

# Homestay Application 2017

## Student Information

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
 Nationality: \_\_\_\_\_ Passport Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  Male  Female  
 Present Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
 Course of Study: \_\_\_\_\_ Start Date: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Do you smoke?  YES  NO Would you like young children in your homestay?  YES  NO  
 Do you have any allergies e.g. food/pets?  YES  NO (if yes, please give details): \_\_\_\_\_  
 Are there any foods you cannot eat?  YES  NO (if yes, please give details): \_\_\_\_\_  
 Do you have any health issues or are you taking any medication?  YES  NO (if yes, please give details): \_\_\_\_\_  
 Do you have any religious/cultural needs?  YES  NO (if yes, please give details): \_\_\_\_\_  
 Interests/Hobbies: \_\_\_\_\_  
 Is there any additional information we should know to help us place you with a host family: \_\_\_\_\_

## Emergency/Agent Contact Information

Please give us details for a person we can contact in case of emergency – this could be a family member or your agent.

Emergency Contact Name: \_\_\_\_\_  
 Relationship to you (e.g. parent/agent): \_\_\_\_\_ If agent, please specify agency: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Arrival Details

To arrange for us to be able to pick you up from the airport when you arrive in Christchurch, please give the following details for the last part of your journey to Christchurch. Please note: for arrivals after 11.00 pm, alternative accommodation will be required to be booked for the night of arrival. Please let us know if you require assistance with this.

Flight Arrival Date: \_\_\_\_\_ Flight Arrival Time: \_\_\_\_\_ Airline: \_\_\_\_\_ Flight No: \_\_\_\_\_

### Declaration

I have read the Fees and Conditions (attached) and agree to the terms of the homestay. I understand that the first eight (8) weeks' homestay is non-refundable and non-transferable.

Signed by Student: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Signed by Parent (if under 18 years): \_\_\_\_\_ Parent's Name (in English): \_\_\_\_\_

*Please note that when placing you in a homestay, we will try to meet your requests but this cannot be guaranteed.  
 We look forward to meeting you at the airport on arrival.*

Brent and Leanne Mora, Directors, International Student Care Ltd, 36 Ebony Street, Christchurch, New Zealand  
 Tel: +64 3 360 2394, Fax: +64 3 360 2395, Mobile: 027 436 0455, Email: studentcare@xtra.co.nz, Web: www.studentcare.co.nz

# International Student Care Limited

## Homestay Placement and Settlement Service – Fees and Conditions 2017

### Fees (NZ\$)

Homestay placement, settlement services and airport pickup (incl GST)	\$330.00
Weekly homestay accommodation (first 8 weeks are non-refundable)	\$260.00
Additional assistance required after the initial two weeks (incl GST)	\$50.00 per hour
Each placement and settlement after two placements (incl GST)	\$260.00

**Early applications are recommended** but must be received **at least two weeks before you are due to arrive**. Once a completed and signed application form has been received, an invoice will be issued by International Student Care Ltd. The minimum payment is 8 weeks (NZ\$2,080.00 plus the NZ\$330.00 placement fee, a total of NZ\$2,410.00). **Payment must be made prior to your arrival** unless other arrangements have been made with International Student Care Ltd.

### Settlement Services Includes

- Administration and selection of host family prior to arrival.
- Any email or faxes with student or agent prior to arrival.
- Arrange pickup for English language testing, if required.
- Interpreter assistance during initial settlement period – up to 2 weeks.
- Make board payments to the host family 1 month in advance.
- Provide a bus map of Christchurch and make sure student has contact details of the host family, the University and International Student Care Ltd.
- Provide orientation in first language and a booklet about living happily in a New Zealand family.
- Arrange airport pickup and temporary accommodation, if assistance required, for arrivals after 11.00 pm.
- Transport to host family upon arrival.
- Arrange Health and Travel Insurance if requested by the student.
- Provide ongoing support to the host family and with the student as necessary.
- Provide information of sports clubs, churches, restaurants etc, if requested.
- Arrange to open bank account, purchasing phone card, Sim card, bus passes etc at the cost of the student.
- Move student if for any reason they or the host family are unhappy with the placement. One time only at the student's request can be provided with no extra charge. The parents and student will pay International Student Care Ltd \$260.00 for each subsequent placement.

