

Registration No: \_\_\_\_\_

**HOMESTAY APPLICATION FORM**1. **Home address:** \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

2. **Name of host:** Ms/Mrs/Mr. \_\_\_\_\_ Year of birth: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Place of employment: \_\_\_\_\_

Country of origin \_\_\_\_\_ Year of Migration: \_\_\_\_\_

Languages spoken: \_\_\_\_\_ Religion: \_\_\_\_\_

Smoke: Yes / No Interests/Hobbies: \_\_\_\_\_

Blue Card: Ref No. \_\_\_\_\_ Valid till: \_\_\_\_\_

3. **Name of spouse/partner:** Ms/Mrs/Mr. \_\_\_\_\_ Year of birth: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Place of employment: \_\_\_\_\_

Country of origin \_\_\_\_\_ Year of Migration: \_\_\_\_\_

Languages spoken: \_\_\_\_\_ Religion: \_\_\_\_\_

Smoke: Yes / No Interests/Hobbies: \_\_\_\_\_

Blue Card: Ref No. \_\_\_\_\_ Valid till: \_\_\_\_\_

4. **Names of children living at home:**

1 \_\_\_\_\_ (son/daughter) Year born: \_\_\_\_\_ Occupation: \_\_\_\_\_

2 \_\_\_\_\_ (son/daughter) Year born: \_\_\_\_\_ Occupation: \_\_\_\_\_

3 \_\_\_\_\_ (son/daughter) Year born: \_\_\_\_\_ Occupation: \_\_\_\_\_

4 \_\_\_\_\_ (son/daughter) Year born: \_\_\_\_\_ Occupation: \_\_\_\_\_

5 \_\_\_\_\_ (son/daughter) Year born: \_\_\_\_\_ Occupation: \_\_\_\_\_

5. **Distance:** Public transport must be within 30 minutes travel time (homestay to campus)

How many minutes walk to bus stop: \_\_\_\_\_ Bus stop location: \_\_\_\_\_ Zone: \_\_\_\_\_

How many minutes walk to train station: \_\_\_\_\_ Train station: \_\_\_\_\_ Zone: \_\_\_\_\_

How many minutes by bus or train to the city: \_\_\_\_\_ Bus Route/No: \_\_\_\_\_

**Colleges in the city:** Southbank TAFE, 66 Ernest St, South Brisbane  
Australian Language Schools, 126 Adelaide St, Brisbane  
International Institute of Australia, 359 Queen St, Brisbane

How many minutes by bus to Griffith University: \_\_\_\_\_ Bus Route/No: \_\_\_\_\_

How many minutes by bus to QUT, Kelvin Grove: \_\_\_\_\_ Bus Route/No: \_\_\_\_\_

How many minutes by bus to UQ, St Lucia Campus: \_\_\_\_\_ Bus Route/No: \_\_\_\_\_

6. **Description of home:** Single Storey / Double Storey / Townhouse / Granny Flat / Other \_\_\_\_\_  
Brick / Modern / Queenslander / Other: \_\_\_\_\_

No of Bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_ Living Rooms: \_\_\_\_\_ Dining Rooms: \_\_\_\_\_ Others \_\_\_\_\_

Study Room: Y / N Air Con: Y / N Garden: Y / N Swimming Pool: Y / N BBQ Area: Y / N

7. **Do you have home contents or public liability insurance?** Y / N \_\_\_\_\_

Please check with your insurer regarding your current legal/public liability policy as often this does not provide cover for fee paying students in your home. Information regarding a suitable policy can be obtained from the homestay coordinator if you wish to pursue the matter further.

8. **Do you have any pets?** (If yes, what kind?) \_\_\_\_\_ (inside or outside)

9. **How many rooms do you have available for students?** \_\_\_\_\_

Rooms must be furnished with comfortable beds and bed linen, suitable facilities for study and storage space for personal effects, adequate lighting, cooling, heating and ventilation. Bedrooms should preferably have key locks.

10. **Under 18s:** Do you wish to host students under the age of 18 that require additional supervision? Y / N

11. **Special requests:** Male / Female / Either Smoker/Non Smoker Any preference in nationalities: \_\_\_\_\_

12. **Type of food cooked in the home** (e.g. Western, Asian, Vegetarian, Halal): \_\_\_\_\_

13. **Laundry:** Do you want students to do their own laundry? Y / N

14. **Facilities in the house:** Piano: Y / N Computers: Y / N Internet: Y / N (Broadband/ADSL/Dial Up)

Any charge for using internet: Y / N Phone: Y / N Any charge for using telephone: Y / N

15. **Have you hosted students in the past?** Y / N If yes, since when? \_\_\_\_\_

