

Homestay Contract Between Student and ISCA (2015)

The Form is in 2 sections:

1. Contract, Terms and Conditions

Conditions Of The Contract Between ISCA And The Applicant And / Or Legal Guardians/Parents Of The Applicant

GENERAL REQUIREMENTS

To be considered as a suitable applicant the Applicant must:

- Be enrolled or attending an Educational Institution in Australia.
- Have excellent physical and mental health.
- Maintain satisfactory standards of behaviour in Homestay.
- Be mature and flexible so as to be able to accept the host family.
- Be responsible and follow the host family and ISCA's rules and respect the law.
- Be prepared to adapt to a new culture with different values and to live in a family with different life style and/or social economic level that he/she may be used in his/her own country.

What is Included in the Homestay Program

- Accommodation in host family for the duration of the program, which includes a bed in a student's own room, desk, wardrobe as well as breakfast, lunch and dinner every day of the week.
- Homestay placement fee.
- ISCA Administration fee.
- Support services by ISCA including regular contact with the Applicant to assist him / her with any problem or issue he/she may have.
- Transfer to homestay family from airport if required (at additional cost)
- Orientation Program after arrival in Australia.

What is not included in the Fees?

- Applicant's personal expenses, for example personal effects, travel expenses, telephone bills, contribution towards the cost for use of host family's internet, personal spending money. (The Applicant must bring enough money for his/her living expenses in Australia.)

FEES AND PAYMENT

Fee Structure

The following fees are stated in Australian dollars and applicable per applicant for homestay. The fees are subject to annual review. ISCA undertakes to study market prices and will adjust fees accordingly to keep level of service intact.

Placement Fees –

\$280 including Goods & Services Tax (GST)

Airport Pick-up or transfer from one homestay to another with luggage

\$187 including GST

Forex (Banking and demonstration fees for invoicing and receiving Foreign Exchange from applicant)

\$33 including GST per transaction

***Homestay fees (students under 15 years)**

\$315.00 per week for applicant

***Homestay fees (students over 15 years)**

\$310.00 per week for applicant

Holding Fees:

\$120 per week (no GST), pro-rata charged for the nights of student's absence from Homestay, when the student is away on Holidays or on a "home" visit. This is payment to the host family for keeping the room for the student and for storing the luggage and insurance costs thereof.

* includes all ISCA administration fees; regular phone /email and personal contact; feedback to the schools from homestay families; counselling and mediation where required; banking and administration costs for payments made to homestay families; administration in relation to maintaining secure homestay databases, and for monitoring of Blue Card requirements as necessary.

Administration Charge for Refunds:

\$75.00

Payment of Fees

Homestay and Administration Fees for the Semester or for entire period of enrolment (if the applicant is enrolled for shorter period than a Semester) will be collected from Applicant or Guardian of applicant, in advance by invoicing Applicant/ Parents of applicant.

ISCA will not commence with homestay placement until all fees are fully paid in advance. ISCA has an agreement with the School that if a student fails to pay the ISCA homestay fees invoice on time, their enrolment may be cancelled with the School. Please refer to Invoice for Terms and methods of payment.

ISCA will invoice the applicant in advance for Holding Fees for the long breaks when the applicant e.g. has completed one term and gone home for holidays, leaving his /her luggage with host family. Students must pay these fees in advance to ensure safe-keeping of belongings and to be able to guarantee return to the same host family if desired. ISCA will not be responsible for the safe-keeping of Applicant's belongings should the Holding fees not be paid.

General rules for Placement Fees and Airport Pick Up / Transfer Charges are:

The first time we find a home for a student there is a Placement Fee. If ISCA needs to transfer a student to the home there is an "airport pick up" or transport charge as ISCA has to pay staff for time, airport parking, petrol etc. If ISCA staff are required to attend airport and or transfer students for this reason there is a fee.

General rules for moving homestay: If a student needs to be moved from a family to another family after the first time, additional charges are only applicable depending on circumstances. For example, if the host family has to move from Brisbane and cannot host anymore; or if the host family is unable to host anymore because of personal family reasons, or if ISCA has not been able to resolve an issue between the host family and student, there is no charge to move the student, nor any Placement Fee.

