



# Homestay Guidelines

## **Payment/Times**

After the initial payment, students are responsible for paying the Homestay family every four weeks (except for those students who have paid Homestay for the complete duration of their course).

Additional Days are to be paid to the Homestay direct, at a rate of \$30 per day.

Students wishing to leave a Homestay must give **TWO** weeks' notice, or the student is required to pay a extra 1-week's rent to the Homestay.

Students wishing to change Homestay must pay another placement fee of \$100. It is expected that students continue to stay in Homestay until at least 18 years of age.

Homestay families may ask students to pay a bond of 4 weeks Homestay. This will be refunded in full, providing no damage has been done to the home and telephone accounts have been paid.

## **Holiday Payment**

Leave **MUST** be approved by Melbourne Language Centre before making holiday arrangements. Students going to be away from the Homestay must advise the homestay family after "Leave Approval" is received. A fee of \$100 per week is required to hold the room for the holiday period.

## **Travel Directions**

Upon arrival, student will be given clear travel directions to Melbourne Language Centre on public transport. Homestay families will ensure that students know how to get to and from Melbourne Language Centre as well as purchase the appropriate transport ticket. Most Homestays live up to 40 minutes from the city – 12-18 kilometres. Please note that overseas students **over** the age of **15 years** are **NOT ELIGIBLE** for a student concession ticket on public transport, students **under 15 years** are classified as a child and **ARE ELIGIBLE**.

## **Meals**

As Homestay provides room and half-board, two meals a day will be provided: breakfast and dinner. If students wish the host to provide a packed lunch, they may ask and pay an additional \$25 per week to the Homestay Provider.

## **Laundry**

Homestay families will do your washing. Students are responsible for their own ironing.

## **Toiletries**

Students are expected to supply their own toothpaste and shampoo. The Host will supply such items as toilet paper, soap and towels.

## **Cleaning**

Students are expected to keep their room tidy and clean. When using the Host's kitchen, students should please keep it clean and hygienic.



# Homestay Guidelines

## Telephone

International, interstate and mobile calls should be made using a telephone card. These can be purchased at most newsagents and convenience stores. Students should always ask before using the telephone.

## Homestay Arrangements

- **Melbourne Language Centre has robust procedures for the selection and monitoring of Homestay carers and homestay residences, including, but not limited to:**
  1. *Australian Police vetting of all persons aged 18 years or over resident in the household, excluding other international students.*
  2. *An assessment of Homestay carer's suitability.*
  3. *An assessment of the suitability of the residential facilities.*
  4. *An assessment of whether a Homestay carer will provide a safe physical and emotional environment*
- A support infrastructure for Homestay carers is created, and provides them with advice and information on best practice, so they can build their capability to provide high quality residential services to international students.
- Melbourne Language Centre meets with students in Homestay accommodation at regular intervals to ensure that the accommodation remains suitable.

## Guidelines for Good Practice

1. The fundamental values the Homestay Providers within Melbourne Language Centre are expected to embrace include the commitment to:
  - Respecting human rights and dignity
  - Ensuring the integrity of student – Host relationship
  - Alleviating personal distress and suffering
  - Fostering a sense of self that is meaningful to the student concerned
  - Increasing personal effectiveness
  - Appreciating the variety of human experience and culture
2. Values inform principles. They represent an important way of expressing a general ethical commitment that becomes more precisely defined and action-orientated when expressed as a principle.
3. The ethical principles the Homestay Providers are expected to implement include:
  - Fidelity: honouring the trust placed in them
  - Autonomy: respect for the student's rights



# Homestay Application

I hereby apply for the Melbourne Language Centre Homestay Program.

Student Surname: \_\_\_\_\_ Given names (in full): \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Male  Female Country of Citizenship: \_\_\_\_\_

Address in Home Country (in full): \_\_\_\_\_

Telephone(s): AH: (\_\_\_\_) \_\_\_\_\_ Mobile: 04 \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Visa (ie: Student): \_\_\_\_\_ How did you hear about MLC: \_\_\_\_\_

**Emergency Contact (in Australia):** Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Home Address (in full): \_\_\_\_\_

Telephone(s): BH: (\_\_\_\_) \_\_\_\_\_ AH: (\_\_\_\_) \_\_\_\_\_ Mobile: 04 \_\_\_\_\_

## Students Under 18 years Only

Full Name of Parent or Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Address (in full): \_\_\_\_\_

Telephone(s): BH: \_\_\_\_\_ AH: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Occupation: \_\_\_\_\_

## Interests and Hobbies

**Sports and Recreation:** *eg: cycling, running, tennis, swimming, etc*

\_\_\_\_\_

**Arts and Entertainment:** *eg: listening to music, reading, movies, etc*

\_\_\_\_\_

**Other activities:** *eg: computers, cooking, travelling, etc*

\_\_\_\_\_

**Do you have any special interests or skills?**

\_\_\_\_\_

**What languages can you speak and how well?** *(beginner/intermediate/advanced)*

\_\_\_\_\_

**Have you travelled overseas before?** *If yes, where and how long?*

\_\_\_\_\_

\_\_\_\_\_



# Homestay Application

## Food

What kind of food do you like?

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What kind of food do you dislike?

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Do you follow a special diet? *eg vegetarian, low sodium, etc*

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## Other

Do you like pets? Do you object to being placed in a household that owns pets?

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Do you have any allergies? *If yes – what are they?*

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Do you have a medical condition or currently take medication that we need to be aware of? *If yes – provide brief details*

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Are you a smoker? *Do you object to being placed in a household that smokes?*

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Accommodation Preferred:     SINGLE     TWIN SHARED

Please describe what the benefits will be of staying with an Australian family?

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I have read and understood the Homestay Guidelines for Overseas Students and conditions of Melbourne Language Centre and agree to abide by and respect these rules.

Applicant: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Parent/Guardian: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Upon completion please return to: **Attention Registrar, Melbourne Language Centre**  
**252 Lygon Street Carlton, Vic 3053** or fax (613) 9663 3517