

# Application to Provide Student Accommodation

Please complete and return as soon as possible to: Student Services Manager, Murdoch College,  
Murdoch University Campus, Murdoch Drive, Murdoch WA 6150

<b>Name</b>				
	Family name or surname		Given names	
<b>Address</b>				
	<b>Postcode:</b>			
<b>Phone</b>	<b>Home:</b>	<b>Mobile:</b>	<b>Business:</b>	
<b>Email:</b>				
<b>Spouse/ Partner</b>	<b>Mobile:</b>	<b>Business:</b>	<b>Email:</b>	

(Please Note: Email has become the single most important method of contact with Homestay Hosts - please provides an email address whereby we can contact you either at home, or at work).

Please complete the following table giving details of everyone who lives in your home.

Name	Sex M/F	Date of Birth (DD/MM/YY)
Yourself:		
Spouse/partner:		

	Occupation	Religion	Are you usually home during:		
			Week days?	Evenings?	Weekends?
<b>Yourself</b>					
<b>Spouse/partner</b>					

Are all members of your household in good health?  YES  NO

If not please specify :

Does anyone in your household smoke?  YES  NO

Would you accept a student who smokes?  YES  NO

Do you attend church? If yes, please specify which church

Do you have a dog?  YES  NO

If yes, does it live inside or outside?

Do you have a cat?  YES  NO

Is English the MAIN language spoken in your home?  YES  NO

Do you/any members of your household speak other languages?

YES  NO

If Yes, which Languages?

Have you previously provided Homestay for International students?

YES  NO

If Yes, please give the name of the Institution?

What is the youngest aged student you would accept?

(Students are 12 years and upwards)

PLEASE NOTE: Students who are under 18 require their homestay hosts to act as their guardian/carer. This is a DIAC/DEST requirement, whereby the host agrees to take responsibility for the student's wellbeing, welfare and education whilst living in the homestay. (See attached Guardianship information sheet)

## SECTION B - THE STUDENT

How many single rooms do you have for students? (No shared rooms please)

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Have you any preferences for students, i.e. nationality, religion? Please specify

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Are you happy for the student's friends to visit your home?

YES  NO

## SECTION C - HOMESTAY

**Bond:** There is no bond payable for homestay accommodation.

**Insurance:** You are advised to check your cover under your Home and Contents and Public Liability Insurance. In the past some insurance companies have refused to recognise a claim after they have learnt that students live in the home. Remember! With energetic teenagers in the house there is always the possibility of accidental damage and increased wear and tear on your property and possessions. The homestay fee includes a portion to cover "fair wear and tear" to your property. The Alexander Education Group can only assist to attempt to recoup damages where there is clear proof of malicious intent on the part of the student.

**Meals:** You are required to provide:

**Breakfast** (7 days a week)

**Lunch** (weekends and weekdays during holidays and examination periods)

**Evening meal** (7 days a week) – this should be eaten with the "family".

**Snacks** (especially important after school)

**Fruit** (two pieces per day is the healthy option)

Please Note: Meals should be varied, healthy, nutritious and plentiful. Students notoriously have substantial appetites. Meals are very important, dissatisfaction with food is the most usual reason for a student to move from a homestay.

## Homestay Fees

Fees are "inclusive", i.e. they cover ALL costs associated with living in Homestay. This includes room, food, including fruit and snacks, electricity (heating in winter and use of air conditioning/fans in the summer), water, laundry facilities, minor damages, and wear and tear on property. (See attached Payments information sheet)

### Students under 18 years of age:

\$220 per week (\$200 per week for homestay and \$20 per week to compensate for the additional responsibilities incurred as a Guardian/Carer). Please see the attached Guardianship Requirements sheet.

### Students over 18 years of age:

\$200 per week

Please Note: Students must reduce payments to \$200 per week when they turn 18 years of age.

## SECTION D – COMMUNICATIONS

It is a requirement for Homestays to provide facilities to enable our students to access the internet – preferably Broadband - we strongly recommend the use of a wireless modem.

1. Please detail the facilities for internet access in your home:

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2. Please detail how many rooms for students are fitted with separate telephone line connections:

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## SECTION E - DOMESTIC ARRANGEMENTS

1. Please list the types of cooking offered (eg. Italian, Thai): \_\_\_\_\_

2. Would you be able to host a student who is: a Vegetarian?  YES  NO  
a Muslim? (Halal food)  YES  NO

3. Household cleaning arrangements \* \_\_\_\_\_

4. Washing and ironing arrangements\*\* \_\_\_\_\_

\* Older students may be expected to be responsible for keeping their own room and bathroom neat and tidy but you should regularly check for cleanliness and damage.

\*\* Students should be given the option of either, using the home's facilities and doing their own laundry or the host may agree to do the student's laundry for them – for this they may make an additional charge of up to \$20 a week.

5. Is there a separate bath/toilet for the student to use  YES  NO

6. Homestays should provide the following:

- |                              |   |
|------------------------------|---|
| a. Lock on bedroom door      | i. Desk light (suitable for study)      |
| b. Lock on bathroom door     | j. Heating (winter months)              |
| c. Sheets, blankets/ doona   | k. Air conditioning/Fan (summer months) |
| d. Pillow(s)                 | l. Use of iron/ironing board            |
| e. Towels                    | m. Own desk and chair                   |
| f. Key for house (essential) | n. Wardrobe and drawers for clothes     |
| g. Use of telephone          | o. Night light (if required)            |
| h. Access to TV & DVD        | p. Facilities to access the internet    |

7. Do you have a Piano that the student may use?  YES  NO

## SECTION F – LOCAL FACILITIES

1. Please indicate what public transport to our Institutions (Murdoch University Campus) is available in your area

Walking time to the nearest bus stop to Murdoch University? \_\_\_\_\_ Bus Numbers \_\_\_\_\_

Distance to the nearest train station to Murdoch? \_\_\_\_\_

Total travel time by Public Transport to Murdoch University? \_\_\_\_\_

Are you able to drive the student to and from school?  YES  NO

PLEASE NOTE: THE AVAILABILITY OF PUBLIC TRANSPORT IS VERY IMPORTANT TO STUDENTS, BOTH FOR TRAVEL TO AND FROM THEIR SCHOOL AND FOR RECREATION, SHOPPING, VISITING FRIENDS AND GOING OUT IN THE EVENINGS.

2. Are any of the following within 5 minutes walking distance of your home? Please circle:

- |          |                |                |
|----------|----------------|----------------|
| A. Shops | C. Bank        | E. Cinema      |
| B. Deli  | D. Post Office | F. Sports Club |

3. What Recreational Facilities are available in your local area? \_\_\_\_\_

4. What church is available in your local area? \_\_\_\_\_

PLEASE COMPLETE THE DECLARATION FORM AND AND RETURN TO:

**Lynda Ford, Student Services Manager**

Murdoch College, Murdoch University Campus, Murdoch Drive, Murdoch, Western Australia 6150

## DECLARATION FOR HOMESTAY HOSTS.

1. I/We declare that all members of our household are healthy and that no one living in the home suffers from any type of medical condition which could be communicable to any student staying in or visiting our home.
2. I/We declare that I/we understand that the Institutions are not able to guarantee to provide homestay students on a regular or ongoing basis.
3. I/We agree to accept the fee as set annually by the Alexander Education Group.

Please note: Fees are reviewed and updated as appropriate in November each year.

4. I/We understand that the initial placement is for 4 weeks (unless advised differently by a Student Services Officer) and that extended stay beyond that period is by mutual consent of the student and Homestay Host. However, where there is a personality or cultural clash the Student Services Manager reserves the right to move the student in which case the unused portion of the homestay fee must be refunded.
5. I/We declare that I/we are sufficiently financially viable as to be able to provide adequate homestay accommodation and services and I/we are not financially dependant on receiving ongoing homestay fees.
6. I/We agree to provide a Current NATIONAL Police Clearance Certificate for EVERY person over the age of 16 living in our household. I/We also agree to a Department for Community Development (Families and Communities) check being carried out for every member of our household over 16 years of age, if we undertake to accept a student who is under 18 years of age. Furthermore, I/we agree to notify a Homestay Officer of any circumstances that could result in police action and a subsequent change to the Clearance Certificate and to provide updated Police Clearance Certificates ANNUALLY.
7. I/We agree to notify a Homestay Officer of any changes to the information contained in this application. This would include but would not be limited to: Changes to the number and composition of residents living in the home, (please supply a Federal Police Clearance Certificate for any additional members to the household over 16 years of age), significant changes to the financial position of any member of the household, change of marital status, anticipated periods of absence from the homestay, incidents of ill health, report of accidents, etc.
6. I/We confirm that I/we have read, understood and will abide by the Institution's Policy regarding Discrimination and Harassment. (Policy Document Attached).
7. I/We confirm that I/we have read, understood and agree to provide the level of care and supervision commensurate with the "Homestay Rules for Students" and where applicable for PSS and Murdoch College students the Guardianship Requirements (Copies attached)
8. I/We confirm that I/we have read, understood and agree to abide by the policies as set out in the "Policy Statement for Homestay Hosts". (Copy attached).
9. I/We agree that the Institutions may use the information contained in this form to promote Homestay Accommodation and assist in the placement of students, (details of the Homestay are sent to the student's parents and Overseas Agents).

Signature \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please Note: To be signed by all residents of the household over the age of 16 years and returned with the application form to:

**Lynda Ford, Student Services Manager**

Murdoch College, Murdoch University Campus, Murdoch Drive, Murdoch, Western Australia 6150

Homestay Hosts are required to undertake the role of either Guardian for under age students or Mentor for students who are over the age of 18 years. It is extremely important that Hosts become actively involved in all aspects of the student's life to enable them to exercise the required level of Duty of Care as regards the student's welfare and wellbeing. Hosts are also expected to take an ongoing interest in the student's academic progress, their behaviour and their cultural development

1. Homestay Hosts are expected to accompany the student to Orientation at the start of their first term at Murdoch College. They are also expected to attend Parent/Teacher or Homestay Host/teacher evenings and other events which are scheduled each Term.

Are you willing to do this?  YES  NO

2. Homestay Hosts are expected to actively support and re-enforce the school rules. Namely:

- a. Attendance
- b. Upholding the dress code
- c. Homework
- d. Social activities and times for returning to the homestay

Are you willing to do this?  YES  NO

3. Homestay Hosts are expected to assist the student if they have medical problems. This could include collecting a sick student from College, booking a doctor's appointment, accompanying them to the doctor and keeping the College advised of the situation.

Are you willing to do this?  YES  NO

4. Homestay Hosts are expected to provide an English Speaking environment in which students are actively encouraged to improve their knowledge and use of the English language.

Are you willing to do this?  YES  NO

## General

1. Occasionally we may have an "emergency" situation where we need to place a student temporarily and/or at very short notice in a new homestay.

Do you agree to be placed on our "emergency" register of Homestay Hosts?  YES  NO

2. Murdoch College sometimes hosts "study tours". These are groups of young students, aged between 12-16 years, who come to study for two or three weeks. They are always keen to stay with Australian families. Homestay hosts are asked to take these students to school and sometimes provide them with packed lunches.

Are you willing to host "study tour" students?  YES  NO

Signature \_\_\_\_\_

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

Date: \_\_\_\_\_