

# Homestay Provider Application Form

**FAMILY SURNAME:**  ID#  (For office use only)

## HOST FAMILY INFORMATION

Street Address:			
Suburb:		Post code:	
Home Phone:		Email:	
Mobile (mother)		Mobile (father)	
Work phone number (mother)		Work phone number (father)	

## FAMILY MEMBERS / OTHER STUDENTS LIVING IN THE HOUSE

Name	Position (e. g. Mother)	Sex	D.O.B (dd/mm/yy)	Occupation	Interests

## OTHER FAMILY DETAILS

Ethnic Backgrounds: \_\_\_\_\_  
 Mother Tongue: \_\_\_\_\_  
 Other language(s) spoken: \_\_\_\_\_  
 If English is not your mother tongue, do you have native-level English\*? Yes      No  
 Religion: \_\_\_\_\_  
 Pets: \_\_\_\_\_  
 Food Restrictions: \_\_\_\_\_  
 Health Conditions: \_\_\_\_\_

\*Please be aware that our students' main purpose for being in New Zealand is to practice their English. Native-Level English is required to host a student. Please include evidence of your English proficiency, e.g. attach a letter with this application explaining your knowledge of English, along with any official English proficiency exam scores and certifications.

**Reason for hosting:**

Other schools or Homestay Agencies you have listed with:

Smoking Family members                      Yes                      Yes (outside only)                      No

Please indicate the type of accommodation offered:

Single bedroom	Double bedroom	Own bathroom
Twin share bedroom	Self-contained flat	Shared bathroom
		Ensuite bathroom

As set out in part 4 of The Education (Pastoral Care of International Students) Code of Practice, we require our homestay families to have the following in their house. Please select the ones you already have:

Working Smoke Alarm(s)                      Evacuation Plan                      First Aid Kit

Please indicate facilities in the student's room:

Desk / Table	Mirror	Electric blanket
Lamp	Drawers	Direct sunlight
Wardrobe	Heater	Adequate ventilation

## YOUR HOUSE AND AREA

Please give a description of your home, inside and outside:

Please write a short introduction to your future students that they will receive on their confirmation letter (approximately 3 sentences):

Do students have internet access at your home?    Yes (unlimited)                      Yes (limited)                      No

Please understand that as our students are from overseas, it is preferred that you have unlimited internet access available. If you have limited WIFI, please specify what the limit is. **No charge** to students is permitted for internet access (reasonable use):

Please indicate facilities in your area:

Shopping Centre	Park	Dairy / Supermarket
Swimming Pool	Beach	Sports Ground

Other

**Transport:**

How long does it take to walk from your house to the nearest bus/train stop that goes to the CBD?

How many **minutes** does it take to the CBD by bus/train?

How many bus/train **zones** from your house to the CBD?

Will the student have to take more than one bus to get to school?      Yes      No

Which **bus/train number(s)** will your student need to take to reach the city?

*Please understand that due to student requirements we reserve the right to decline any application due to travel distance. We only accept host families who live within 2 zones from the city.*

**YOUR PREFERENCES FOR STUDENTS (Please tick as many as you would prefer)**

<b>Gender:</b>	MALE	FEMALE	COUPLES		
<b>Age:</b>	13 yrs.	14-16 yrs.	16-17 yrs.	18+	50+
<b>Length of stay:</b>	Short-term 4 weeks or less		Mid-term (5-11weeks)		Long-term (12+ weeks)
<b>Twin share:</b>	YES	NO			
<b>Full Board:</b>	YES	NO			

*Most students are on half board which includes breakfast and dinner on weekdays and 3 meals on weekends and public holidays. However, some tour group students and young learner students who are under 18 years old may request full board. Full board includes 3 meals a day, 7 days a week.*

**Tour Group Students:**    MALE                  FEMALE                  TWIN SHARE                  FULL BOARD

*Tour group students are generally between 13 and 17 years old and usually need to be picked up from school on arrival day and dropped off at school on departure day. They typically stay between 1 and 4 weeks. Hosting a tour group student may involve mandatory attendance at a farewell dinner. These are usually held on a weeknight.*

**CAN YOU ACCOMMODATE STUDENTS WITH THESE RESTRICTIONS?**

<b>Smokers (Outside):</b>	YES	NO
<b>Vegetarian:</b>	YES	NO
<b>No Pork:</b>	YES	NO
<b>No Beef:</b>	YES	NO
<b>Halal Meat:</b>	YES	NO
<b>Gluten Free:</b>	YES	NO
<b>Lactose Intolerant:</b>	YES	NO
<b>Vegan:</b>	YES	NO

**Any other requests/preferences:**

### Police Vetting

To become a host family for NZLC everyone in your household who is over the age of 18 must undergo a Police check. This will be submitted with your application and renewed every 3 years.

It is also your responsibility to advise NZLC if your children turn 18 or if new adults join your household to ensure that the police checks are constantly updated. If this is not done, we may not be able to continue placing students with you.

You must also advise NZLC if anyone in your home is convicted of a crime or has pending convictions as soon as possible as we must be able to ensure our students safety at all times.

### Declarations

- I have received, read and agree to follow the guidelines set out in **NZLC's Homestay Manual for Host Families**.
- I have received, read and signed the NZLC Homestay Agreement.
- I have received and read the Code of Practice for the Pastoral Care of International Students and agree to the conditions and obligations set out in the Code. Copies of the full code are available on the NZQA website: [www.nzqa.govt.nz/providers-partners/education-code-of-practice/](http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/)
- I hereby allow the above information to be passed on to a third party, being restricted to the students of NZLC, their parents and/or their education consultant.
- By signing this application form, I acknowledge that my family is still subject to approval and that this is not confirmation of becoming a homestay provider for NZLC.
- By signing this application form, I acknowledge that if I, or anyone staying in my household is convicted of a crime or has any pending convictions, we must inform NZLC as soon as possible.
- I hereby acknowledge that subject to becoming an NZLC homestay family, NZLC has the right to remove students from my house at any point if there is reason to be concerned for their safety and wellbeing. NZLC also has the right to discontinue student placement if there is reason to believe the residence is unsatisfactory, or if there has been a breach of the NZLC homestay agreement or Code of Practice.

#### Family member:

Name:  Signed  Date:

Name:  Signed  Date:

#### BANK ACCOUNT DETAILS (For Direct Credit payments)

Account name:  Bank Name and Branch:

Account Number:

## HOMESTAY PROVIDER REFEREE LIST

### EMERGENCY CONTACT DETAILS FOR YOUR FAMILY

This is someone we can contact if we cannot get in touch with you or your spouse in the case of an emergency.

<b>Full name</b>			
<b>Title</b>	Mr.	Mrs.	Ms. Miss
<b>Home Address</b>			
<b>Home Phone number</b>		<b>Mobile phone number</b>	
<b>Work Phone number</b>		<b>Email</b>	

### REFEREE CONTACT DETAILS

Referees must be someone who has known you personally for 2 years or more and are not a relative or spouse. If you have registered with another school or homestay agency, please put their name as one of your referees.

	<b>Referee 1</b>	<b>Referee 2</b>
<b>First name</b>		
<b>Surname</b>		
<b>Email address</b>		
<b>Relationship to you:</b>		

<b>Office use only</b>	<b>Office use only</b>
Checked: _____ Date: _____	Checked _____ Date: _____
Comments:	Comments: