



Homestay Family Application Pack

- Please read through the information carefully
- Keep this booklet (pages 1-10) for your own reference
- Complete and sign the application form
- Complete a police vetting form for each household member/ regular visitor who is 18 years of age or over
- Return the application form and the police vetting forms to Unique New Zealand for processing
 - Please note: due to New Zealand Police regulations we need to check the identification provided in person. If all members of your family aged over 18 are not available at the time of the homestay visit they will need to arrange to come into our office with their id before we are able to place a student with you
- Email through 3 photos to homestay@unique.ac.nz
 - 1 of your family
 - 1 of your home
 - 1 of the student bedroom
- A special note: Our students come to New Zealand to have a "Kiwi" experience. This means that they expect to live in an English-speaking homestay. If anyone in your family doesn't speak English or you are not able to speak English for the whole time that a student would be in your home, then it will not be possible to place a student with you.

Thank you very much for enquiring about joining our homestay network.

Unique New Zealand is a small, New Zealand owned and operated company where we take great pride in our existing homestay families because they have all proven themselves to be capable of opening not only their homes, but also their hearts, to newcomers and are more than happy to do that little extra to help our students feel right at home! In fact, we feel that the people who are part of our network are extremely special and we are very lucky to be able to work with them.

For example, our families always make sure that their student/guest:

- Has either their own key or knowledge of where to find one should they return home before other family members
- Has their privacy respected at all times
- Is very much a family member and receives the same privileges and rules as anyone else in the house. (If a Kiwi teenager is asked/allowed to do something and the guest is not, or vice-versa, then there can be problems and resentments from both sides.)

Our families are able to give sympathetic understanding and support to the (usually) teenagers and young adults who have joined their household. They are aware that hosting a foreign student brings more social and cultural rewards than monetary ones. They give their guests wonderful memories to take back to their countries. We honestly believe that our host families are the best ambassadors New Zealand could have. Please be aware that it is a policy of Unique New Zealand for our preferred families to host no more than two international students at one time and only one of each nationality - unless by prior agreement. We usually will promote the placement of just one student per family.

Enclosed is a brief summary of host/student information, a *Terms and Conditions Agreement*, a *Police Clearance* form and an application form. If you feel that you would like to apply to become part of this network and enjoy the most rewarding experience of learning from and about new cultures, please complete the forms and return them to us at your earliest convenience. Retain the summary of guidelines for your own information.

We will phone and make an appointment to visit you as soon as possible after receiving your completed application and Police Vetting forms. We will explain the policies and procedures written in our Student and Host Family Handbooks during the visit.

Perhaps you would like to make a note of any questions you may have in readiness for our visit?

You will receive a copy of the Host Family Handbook, with your student's background information sheet, when we place our first student with you. Please refer to this Handbook whenever in doubt of procedures, expectations, contact details and the rules with which our students are expected to comply.

Please note that the Ministry of Education requires host families to agree to Police Vetting procedures if they wish to host students under 18 years of age. Unique New Zealand has a policy to check character references and action Police Vetting for all host family applications. Any person 18 years of age or over who lives in, or may sleep in the homestay overnight at any time, is required to undergo Police Vetting e.g. an adult family member, friend or partner. This process will be repeated every three years.

Unique New Zealand is a signatory to the Education (Pastoral Care of International Students) Code of Practice

(<http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html?src=qs>).

Under this Code we are also required to visit you at least twice to four times every year and I look forward to these occasions as a chance to catch up with you on an individual basis. I will always phone and make an appointment prior to these visits in order to not inconvenience you and your family.

With thanks and best wishes,

The Homestay Team

BRIEF SUMMARY OF GUIDELINES FOR HOSTS

Homestay payments

From 29 Dec 2016 the following rates apply:

- \$270 per week for students aged 18 years or over
- \$280 per week for students aged 14 – 17 years
- \$300 per week for students aged 13 years or under

Homestay weekly rates are calculated based on the student's age on their homestay arrival date. For courses of more than 4 weeks, the weekly homestay fee changes to the lower rate the after the student turn 14.

All homestay payments are made to the host family by Unique New Zealand within 7 days of the student's arrival for stays two weeks or less.

For stays of more than 2 weeks homestay payments are made as follows: Usually two days after your student's arrival you receive a part payment that brings you in line with our payment schedule. After that you will get paid fortnightly in advance on our scheduled payment dates. If your student departs in the middle of the fortnightly schedule the payment will be adjusted accordingly.

