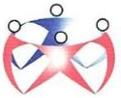


HOMESTAY CONTRACT



This is the homestay host's contract with the student who is represented by Southern Cross Language Institute Ltd to provide care and accommodation in return for the payment of a weekly fee.

Student representation

I acknowledge that SCLI represents the student only for the purpose of arranging this contract and will not be legally responsible for the defaults or actions of the student.

The Code of Practice for the Pastoral Care of International Students

SCLI is a signatory to the Code, a legal requirement for all schools enrolling international students. The Code is very strict about the care of students and especially those who are under 18. Many of our SCLI rules and guidelines result from Code requirements. www.minedu.govt.nz/goto/international

I, the homestay host agree to the following

I will treat my host daughter with respect and make her feel comfortable and part of the family. I will endeavour to provide a safe and friendly living and studying environment.

Family involvement

I will invite our host daughter to join in with the family activities and outings. I will encourage my host daughter to interact with the family.

English

I will spend time every day communicating and encouraging my host daughter to speak English.

Care and supervision

- i) I agree to exercise the same care and supervision of any student under 18 as I would with my own children.
- ii) I understand that when my host daughter is not at school or participating in a school activity, she is in my care.
- iii) It is a requirement of the Code of Practice that SCLI staff know where our under-18 students are at all times. If your host daughter is going out, please make sure she tells you who she is going with, where she is going, when and how she will return. These arrangements must be acceptable to you, or your host daughter should not be allowed out.
- iv) I will never leave my host daughter alone overnight in the home if the family are away unless special arrangements have been made with the school. My host daughter will not be left in the house overnight if the host mother is away.
- v) I understand that my host daughter is not a flat mate or a boarder. I also understand she is not a child minder and will not to ask her to babysit, unless in an emergency.

Room

I will provide a separate bedroom for my host daughter, with a comfortable bed, wardrobe, desk, chair and adequate lighting, rubbish bin and an electric heater. I will provide fresh linen and towels on a regular basis. I will provide extra bed covers if required.

Meals

I will provide breakfast, lunch and dinner daily unless otherwise arranged with the school and host daughter. I will ensure there is sufficient food and access to snacks. I understand I will need to provide money for school lunch days. School lunch days are once a term and usually around \$5-6.00.

Laundry

I will do my host daughter's washing and ironing. However, if she prefers to do her own, I will show her how to use the laundry.

**Key**

I will give our host daughter a key to the home and show her how to get in and out and to secure the home.

Transport

- i) I will collect my host daughter from SCLI on enrolment day.
- ii) I will bring the student to SCLI or to the Bus Interchange on the first day of school and to collect her at the end of the first school day. I will provide a bus timetable and assist our host daughter in getting to and from school in the first few days.
- iii) I understand that students are not allowed to use public transport after dark and therefore it will be necessary to provide transport to evening /weekend activities as I would my own child.
- iv) I will take her to the airport on departure day in March.

Holidays and weekends away.

The school must be notified in plenty of time if I am intending to be away, so that my host daughter can be temporarily relocated.

Social events, graduation

I will endeavour to attend social occasions which are arranged for students and hosts. At least one member of my family will attend the graduation ceremony and the graduation supper.

Sickness and accidents

- i) I will ensure the school is advised before 9.00 am if my host daughter is ill and needs to be absent from school. I will take her to the family doctor or dentist, when necessary. If this is not possible, I will ask the school to arrange an appointment.
- ii) In the event of an emergency I will contact emergency services or take my host daughter to a 24 hour surgery. I will notify the school as soon as possible.
- iii) I will notify the school immediately if my host daughter seems very homesick or depressed

School Rules

I am aware of and will make efforts to uphold student rules and to take action if my host daughter breaks a rule. This includes notifying SCLI of any breach of school rules.

Payments

I will not to ask my host daughter for any additional payments for goods and services provided, unless first approved by SCLI. This includes travel costs for my host daughter as well as payments made on behalf of her guests from Japan or elsewhere in New Zealand.

Length of stay

I will not to extend the student's stay beyond one week after the termination of the SCLI course.

Contractual Arrangements

I will not make contractual arrangements directly with our host daughter or her family. All arrangements involving money are to be made through SCLI.

Problems

I will assist our host daughter with any personal problems like homesickness, culture shock, illness, or loneliness to the best of my ability. I will notify SCLI staff if any problem is serious or if my host daughter is breaking school rules.

Disputes

In the event of any disputes between my family and my host daughter, or any exceptional problems, I will notify SCLI.



Termination

Our host daughter's homestay arrangements may be terminated by either party. It is desirable that one week's notice be given, but when this is not possible, our host daughter may move at short notice. The school will pay the homestay for actual nights stayed in the home.

