

## **Homestay Terms and Conditions**

### **Homestay**

Thank you for your interest in becoming a homestay host for BROWNS English Language School (BROWNS). Becoming a Homestay Host is a very rewarding experience. These Terms and Conditions, together with the Homestay Guidelines for Families outline the expectations for all homestay families, students and BROWNS. Please keep in mind that these need to be adhered to during your times as a BROWNS homestay family. If for some reason you do not comply with the standards set out, your services as a homestay host may be terminated.

Prior to the approval to host going ahead, you are required to:

- Complete and sign the homestay application form.
- Provide a copy of your Working with Children Check (Blue Card) for each adult over 18 living in your home.
- Have a Homestay assessment and interview with the Homestay Coordinator.

The Homestay provider must provide the Homestay Services agreed upon in these Terms and Conditions, and as set out in the Homestay Guidelines, to include the following.

### **Homestay Environment**

- Provide a comfortable, safe and nurturing environment, realizing the difficulties a student may face of leaving the comforts of home and traveling to a different country, while acknowledging and respecting the significance of culture, language, customs and beliefs.
- Provide a private bed, desk, wardrobe and lamp in a clean warm bedroom for the student's sole use, along with laundry facilities, and three nutritious meals a day (2 for half board students), seven days a week, with reasonable access to snacks and in accordance with the student's dietary and medical needs.
- Provide an orientation with the family, allowing the student to get acquainted with the house rules, and family members, (including any keys, alarm codes or passwords required for the student to access the Homestay) and support the student in getting to understand the Australian way of life.
- Ensure that there are no more than 3 international students at any given time being hosted by the family, and preferably not more than one student from any linguistic background. A student is not to share a bedroom unless previously requested.
- So far as is possible, ensure English is spoken at all times by the family and students alike.

- Ensure the student's right to privacy is respected at all times.
- Ensure that the student is appropriately supervised at all times (see Homestay Guidelines). The level of supervision required will vary depending on the student's age and maturity. This includes an adult always being present at night.
- Ensure the student is included in family activities and treated as you would treat a member of your own family (including chores and weekend activities).

## **General Responsibilities**

- The Homestay provider must maintain open communication with BROWNS and notify BROWNS of any concerns relating to the student (including behaviour management issues) (see Homestay Guidelines) and
- immediately notify BROWNS if at any time the Homestay provider is unable or is likely to become unable, for whatever reason, to provide some or all of the Homestay services and supervision.
- Homestay families must comply with all applicable BROWNS policies and procedures (as made available to the Homestay provider) and must be aware of their responsibilities and the required processes to report all suspicions of harm to the student as a result of child abuse (if under 18) or neglect, in accordance with BROWNS policies and the Law.
- The Homestay provider must provide BROWNS with notice in writing as soon as possible in advance if they propose to materially change the Homestay (e.g. by renovation or relocating).
- At any time, this Agreement can be terminated with immediate effect if there is written mutual agreement between the student, the Homestay Provider and BROWNS.
- The Homestay provider may terminate this Agreement (that is, cease to provide Homestay Services to the student), by providing at least two weeks' written notice to the student and the School. For more information see Homestay Guidelines, 'Changes to Arrangements'.
- Complaints. The Homestay provider must contact BROWNS if there is any disagreement, dispute, discomfort, danger or concern about the student or the student's parent/legal guardian. BROWNS will use its best endeavours to resolve any disagreements or disputes that may occur between the student, the student's parent/legal guardian and the Homestay provider.
- The School does not guarantee that the student will stay with the Homestay provider at the Homestay for the duration of the student's participation at BROWNS.
- Insurance. If the Homestay provider is a homeowner, it is important that their building and contents insurance includes a legal liability insurance clause of no less than \$20 million (this is commonly included in most policies, but it is important to check). If renting, contents

insurance that includes legal liability insurance of not less than \$20 million must be obtained (normally included in your contents insurance). Please advise BROWNS as soon as reasonably possible of any alleged damage done to the Homestay provider's property by the student.

- Indemnity and release. The Homestay Provider releases, discharges and indemnifies Browns against all liability, loss, costs and expenses ('Claims'), including legal fees, costs and disbursements arising from or incurred in connection with the Homestay provider's or the student's participation at BROWNS except to the extent that BROWNS negligence or omissions caused or contributed to the Claim.
- A Homestay provider must comply with any Laws, standards or codes relevant to their obligations under this Agreement.
- A Homestay provider must not act as or represent itself to be a BROWNS agent or promise or consent to anything on behalf of BROWNS.

## **Payments**

Under no circumstances should there be money exchanged directly with the student regarding rent. All money transactions regarding homestay rent will be dealt with by BROWNS only.

You will be paid by BROWNS English Language School by direct deposit into your nominated bank account every two weeks beginning on the Tuesday after the student arrives at your home.

Fees for homestay providers are available here:

<https://brownsenglish.edu.au/files/pdf/homestay/homestay-fee-schedule.pdf>

## **BROWNS Accommodation Services Contacts**

Ph: + 61 7 3221 7871

Email: [accommodation@browns.edu.au](mailto:accommodation@browns.edu.au)

## **After Hours Emergency Phone**

Ph: +61 (0) 431 032 276

If you have any concerns, or require any assistance, please contact us.

## **Declaration**

I confirm that I / we provide homestay to the standards outlined by BROWNS English Language School and with package inclusions as listed on each student's individual homestay confirmation. I / we also confirm that I have received and read a copy of the Homestay Guidelines for Families and agree to follow the rules and requirements of BROWNS English Language School.

<b>Homestay Host Name</b>	
<b>Signature:</b>	
<b>Date</b>	

<b>BROWNS Representative Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	