This fee covers three meals plus snacks each day, the student's own room (with a desk, chair, bed, wardrobe, chest of drawers, satisfactory lighting, heating and all linen) and a place as a family member i.e. all the normal snacks and amenities that other family members enjoy should also be provided for the student. As should basic toiletries like soap/shower gel, shampoo, toilet paper.

Preparing to welcome your student

On your student's arrival day in New Zealand they will be tired, disorientated and possibly overwhelmed. A warm welcome, a light meal and an early night will probably be all they can cope with. It is always a good idea to give them a card with your contact details and a map of the area you live in.

Over the next two weeks expect to spend a lot of time answering questions and explaining how your household operates. If the student's English level is not great try writing small memos to help them get things right. Also Google Translate or similar applications help to overcome the language barrier.

Absences from the homestay:

- ***Long term students*** must advise their host family and Unique New Zealand at least seven days in advance if they plan to go on holiday for any period of time. If a student is away from 1-13 nights (inclusive) the full homestay payment will be made to the homestay family. For stays away totalling more than 14 nights, no payment will be made to the homestay family. The homestay family may request the student to pack up and move their belongings.
- ***Unique New Zealand requires hosts to advise Unique New Zealand in advance*** if the host mother is going to be away overnight, so that alternative accommodation arrangements can be made. In cases of the host mother going away in a sudden emergency Unique New Zealand must be notified immediately (24 hour number 021 246 3835). Host families are to refund the money for the night/s in temporary accommodation to Unique New Zealand so that the temporary family can be paid. The nightly amount is calculated by dividing weekly payment by 7.)

No female student is to be left in a homestay if the host mother is away overnight.

Changes in household circumstances and/or occupancy:

In order to keep our records correct (and students' families fully informed) Unique New Zealand requires host families to notify them of any changed circumstances in the household e.g. change of address; change of email address, new telephone number, new partner, partner moving out, adult child moving home to live, additional student(s) or boarder(s) moving in, host family employment and or health condition changes that may impact on the student (such as changing to night shift or extended work hours, family member suffering severe health problem) etc.

Changing Homestays:

One week's notice will be given - by either party - for homestay changes or one week's payment will be forfeited. (Note: Many long term students change homestays regularly in order to experience a variety of lifestyles and to meet a larger number of people. There is no implied criticism of the host family in this event.)

Temporary homestays can be arranged for student or host family holiday periods. Advance notice of at least 1 week (2 weeks or more in advance if possible for long term students) would be appreciated.

For sudden or temporary (emergency situation) homestay changes please contact us at Unique New Zealand so alternative arrangements can be made and the student's family notified. This need for information also applies to situations where the host family has already organised temporary/replacement accommodation or supervision.

Courtesy:

Students should always inform their host parent in advance when they will not be home for a meal. However, it is advised that host families check daily (especially on weekends and during holidays) what time their student will be returning home that day. And what meals they will be joining you for. Please also confirm where they are going, with whom and try to obtain a number where you can contact them should the need arise.

The bedroom is their private space - so please remind all family members (especially young children) to knock before entering and to not touch the student's personal possessions.

Kind and gentle advice on New Zealand (and your family's) daily lifestyle activities will be appreciated by your student and could save you a few problems. Remember their lifestyle until now has probably been vastly different from our own.

Make allowances for the differences and do not assume that your new student will know how we run our homes, arrange our transport, or organise our lives.

Electrical Goods:

New Zealand electricity is 220 -240 volts so students may need to use transformers on any electrical appliances they bring here. Please check this carefully BEFORE they plug in anything. They will almost certainly need to use a different plug to those already on appliances bought offshore – 2 Dollar shops and Dick Smith stock some that simply go on top of their existing plug then into our power sockets.

It is very likely that your student will have no clue how to use a washing machine, dishwasher or oven. They will need gentle guidance and supervision at first – for the sake of your whiteware!

Emergency Situations:

Students may be taken to the host family's own doctor in cases of illness and to the nearest hospital in cases of emergency. Each student will have their own Unique New Zealand advisor who may be contacted 24/7 on their cell phone for assistance in emergencies.

Please make sure your student knows where you keep your first aid kit/supplies.

Where there is a personality conflict between student and family we welcome contact as soon as possible to help prevent a small problem becoming major. Regular contact between Unique New Zealand, student and host family is very important to us all.

Unique New Zealand reserves the right (without prejudice) to return a student to their own country in cases of school expulsion, drug and/or alcohol abuse, severe anti-social behaviour or illegal activities. The host family and the student's family will be informed as soon as any potential problems are identified, wherever possible.

