

Please return this form to:
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FAITHFULNESS IN SERVICE

BISHOP DRUITT COLLEGE

COFFS HARBOUR

Home Stay Family – Application Form

Bishop Drutt College Council Inc
CRICOS Provider Code 02333G



FAITHFULNESS IN SERVICE

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Home Stay Family – Application Form

Surname: _____ Given Names: _____

Address: _____ State: _____ P/Code: _____

Tel: _____ Mob: _____ E-mail: _____

Occupations of home stay host adults?

Adult 1: _____

Adult 2 (If applicable): _____

Do you have children living at home: Yes / No (Delete one)

If Yes, supply details – Name, age, current school:

Have you hosted an Overseas Student before? Yes / No (Delete one)

Do you have a preference for a male or female student? If yes, circle male or female. If no preference, circle no.

Male / Female / No

Is English the native language of your household? Yes / No (Delete one)

If no, what language is spoken? _____

Is your home a smoking or non-smoking household? Smoking / Non-smoking (Delete one)

Sports / Activities / Hobbies pursued by your household?

Length of time you would consider hosting a student? One Term / One Semester / One year / Two years (Circle one or more)

If you have pets at your home, please list these:

On the lines provided, please list the reasons you are interested in hosting an Overseas Student:

The following terms and conditions would apply under this agreement:

Home Stay Family Responsibilities:

- *The student will be provided with a clean single room, with a comfortable bed, wardrobe/cupboard, study desk, desk lamp, chair and fan in hot weather. The student must have access to bathroom/toilet facilities.*
- *Three nutritious meals per day will be provided for the student. (This includes a packed lunch and morning tea, Monday - Friday).*
- *The student's laundry will be done by the home stay family or as arranged between the student and home stay family.*
- *The home stay family is responsible for the student under their care. Proper care of the student is expected at all times. The legalities of having a student in your care are loco parentis, i.e.: the same as being a parent with the care of your own children. Because you will have made a contract with Bishop Druitt College, your duty is to inform us as soon as possible of any problems that may arise.*
- *Suitable adult supervision must always be provided, if the home stay family is absent overnight and the home stay student cannot accompany them. Alternate arrangements **MUST** be approved with the International Program Coordinator **prior to the event**. Adult supervision must be provided by a person over 25 years and be a holder of a current NSW Working With Children Check.*
- *The student is to be treated as part of the family. The student is to be included in family outings and leisure activities. Please encourage this with your student.*
- *If a student is absent because of illness, it is the home stay family's responsibility to phone Bishop Druitt College (6651-5644). A note must accompany the student when he/she returns to class. An absence of 2 or more days requires a doctor's certificate.*
- *Should the student become ill, the home stay parents have the authority to seek necessary medical treatment. The student is required to have arranged Overseas Student Health Cover for the duration of their stay before arriving in Australia. Home stay parents will notify the college if the student suffers from ill health or is involved in an accident. If you have to pay for any doctor visits, please keep receipts for claim against the student's health insurer. Students are responsible for payment of any gap plus the cost of medication.*
- *The student will not be left at home for long periods of time without any companionship from members of the family.*
- *At all times the International Program Coordinator is to know where the student is located.*
- **On Friday and Saturday nights, the student is to be home by a time negotiated with home stay.** *For example students under 18 years, we suggest a 10.00pm curfew, under 16 years a 9pm curfew and under 15 years an 8pm curfew. For students over 18 years, more flexible arrangements can be made. On Sunday nights, the student is to be home by an appropriate time in readiness for school the following day. We suggest 6pm.*
- *If the student does not come home at the arranged time, home stay parents are to contact the International Program Coordinator after a reasonable amount of time has lapsed. The International Program Coordinator will maintain contact with the parents until the student returns. The police will be notified when the overseas student officer and parents consider it is necessary.*
- *Home stay families **MUST** report immediately any inappropriate behaviour by the student including smoking, drinking alcohol, possession or use of illegal drugs.*
- **The college needs to be notified if there are any changes in the home stay family details (eg: change of address, phone numbers, marital status, extra family members, or additional home stay students etc).**

- Home stay families **MUST** ensure that all family members and regular visitors over the age of 18 years, to their home have a current NSW Working With Children Check. These can applied for online, and the completed clearance, along with proof of date of birth, must be provided to the college for verification.
- Since the safety and welfare of the student is of paramount concern, the home stay parents have the authority to reprimand the student for inappropriate behaviour. The International Program Coordinator must be notified of any necessary action taken.
- The home stay family is obliged to abide by the Bishop Druitt College Child Protection Policy. Please make sure you have been given a copy of this policy.

Student's Responsibilities:

- The student is to go directly home after school, unless a satisfactory arrangement has been made for a particular situation.
- The student will be expected to keep his/her room tidy for the duration of their stay. No food is to be kept in bedrooms.
- The student has his/her own pocket money, and spending money, and is expected to pay his/her own way on family outings or trips. Students are also required to pay for their transport to and from school if using public transport.
- The student is to go to bed at an acceptable time, turn their mobile phones off, disconnect from the internet.
- If the student is going to be late he/she must inform the home stay family as soon as possible. Students are required to inform home stay families of their whereabouts at all times.
- Smoking, the consumption of alcohol, the possession and/or use of illicit drugs, and inappropriate behaviour are not to be tolerated.
- Students are to notify the International Program Coordinator in writing if they are going on leave during holiday periods.
- Students can only have "sleep overs" with the permission of the home stay family and only in other Bishop Druitt College family homes. This must be arranged 24 hours prior to the request and is at the discretion of the home stay family. Permission to sleep over at other homes such as family friends, brothers, sisters etc. must be sent to the International Program Coordinator and home stay family from the students' parents. No permission will be given without written parental authority.
- All students must reimburse the family for any damages or loss caused by the student during their stay to any property, whether the damage is caused deliberately, negligently or accidentally.

Bishop Druitt College Responsibilities:

- The International Program Coordinator or nominated school representative will be available on 24 hour call, 7 days per week for **emergency calls** and on going support to home stay families and students.
- Payment of \$300 per week (long term placements 12+ weeks) or \$45 per day (short term placements 1-12 weeks) will be made 5 business days after the date of arrival. A Payment of \$100 per week pro rata will be made if the student is going on holidays and requests to return to the same home stay. This will ensure that the room will remain available for the student and will also include storage of the student's belongings during this period.
- As well as board and lodging, the weekly fee of \$300 or daily fee of \$45 is to include minor damages the student may cause through normal daily living. **Bishop Druitt College recommends that you have adequate and current insurance including home and contents insurance, (accidental loss or damage and burglary to your contents and property) and public liability insurance.**
- Before any contract to become a home stay family was signed with Bishop Druitt College, the college's International Program Coordinator or other nominated representative would conduct an interview with the potential home stay family and would also inspect the student's accommodation.
- The International Program Coordinator, acting for the college, retains the right to remove any student from home stay without notice if it is deemed that the student is at risk.

Having read these conditions, I wish to confirm my interest in becoming a home stay family for an Overseas Student attending Bishop Druitt College.

Signed: _____

Date: _____