16. **Which learning institution/s do you host for?** \_\_\_\_\_

17. **Why do you want to host international students?** \_\_\_\_\_

18. **How did you find out about our homestay program?** \_\_\_\_\_

**Blue Card details of all adult members living permanently in your home:**

Name: \_\_\_\_\_ Ref No: \_\_\_\_\_ Valid till: \_\_\_\_\_

Name: \_\_\_\_\_ Ref No: \_\_\_\_\_ Valid till: \_\_\_\_\_

Name: \_\_\_\_\_ Ref No: \_\_\_\_\_ Valid till: \_\_\_\_\_

Name: \_\_\_\_\_ Ref No: \_\_\_\_\_ Valid till: \_\_\_\_\_

Note: If you wish to host minors (Under 18s), all adults living permanently in your home must have valid blue cards.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Homestay Hosts - Code of Practice

**Ethical standards** - Homestay hosts are expected to:-

- Develop positive relationships with homestay students which are based on mutual trust and communication
- Acknowledge the uniqueness of each student and the levels of each student's strength and weakness
- Support and assist students to live comfortably within a foreign environment
- Respect the student's right to privacy whilst realising that privacy does not equate to isolation
- Acknowledge the significance of culture, customs, language and beliefs in the life of their student and accommodate appropriately for these within the family life
- Assist, support and nurture where needed or requested, but keeping in mind that a desire to please may be interpreted as interfering by the student.

Homestay fees range between \$200 - \$225 per week, depending on the homestay student's age, number of meals provided (semi board or full board) and each learning institution's fee structure or whether transport is needed. The minimum stay is 4 weeks for students above 18. Students should give their host at least one (1) week's notice if they wish to move after staying for a minimum period of 4 weeks. Students should be given the option to extend their stay with the host family. Homestay hosts must be prepared to accommodate the student for a minimum period of 4 weeks. If your student is away for more than a week, 50% of the weekly homestay fee applies for holding the room. Note: The above payment arrangement does not apply for homestay students on Study Tour programs.

### **As a host family I agree to:**

- Provide a safe environment which will offer the student positive experiences while living as a member of the family and engaging in positive study habits
- Offer help, guidance, support and encouragement with language practice, studies, planning leisure activities and adapting to life in Australia (this may require patience and empathy and a willingness to show the student more than once)
- Orientation within the family home eg use of pool area and house facilities and security. Applicable house rules should be explained ie what time dinner is, telephone protocols, rules regarding smoking, alcohol, guests visiting, curfews, household tasks and bathroom conduct
- Offer sincere interest in the cultural background of the student
- Respect the student's need for privacy and allow them space to be alone
- Have a duty of care towards the homestay student
- Provide a safe, secure, private, clean and comfortable bedroom with suitable storage space for clothes, personal effects and suitable facilities for study. A homestay student is not to share a room with another student nor with a member of the family, unless specifically requested
- Provide breakfast and dinner during the week and three meals on weekends, or three meals a day, 7 days a week. The student may be allowed to prepare his/her own meals as mutually agreed
- Provide the student with bathroom and toilet facilities.
- Provide laundry facilities - you may choose to do the laundry for students or show them how to use your washing machine. Please discuss arrangements with your student. Host families are not expected to do ironing for students.
- Provide household linen such as towels, sheets and blankets; and eating/cooking utensils, at no extra cost
- Provide a key to the house for the student to allow him/her free access;
- Provide information and assistance on how to take public transport to the education institution and other places, if necessary
- Provide information and assistance on how to open a bank account, buy a phone card or any other general needs the student may require
- Liaise with the homestay coordinator regarding any concerns or difficulties
- Notify the homestay coordinator of any change of circumstances in the household
- Be responsive to the cultural differences and beliefs of the homestay student by allowing the student to continue familiar cultural practices without criticism
- Adhere to guidelines set down by the homestay program.

### **Important note for Homestay host hosting students under 18**

- Homestay students under 18 are not permitted to change homestay or move to alternate accommodation, until they turn 18, without obtaining prior approval from their education institution.
- Homestay hosts must ensure that the homestay student meets with the Welfare Officer or Students Services Officer to discuss any homestay issues they may have and obtain the necessary approvals for changing homestay.
- Homestay students must return home every night and is not permitted to stay out late or sleepover.
- Homestay students must ask their parents to contact their homestay hosts and give permission for late nights or overnight stay.
- Homestay hosts must notify the homestay coordinator immediately if the homestay student does not abide by the above.
- Students are not permitted to smoke, take drugs or consume alcohol.
- All adult members living permanently in homestay must have a valid Blue Card to be eligible to host students under 18.

I wish to host international students in my home and understand that the role of providing homestay to students necessitates the above conditions. I also understand that Brisbane International Students Services acts as an intermediary in student placements and does not take responsibility for loss, damage or injury sustained by a member of my family or by any guest in my home, as a result of having students stay in my home. BISS is not responsible for any accidents, damages or loss incurred by us as a result of negligence of the student and we will negotiate this with the student.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_