Female Students:

It is a policy of Unique New Zealand that a young female student will not be placed in a home where there is an adult (or similar age) male student. If an adult (or similar age) male student is placed in the home subsequent to the placement of our student, she will be moved to another home as soon as possible. We also do not place young female students with families who have similar age, or slightly older, male children or boarders living in the house.

No young (under 20) female students should be left in the house overnight with only male supervision.

Government Regulations:

The Inland Revenue Department and WINZ each have strict criteria for the number of non-family member boarders allowed before monetary restrictions apply. Please check with these departments if you feel their laws could prohibit you from hosting an International Student.

More than 4 students qualifies a household as a boarding establishment with very stringent fire service, OSH, ACC and other local and central government body regulations. If you have 5 or more students please make sure that you have local council resource consent and are compliant with all requirements of both local and central government or your insurance policy may well be invalid.

Audits may be conducted by any government agency on the records of all language and public schools. Their rights override the Privacy Act.

Housekeeping:

Please feel free to ask your students to help with light household duties such as emptying the dishwasher, drying dishes etc. New Zealand children help out around the house from a very early age so students will find it easier to become part of the family by doing the same. But please do not ask them to do household chores while you and your family take it easy or are busy doing non-household things such as working at the office, playing sports, going to the movies. This can make them feel 'hard done by' – as it would with any young household member!

Laundry may be done by the host mother or student (but students often have little experience of using household machines and may need to have their use carefully supervised and explained).

Students may be expected (and asked) to keep their bedroom clean and tidy. They may also need reminding it is not usual to eat food in the bedroom, nor to entertain members of the opposite sex there, in New Zealand.

Money Matters:

Although students pay a homestay reimbursement this is often spent on extra food, special outings and other expenses that are part of having a guest in your home.

The homestay reimbursement usually allows a host family to raise their standard of living a little - to visit places with the student, to eat out as a family occasionally (with the student), to buy family treats etc. The student is considered a member of your family, so family activities are considered to be included in their payments. If the family is dining on takeaways the student would also receive takeaways. If you go as a family to a movie, or eat out, courtesy rules that you would pay. If the student goes to a movie or a meal with their friend the student will pay.

Personal pocket money, bus fares and extra expenses such as school outings, exam fees, student - arranged holiday costs, brand-name cosmetics etc. are the student's responsibility.

Police Vetting:

It is a requirement of the Ministry of Education that host families be police checked. This applies to all household members (and occasional inhabitants) 18 years of age and over. It does not apply to International Students (any student here for 24 months or longer will require a police clearance in their own country before they can obtain a student visa). Information provided as part of the police vetting process is dealt with in accordance with the Privacy Act 1993. Only designated Unique New Zealand staff will be privy to the results.

Smoking:

Most New Zealand households are non-smoking so students would need to smoke outside (in the garden).

Please remind your student: Smoking in bedrooms/toilets is never acceptable because of the fire-risk. It is illegal to purchase tobacco products (or alcohol) under the age of 18.

Student Welfare:

The student's welfare is of primary importance so we ask that you contact us immediately you feel cause for concern. This could involve such issues as friendships, social life, academic progress or legal doubts.

Student visas have conditions to them that the student must comply with. Unique New Zealand also has a set of rules (as set out in the Host Family Handbook).

Telephones:

Most students will use SKPE etc. to contact their family and friends in their home country and upon arrival they will ask for your internet password.

In rare cases where students do not have a smartphone, tablet or laptop, international calling cards can be purchased from dairies and supermarkets to make cheap international phone calls.

Transport and Local Amenities:

Please accompany your student **to and from** Unique New Zealand on their first day (by bus if this is how they will commute in future).

Please also familiarise them with local public transport, make sure they know where your nearest bus stop is (and how to get from there to your home) and how to get to your nearest shops, bank, post office, the city or nearest shopping mall and any other amenities including any public sector school they may attend in the future.

Their first weekend in your home is a good time to take them for a neighbourhood familiarisation walk. Please note that all students aged 13 years or under have to be supervised at all times, i.e. they also have to be transported to/ from school each day.

Water:

Hot water overseas is usually gas heated, and instant, so students will need to be educated to spend only five to eight minutes in the shower.

They also need to be warned about placing too much paper or other objects in the toilet.

In general, New Zealanders try to use very little water so please explain how (and when) to wash dishes, use the shower and any other household duties where avoiding waste is a priority for your household.

This is a unique chance for different people from different cultures to get together and experience a sharing of lifestyles and values. From the homestay experience many, many lifelong friendships are formed that cross the boundaries of languages, countries and seas.

