



Global Education HOMESTAY STUDENT AND FAMILY AGREEMENT Under 18-Years-Old

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 (\$900) which includes housing and food. *Please provide receipt for student.
- If student arrives mid-month, pro-rate to \$30.00 per day until the first day of the next month. Student then pays on the first day of each subsequent month.
 - If a student *is away* for *short periods* of time, he/she is expected to continue paying the monthly homestay fee of \$900. However, if *away longer than three (3) weeks*, then student may pay \$10 per day for the days they are gone, and **\$30.00 per day** for the days of the month they are in the home.
 - If a student **is away** for *one quarter* but would like to retain his/her current homestay bedroom with belongings, they should discuss this with the homestay family and coordinate a written agreement regarding the amount to be paid during this period. The Homestay Program suggests \$60 per week.
 - Student begins paying the 18+ rate for the Homestay Fee, the calendar month following their birthday. Fee is not prorated during the month of their birthday.
2. Discuss the preferable form of payment: cash, check, or other.
3. Payment is due on the 1st of the month.

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:

1. Student prepares their own breakfast, discuss food items they would like to have available.
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2. Student prepares their own lunch, discuss food items they would like to have available.
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3. Discuss schedule and food preferences for the dinner meal.
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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.
8. Discuss dinner schedule, and how far in advance student should notify the host family if they will NOT be home for dinner.

LAUNDRY & PERSONAL SUPPLIES:

- 1. Demonstrate how to use the washer and dryer.
- 2. Student purchases own personal products (shampoo, soap, personal toiletries). Homestay family provides laundry soap and toilet paper unless the student requires specialized products.
- 3. Preferred schedule for laundry:

USE OF ELECTRONICS:

- 1. Computers: Discuss use of (or not) family computers. Help student access family Wi-Fi and purchase a computer, if needed. Discuss family rules regarding online pornography, piracy, and chat rooms.

- 2. Gaming systems: Discuss how to use, and hours the system is available to the student.

- 3. Entertainment/TV: Discuss how to use, and hours student may use the system.

- 4. Telephone: Help student set up a personal cell phone. If needed, help them add a translation app.

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.

TRANSPORTATION:

- 1. Ride the bus with the student to and from SFCC/SCC at least once. Provide a bus schedule(s) and/or teach student how to use STA website or Google Maps to locate routes and schedules.
- 2. Discuss and plan what arrangements will be to meet the student at the bus stop or other agreed upon location(s) if student travels during the dark hours of the day. Discuss how much notice must be given to the family to make these arrangements.
- 3. Discuss the difference between school transportation needs, and optional/entertainment desires.

DAILY SCHEDULE:

- 1. Discuss student's class schedule and approximate times they will be leaving and arriving home.
***REQUIRED:** Students must inform Homestay Family of their exact whereabouts at all times and provide full names, cell phone numbers and locations of where they will spend time with friends and friend's home addresses.

- 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 required rules for guests visiting or spending the night, and for student to spend the night away from homestay.

SAFETY:

- 1. Discuss rules for student arriving home late or staying overnight at friends.
- 2. Show and explain how to use electrical appliances such as heaters, fireplaces, ovens, irons, etc. Discuss where these items are to be used in the house.
- 3. Discuss when to leave lights on/off and turn on/off room heaters.
- 4. Show how to exit house and where to meet if there is a fire. Discuss 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 and when they should be shut/locked, key usage, and when doors should be shut and/or 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)

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 family rules regarding smoking in/outside of the home, for friends who are of legal age.

MOVING OUT:

- 1. Student must be age 18 before moving out, and student must meet with CCS Homestay Staff for permission. Students may not move out of the CCS assigned Homestay without approval of the Homestay Program staff.
- 2. Families and students must allow a minimum of 30-day notice if requesting a change in Homestay Placement.

TRAVELING OUT OF SPOKANE AREA:

- 1. Before traveling out of Spokane area for day or overnight trips, the student's legal guardian must sign the **Travel Permission Form** before the student departs.

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 contacts:

Guardian phone number/email: _____

Agent phone number/email: _____

- I give permission to my host family to contact my parents regarding my health, behavior, safety, or other concerns.

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)

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 in to 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

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