

Homestay Student Agreement

Welcome to Griffith University's Homestay program. As a student residing in Homestay accommodation you will be provided with the opportunity to engage with a Homestay Host/s, develop lifelong friendships and experience Australian culture while living in a safe and comfortable environment.

This Homestay Student Agreement is between the Homestay student and Griffith University. It ensures the standard requirements for residing in Homestay accommodation are met. By signing this agreement as a student you agree to be bound by the terms and conditions of this Agreement.

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

[Homestay Policy](#)

[Homestay Host Agreement](#)

[Student Critical Incident Management Policy](#)

[Student Critical Incident Management Procedures](#)

[Student Misconduct Policy](#)

[Student Sexual Assault, Harassment, Bullying and Discrimination Policy](#)

[Procedures for Reporting and Responding to Student Sexual Assault, Harassment, Bullying and Discrimination](#)

[Code of Conduct](#)

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

[Griffith University Privacy Plan](#)

1. Eligibility

To be eligible to be placed into Homestay students are required to have undertaken the following:

- Completed a Homestay application online
- Paid a placement fee
- Provided Proof of Enrolment at Griffith University or an affiliated institution
- Possess and provide proof of a valid visa
- Agree to comply with the Policies & Procedures listed above and any Policies and Procedures which are listed in those Policies and Procedures

Students who fail to comply with the eligibility criteria may have their Homestay application refused or placement terminated.

2. Placement of a Student

Students can only be placed into Homestay once they have met the eligibility criteria. Students are matched with Homestay hosts in accordance with their requirements and special requests (these may include smoking, allergies & medical problems, hobbies). Students that do not have special requirements are able to select a host online or are paired with hosts who have similar interests and hobbies.

3. Student Responsibilities

Whilst in Homestay students responsibilities are as follows:

- Be respectful towards and adhere to the guidelines/rules for living in the household given by the Host. Rules may include set meal times, no smoking, rules around internet usage.
- Develop a positive relationship with the host based on mutual trust and honest communication. Student should be open about their needs/wants. For example, need to make a phone call late in the night (after 10pm).
- Be responsible for purchasing personal items.
- Offer to help with minor household chores such as occasionally washing up and keeping their bedroom clean and tidy.
- Be considerate and keep noise to a minimum after 8:30pm.
- Seek permission from the Host before inviting friends over.
- Advise the Host of social activities and when you will be home for meals.
- Pay for any damage to Host property (if responsible for the damage).
- Keep all valuables, money, passport and airline tickets in a safe place.
- Attend an orientation with the Homestay Coordinator, when required.
- Behave appropriately and be prepared to participate in reasonable family activities.
- Respect and be aware that cultural differences and beliefs of the Host may differ from their own.
- Advise the Homestay Coordinator immediately of any concerns regarding health or welfare which may arise in the Homestay environment.
- Adhere to the guidelines set down in the Student Handbook and orientation session.
- Be aware and abide by the laws of Australia, for example, wear bicycle helmets, respect legal age of drinking, etc.
- During holiday periods of more than 2 weeks' pay, a percentage (usually 50%) of the Homestay fee to the Host to either store personal items or secure the room. This is negotiable between the Host and student.
- Students are not obligated to inform their host 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.

4. Underage Students

- Students under 18 will be placed in Homestay for the duration of their studies at Griffith University/Griffith College. If a student requests a new placement prior to turning 18, Griffith Homestay will review the request. Students under 18 will be provided with 1 complimentary placement with a new Host, additional placements will incur fees.
- Students under 18 must adhere to the Under 18 International Student Policy and Procedures including curfew restrictions.
- Students under 18 must meet with their Student Adviser or University representative on a regular basis.
- Students under 18 must report any issues or concerns immediately to the Homestay Coordinator or their Student Adviser.

- **Insurance**
- **Griffith Homestay requires all Hosts to maintain adequate property and public liability insurance. The Host's insurance will only cover their possessions. In some cases, the Host's insurance may cover a Student for personal injury incurred inside the home.**
- As a Homestay student (guest) you will be responsible for obtaining insurance for your own personal belongings if you desire, but must have insurance associated with relevant Visa requirements.

5. Fees and Charges

Students are required to pay the following:

- Placement fee at the time of completing an application.
- Pay the 4 week homestay fee directly to the homestay host upon arrival at their accommodation. The initial payment should be for 4 weeks and is non-refundable.
- Homestay fees apply from the confirmed date of arrival.
- If a student requires a new homestay after the first 4 weeks then an additional placement fee will be charged.
- After the initial 4 week Homestay period, payments will be made in weekly/fortnightly amounts in advance to the Host, as agreed with the Host.
- Pay all personal expenses including but not limited to travel, entertainment, telephone calls, medical expenses and other personal, incidental costs .e.g. snacks, restaurant visits and special dietary requirements including Halal, Gluten Free, Vegetarian, Lactose intolerance.
- Be expected to pay up to \$10 per week for internet.

Refunds

Refund requests can be submitted to the Homestay Coordinator for consideration. The refund of Homestay fees will be considered based on the following circumstances

- Where a placement has been terminated in accordance with the termination section of this agreement.
- Where the placement was terminated as a result of the Host failing to meet the conditions outlined in the Homestay Host Agreement or at the Hosts request.
- Where a Homestay Placement has not been confirmed by Griffith Homestay within 14 days of the application fee being received.

6. Privacy & Confidentiality

- Students must adhere to and have an understanding of the Griffith University Privacy Plan.
- Information collected will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements.
- The Homestay Host you stay with is entitled to the benefit of the obligations you agree to under this Agreement. The Host can therefore enforce those obligations against you 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 this Homestay Student Agreement.

7. Student Feedback

Griffith Homestay seeks feedback from students as part of its continual improvement program. Students are requested to complete appraisal forms at the completion of their stay in Homestay or as part of a Study Tour program.

8. Complaints

A Host or student may advise Griffith Homestay 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.

9. Ceasing to be a student

If the Student is terminated or excluded from his or her course, then the Student can remain with the Homestay Host (if the Host agrees) or must move to alternative accommodation.

If the Student is under 18 and is terminated or excluded from his or her course, then the Student must remain in Homestay accommodation until the official appeal process has been completed. If the Host agrees, then the Student can remain in the current Homestay but if the current Host no longer wants to accommodate the Student, then Griffith Homestay will find alternative accommodation for the Student.

In these circumstances the Student will not be eligible for a refund of Homestay fees and may be required to pay additional placement and relocation fees.

In the event a Student turns 18 while residing in Homestay accommodation before the initial four weeks:

- the Student can move out before the end of the Homestay contract but without refund of the Homestay fees paid in advance; or
- if the Student elects to remain in Homestay for the duration of the four weeks (with the Host's consent), then they will need to communicate with the Host and adhere to Homestay Guidelines in relation to meals, leaving the Homestay house at night, staying away from Homestay, etc. notwithstanding they have turned 18.

10. Termination

Griffith Homestay may immediately on notice to a Student terminate a Homestay (before or after commencement) if:

- a student fails or ceases to satisfy the eligibility criteria; or
- the Homestay ceases to meet the requirements of the Homestay Host Agreement; or
- in its sole discretion, Griffith Homestay determines that it is appropriate to terminate the Homestay for any other reason including in response to a request from a Host or a Student.

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.

Students may request to terminate the Homestay after 4 weeks without having to give a reason by providing 2 weeks' written notice to Griffith Homestay and their Hosts.

If a student requests to be re- located with an alternative host an additional Homestay placement fee will apply.

Students may terminate a Homestay immediately on notice to Griffith Homestay (and Griffith Homestay will notify the Host of the termination) if at any time the Host has committed a theft, damaged property, caused an injury 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 those circumstances, Griffith Homestay will take all reasonable steps to relocate the Student to another Homestay.

Students acknowledge a Host may terminate a placement should it be considered that the Student has not abided by the terms of the Student Agreement.

Signature of Homestay Student.....

Name of Homestay Student

Date