### The Host Family Will Provide:

Private room with bed, desk, lamp, heater, wardrobe
3 meals per day – breakfast, lunch, dinner
Bathroom facilities
Laundry

### Conditions of International Student Care Ltd Service

- The first 8 weeks' homestay is non-refundable and non-transferable.
- Students can stay longer than the 8 weeks minimum time with the host family, but one week's notice must be given to International Student Care Ltd prior to vacating their homestay. 'A Request to Leave Homestay Form' is to be completed by the student and the student must inform the University.
- If a student is away from home for 5 consecutive nights of any course break, up to a maximum of 3 weeks<sup>1</sup>, they can pay one third of their weekly board rate to hold their room. This is known as a "retainer". Students must inform their host family and International Student Care Ltd of their plans in advance.
- Students agree not to enter into any private arrangement with their homestay.
- Students must abide by the laws of New Zealand and the behavioural standards in the Orientation Booklet and be aware of their responsibilities as an overseas student and representative of their country.
- Students are not permitted to possess any offensive weapons.
- Students will not purchase a motor vehicle until they have a legal driving licence for New Zealand.
- International Student Care Ltd is not liable for loss, damage or injury to the student or their property.
- International Student Care Ltd is not liable for any loss or damage to property or person caused by the student's actions.
- International Student Care Ltd shall not be liable for the student during the Christmas/ New Year period.
- If behavioural standards mentioned in the Orientation Booklet are not followed, International Student Care Ltd reserves the right to terminate the student's stay in the host family immediately with no refund of the 8 weeks' non-refundable board or appropriate fee of 1 week's notice.
- The student will notify the University of Canterbury immediately on leaving the homestay.
- International Student Care Ltd reserves the right to review and increase the homestay fee each year and invoice the student for the additional amount. The parents and student are liable to pay International Student Care Ltd the fee rate in force on the day they begin their homestay in New Zealand.

<sup>1</sup> or longer by arrangement with their host family

- Translation of this English version is for information only. The English version is the legal version for any disputes. This Agreement will be construed by the law of New Zealand and shall only be justifiable in New Zealand Courts.

The parents and student will indemnify and keep indemnified International Student Care Ltd against all claims made against it by the University of Canterbury or the Vice-Chancellor of the University of Canterbury arising from claims by the student, the parents, the student's families, auspices, trustees or any person associated with them arising from the accommodation arranged by International Student Care Ltd or relating to services supplied by International Student Care Ltd under this Agreement. The parents and student acknowledge that they have been given advice to obtain independent legal advice before signing this Agreement and acknowledge that signing this Agreement is a full waiver of the requirement to obtain independent legal advice.

The parents and student each acknowledge that they have read, understood and agree to this contract and its conditions.

### Personal Information

The personal information we ask you to provide on this form is needed to enable International Student Care Ltd to place you with a host family and to provide any further ongoing services as required until you leave your homestay. As your privacy is important, your information is collected and held in accordance with the University of Canterbury's Privacy Policy which can be found at [www.canterbury.ac.nz/ucpolicy/](http://www.canterbury.ac.nz/ucpolicy/).

Your personal information is accessible by staff of the University of Canterbury and the owners and staff of International Student Care Ltd for these purposes and in accordance with the University's Privacy Policy. Information may be shared with other people, for example, your host family, so we can provide homestay services to you. We may also share information in an emergency or if you consent to your information being shared. Information will be released if required by law.

We also use personal information for statistical and research purposes but always ensure that no individual can be identified.

The personal information you supply will be held by the University of Canterbury and/or International Student Care Ltd while you remain in a homestay and can be updated by you at any time.

If you have any questions about the privacy of your personal information please contact the University's Privacy Officer, the Registrar, Mr Jeff Field, [jeff.field@canterbury.ac.nz](mailto:jeff.field@canterbury.ac.nz).

Brent and Leanne Mora  
Directors

International Student Care Ltd  
36 Ebony Street, Christchurch, New Zealand

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