio"/> Yes | <input type="radio"/> No |
| Lockable Toilet | <input type="radio"/> Yes | <input type="radio"/> No |
| Laundry Facilities | <input type="radio"/> Yes | <input type="radio"/> No |
| Emergency First Aid Kit | <input type="radio"/> Yes | <input type="radio"/> No |

HOST FAMILY PREFERENCES

In order to match your family with the most suitable student please let us know some of the preferences or particular requirements of your family in hosting.

- | | | |
|--|---------------------------|--------------------------|
| We are happy to host a student for more than three months. | <input type="radio"/> Yes | <input type="radio"/> No |
| We prefer to host student for short periods of time | <input type="radio"/> Yes | <input type="radio"/> No |
| There are people living at our address who smoke inside. | <input type="radio"/> Yes | <input type="radio"/> No |
| There are people living at our address who smoke outside. | <input type="radio"/> Yes | <input type="radio"/> No |
| We are a vegetarian family. | <input type="radio"/> Yes | <input type="radio"/> No |
| We are willing to host a student who is vegetarian. | <input type="radio"/> Yes | <input type="radio"/> No |
| We are happy to host a student with special dietary requiriements. | <input type="radio"/> Yes | <input type="radio"/> No |
| We sometimes drink alcohol. | <input type="radio"/> Yes | <input type="radio"/> No |
| We are happy for a student to cook for themselves sometimes. | <input type="radio"/> Yes | <input type="radio"/> No |
| We have a working fire alarm installed. | <input type="radio"/> Yes | <input type="radio"/> No |
| We have an escape plan in case of emergency. | <input type="radio"/> Yes | <input type="radio"/> No |
| Does anyone in your family have a first aid certificate? | <input type="radio"/> Yes | <input type="radio"/> No |
| We have a working security alarm. | <input type="radio"/> Yes | <input type="radio"/> No |
| We are happy to provide a student a key to our home. | <input type="radio"/> Yes | <input type="radio"/> No |
| We have home and contents insurance. | <input type="radio"/> Yes | <input type="radio"/> No |
| Our home and contents insurance covers the student. | <input type="radio"/> Yes | <input type="radio"/> No |
| We are happy to provide rice and noodles sometimes for Asian students. | <input type="radio"/> Yes | <input type="radio"/> No |
| We regularly attend Church. | <input type="radio"/> Yes | <input type="radio"/> No |

Any other requirements? _____

GENERAL INFORMATION

Do you have a preference for which nationality you would like to host?

For example: a student currently studying a particular language at school may benefit from their family hosting a student who speaks this language.

Are you involved in any activities that may require you to regularly stay away overnight? _____

Is your family involved in any risky or hazardous past-times? Please outline. _____

TERMS AND CONDITIONS:

Thank you for offering to provide homestay for international students attending Hamilton Girls' High School. If you accept a student for homestay then the terms and conditions upon which homestay is to be provided by you shall be as set out in "Terms and Conditions of Homestay at Hamilton Girls' High School and will continue to apply for homestays arranged through the School. Any amendments or variations to the terms and conditions shall only have effect as notified to you in writing by the school.

By submitting this application, I agree to inform Hamilton Girls' High School immediately in the event that any information on this application changes. In accordance with the Code of Practice, we agree that all members of our household over the age of 18 years will be subject to police vetting.

I acknowledge that the above information I have provided is true and correct at the time of submitting this application.

Yes No

Sign: _____

Date: _____

TERMS AND CONDITIONS

Hamilton Girls' High School is bound by the Education (Pastoral Care of International Students) Code of Practice 2016 (the Code). The Code sets out the minimum standards of advice and care expected of New Zealand education providers to ensure the wellbeing of their international students. As such, any application to provide Homestay will be required to undergo Police vetting.

Hamilton Girls' High School must take all reasonable steps to ensure that the accommodation HGHS is providing for their students is healthy and safe. Hamilton Girls' High School reserves the right to decline any application by a family or a student, without explanation.

The provision of Homestay accommodation for international students attending Hamilton Girls' High School ("School") shall be on the following terms and conditions:

1. A duly appointed representative of the School shall have reasonable access to the Host accommodation and facilities.
2. The Host shall keep the School informed of matters concerning the Student, including matters relating to the health, wellbeing or safety of the Student such as accidents, behavioural concerns or absences without reasonable explanation. The Host shall provide such other information relating to the Student as may be reasonably requested by the School from time to time.

3. The Host agrees that the Student is required to abide by the rules of the School.
4. The Host shall be liable for all costs, expenses and outgoings incurred by the Host, Host family or friend as a result of providing Homestay accommodation for a Student. This includes but is not limited to providing common household needs and such other expenses. The Student should pay for her own mobile, landline long distance calls and her share of internet costs. The Student should also pay costs and expenses for regular school-home transport.
5. Either party may terminate the arrangement without the need to provide reasons upon giving to the other party one month's written notice.
6. The School may at its discretion remove the Student from the Host accommodation without notice and terminate the arrangement immediately if:
 - a) In the School's reasonable opinion the safety or wellbeing of the Student is in doubt;
 - b) In the School's reasonable opinion the Host accommodation is affecting the Student's behaviour or academic performance at school.
7. The Host may remove the Student from the Host accommodation in exceptional circumstances provided that there has first been notice to the School setting out the exceptional circumstances requiring removal of the Student and the School has consented in writing to such removal.
8. All information provided in respect of the Host (including information contained in the application, Student or other matters of a confidential nature relating to the Homestay accommodation) shall be held and kept confidential except disclosure of information including the application:
 - a) to the Student (or prospective student), the Student's guardian and/or parents;
 - b) to any professional consultant or such other person where it is in the interests of the Student to provide the information;
 - c) pursuant to any statutory or other legal duty.
9. Should any dispute or difference arise between the parties concerning the agreement or the provision of Homestay accommodation the parties agree that they will, in good faith, endeavour to resolve the disputes by consultation and negotiation.
10. The Host's rights and obligations under these terms and conditions may not be assigned without prior written agreement of the School.
11. The School shall not be liable for any costs, expenses, damages or other claims against the Host arising from any acts or omissions of the Student. The School shall only be liable for the payments set out in these terms and conditions for the periods that the host is providing Homestay accommodation to a student.
12. These terms and conditions may be varied by the School upon written notification from time to time and will continue to apply to the provision of Homestay accommodation by the Host until notified otherwise.
13. The Host acknowledges that:
 - a) Personal information of the Host collected or held by the School is provided and may be held, used, and disclosed to enable the School to process the application for Hosting and enable the School to communicate with the Host for any purpose;
 - b) All personal information provided to the School is collected by and will be held by the School at Ward Street, Hamilton.
 - c) If the Host failed to provide any information requested in the application to provide Homestay, the School may be unable to process the application;
 - d) The Host has the right under the Privacy Act 1993 to obtain access to and request any corrections of any personal information held by the School concerning the Host;
 - e) The Host authorises the School to obtain at any time from any person or entity any information it requires to process and/or accept the application to provide Homestay or to perform or complete any of the other purposes under this Agreement. The Host authorises any such person to release to the School any personal information that person holds concerning the Host.

By signing below, the Host Parent's confirm they have read and accept the conditions of the Agreement as set out above.

I confirm I have read and understood the conditions of Homestay, and accept the terms and conditions.

Yes No

Sign: _____

Date: _____