# Homestay Accommodation & Airport Reception Application - FPOS

Please note that every effort will be made to meet your homestay requirements or choice of accommodation, however this cannot be guaranteed. Please type or print clearly.

## Personal details

<table>
<thead>
<tr>
<th><strong>Mr/Mrs/Miss/Other (please circle)</strong></th>
<th><strong>Name</strong></th>
<th><strong>Gender</strong></th>
<th><strong>Date of birth</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Family name</strong></td>
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<tr>
<td><strong>Given name</strong></td>
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**Nationality**

- **Female**
- **Male**

**Student email address**

**Agent**

**Agent’s fax**

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**Program/Course of study**

**Name of institution**

**Length of enrolment**

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**Do you require airport pick up?**

- **Yes**
- **No**

**Are you studying at**

- **Gold Coast**
- **Brisbane**
- **Other institution**

## Arrival details

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<tr>
<th><strong>Date of arrival in Australia</strong></th>
<th><strong>Arrival time in Brisbane</strong></th>
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**Flight no.**

- **Brisbane International Airport**
- **Brisbane Domestic Airport**
- **Gold Coast/Coolangatta Airport**

If you plan to travel with other members of your family you must advise the homestay office and make accommodation arrangements for your family. Please fax this form to the number below as soon as you make your departure arrangements. This form must be received no later than seventy-two (72) hours prior to your arrival and during office hours which are Monday to Friday 9.00am to 4.30pm.

## General information

### Home stay Accommodation Option 1 – Fully Catered Accommodation (21 meals provided)

- **Home stay Application Charge:** $175.00 per person 2011
- **Weekly Homestay Fee:** $240.00 per person 2011

**Price includes:** Fully furnished private room with desk, bed and wardrobe. Breakfast, lunch and dinner daily. Internet and telephone charges are negotiable between homestay student and host family. Student is responsible for the cost of transport, and any personal expenses.

- **Option 1 only**
- **Do you have any special needs? eg dietary, medical, other?**
  - **Yes**
  - **No**

**Note:** An extra charge of $35 per week applies if yes please advise e.g (Halal, Vegetarian, Vegan etc)

### Home stay Accommodation Option 2 – Self Catered Accommodation (no meals)

- **Homestay Application Charge:** $175.00 per person 2011
- **Weekly Homestay Fee:** $160.00 per person 2011

**Price includes:** Fully furnished private area, furniture, linen, cooking facilities. Internet and telephone charges are negotiable between student and host family. Student is responsible for purchase and cooking of food, washing, ironing, transport and personal expenses.

### Home stay Accommodation Option 3 – Fully Catered Accommodation (breakfast & dinner weekdays, breakfast, lunch & dinner Saturday & Sunday)

- **Home stay Application Charge:** $175.00 per person 2011
- **Weekly Homestay Fee:** $220.00 per person 2011

**Price includes:** Fully furnished private room with desk, bed and wardrobe. Breakfast, and dinner daily. Breakfast, Lunch and Dinner on Saturday and Sunday. Internet and telephone charges are negotiable between student and host family. Student is responsible for the cost of transport and personal expenses.

- **Do you have any special needs? eg dietary, medical, other?**
  - **Yes**
  - **No**

**Note:** An extra charge of $35 per week applies if yes please advise e.g (Halal, Vegetarian, Vegan etc)

### Note:

- **Internet connections are not offered by all families and may incur an additional charge**

- **Do you smoke?**
  - **Yes**
  - **No**

- **Are you happy to live with pets?**
  - **Yes**
  - **No**

- **Are you happy to live with young children?**
  - **Yes**
  - **No**

**What language do you speak at home?**

- Briefly describe your family and include some comments about yourself and your favourite pastimes, activities
**Terms & Conditions**

Students are required to pay the homestay family direct 4 week’s homestay fee upon arrival at their accommodation. The initial payment is non-refundable. Please note that Homestay students are not required to give notice during this 4 week period, however after the initial 4 week period, students are required to give 1 week’s notice or negotiate with the family should they wish to continue staying in the homestay. If the student requires a new homestay after the first 4 weeks then an additional placement fee will be charged.

A fee of $100.00 will be charged for cancellation of Homestay placements without written notice at least 72 hours in advance.

Airport reception details must be received 72 hours prior to departure from the student’s home country. Please note that airport reception required after 9pm at night will incur an additional $30.00 fee (Brisbane transfers). Non arrivals at the airport will be charged an additional fee where a student changes their flight details without prior notice and does not arrive at the airport as scheduled.

If you plan to travel with other members of your family you must advise the homestay office and make accommodation arrangements for your family.

**Note:** All prices are subject to change and may increase. Correct at time of printing and can change without further notice.

*If the information provided results in you being accommodated in housing that is unsuitable for your needs or does not allow the homestay family to cater for you then you may be required to move to more appropriate accommodation at your own expense.

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**Student Code of Ethics**

- Students need to be made aware of the accepted code of behaviour within the Homestay.
- Students need to be encouraged to communicate in an honest and respectful way thus developing positive relationships with providers which are based on mutual trust and communication? Disguising a problem to ‘save face’ may not, in fact, be dealing the best way with the problem.
- Students should be advised on acceptable levels of hospitality and not take advantage of the generosity offered by families.
- Students should be encouraged to develop positive relationships with families which are based on mutual trust and communication.
- Students should be enabled to take responsibility for their own practices and needs.

**Good Conduct Guidelines**

- The student will be expected to: Be financially independent; pay the homestay and placement fee to the institution and then continue the agreed weekly/fortnightly amount in advance to the Homestay family.
- He/she must meet all personal expenses for travel, entertainment, telephone calls, medical expenses and other personal, and incidental costs.
- Respect and adhere to guidelines/rules for living in the household as given by the homestay family which may include conditions such as no smoking, no alcohol, spend no longer than 4 minutes in the shower and leaving bathroom and living areas tidy.
- Offer to help with minor household chores such as occasional washing up and keeping their bedroom clean and tidy.
- Be considerate and keep noise to minimum after 8.30pm. Ask the family before inviting friends over. Ask their own parents or guardian to contact the homestay family and give permission for any late nights or overnight stays.
- Advise the homestay family about social activities and when they will be home for meals.
- Pay for any damage to family property (if the student is responsible for the damage).
- Keep all valuables, money, passport and airline tickets in a safe place.
- Attend an orientation with the homestay coordinator, where required.
- Behave appropriately and be prepared to participate in reasonable family activities.
- Respect and be aware that cultural differences and beliefs of the Homestay provider may differ from their own.
- Advise the homestay coordinator immediately of any concerns regarding their health or welfare which may arise in the homestay environment.
- Adhere to the guidelines set down in the “Homestay Information Booklet”, web or fact flyers/sheets, orientation for students and other advice given about the homestay program.
- Be aware and abide by the laws of Australia, for example, wear bicycle helmets, respect legal age of drinking, etc.
- It is important to note that students are not obligated to inform their host family about personal health issues but should show a duty of care to all individuals residing in the household. Host families must respect individual’s privacy and confidentiality.
- Take relevant precautions to protect one’s self and other individuals residing in the homestay environment.

**Request for Disability Support**

If you have any disability which may require special attention (e.g. vision, health, mobility) you should provide early advice so the University may assist you.

For information about disability services at Griffith University please visit www.griffith.edu.au/ins/disability.

**Grievance Procedures**

Homestay staff can be approached if you have a problem or complaint. You may also access the University’s internal grievance process at www.griffith.edu.au/studentappeals

**Information Sharing**

Griffith University collects stores and uses personal information for the purposes of administering student and prospective student admissions, enrolment and education. For further information consult the university’s privacy plan at www.griffith.edu.au/ua/aa/vc/pp

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**Declaration**

I wish to apply for homestay at Griffith University. I have read and understood and agree to abide by the conditions of homestay placement as outlined in this application. I declare that the information I have supplied on this form is correct and complete.

**Signature**

Date

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**Please return to:**

Griffith Homestay
Nathan Campus, Griffith University
170 Kessels Road
Nathan, Queensland 4111, Australia

Telephone: 61 7 3735 7919
Fax: 61 7 3735 7888
Email: homestay@griffith.edu.au