However, should a student decide to move to another host family with no valid reason; or of their own choice; or if a student is asked to be removed from a home due to repeated warnings with no change in behaviour, then a Placement Fee and Transport Transfer will be charged.

In the event that an Applicant wishes to change from a host family that they are already living with to a new host family for a valid reason, ISCA will endeavour to arrange another host family if it is considered appropriate that the Applicant changes host families.

The Applicant and/or family are aware that ISCA will endeavour to find a suitable host family, and in such an event, the Applicant and/or family agree to pay for any extra costs involved in locating another host family such as homestay agent placement fees.

What happens if a student wishes to continue staying at the homestay introduced by ISCA after completing period of contract with ISCA?

This contract binds you to a minimum waiting period of two years before a student can enter into private arrangements with the ISCA homestay. In other words, if the student has been living in the homestay for 2 years at the end of which the student wishes to continue in the same homestay under private arrangements, then he/she is allowed to do so. In lieu of the 2 year waiting period, the student can pay ISCA a \$300 Homestay Introduction Fee before entering private arrangements with the current homestay family.

RULES FOR APPLICANTS

Host Family Rules

- Applicants must respect and obey host family guidelines and be respectful to all members of the family. For example, before going out, the family must first give their permission and any curfew set for the time of the Applicants return must be observed. Applicants are not allowed to receive friends at home without obtaining the family's permission first; nor allowed to sleep away from the host family home without first obtaining the school and host family's permission .
- Applicants must keep their room tidy, ask permission to use the phone and computer and pay the family directly for any costs incurred.
- The Applicant must reimburse the family for any damages or loss caused by the Applicant during their stay to any property whatsoever that is in the family's possession, whether the damage is caused deliberately, negligently or accidentally.
- All students must abide by all host family rules and must voluntarily help with household chores.

- All students must respect the privacy of their host family and not talk about their private affairs with others.

School and ISCA rules

ISCA is contractually obligated to ensure that student follows all outside school rules of behaviour as laid down by the Educational institution. These rules will be outlined to you during the school orientation program and again during the Homestay Orientation program. It is ISCA's obligation to report any violation of such rules to the appropriate personnel in the school if ISCA becomes aware of this.

Overnight and weekend stays

Applicant can only stay overnight with a friend during weekends after completing a School Travel Request Form and obtaining permission from School & Host family and ISCA. Applicant must firstly ask permission from his/her host family, and the host family will require: the name of friend/family, family details, phone numbers and address of the family that he/she intends to stay with. The host family will contact and verify the overnight stay with the friend's family. The host family must also let ISCA know that the student is staying away overnight with a friend.

All persons over 18 years in the friend's home must also have a current Working with Children Blue Card.

Travel rules: if applicant is under age of 18 years

Applicant must keep ISCA informed at all times if he/she is intending to travel for a period longer than overnight. ISCA needs to maintain a register of all students and their whereabouts for their own safety and security.

Travel during Term time is prohibited except for activities organised by the Educational institution. Applicants are permitted to travel within Australia during weekend or school holidays with:

1. The Educational Institution applicant is enrolled in;
2. The host family;
3. Supervised trips organised by ISCA;
4. A recognised travel operator only where they are accompanied by chaperones.

Applicants under the age of 18 years are permitted to travel within Australia without adult supervision during weekends and school holidays only if the following have been complied with:

1. Their natural parents have signed the necessary permission forms (available from the school);
2. They have written permission from the educational institution;
3. They have written permission from their host family;
4. For travel longer than a weekend, they have to complete a travel notice form, which will be provided to the applicants upon arrival with all details of the trip, signed by the host family and a representative of the school and have sent the travel notice form to ISCA at least one week prior to the commencement of travel;
5. The applicant has to advise the host family and the educational institution of all the details of trip including a detailed itinerary explaining where the applicant is on any given day, contact telephone numbers and transportation arrangements.

Please note:

If the parents, Educational Institution or host family do not give their permission, travel must not take place. Unaccompanied trips overseas except to go home to own country, during the program are not allowed under any circumstances.

For the school holidays, ISCA does organise supervised trips designed especially for under age Applicants where they will be accompanied by experienced chaperones.

MISCELLANEOUS RULES

- In accordance with The Australian Immigration Service regulations, Applicants can work part-time only if agreed by the Education Department of each State, ISCA, school, host family and local co-ordinator.
- Applicants may not drive any form of motor vehicle unless they are in possession of appropriate driving permit /licence.
- **Applicant may not be driven in a vehicle by any driver holding a 'P' plate driver's licence.**
- Applicants must obey Australia laws and regulations.
- The minimum age to buy cigarettes and alcohol or to be on licensed premises is 18 years of age. It is illegal for persons under 18 years of age to consume alcohol in a public place.
- All drugs are illegal in Australia including marijuana. Involvement with illegal drugs during the program is grounds for immediate dismissal.

NOTE

- Applicants who breach the law can be prosecuted by the police and have their visa revoked which in turn will affect the Applicant's ability to remain in Australia or, in future, their ability to re-enter Australia and possibly other countries. The Applicant risks being expelled from the Educational Institution or being required by The Australia Immigration Service to leave the country immediately.
- If a Applicant fails to obey any of the above mentioned rules, ISCA and or its representatives may dismiss the Applicant from the Homestay program forthwith and will assist in making arrangements for the immediate return home of the Applicant at the parent's and/or Applicant's expense. If the Applicant is required to return home pursuant to this clause ISCA and or its representatives will not make any refund for the Homestay program.

TERMS & CONDITIONS

ISCA and/or its representatives and the Host Family are only responsible for the applicant for the period of the homestay program. Any matters that may affect the Applicant's stay in Australia during these periods, such as financial support, visas, airline tickets, travel and accommodation arrangements and expenses are the sole responsibility of the Applicant or his/her parents.

Guardianship

In Australia, all Applicants under-age are required to have a guardian. ISCA is authorised to nominate a guardian who is a resident in Australia. Please inform ISCA of the details of the nominated person.

Change of Host Family

The Applicant and/or parents agree that an Applicant can only apply to change host families if there is a valid reason affecting their wellbeing with the host family they are currently residing with. The Applicant and/or parents should be aware that ISCA or its representatives is responsible for arranging host families.

In the event that an Applicant wishes to change from a host family that they are already living with to another host family for a valid reason, ISCA will endeavour to arrange another host family if it is considered appropriate that the Applicant changes host families. The Applicant and/or family are aware that ISCA will endeavour to find a suitable host family and in such an event the Applicant and/or family agree to pay for any extra costs involved in locating another host family such as homestay agent placement fees.

ISCA or its representatives will consider any such application, and in their sole discretion, and after taking into account factors such as the reason why the Applicant wishes to change host families and the availability of another host family, either permit the Applicant to change host families or require the Applicant to remain with the host family that he/she is currently living with.

In the event that ISCA or its representatives permit an Applicant to change host families the parents agree to pay for any costs involved, including administrative costs as determined by ISCA and the school. Most of the schools require two (2) week's notice to be given to the host family before moving an Applicant. Unless the Applicant's safety or wellbeing is at risk, the Applicant must remain with the host family until ISCA or its representatives makes the necessary arrangements for moving him/her to a new host family. The process of selecting and checking a new family can take time to be completed. In the meantime the Applicant may have to stay with a temporary family ISCA or its representatives arrange another family to host him or her.

Return home prior to program completion and refunds

In the event that an Applicant is required to return home prior to the completion of the program for a valid and essential reason, such as ill health, death of a family member, ISCA will refund in accordance with the refund policy any fees set aside for accommodation expenses not already paid, less administration costs incurred by ISCA.

In the event that an Applicant decides to return home for any other reason ISCA will pay no refund. ISCA shall determine what constitutes a valid and essential reason for an Applicant to return home.