

# Homestay application form

Homestay Accommodation Services  
Building 73, Clayton Campus, Wellington Road, Clayton, Vic 3800, Australia  
has@mcpl.monash.edu.au

CRICOS provider: Monash College Pty Ltd 01857J

Current date (day/month/year): \_\_\_\_/\_\_\_\_/\_\_\_\_

Please circle the number below that applies to you

- |                 |                  |                                  |         |
|-----------------|------------------|----------------------------------|---------|
| 1 ELICOS        | 2 Monash College | 3 Study Group                    |         |
| 4 Undergraduate | 5 Postgraduate   | 6 Individual High School student | 7 Other |

## Required homestay dates

Start date (day/month/year): \_\_\_\_/\_\_\_\_/\_\_\_\_ End date (day/month/year): \_\_\_\_/\_\_\_\_/\_\_\_\_

## Personal details

Surname: \_\_\_\_\_

Given name: \_\_\_\_\_

Gender:  Male  Female

Date of birth (day/month/year): \_\_\_\_/\_\_\_\_/\_\_\_\_

Passport number: \_\_\_\_\_ Nationality: \_\_\_\_\_

Your contact details in your home country

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Please specify your campus of study in Australia, and current or most recent education institution

Campus: \_\_\_\_\_

Institution of study in Australia: \_\_\_\_\_

Current/most recent education institution: \_\_\_\_\_

English speaking ability (please circle one)

- |             |        |        |       |
|-------------|--------|--------|-------|
| 1 Excellent | 2 Good | 3 Fair | 4 Low |
|-------------|--------|--------|-------|

English language proficiency achieved (please circle as appropriate) and provide score if known

- |                      |                      |                      |                             |
|----------------------|----------------------|----------------------|-----------------------------|
| 1 TOEFL (score:____) | 2 TOEIC (score:____) | 3 IELTS (score:____) | 4 Other: _____ (score:____) |
|----------------------|----------------------|----------------------|-----------------------------|

Please indicate your main purpose(s) for undertaking homestay (please circle as appropriate)

- |                                   |   |
|-----------------------------------|---|
| 1 Accommodation purposes only     | 2 Greater understanding of Australian culture and family life |
| 3 Short-term option only          | 4 Safety/security factor of living with a recommended family  |
| 5 Enhance English language skills | 6 Only option available                                       |
| 7 Making friends                  | 8 Other: _____  |

Please list your interests and/or hobbies (for example, sports, musical instruments, art etc.)

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Are there any aspects of your lifestyle which may require your homestay host's cooperation, (eg fasting, religious activities, certain festivals, celebrations, prayer, etc.)?

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Please briefly describe your personality

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Please list any foods that you cannot eat or prefer not to eat

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Please write a short message to your prospective homestay host

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Have you ever been convicted of a crime or offence in any country?

No  Yes (please provide details): \_\_\_\_\_

## Medical history

To participate in our homestay arrangements, it is important that you provide us with all relevant information about your mental and physical health, and full details of any medical conditions you have.

You are responsible for providing all relevant medical information to Homestay Accommodation Services (HAS) and your host, and for ensuring that your medical requirements are addressed. You agree that may share this information with your host, as it considers necessary.

If requested by HAS, you must also provide a medical certificate from your doctor. HAS collects and uses this medical information solely for the purposes of considering your application and endeavouring to make appropriate homestay arrangements for you. HAS will not be responsible or liable for any illness or medical condition you may suffer while you are participating in any homestay arrangements, even if you have disclosed the details of that illness or medical condition.

Please provide details if you have ticked Yes.

Do you currently have any allergies?

No  Yes: \_\_\_\_\_

Have you ever had any other allergies that you have not listed in response to the previous question?

No  Yes: \_\_\_\_\_

Do you currently take any medication or require any treatment for any medical condition?

No  Yes: \_\_\_\_\_

Have you ever been required to take any medication or to receive any treatment for any medical condition?

No  Yes: \_\_\_\_\_

Do you currently have or have you ever suffered from any other medical or psychological condition that may be relevant to or impact upon your homestay arrangements?

