

Homestay Host Agreement

Welcome to Griffith Homestay, a homestay service managed and operated by Griffith University. As a Homestay provider for the university we pride ourselves on providing and promoting a positive student experience. As a Homestay Host you will be provided with the opportunity to engage with a diverse range of students and the opportunity to introduce them to the culture and experience of Australian living.

This homestay host agreement is an agreement between the Homestay Host and Griffith University and ensures the standard requirements for providing pastoral care to students studying at the University and residing in Homestay Accommodation are met. By signing this agreement as a Homestay Host you agree to be bound by the terms and conditions of this Host Agreement.

Policies and Procedures relevant to this agreement which a Host should be familiar with are:

Homestay Student Agreement

[Homestay Policy](#)

[Homestay and Airport Reception Terms and Conditions](#)

[International Student Critical Incident Management Policy and Procedure](#)

[Code of Conduct](#)

[Equal Opportunity Policy](#)

[Under 18 International Student Policy and Procedures](#)

[Griffith University Privacy Plan](#)

[Grievance Procedures](#)

<https://www.bluecard.qld.gov.au/>

1. Recruitment and Selection

All Hosts must:

- Be over 18 years of age
- Be a Citizen or Permanent Resident of Australia
- Adhere to all policies and procedures outlined in the Homestay Agreement
- Attend and/or complete the online orientation
- Pass a house inspection which demonstrates the ability to provide the student with a private bedroom with a bed, linen, table, chair, lamp, and cupboard space, use of shared living areas such as lounge, dining, kitchen, laundry, toilet and bathroom
- Pay a non-refundable Registration Fee
- Possess a valid Blue Card (Note: all household members over 18 must have a Blue Card)

2. Services

Upon successful completion of the registration, orientation and house inspection, Griffith Homestay will register a host, have the host complete and agree to this Host Agreement. Griffith Homestay will then provide the following to the host:

- Maintain the confidentiality of Homestay Hosts and students' right to privacy
- Advise Hosts and students of the expectations of homestay by means of orientation, written and web based documents and information sessions.
- Provide open, honest communication support and advice to Hosts
- Provide open, honest communication support and advice to Students
- Payment of Fees (where applicable and subject to placement type)
- Assistance with maintaining the Host online profile
- Assistance in accepting and responding to online placements
- Where applicable, allocating students to hosts
- Respond to complaints received via the Host or student within 24 hours
- Provide on-going support for Hosts and students as necessary and ensure that all parties are aware of the wide range of support services available within the university and provided through International Student Support Services, Health Services, Counselling Services, Sexual Harassment Contact Network and Grievance Resolution procedures.

Griffith Homestay does not provide guaranteed placements and where placements are provided a guarantee is not provided around the duration of the placement. Griffith Homestay recognises Hosts come from a variety of family compositions, cultural backgrounds; these will not be the basis for acceptance or rejection of placements.

3. Host Responsibilities

- Adhere to the Homestay Host Agreement and relevant University Policies and Procedures (including those listed on the first page of this Agreement which apply to a Host).
- Support and assist homestay students to live comfortably in a safe, clean and secure environment.
- Develop positive relationships with students which are based on mutual trust and communication providing a positive Australian student experience.
- Provide a private bedroom with a bed, table, chair, and lamp and cupboard space for each student.
- Provide the use of shared living areas such as lounge, dining, kitchen, laundry, toilet and bathroom.
- Provide the student with an orientation of the family home e.g. use of pool area and house facilities and security. Applicable house rules should be explained i.e. what time dinner is, telephone protocols, rules regarding smoking, alcohol, guests visiting, curfews, household tasks and bathroom conduct.
- Provide nutritious meals. Meal plans may vary from self-catering options to fully catered options. The host will provide meals or facilities for preparing meals in accordance with the agreed meal plan for the placement.
- Provide support to students in understanding community services such as public transport, banks, and emergency services.
- Assist students with medical attention when required.

- Live within 30 to 40 minutes by public transport to Griffith University's Nathan, Mt Gravatt, Southbank, Gold Coast and Logan campuses with a maximum of two bus trips.
- Acknowledge the significance of culture, customs, language and beliefs in the life of their student and accommodate appropriately for these within the host environment.
- Be prepared to spend time with student(s) every day so they can learn about Australian culture.
- Attend the Homestay Hosts' information sessions held by Griffith University.
- Participate in biennial house inspections.
- For Hosts that rent their property, a signed letter from the property owner or landlord providing permission to host the student is required, the letter should include the time period aligned with the placement so it is known to the property owner or landlord the duration for which there will be additional occupants in the property.
- A host family member who is 18+ will be expected to be at home to welcome the student when he/she arrives (Monday to Sunday AM/PM).
- Advise Griffith Homestay of any modification, changes, and additional occupants to the household as soon as practicable and provide documented evidence of changes including updated Blue Cards.
- Must not host more than 2 International Students placed by Griffith Homestay in your home at the same time. Students must be of different nationalities unless Griffith Homestay have provided approval to host 2 students of from the same cultural background.
- Discuss personal safety information provided by Griffith Homestay with the student for both inside and outside the home.
- Ensure the student has emergency numbers – Police, host contact number/s and address
- Inform Griffith Homestay of any incidents in accordance with the International Student Critical Incident Management Policy and Procedure.
- If the homestay provider is temporarily unable to provide accommodation or suitable supervision for holidays periods or other reasons then the student must be relocated to Griffith approved Homestay
- If the homestay provider intends to change address or contact details, Griffith Homestay must be notified immediately
- Advise the Student Adviser or the Homestay Coordinator of any urgent medical issues
- Enter into a written agreement direct with any long-term Homestay Student i.e. longer than four weeks. Griffith Homestay suggests using the 'Rooming Accommodation Agreement' on the Queensland Residential Tenancies Authority website – <https://www.rta.qld.gov.au>