Hosting other students

I understand and accept SCLI's policy that if I host another student, that student will not be male or Japanese and I will not host more than two persons in total.

Liabilities

I as a homestay host may not hold my host daughter responsible for any accidental breakages or damage to my residence or property. I understand that I need to have insurance to protect my property.

Insurance

I understand that we are not responsible for the insurance of our host daughter's belongings during the stay.

Change of circumstances

We will notify SCLI if the situation of the family or the conditions of the home change from the time of the inspection. This may include the following:

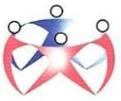
- house for sale
- change of address
- disruptive alterations to the home
- absence of an integral member, e.g., holiday or separation
- change of people in the home – long stay friends, new baby
- family crisis which may impact on our host daughter
- intention to accept other homestays or boarders
- new pet which may alter the environment

I understand I am not expected to

- pay for toll or mobile phone calls.
- cook special food unless this has been agreed upon prior to my host daughter's arrival.
- insure my host daughter's goods or pay for property she damages or loses.
- offer accommodation to visiting friends or relatives.
- comply with unreasonable requests.

Southern Cross Language Institute (the school):

- The school is responsible for
- the procedures for the selection and monitoring of home stay carers and home stay residences.
- meeting with the students at least once a term to ensure that the accommodation is suitable.
- adhering to the conditions of the Code of Practice for the Pastoral Care of International Students including:
 - assessment and selection of home stay placements, including Police vetting and assessments of the home carer's suitability and of the residential facilities.
 - ongoing support for host families.
 - monitoring of placements, including meeting with students on a regular basis to ensure accommodation is suitable.
 - providing host families with advice and information on best practice\providing parents and host families with a support infrastructure.
 - a 24/7 emergency contact person.

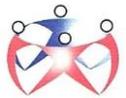


SCLI agrees:

1. To make board payments every fourth Wednesday by direct credit.
2. To be professional, honest, fair and reasonable in all its dealings with host families, bearing in mind that SCLI's primary responsibility is to the students.
3. Not to discuss a particular host family's affairs, or any dealings between the host family and SCLI, with other students or with other host families.
4. To offer all the support that is within SCLI's resources to make the home stay experience a success for both the student and the host family.

Notes about Board Payment

1. SCLI's financial responsibility to the host family is limited to the payment of boarding fees.
2. Board payments will be made into your nominated bank account every fourth Wednesday. SCLI pays for actual nights spent in the homestay. However, you will still be paid if your host daughter is away on camp or has a sleepover at her friend's house.
3. Although board payments will be made by SCLI on the due dates to host families' nominated bank accounts, SCLI cannot guarantee that funds will be available for host families to withdraw from their account on any particular day. Please check with your bank.
4. When you change bank or account number, SCLI needs a written instruction from you and 7 days notice.
5. SCLI will continue to make full board payment when your student is absent for short periods during holidays.
6. If your host daughter stays with a temporary host family, please pay the family for the number of nights your host daughter stays at their house.
7. When the student moves permanently to a new host family during the four-week interval between board payments, board payments will be split by SCLI between the old and the new host family. The new host family will receive board payment for the actual day the student moves.
8. Board payment will stop when the student returns to Japan at the end of her course.
9. No guarantee can be given that a student will stay with the same host family for the whole year. Board payment stops when the student moves, and therefore is not a reliable source of income. Board payments should not be included as regular income when making mortgage or loan applications.
10. SCLI understands that in certain cases the Inland Revenue Department may count board payments as earned income for income tax purposes. Board payments may also affect Social Welfare benefit entitlements for some families. You are advised to check with the appropriate government departments.
11. SCLI merely acts as an agent in providing host family accommodation. Payment to host families is made in this capacity only. Under no circumstances can SCLI be held responsible for any accident, illness, loss or damage to a student, host family member or goods which may happen during the student's period of residence with the host family.



Homestay Handbook

I/We agree to read and accept the obligations contained in the SCLI Homestay Handbook.

It is a requirement of the Code of Practice that families supply the school with the names and phone numbers of two referees. It is also a requirement that each adult over 18 living in the house completes a police check.

Releasing details

I/ We give permission for our contact details to be given to students' families and schools in Japan. I/ We also give permission for our contact details to be published, to enable car-pooling and contact between other SCLI host families.

I/ We the homestay hosts, agree to the above conditions for all homestays SCLI may arrange with us. These conditions shall apply until new conditions are agreed to by us.

Print Name _____

Signature _____

Date _____

Print Name _____

Signature _____

Date _____

Darryl Lamar

Host family co-ordinator