No  Yes: \_\_\_\_\_

Blood Type (please circle). Also provide Rh factor (if known)

A                      B                      O                      AB                       Rh+     Rh-

Self-declaration

I hereby declare that the medical information provided above is true and correct and I acknowledge that I will be responsible for any loss, damage, costs or expenses incurred or suffered by HAS as a result of any incorrect information that I have supplied. I confirm that I am suitably healthy and fit to participate in the homestay arrangements.

Signature: \_\_\_\_\_ Date (day/month/year): \_\_\_\_/\_\_\_\_/\_\_\_\_

## Homestay preferences

Please list your preferences for homestay. We will make the best possible match but cannot guarantee that all your preferences will be met.

1. Would you live with a family that has another homestay student?  Yes  Indifferent  No
2. Do you smoke?  Yes  No
3. Would you live with a host that smokes at home?  Inside  Outside  No
4. Do you drink alcohol?  Yes  No
5. Would you live with teenage children?  Yes  Indifferent  No
6. Would you live with young children?  Yes  Indifferent  No
7. Would you live with a host that has pets? §  Inside  Outside  No
8. Are you a vegetarian?  Yes  No
9. Do you require halal food? §§  Yes  No

§ Please note that most Australian households have pets indoors. Thus it may be impossible to place you with a host that does not have pets.

§§ Halal products are generally only required by Muslim students.

Is there anything else that you would like us to know?

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Emergency contact details of your parent/guardian

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

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

Relationship to you: \_\_\_\_\_

## Terms and conditions

Please note. Terms and conditions marked with an asterisk (\*) may not apply to Study Group programs. These programs will be subject to conditions specified in the individual agreements between Homestay Accommodation Services (HAS) and the participating institution. However, all students must sign and date the declaration below. These terms and conditions may be varied by HAS at its discretion.

If the homestay applicant is under 18 years old, this application form must be completed or reviewed and signed by the applicant's parent or legal guardian.

### 1 PROVISIONS

#### 1.1 Host families agree to provide students with:

- breakfast, dinner and the option of a cut lunch/sandwich seven days a week during the period of homestay;
- a room of their own containing a study desk and clothes storage facilities;
- the use of utilities (within reasonable limits as set by the household for all household members).

#### 1.2 Students are entitled to 24 hour emergency contact with HAS

#### 1.3 Students are liable for the cost of all telephone, facsimile and internet costs, and excessive use of electricity, water and gas (refer to 6.5) incurred during the homestay period.

### 2 FEES\*

#### 2.1 If you are submitting this application in hard copy, the placement fee for homestay is \$300. If you apply online, the Placement Fee is \$250. This fee is **non-refundable** once your application is submitted.

#### 2.2 The homestay fee is calculated on a nightly basis. For stays less than 7 nights, the fee is \$45 per night. For stays of 7 nights or more the fee is \$38 per night

#### 2.3 Homestay fees are to be paid in advance. Invoicing periods are from January 1 - March 31; April 1 - June 30; July 1 - September 30; October 1 - December 31. Students commencing homestay within these invoicing periods will be invoiced from their homestay start date to the end of the current invoicing period. If the student opts for the minimum five (5) week stay and then wishes to extend their homestay accommodation during an invoicing period, an extension fee of \$50.00 will apply.

#### 2.4 Payment of homestay fees must be received 21 days prior to the homestay start date. HAS reserves the right to charge an administrative fee of \$100.00 for late payment. Please inform HAS if there are any delays in payment of homestay fees.

#### 2.5\* Homestay payments are to be made to Monash College Pty Ltd by cheque/bank draft, credit card (VISA or MasterCard), electronic funds transfer (EFT) or direct deposit into the Monash College Pty Ltd bank account. A copy of the payment receipt should be faxed, mailed or scanned and emailed to HAS..

#### 2.6 Normally applications should be made at least three weeks prior to the arrival date. Late applications will be considered at the discretion of HAS.

#### 2.7 All homestay payments (including extension to original arrangements) are organised through HAS and no private arrangements are to be made directly with the homestay.

### 3 ACCOMMODATION

- 3.1 *The minimum period of homestay available is five weeks for all students except Study Group programs.*
- 3.2 *Students who extend their homestay within the invoicing periods will be subject to a \$50.00 administration fee.*
- 3.3 *Student placement can only be guaranteed for the period of the original invoice. Extension of the original placement is subject to availability.*
- 3.4 *Students are required to stay with their homestay host for a minimum period of two weeks to give themselves and the host time to adjust to each other. However, if exceptional circumstances require the student to be relocated within this period, this will be arranged promptly at no charge. Note: After one free relocation, subsequent relocation requests may incur a placement fee, unless otherwise agreed to by HAS.*
- 3.5 *Students must inform HAS of any changes to the initial period of homestay requested.*

### 4 REFUNDS\*

#### 4.1 Full Refund

*Homestay Accommodation Services (HAS) agrees to refund within 28 days of receipt of written notice of cancellation, all homestay fees paid:*

- *where HAS refuses the application for homestay;*
- *on presentation of certified evidence that the Australian immigration authority has rejected an application for a student visa.*

#### 4.2 Partial Refund

*Where written notice of cancellation is received*

- *more than 28 days prior to commencement of the Homestay, HAS will retain the **Placement Fee**, and agrees to refund the balance of Homestay fees paid, within 28 days of receipt of written notice of cancellation.*
- *less than 28 days prior to commencement of the Homestay, HAS will retain the **Placement Fee** and a **Late Cancellation Fee of \$300**, and agrees to refund the balance of Homestay fees paid, within 28 days of receipt of written notice of cancellation.*

### 5 CANCELLATION & INTERIM BREAK

- 5.1\* *A student is entitled to a full refund of any remaining homestay fees in the event they cancel or reduce their term of Homestay provided they inform HAS in writing no less than 28 days prior to their amended Homestay end date. If less than 28 days written notice is received by HAS, an administration charge equivalent to 28 days homestay fees will be deducted from the balance in the student's Homestay account. This fee will apply to any application submitted. This fee will also apply to students applying for homestay within 28 days of arrival. **The Placement Fee is non-refundable.***
- 5.2\* *Any reimbursement will be forwarded to the student or the person nominated by the student within 28 days of the amended Homestay end date.*
- 5.3 *Students going away for 8 days or more must submit the Interim Break Form to HAS in order to receive a refund.*

<b>Days</b>	<b>Student Refund</b>
0-7	\$0.00
Over 8	\$5.00 per day

### 6 MEMORANDUM OF UNDERSTANDING (PREPARATION POINTS FOR HOMESTAY)

- 6.1 *I understand that homestay is not a hotel service. I am prepared to be treated as any other member of the homestay and respect all rules, advice and judgment. I will ensure I clearly understand the rules of the homestay through discussion in the initial stages of my stay.*
- 6.2 *I will make every effort to interact with the homestay members and be pro-active (positive and active family member) within the household. I will communicate to my host parents any foods that I cannot or prefer not to eat. I will also make an effort to try different foods.*
- 6.3 *I will try to behave in a manner consistent with my immediate environment and community. I will try not to be excessive in the use of electricity, water, gas etc. If there is any difference of opinion on this, you must discuss this with the host. If an agreement cannot be reached, please refer to 'Dispute resolution' below.*
- 6.4 *I am willing to accept any reasonable household rule that my host sees fit to impose for my welfare. I understand that I must contribute to the household duties as other host members do. I will abide by the homestay rules in regards to keeping my room tidy, washing dishes, laundry etc.*
- 6.5 *I will respect the property and privacy of my homestay host's personal belongings and affairs and acknowledge that I will be liable for all costs incurred by me during the homestay period which are not included in the homestay fee (refer to 1.3). Any excessive use of utilities will be defined as above and beyond normal usage for the household as evidenced by utility bills for comparable periods. If an agreement cannot be reached, please refer to 'Dispute resolution' below. I acknowledge and agree that I will be liable for any loss or damage I deliberately cause to my host family's property.*
- 6.6 *I will inform my homestay of my whereabouts and plans each day. I will be punctual for meals and be home by the agreed acceptable time of return. I will contact my homestay if I am going to be late. I will seek permission well in advance from my homestay if I want to invite friends over.*
- 6.7 *I am aware that I should offer to pay for myself if my homestay family takes me out (meal, movie, zoo etc) or away (e.g. overnight or weekend trip). If I feel that the cost and/or frequency of outings are excessive, I am aware that I can decline the homestay's invitation.*
- 6.8 *I will not compare my homestay with the homestay of other students/participants, nor will I compare or comment on the situation regarding homestays other than my own. I will not discuss any homestay problems/issues with other students/participants. I will contact HAS if I have any concerns about my homestay.*
- 6.9 *I will abide by Australian law at all times, and be aware that laws and penalties may differ from my own country. I will also abide by the rules my home institution has set.*
- 6.10 *I will communicate any issues/problems with HAS during the office hours of 9.00 am to 5.00 pm. Only in the case of an emergency, will I contact HAS after hours.*
- 6.11 *I understand that a homestay environment is not limited to a traditional family structure (mother, father and children) and that most Australian families have pets indoors. I also understand that Australia is a multi-cultural society and I cannot discriminate on the grounds of race, gender or religion.*
- 6.12 *I will submit to HAS at the end of the homestay period an evaluation of my homestay host.*
- 6.13 *I am aware that HAS reserves the right to remove me from homestay without further responsibility to relocate me, if I do not abide by the 'Memorandum of understanding (preparation points for homestay)'.*
- 6.14 *By signing this agreement I acknowledge and agree that I have read and understood these terms and conditions and I agree to be bound by them.*

### DISPUTE RESOLUTION\*

*Students are encouraged to work through issues with host families directly. That is one of the important challenges presented by the homestay experience. Should those issues not be resolved satisfactorily then students should speak to a HAS staff member. HAS staff will endeavour to resolve the issue firstly by further encouraging the student and host to discuss the issue.*

*If it is not resolved, HAS staff will speak to both parties and try to reach a resolution. Students are given a Request/Report form when they arrive and this should be used to report any serious issues. If there is still no resolution, HAS staff will take any further action required.*

*If a student has an issue with a HAS staff member, they can contact Monash College Pty Ltd management either in writing or by telephone. (Monash College Pty Ltd, Building 73, Clayton Campus, Wellington Road, Clayton, Victoria 3000, tel 9905 8205)*

*If you feel your concerns/issues have not been properly dealt with please contact Consumer Affairs Victoria, Level 2/452 Flinders St, Melbourne 3000. Telephone 1300 55 81 81 or email [consumer@justice.vic.gov.au](mailto:consumer@justice.vic.gov.au).*

7 **LIABILITY**

*I acknowledge that during the homestay period my person and my property will be at my own risk and will not hold HAS or the homestay host liable for any personal injury or loss of property caused by any act or omission of HAS or the homestay host.*

*Please note. HAS seeks to ensure that the participants in the homestay program are adequately protected against injury or loss or damage to property. However, accidents do happen and property is at times lost, damaged or stolen and students will not always be totally covered for such injury, loss or damage in all circumstances. Students should consider obtaining their own insurance cover for injury, illness and loss and damage to property for the duration of their participation in the homestay program.*

*Disclaimer: Information on this form is correct as of July 2008*

## Declaration

*I understand that the information on this form is used for the primary purpose of assessing my homestay application. The information collected may be used for correspondence, administrative matters including database entry and family matching, statistical analysis, compliance and legislative reporting requirements. If all the questions on this form are not completed, it may not be possible to process my application for homestay. All information I have given is correct and complete. I have read and accept the terms of application.*

Signature: \_\_\_\_\_ Date (day/month/year): \_\_\_\_/\_\_\_\_/\_\_\_\_

8 **PARENT(S)/LEGAL GUARDIAN (required if the applicant is a minor)**

*For applicants under 18 years of age, a legal guardian is required. Please give contact details of applicant's legal guardian. If these details are not available at the time of application, please send details to HAS as soon as possible (this information is required before arrival in Australia).*

Full name of legal guardian: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

8.1 *I acknowledge that I have read the completed 'Homestay application form' and I confirm that the information provided by the applicant is true and correct.*

8.2 *I understand the terms and conditions set out above and I agree that I will be responsible for all fees and costs incurred by the applicant during the homestay period in accordance with the terms and conditions set out above.*

Signature: \_\_\_\_\_ Date (day/month/year): \_\_\_\_/\_\_\_\_/\_\_\_\_

Relationship to applicant: \_\_\_\_\_

*You have the right to access personal information that HAS holds about you, subject to legislation. If you wish to access or enquire about the handling of your personal information, please contact the Monash University Privacy Officer at [privacyofficer@adm.monash.edu.au](mailto:privacyofficer@adm.monash.edu.au)*