Under 18 International Students

- Agree to abide by the terms and requirements as set out in the Under 18 International student policy and procedures in relation to hosting under age including curfew arrangements, monitoring student progress and behaviour welfare, travel and non-homestay overnight accommodation including if students fail to reside in the approved homestay or intends to move.
- If hosting underage students, be aware of the additional responsibilities in caring for under 18 students and their welfare arrangements in accordance with university policy and provide same.
- If hosting an underage student of a certain gender hosts may only be permitted to host a student of the same gender. This may not always be the case if the students are over 18.
- Only hosting other guests, or students of any institution, that are the same gender as your Homestay Student
- Enforcing the curfew set by Griffith University or Griffith Homestay or the education provider. You must notify Griffith Homestay immediately if there is a breach of curfew

notifying the education provider if your Homestay Student will be absent for the day and notifying University if you believe there has been excessive non-attendance at the education provider

- Inform Griffith Homestay and the Student's guardian of any issues or concerns relating to the Homestay Student
- Never leaving your Homestay Student alone at Home overnight or without an approved adult who has a current Working with Children check and always notify Griffith Homestay if you will be going on holidays without your student so that a suitable temporary homestay can be arranged
- Never allow the Homestay Student to sleep at another location overnight or go on a holiday without obtaining the permission of Griffith Homestay
- Hosts wishing to take the Student on holidays with them must seek approval from Griffith Homestay
- Immediately notify Griffith Homestay of any incident or allegation of child abuse including:
 - any act committed against a child involving –
 - a sexual offence; or
 - an offence of grooming; and
 - the infliction, on a child, of –
 - physical violence; or
 - serious emotional or psychological harm; and
 - Serious neglect of a child.

4. Insurance

- Hosts are required to have House and Contents insurance.
- Hosts must have adequate Insurance for Public Liability.
- Where a vehicle is used for homestay purposes the vehicle must be insured and roadworthy.

5. Fees and Charges

- The student will pay the host directly for individual Homestay placements.
- The initial payment will be for four weeks accommodation.
- After the initial four week homestay period, payments by the student will be either weekly/fortnightly amounts in advance, as agreed with the Host.
- Students should be provided with a receipt to confirm payment.
- Where a student is placed with a host as part of a group booking the university will arrange payment to the host directly. The host will be advised of the group booking prior to the placement commencement date.

*Long term placements may see students return home during the holiday period. If a student vacates the homestay during the holiday period for more than 2 weeks students can expect to pay up to 50% of the homestay fee to the Host family to either store their personal items or secure the room. The amount payable is negotiable between the Host and student.

6. Privacy & Confidentiality

- Hosts must adhere to and have an understanding of the Griffith University Privacy Plan.
- Hosts agree to not disclose any confidential information to any third party unless it is required by law.

- Any personal information received from Griffith Homestay is to remain of a confidential nature.
- Hosts should respect students' right to privacy whilst realising that privacy does not equate to isolation.
- Hosts are entitled to the benefit of the obligations the Homestay Student has as set out in the Homestay Student Agreement the Student enters into with Griffith Homestay.
- As such, the Host can enforce those obligations against the Student and also terminate the Homestay in the same circumstances where Griffith Homestay could terminate the Homestay e.g. where the Student has not complied with the Homestay Student Agreement.
- The Student may accept the benefit of this Agreement and terminate this Agreement by notice to the Host and/or to Griffith Homestay (and if only to Griffith Homestay, they will then notify the Host) in circumstances outlined in this Agreement where Griffith Homestay can terminate and also in circumstances outlined in the Homestay Student Agreement where the Student can terminate.

7. Complaints

A Host or student may advise Griffith Accommodation of any concerns, difficulties or lodge a complaint regarding a placement at any given time. All Concerns and/or complaints are recorded on file and will be investigated.

8. Termination

Griffith Accommodation may terminate a Homestay placement (before or after commencement) immediately by notice if the Host responsibilities have not been met or in its sole discretion that it is appropriate to terminate the Homestay. The following are examples and reasons placements maybe terminated:

- Medical or critical incident involving the Host, Student or affiliated party.
- Reason to believe the student maybe at risk or harm either physically or emotionally.
- Suspected inappropriate behaviour impacting the wellbeing of the student or host.
- Serious complaint involving the student or host family.
- If the Host or another household member has committed a theft, damaged property, caused an injury to the Student or engaged in violent or threatening behaviour (or in any other behaviour which reasonably makes the Student feel unsafe) in connection with the Homestay.

In its sole discretion, Griffith Accommodation may elect to cancel the registration of Hosts should it consider the Host fails to satisfy service provisions in accordance with this agreement.

Signature of Homestay Host.....

Name of Homestay Host.....

Date: