



## Homestay Family Application Form

***Please complete ALL sections of this form***

**Personal Details:**

Date:        /        /

<b>Primary Caregivers Full Name</b> Last Name: First Name: Also known as:	<b>Secondary Caregivers Full Name</b> Last Name: First Name: Also known as:
Address:	
<b>Phone Numbers</b> Home:  Mobile:  Work No:	Mobile:  Work No:
Email:	Email:
Occupation:	Occupation:
Employer:	Employer:
Bank Account: (For homestay payments)	

### Family Profile:

Total number of occupants <u>living</u> in the home (including tenants)			
Complete details for each occupant			
Name	DOB	M/F	Relationship to Caregivers

**Full Name of Caregiver 1:**

**Emergency contact outside of your family:**

Full Name:	Relationship:
Address:	Email Address:
Home No:	Mobile No:

**Preferred Placements – Please tick the appropriate boxes**

<input type="checkbox"/> Age – no preference	<input type="checkbox"/> 18+ years	<input type="checkbox"/> 4 Terms +	<input type="checkbox"/> Male only	<input type="checkbox"/> 3+ students
<input type="checkbox"/> 12/13 years	<input type="checkbox"/> Airport pick up	<input type="checkbox"/> Emergency	<input type="checkbox"/> Gender – no preference	<input type="checkbox"/> International Students from other Education Providers (Refer page 3)
<input type="checkbox"/> 14/15 years	<input type="checkbox"/> 1-2 Terms	<input type="checkbox"/> Temporary	<input type="checkbox"/> 1 student	
<input type="checkbox"/> 16/17 years	<input type="checkbox"/> 2-3 Terms	<input type="checkbox"/> Female only	<input type="checkbox"/> 2 students	

**Family Interests:**

<input type="checkbox"/> Animals	<input type="checkbox"/> Cross Country	<input type="checkbox"/> Mountain Biking	<input type="checkbox"/> Snow Boarding	<input type="checkbox"/> Travel
<input type="checkbox"/> Athletics	<input type="checkbox"/> Family Outings	<input type="checkbox"/> Movies	<input type="checkbox"/> Soccer	<input type="checkbox"/> TV
<input type="checkbox"/> Badminton	<input type="checkbox"/> Fencing	<input type="checkbox"/> Music	<input type="checkbox"/> Sports	<input type="checkbox"/> Volleyball
<input type="checkbox"/> Basketball	<input type="checkbox"/> Fishing	<input type="checkbox"/> Netball	<input type="checkbox"/> Squash	<input type="checkbox"/> Walking
<input type="checkbox"/> Beaches	<input type="checkbox"/> Gardening	<input type="checkbox"/> Outdoors	<input type="checkbox"/> Surfing	<input type="checkbox"/> Water polo
<input type="checkbox"/> Board Games	<input type="checkbox"/> Go-Carts	<input type="checkbox"/> Photography	<input type="checkbox"/> Swimming	<input type="checkbox"/> Water Sports
<input type="checkbox"/> Cars	<input type="checkbox"/> Golf	<input type="checkbox"/> Reading	<input type="checkbox"/> Table Tennis	<input type="checkbox"/> Wind Surfing
<input type="checkbox"/> Church	<input type="checkbox"/> Gymnastics	<input type="checkbox"/> Rock Climbing	<input type="checkbox"/> Tennis	<input type="checkbox"/> Yachting
<input type="checkbox"/> Computers	<input type="checkbox"/> Hockey	<input type="checkbox"/> Rowing	<input type="checkbox"/> Theatre	<input type="checkbox"/> Other
<input type="checkbox"/> Cooking	<input type="checkbox"/> Horse Riding	<input type="checkbox"/> Rugby	<input type="checkbox"/> Touch Rugby	
<input type="checkbox"/> Cricket	<input type="checkbox"/> Lawn Bowls	<input type="checkbox"/> Skiing	<input type="checkbox"/> Tramping	

**Features of Your Home:**

Please provide brief details about the layout of your home and space you intend to provide for a student. Please note Macleans College does not allow students to share a room.

<input type="checkbox"/> Pool	<input type="checkbox"/> Near Beaches	<input type="checkbox"/> Near Shops
<input type="checkbox"/> Garden	<input type="checkbox"/> Boat	<input type="checkbox"/> Piano
<input type="checkbox"/> Internet – Wireless Broadband	<input type="checkbox"/> Spa Pool	<input type="checkbox"/> Holiday Home

<input type="checkbox"/> Other		
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### Transport to School:

Advise how you student will travel to and from school					
<input type="checkbox"/> Walking	Mins	<input type="checkbox"/> By Bus	Mins	<input type="checkbox"/> By Car	Mins

### Other:

Pets – Please list all pets	
Are these pets indoors or outdoors?	
Diet – Do you have a special diet? e.g. Gluten free	
Would you accept a student with a special diet?	
Total number of bedrooms in your home	
Total number of bedrooms for students	
Number of Bathrooms in your home	
Religion – Churchgoer Yes/No	
Main language spoken in home? Second language spoken in home?	
Do members of your home smoke?	
Do caregivers have a full driver's license?	
Do you intend to rent or sublet any rooms in your house? Do you currently have any tenants sharing your house with you as listed on Page 1?	
Do you host students from other schools? Provide name of school.	
Do you wish to host any particular nationality?	

**Photos** – We require 3 photos which will also be held on file and sent as part of your family profile, to a new student.

1. The outside of your family home
2. The student's bedroom
3. Members of your family

Send digital copies as an attachment to: [antoINETTE.galloway@macleans.school.nz](mailto:antoINETTE.galloway@macleans.school.nz)



## Agreement for School Homestay Accredited Caregivers

*(a signed copy of this agreement will be sent to the caregivers)*

### TERMS AND CONDITIONS

Thank you for offering to become a homestay for international students attending Macleans College. On acceptance of a homestay student, our attached "Terms and Conditions of Homestay" will apply. Any amendments or variations to the "Terms and Conditions of Homestay" shall only have effect as notified to you in writing by Macleans College. In addition, for any changes relating to a move of a student from your home due to any un-notifiable change whereby the student must move the two weeks' paid notice may not apply.

**Note: Homestay Family MUST INFORM Macleans College immediately if there is a change to yours and/or your students homestay arrangement e.g.**

- you are not physically present and be able to care for our student due to a change in circumstance. Your student(s), regardless of age, is not allowed to stay **in your home overnight without** an approved caregiver
- there is a change of contact details or home address
- there are new members moving in to the house
- student is intending to move out or to return to their home country
- If your student is planning to move out, travel outside Auckland or return to their home country and you have not received prior notification from school, you must inform school immediately. You are not to rely on student informing school.

### **A few points to note before submitting your form:**

- Every person living in your home (or someone who regularly stays overnight in your home) who is 18 years of age or over must submit a police vetting form
- Being a homestay family should not be relied upon as a constant source of income. Students come for short or long stays and when one leaves, we may not be able to place a student with you again immediately.
- Homestay payments should be considered more of a reimbursement for costs associated with having an additional person in your family rather than an additional source of income.
- We are generally only able to accept homestay families who are within one bus stage of our school. This is because students like to be able to easily get to and from school and to meet their friends at weekends and after school.

## ACCEPTANCE OF TERMS

I acknowledge that the above information is true and correct and that I have read, understood and will adhere to the "Terms and Conditions of Homestay."

**I/we hereby acknowledge and agree to the "Terms and Conditions of Homestay"**

Signature – Homestay caregiver(s): .....

Printed Name: .....

Date: .....

Signature – Macleans College Representative: .....

Printed Name: .....

Position: .....

Date: .....

## TERMS AND CONDITIONS OF HOMESTAY

The provision of homestay accommodation for International students attending Macleans College by the homestay applicants described in the homestay application shall be on the following terms and conditions:

1. A duly appointed representative of Macleans College shall have reasonable access to the homestay accommodation and facilities.
2. There is the expectation that the students/teachers will have their own bedroom which has internal access to the remainder of the home.
3. The Host shall keep Macleans College informed of matters concerning the student including matters relating to the health, wellbeing, supervision or safety of the student such as accidents, behavioural concerns or absences without reasonable explanation. The Host shall provide such other information relating to the student as may be requested by Macleans College.
4. The Host agrees that the student is to abide by school rules.
5. The student shall be liable for all costs, expenses and outgoings, i.e. telephone tolls, entertainment, clothing and other related expenses incurred for his/her own benefit unless otherwise agreed between the Host and student.
6. The Host agrees that the student shall not be left unsupervised in the home for long periods at all times.
7. Macleans College may at its discretion remove the student from the homestay accommodation without notice and terminate the homestay arrangement immediately if:

7.1 In the school's reasonable opinion, the safety or the wellbeing of the student is in doubt.

- 7.2 In the school's reasonable opinion, the Homestay accommodation is affecting the student's behaviour or academic performance at school.
8. All information provided in respect of the Host (including information contained in the application), student or other matters of a confidential nature relating to the homestay accommodation shall be held and kept confidential except disclosure of information including the application:
- 8.1 To the student (or prospective student), the student's guardian and/or parents:
- 8.2 To any professional consultant or such other person where it is in the interests of the student to provide the information:
- 8.3 Pursuant to any statutory or other legal duty.
9. Should any dispute or difference arise between the parties concerning this agreement or the provision of homestay accommodation the parties agreed that they will, in good faith, endeavour to resolve the dispute by consultation and negotiation.
10. The Host's rights and obligations under these terms and conditions may not be assigned without prior written agreement of the school.

Macleans College shall not be liable for any costs, expenses, damages or other claims against the Host arising from any acts or omissions of the student. The school shall only be liable for the payments set out in these terms and conditions for the periods that the host is providing homestay accommodation to a student.

These terms and conditions may be varied by the school upon notification from time to time and will continue to apply to the provision of homestay accommodation by the Host until notified otherwise.

Macleans College is a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016. This document can be viewed at [Education \(Pastoral Care of International Students\) Code of Practice 2021](#) and we encourage you to read the relevant caregiver sections.

#### Fees

The homestay weekly fee will be confirmed by the International Department.

## HOMESTAY APPLICATION CHECKLIST

For your application to be accepted and processed please complete each item on the checklist

✓ Please indicate

- 1 ☐ Completed homestay application in full.
- 2 ☐ Three photos: Outside of family home  
Family photo  
Photo of student's bedroom

Please send digital images to [Antoinette.galloway@macleans.school.nz](mailto:Antoinette.galloway@macleans.school.nz)

The photographs serve as a warm and friendly pre-introduction of you to your prospective International students/teachers.

- 3 ☐ Completed Police Vetting. (We are required by law to undertake Police Vetting for all persons residing in the home 18 years and over) See below to complete your Police Vets.

### For Police Vetting:

- Complete attached form OR
- Collect the Police vetting forms from the International department. These forms can be completed while you are here and will only take five minutes. Each person must come in personally to complete their police vet form. Please bring two forms of identification, one must be photographic e.g. original Passport and Driver's Licence. These must be sighted in person by a Macleans staff member.

The International department is normally open between the hours of 8.00am – 4.00pm Monday to Friday.

**Thank you for taking the time to complete your Application Form**