Emergency Contacts

021-246-3835 (Homestay Coordinator)

Please get your student's Unique New Zealand advisor's (and next of kin in home country) emergency contact details from them on arrival (or from us at Unique New Zealand if communication is a problem in those early days).

Your student's advisor details are printed on the arrival letter that you receive prior to the student's arrival.

Your students will also receive a business card with all the details on their first day at Unique.

Host Family Terms and Conditions

For Hosting Students on Behalf of Unique New Zealand Education Services Limited(hereafter referred to as 'Unique New Zealand')

Please read the following document carefully.

I have read, understood and agree to meet the requests and suggestions contained in the Unique New Zealand Brief Summary of Guidelines to Hosts / Host Family Handbook including, but not restricted to, the following:

1 Absences from the homestay:

- 1.1 I accept that no homestay payment will be made for the duration of any student absence for 7 nights or longer on condition that I have been given two weeks' advance notice of such absence.
- 1.2 I will advise Unique New Zealand in advance if I (the host mother) plan to be away overnight, so that alternative accommodation arrangements can be made. In cases of my having to go away in a sudden emergency Unique New Zealand will be notified immediately.
- 1.3 I will not leave any high school/under 18-year-old student in the house overnight on any occasion I am absent.

2 Changes in household circumstances and/or occupancy:

- 2.1 I will notify Unique New Zealand of any changed circumstances in the household e.g. change of address; new telephone number, new partner, partner moving out, adult child moving home to live, additional student(s) or boarder(s) moving in, host family employment condition changes that may impact on the student (such as changing to night shift or extended work hours) etc.
- 2.2 I agree to inform Unique New Zealand immediately should I decide to accept students from other agencies.
- 2.3 I will accept only one student of any nationality at any one time unless by prior arrangement with Unique New Zealand.
- 2.4 I understand that hosting 5 or more students will change the status of my home to that of a boarding house with increased local body and government rulings.

3 Changing Homestays:

- 3.1 I will give a minimum of one week's notice if I no longer wish to host the student and will refund any homestay fee overpayments that may have occurred due to the early termination of the arrangement.
 - 3.2 I will give advance notice of any family or holiday plans that require the student to find temporary accommodation elsewhere.
 - 3.3 I will advise Unique New Zealand immediately there is a need for sudden or temporary (emergency situation) homestay changes, even if I have already organised temporary/replacement accommodation or supervision.
- 4** If the student is not happy with the homestay, or the homestay is not happy with the student within the first week and they need to be moved immediately, I agree to be paid only for the nights they have stayed with me, and I will refund where applicable.

5 Courtesy:

- 5.1 The student is to become part of our family and will be treated as such. This includes making their friends welcome in our home. And extending to them the normal facilities, hospitality and courtesy our own family members enjoy.
- 5.2 I will explain our family's rules and expectations to the student.
- 5.3 I will ensure the student has a copy of my address and contact phone number(s).
- 5.4 I will not expect the student to change their religion to match our own (neither will I expect them to attend our church or religious meetings).

- 5.5 I will provide any over 14 year old student with a key for independent access to the house.
- 5.6 I give permission for a Unique New Zealand representative to visit the student in my home (usually by prior appointment) at least twice each year.
- 5.7 I will make every attempt to ensure that I know what meals the student will be home for and at what time.
- 5.8 I will also keep the student informed of any changes in our household's meal times and other domestic arrangements.
- 5.9 I will make every attempt to ascertain where the student is going, with whom and try to obtain a phone number where they can be contacted.
- 5.10 I will respect the privacy of the student's bedroom and instruct all other family members, especially young children, to do the same. (Knock before entering; not touch the student's personal possessions. etc)
- 5.11 I will try to give easily understood advice on New Zealand (and our family's) daily lifestyle activities to assist the student to settle into the local community and to understand the Kiwi culture.

6 Electrical Goods:

- 6.1 I will assist the student to set up and operate electrical appliances correctly and safely (including helping them source transformers if necessary for any equipment brought from their home country).
- 6.2 I will teach the student how and when to use our home's electrical appliances (including washing machine, dryer, oven etc).

