



Global Education HOMESTAY STUDENT AND FAMILY AGREEMENT 18 Years Old and Above

Check off each item as you discuss it, making note of details on the lines below.
Please return a copy to the Homestay Office as soon as possible. Thank you!

Student _____ School Year: _____

Homestay Parent(s) _____

PAYMENT

- 1. Pay the first month's homestay fee (Full \$850, Shared \$475). *Please provide receipt for student.
 - * If student arrives mid-month, pro-rate to \$16.00 per day/shared and \$28.50 per day/full until the first day of the next month. Student then pays on the first day of each subsequent month.
 - * Students must give 30 days' notice before they move. Students must pay the fee for a minimum of 30 days after they give notice that they will move.
 - * If a student vacations out of their homestay for *short periods of time*, he/she is expected to continue paying the monthly homestay fee of \$850/full or \$475/shared. However, if away *longer than three (3) weeks*, then student may pay \$10 per day for the days they are gone, and \$28.50/full or \$16.00/shared per day for the days of the month they are in the home. If a student vacations for one *quarter* but would like to retain his/her current homestay bedroom w/ belongings, they should discuss this with the homestay family. The International Office recommends \$60 per week.
- 2. Payment is due on the 1st of each month.
- 3. Discuss the preferable form of payment: cash, check, or other.

SECURITY DEPOSIT

- 1. \$400 paid to host family on: _____
- 2. I have read the Security Deposit Expectations (at the end of this packet):
 Student Initials: _____ Host Family Initials: _____

FOOD

Full Homestay (\$850/month)

- 1. Discuss foods student prefers for preparing own breakfast.

- 2. Discuss foods student prefers for preparing own lunch, either at home or to take to school.

- 3. Discuss schedule and food preferences for the dinner meal.

- 4. Discuss where in the home food may be eaten.
- 5. Discuss expectations regarding chores related to meals (cooking prep, clearing the table, dishes).
- 6. Discuss expectations regarding snacks between meals.
- 7. Discuss expectations regarding cell phone usage during meals.

Shared Homestay (\$475/month)

- 1. Show and explain where to store food in the refrigerator and cupboards.
- 2. Show and explain how to use the kitchen appliances.
- 3. Help student locate the nearest grocery store and discuss available transportation.

LAUNDRY & PERSONAL SUPPLIES

- 1. Demonstrate how to use the washer and dryer.
- 2. Students purchase own personal products (shampoo, soap, personal toiletries), host purchases basic supplies (TP, laundry soap).
- 3. Preferred schedule for laundry: _____

USE OF ELECTRONICS

1. Discuss family's preferences for student use of the telephone, computers, gaming systems, entertainment systems and electronic devices:

2. Help student access family Wi-Fi. Discuss family rules regarding online pornography, piracy, and chat rooms.

TRANSPORTATION

1. Show student where to catch the bus. Ride the bus with student to and from SFCC/SCC, at least once when student arrives. Provide bus schedule(s) or teach student how to use STA website or Google Maps to locate routes and schedules.

DAILY SCHEDULE

1. Discuss student's class schedule and approximate times they will be leaving and arriving home.

2. Discuss when "Quiet Hours" are in the home. This is when the student should refrain from making noise by talking on the telephone, gaming, watching movies, listening to music.

FRIENDS/GUESTS VISITING AND OVERNIGHT

1. Discuss the family's preferred arrangements for guests visiting or spending the night.

SAFETY

1. Discuss arrangements for student arriving home late or staying overnight at friends.

2. Show and explain how to use the electrical appliances.

3. Discuss when to leave lights on/off.

4. Discuss how to exit house, where to meet if there is a fire, and when and how to call 9-1-1.

5. Discuss use of candle, lighters, and open flames, and where they may be used.

6. Discuss use of outlets and maximum usage of circuits.

7. Discuss doors, key arrangements, and when doors should be shut/locked.

CLEANING

1. Explain family guidelines and demonstrate how to clean:

Kitchen, after student use

Bedroom

Bathroom (if shared with others, discuss schedule; if exclusive use, discuss frequency of cleaning)

PROPERTY DAMAGE

- 1. Refer to the Security Deposit Expectations, as students are responsible to pay for any damages they cause to the home or property. Student pays the host home directly for damages. Please notify the Homestay Office if damages occur.
- 2. Review the room, bathroom, and kitchen for any current damages. A recommended practice is to take photos and/or make a list of the current condition of the room/property.

SMOKING, ALCOHOL, CONTROLLED SUBSTANCES

In Washington state, persons under the age of 21 may not acquire, possess, or consume alcohol, and may not purchase tobacco or vapor products. It is illegal for anyone to sell or give tobacco products to any person under the age of 21. CCS follows all applicable federal and state laws regarding the prohibition of the use and possession of controlled substances and alcohol by any student on district-owned or used facilities, grounds or motor vehicles and in any college participant activity on or off campus. The CCS Policies and Standards of Conduct for Students prohibits Student's use or possession of alcohol, smoking products, unauthorized prescription drugs, narcotics, controlled substances, including marijuana, and drug paraphernalia while participating in the Homestay Program. Please see the Code of Conduct for further details:

<https://apps.leg.wa.gov/wac/default.aspx?cite=132q-10>

- 1. Discuss and record the family rules regarding smoking and/or drinking in and outside of the home for students and friends of legal age.

INSURANCE

- 1. Discuss medical insurance and locate the closest Urgent Care under student insurance.
- 2. Discuss renter's insurance, which is not required but recommended for students. Student belongings and liability are generally not covered by the host family insurance.

Renter's insurance company: _____

Phone: _____

PERMISSION TO CONTACT

- 1. Discuss scenarios in which student requests host family to contact legal guardians/parents or agents. (Medical issues? Non-compliant with host home? Damages to home? Other?)

Emergency numbers:

Guardian phone number/email: _____

Agent phone number/email: _____

CONTACT INFORMATION

Student:

Cell: _____ Email: _____

- I agree to abide by this Homestay Agreement.

Student Signature: _____ Date: _____

Homestay Parent(s):

Name: _____ Cell: _____ Email: _____

Name: _____ Cell: _____ Email: _____

Homestay Family Signature: _____ Date: _____

Send the completed form to:

International Homestay, Spokane Falls Community College, MS 3011, 3410 W Whistalks Way, Spokane WA 99224
Email: InternationalHomestay@ccs.spokane.edu

Students who are a part of the CCS International Homestay Program have signed the Homestay Student Application and have agreed to the Student's Rights and Responsibilities. These include the following requirements:

- Respect and follow the guidelines and rules of the Homestay family.
- Pay for any damage the student, or the student's guests, cause to the family home or property.
- Pay all personal bills and obligations.
- Pay the Homestay fee on the 1st of every month.
- Notify the family and the Homestay Office prior to moving out, giving 30-day notice.

The Homestay Office requests that all students place a Security Deposit with their host family, to demonstrate the student's commitment to these guidelines. Students who comply with the program will receive these funds, in full, at the conclusion of the Homestay. Funds may be used by families, with Homestay Office approval, for the following reasons:

- Damage to host home or property
- Unpaid bills or obligations to the host family
- Unpaid monthly fee
- Moving out of Homestay without giving 30-day notice
- Cleaning fees (see Move Out Form for cleaning instructions)

Disclaimer: Security Deposit is implemented to protect the Homestay families; however, CCS Homestay program does not directly handle any of the funds and cannot be held responsible for transactions. The Homestay program can try to facilitate an agreeable amount in the event a host family and student disagree, however, the family and student are ultimately responsible for any decisions and money involved.

SECURITY DEPOSIT EXPECTATIONS

1. All students are required to give a monetary deposit, in the amount of \$400, at the time of move-in, in order to cover the cost of any unpaid bills or damages done to the property by the student while they are living in the home. This is in addition to the monthly fee that is made the first day the student moves into Homestay.
2. Students may be held responsible for any damage caused by visitors that they have invited into the home.
3. If damages occur during the time the student is living in the home, the family may receive compensation for those damages out of the \$400 deposit, and then the student must replenish the deposit back to \$400.
4. Students and families must agree on the amount of the repair/replacement for damages, prior to removing funds from the Security Deposit.
5. Families may choose to make repairs immediately or postpone them until after the student moves out.
6. The week the student moves out of the home, the host family and the student are to review and complete the Moving Out Form. Damages to the home, carpet cleaning fees (for staining above normal wear and tear), and funds for cleaning not completed by the student must be discussed and resolved before the student moves out. Full or remaining Security Deposit must be returned to the student on the last day in the home.
7. Receipts for estimates or for repairs must be used to substantiate the funds used from the Security Deposit. The Homestay Office must approve all use of funds and affirmation will be noted by a CCS staff signature on the Security Deposit Form.
8. Disclaimer: Security Deposit is implemented to protect the Homestay families; however, the CCS Homestay Program does not directly handle any of the funds and cannot be held responsible for transactions. The Homestay program can try to facilitate an agreeable amount in the event a host

family and student disagree, however, the family and student are ultimately responsible for any decisions and the money transfer involved.

9. Students are expected to leave their rooms and host homes in the same condition as when they moved in, except for normal wear and tear. Upon moving in, students are advised to inspect their bedroom for any existing damages and document those damages with the host family. Photos of prior damages may be taken.
10. Students are encouraged to pack and clean their rooms several days in advance, in order to expedite inspection of the living space by the family and to provide time for finding estimates for damages (if necessary).
11. Damages or unpaid fees in excess of the \$400 Security Deposit will be due before the student moves out of the host home.
12. Students must give notice to the Homestay Office and to their host family 30 days prior to the date they will be moving out. Students must pay for those 30 days, even if they move out early. The Security Deposit will not pay for the final month's fee. The Security Deposit is only used for the monthly fee if a student leaves the home without full 30-day notice and abandons their payment responsibilities.
13. The Homestay Program recommends that students purchase Renter's Insurance to cover their belongings and potential liability claims.

Typical costs for common repairs (exact price for a specific situation may vary):

A. General cleaning:	\$75-150
B. Bedroom carpet:	\$100 to clean; \$1,000 to replace
C. Plumbing (clogged drain or toilet):	\$250-450
D. Furniture repair/refinish:	\$150-600
A. Refinish wood floor:	\$500-800
B. Lost house key/re-keying locks:	\$100-350
C. Paint bedroom:	\$75-500
D. Fix window blinds:	\$75-175