7 Emergency Situations:

- 7.1 I have basic first aid essentials such as pain killers, wound dressings etc in my house available for the student's use.
- 7.2 I will take the student to our family doctor when they are ill and to the nearest hospital in an emergency and will advise Unique New Zealand at the soonest opportunity of same.
- 7.3 Where there is a personality conflict between the student and any member(s) of our family we will contact Unique New Zealand and attempt to resolve the situation through consultation and negotiation. We will include the student, the affected family member(s) and Unique New Zealand representatives in the resolution process.
- 7.4 I accept that Unique New Zealand management reserves the right to remove a student from my home immediately, without giving one week's notice, if they believe that the student's studies, behaviour or welfare are being adversely affected, even when these adverse effects may not be directly related to conditions within my home.
- 7.5 I accept that Unique New Zealand reserves the right (without prejudice) to return a student to their own country in cases of school expulsion, drug and /or alcohol abuse, severe anti-social behaviour or illegal activities.
- 7.6 I expect to be informed as soon as any potential problems are identified, wherever possible within the boundaries of the Privacy Act.

8 Female Students:

- 8.1 I acknowledge that it is a policy of Unique New Zealand for no young female students to be placed in a home where there is an adult (or similar age) male student.
- 8.2 If I decide to host an adult (or similar age) male student subsequent to accepting a young female student from Unique New Zealand I will immediately advise them of my intentions. I accept that this action will result in the female student being moved.
- 8.3 I will also advise Unique New Zealand if a similar age, or slightly older, son or boarder plans to live in our house.
- 8.4 I will leave no young (under 20) female student in the house overnight with only male supervision.

9 Government Regulations:

- 9.1 I agree to comply with New Zealand government regulations and Ministry of Education Code of Practice requirements. (Code is available on www.minedu.govt.nz or ask Unique New Zealand for a print out)
- 9.2 I agree to assist Unique New Zealand facilitate Police Check procedures for any person aged 18 years or over who lives in or habituates my home. (This includes adults who may stay just the occasional night.)
- 9.3 I also will assist Unique New Zealand in helping the student understand and obey the laws of New Zealand (visa, driving, tobacco, alcohol, drugs, violence, dishonesty etc) and the rules of Unique New Zealand

10 Housekeeping:

- 10.1 I will explain the rules of my house to the student.
- 10.2 I will encourage and accept their offers of assistance with small daily tasks as for any other family member.
- 10.3 I will not expect the student to become household help.

11 Money Matters:

- 11.1 I will receive
 - \$270 per week for students aged 18 years or over
 - \$280 per week for students aged 14 – 17 years
 - \$300 per week for students aged 13 years or underas reimbursement for hosting a student.
- 11.2 I will receive homestay fees directly from Unique New Zealand and will not ask a Unique New Zealand student directly for money.
- 11.3 The first payment of homestay fees will be direct credited to me within 14 days of the student's arrival and will be up to the date of the next Unique New Zealand payment schedule (2 weekly).
- 11.4 Subsequent homestay fees will be paid in 2 weekly blocks to my designated bank account.
- 11.5 I will not be paid when the student is away from my house for 7 nights or longer (however I may request that their luggage be stored elsewhere if such absences are longer than 2 weeks).
- 11.6 Short term (up to 2 weeks) students' homestay fees will be paid in full within 7 days of their arrival.
- 11.7 In the event of homestay fee overpayment (due to early departure of student or Unique New Zealand administrative error) I will return the full sum overpaid to Unique New Zealand on receipt of an invoice. (This sum is then returned to the student's funds).
- 11.8 I will not ask for extra money nor borrow money or goods from the student or any member of their family.
- 11.9 I will not ask the student's parent(s) or their other family members for additional payments.
- 11.10 I am financially able to host an International Student without causing my household hardship.
- 11.11 I will provide 3 meals a day plus snacks (such as afternoon tea, supper etc) for the student.
- 11.12 On occasions when I am unable to provide a meal I will give the student sufficient cash to buy that meal (such as a school lunch or a takeaway dinner).
- 11.13 I will provide the basic toiletries for the student.
- 11.14 I will provide a bedroom within my house with desk, chair, desk lighting, heating, bed, and all bedroom and bathroom linen for the student. This bedroom will not be family living/recreation space nor will it be a sleep-out.
- 11.15 I recognise that accidents can happen and neither the student nor Unique New Zealand is responsible for repairs or replacement of any goods in such circumstances.

11.16 In the event of negligence or wilful damage by the student I will follow the insurance claim procedures set out in the Unique New Zealand Host Family Handbook.

12 Student Welfare

- 12.1 I will endeavour to meet any special dietary requirements the student may have.
- 12.2 I will do my best to help the student overcome initial feelings of homesickness and consult with Unique New Zealand staff if I feel he/she is in need of guidance, support or extra encouragement.
- 12.3 I will assist any under 18 year old student to maintain regular contact with their parents. If the student is 13 years or younger I will facilitate a weekly parental communication system.
- 12.4 I will inform Unique New Zealand if the student is too ill to attend classes (By 10am on the first day of the illness).
- 12.5 I will inform Unique New Zealand of any social, health or academic concerns I may have concerning the student as soon as I become aware of their existence (Including breaching of Unique New Zealand rules, unsuitable friendships, staying out overnight, excessive partying or suspected substance abuse).
- 12.6 I understand that Unique New Zealand sponsored high school students are not permitted to buy or borrow motor vehicles. They are also permitted to learn to drive only under strictly controlled and preapproved conditions. I agree to notify Unique New Zealand immediately I suspect such a student is driving or in ownership of any vehicle (including motorised cycles).

13 Telephones:

- 13.1 I understand that Unique New Zealand is not responsible for the costs of any telephone calls or internet fees incurred by the student (unless prior arrangement has been made to cover these).
- 13.2 I accept responsibility for monitoring telephone and internet use in my home by the student.

14 Transport and Local Amenities:

- 14.1 I will accompany the student to and from school on their first day.
 - 14.2 I will familiarise the student with local public transport, make sure they know where the nearest bus stop is (and how to get from there to home), our nearest shops, bank, post office and any other amenities on their first weekend here.
 - 14.3 I understand New Zealand transport safety legislation, including, but not limited to, those relating to the use of car restraints and cycle helmets and not overloading passenger vehicles and agree to abide by same.
- Unique New Zealand has the right to renegotiate the student's living conditions with me and confirm any changes to same in writing. (For example: room allocation, same nationality students etc)
 - Unique New Zealand has the right to decline my application to be a host family without prejudice.
 - Unique New Zealand is not obliged to give reasons for declining my application to be a host family.
 - Unique New Zealand reserves the right to remove any student that may be living in my home immediately if an unsatisfactory police report on any member of my household is received subsequent to student placement. (Police reports are repeated at least once every three years in accordance with police department recommendations.)

Signed:..... **Date:**..... **Name:**.....

Address:.....

This is your copy, please keep for your reference!

Please fill out form, sign and send back to us. **Please include Police forms.**

General Information:

Title:	Surname:		
Address:			
Telephone:	Home:	Work:	
E-Mail Address:			
Religion: (Optional)			
Nationality:			
Languages Spoken:			

Household members

	Name	Date of birth	Occupation & Work Hours	Mobile Phone	Hobbies
Father					
Mother					

Children (living at home)

Name	Male/ Female	Date of birth	Occupation	If student: Which school?	Hobbies

Please also inform us about any other people living in your house and remember to include a form for police vetting for each person over 18 living in your household) or visiting on a regular basis(except for international students.

Pets (please let us know how many):

Yes No cats() dogs() birds() other(please specify) _____

House Details:No. of bedrooms_____ No. of bathrooms_____No. of toilets_____

Other facilities for students to use

Swimming/ Spa pool Musical instruments _____ Sports equipment _____

Wireless internet Yes No

How many bedrooms do you have available for students?_____

Please tick to confirm that your students' room/s have the following:

Bed bedside table lamp desk wardrobe/ hanging space chair

Host Family Terms and Conditions

For Hosting Students on Behalf of Unique New Zealand Education Services Limited (hereafter referred to as 'Unique New Zealand')

Please read the following document carefully.

I have read, understood and agree to meet the requests and suggestions contained in the Unique New Zealand Brief Summary of Guidelines to Hosts / Host Family Handbook including, but not restricted to, the following:

1 Absences from the homestay:

- 1.1 I accept that no homestay payment will be made for the duration of any student absence for 7 nights or longer on condition that I have been given two weeks' advance notice of such absence.
- 1.2 I will advise Unique New Zealand in advance if I (the host mother) plan to be away overnight, so that alternative accommodation arrangements can be made. In cases of my having to go away in a sudden emergency Unique New Zealand will be notified immediately.
- 1.3 I will not leave any high school/under 18 year old student in the house overnight on any occasion I am absent.

2 Changes in household circumstances and/or occupancy:

- 2.1 I will notify Unique New Zealand of any changed circumstances in the household e.g. change of address; new telephone number, new partner, partner moving out, adult child moving home to live, additional student(s) or boarder(s) moving in, host family employment condition changes that may impact on the student (such as changing to night shift or extended work hours) etc.
- 2.2 I agree to inform Unique New Zealand immediately should I decide to accept students from other agencies.
- 2.3 I will accept only one student of any nationality at any one time unless by prior arrangement with Unique New Zealand.
- 2.4 I understand that hosting 5 or more students will change the status of my home to that of a boarding house with increased local body and government rulings.

3 Changing Homestays:

- 3.1 I will give a minimum of one week's notice if I no longer wish to host the student and will refund any homestay fee overpayments that may have occurred due to the early termination of the arrangement.
 - 3.2 I will give advance notice of any family or holiday plans that require the student to find temporary accommodation elsewhere.
 - 3.3 I will advise Unique New Zealand immediately there is a need for sudden or temporary (emergency situation) homestay changes, even if I have already organised temporary/replacement accommodation or supervision.
- 4** If the student is not happy with the homestay, or the homestay is not happy with the student within the first week and they need to be moved immediately, I agree to be paid only for the nights they have stayed with me, and I will refund where applicable.

5 Courtesy:

- 5.1 The student is to become part of our family and will be treated as such. This includes making their friends welcome in our home. And extending to them the normal facilities, hospitality and courtesy our own family members enjoy.
- 5.2 I will explain our family's rules and expectations to the student.
- 5.3 I will ensure the student has a copy of my address and contact phone number(s).
- 5.4 I will not expect the student to change their religion to match our own (neither will I expect them to attend our church or religious meetings).
- 5.5 I will provide any over 14 year old student with a key for independent access to the house.

- 5.6 I give permission for a Unique New Zealand representative to visit the student in my home (usually by prior appointment) at least twice each year.
- 5.7 I will make every attempt to ensure that I know what meals the student will be home for and at what time.
- 5.8 I will also keep the student informed of any changes in our household's meal times and other domestic arrangements.
- 5.9 I will make every attempt to ascertain where the student is going, with whom and try to obtain a phone number where they can be contacted.
- 5.10 I will respect the privacy of the student's bedroom and instruct all other family members, especially young children, to do the same. (Knock before entering; not touch the student's personal possessions. etc)
- 5.11 I will try to give easily understood advice on New Zealand (and our family's) daily lifestyle activities to assist the student to settle into the local community and to understand the Kiwi culture.

6 Electrical Goods:

- 6.1 I will assist the student to set up and operate electrical appliances correctly and safely (including helping them source transformers if necessary for any equipment brought from their home country).
- 6.2 I will teach the student how and when to use our home's electrical appliances (including washing machine, dryer, oven etc).

7 Emergency Situations:

- 7.1 I have basic first aid essentials such as pain killers, wound dressings etc in my house available for the student's use.
- 7.2 I will take the student to our family doctor when they are ill and to the nearest hospital in an emergency and will advise Unique New Zealand at the soonest opportunity of same.
- 7.3 Where there is a personality conflict between the student and any member(s) of our family we will contact Unique New Zealand and attempt to resolve the situation through consultation and negotiation. We will include the student, the affected family member(s) and Unique New Zealand representatives in the resolution process.
- 7.4 I accept that Unique New Zealand management reserves the right to remove a student from my home immediately, without giving one week's notice, if they believe that the student's studies, behaviour or welfare are being adversely affected, even when these adverse effects may not be directly related to conditions within my home.
- 7.5 I accept that Unique New Zealand reserves the right (without prejudice) to return a student to their own country in cases of school expulsion, drug and /or alcohol abuse, severe anti-social behaviour or illegal activities.
- 7.6 I expect to be informed as soon as any potential problems are identified, wherever possible within the boundaries of the Privacy Act.

8 Female Students:

- 8.1 I acknowledge that it is a policy of Unique New Zealand for no young female students to be placed in a home where there is an adult (or similar age) male student.
- 8.2 If I decide to host an adult (or similar age) male student subsequent to accepting a young female student from Unique New Zealand I will immediately advise them of my intentions. I accept that this action will result in the female student being moved.
- 8.3 I will also advise Unique New Zealand if a similar age, or slightly older, son or boarder plans to live in our house.
- 8.4 I will leave no young (under 20) female student in the house overnight with only male supervision.

9 Government Regulations:

- 9.1 I agree to comply with New Zealand government regulations and Ministry of Education Code of Practice requirements. (Code is available on www.minedu.govt.nz or ask Unique New Zealand for a print out)
- 9.2 I agree to assist Unique New Zealand facilitate Police Check procedures for any person aged 18 years or over who lives in or habituates my home. (This includes adults who may stay just the occasional night.)
- 9.3 I also will assist Unique New Zealand in helping the student understand and obey the laws of New Zealand (visa, driving, tobacco, alcohol, drugs, violence, dishonesty etc) and the rules of Unique New Zealand

10 Housekeeping:

- 10.1 I will explain the rules of my house to the student.
- 10.2 I will encourage and accept their offers of assistance with small daily tasks as for any other family member.
- 10.3 I will not expect the student to become household help.

11 Money Matters:

- 11.1 I will receive
- \$270 per week for students aged 18 years or over
 - \$280 per week for students aged 14 – 17 years
 - \$300 per week for students aged 13 years or under
- as reimbursement for hosting a student.
- 11.2 I will receive homestay fees directly from Unique New Zealand and will not ask a Unique New Zealand student directly for money.
- 11.3 The first payment of homestay fees will be direct credited to me within 14 days of the student's arrival and will be up to the date of the next Unique New Zealand payment schedule (2 weekly).
- 11.4 Subsequent homestay fees will be paid in 2 weekly blocks to my designated bank account.
- 11.5 I will not be paid when the student is away from my house for 7 nights or longer (however I may request that their luggage be stored elsewhere if such absences are longer than 2 weeks).
- 11.6 Short term (up to 2 weeks) students' homestay fees will be paid in full within 7 days of their arrival.
- 11.7 In the event of homestay fee overpayment (due to early departure of student or Unique New Zealand administrative error) I will return the full sum overpaid to Unique New Zealand on receipt of an invoice. (This sum is then returned to the student's funds).
- 11.8 I will not ask for extra money nor borrow money or goods from the student or any member of their family.
- 11.9 I will not ask the student's parent(s) or their other family members for additional payments.
- 11.10 I am financially able to host an International Student without causing my household hardship.
- 11.11 I will provide 3 meals a day plus snacks (such as afternoon tea, supper etc) for the student.
- 11.12 On occasions when I am unable to provide a meal I will give the student sufficient cash to buy that meal (such as a school lunch or a takeaway dinner).
- 11.13 I will provide the basic toiletries for the student.
- 11.14 I will provide a bedroom within my house with desk, chair, desk lighting, heating, bed, and all bedroom and bathroom linen for the student. This bedroom will not be family living/recreation space nor will it be a sleep-out.
- 11.15 I recognise that accidents can happen and neither the student nor Unique New Zealand is responsible for repairs or replacement of any goods in such circumstances.
- 11.16 In the event of negligence or wilful damage by the student I will follow the insurance claim procedures set out in the Unique New Zealand Host Family Handbook.

12 Student Welfare

- 12.1 I will endeavour to meet any special dietary requirements the student may have.
- 12.2 I will do my best to help the student overcome initial feelings of homesickness and consult with Unique New Zealand staff if I feel he/she is in need of guidance, support or extra encouragement.
- 12.3 I will assist any under 18 year old student to maintain regular contact with their parents. If the students is 13 years or younger I will facilitate a weekly parental communication system.
- 12.4 I will inform Unique New Zealand if the student is too ill to attend classes (By 10am on the first day of the illness).
- 12.5 I will inform Unique New Zealand of any social, health or academic concerns I may have concerning the student as soon as I become aware of their existence (Including breaching of Unique New Zealand rules, unsuitable friendships, staying out overnight, excessive partying or suspected substance abuse).
- 12.6 I understand that Unique New Zealand sponsored high school students are not permitted to buy or borrow motor vehicles. They are also permitted to learn to drive only under strictly controlled and preapproved conditions. I agree to notify Unique New Zealand immediately I suspect such a student is driving or in ownership of any vehicle (including motorised cycles).

13 Telephones:

- 13.1 I understand that Unique New Zealand is not responsible for the costs of any telephone calls or internet fees incurred by the student (unless prior arrangement has been made to cover these).
- 13.2 I accept responsibility for monitoring telephone and internet use in my home by the student.

14 Transport and Local Amenities:

- 14.1 I will accompany the student to and from school on their first day.
- 14.2 I will familiarise the student with local public transport, make sure they know where the nearest bus stop is (and how to get from there to home), our nearest shops, bank, post office and any other amenities on their first weekend here.
- 14.3 I understand New Zealand transport safety legislation, including, but not limited to, those relating to the use of car restraints and cycle helmets and not overloading passenger vehicles and agree to abide by same.

- Unique New Zealand has the right to renegotiate the student’s living conditions with me and confirm any changes to same in writing. (For example: room allocation, same nationality students etc)
- Unique New Zealand has the right to decline my application to be a host family without prejudice.
- Unique New Zealand is not obliged to give reasons for declining my application to be a host family.
- Unique New Zealand reserves the right to remove any student that may be living in my home immediately if an unsatisfactory police report on any member of my household is received subsequent to student placement. (Police reports are repeated at least once every three years in accordance with police department recommendations.)

Signed:.....**Date:**.....

Name:.....

Address:.....