



### Host Family Agreement

Applicant's Name	Spouse's Name

Address		
City	Postal Code	Home Phone
Email	Business Phone	<input type="checkbox"/> OK to call <input type="checkbox"/> Emergency calls only
Applicant's Cell	Spouse's Cell	<input type="checkbox"/> OK to call <input type="checkbox"/> Emergency calls only

Applicant's DOB (dd/mm/yy)	Occupation	Work Schedule
Spouse's DOB (dd/mm/yy)	Occupation	Work Schedule

List other members living in your home				
Name	Male/Female	DOB (dd/mm/yy)	Relationship to Applicant	Occupation

Pet Information - Please provide number(s), name(s), size(s) and breed(s)		
Cats:	Dogs:	Other:

Languages	
What languages are spoken in the home?	What language is spoken predominantly?

Smoking			
Does anyone in your household smoke? <input type="checkbox"/> Students would be permitted to smoke: outside only <input type="checkbox"/> not at all <input type="checkbox"/>			
Students			
Gender Preference:	Male Student <input type="checkbox"/>	Female Student <input type="checkbox"/>	No preference <input type="checkbox"/>



<b>Diet Information</b>
<b>Families provide three healthy meals a day (with access to snacks) and should encourage the student to eat dinner with the family as often as possible.</b>
Who will make students' lunch?    Family <input type="checkbox"/> Student <input type="checkbox"/>
Do you have any special dietary practices or restrictions?

Student Rooms (must have BED, DESK, CHAIR, CLOSET, DRESSER and LAMP)			
	Student Room 1	Student Room 2	Student Room 3
Location			
Bed size			
Bathroom	<input type="checkbox"/> Shared w/family <input type="checkbox"/> Shared w/student <input type="checkbox"/> Private	<input type="checkbox"/> Shared w/family <input type="checkbox"/> Shared w/student <input type="checkbox"/> Private	<input type="checkbox"/> Shared w/family <input type="checkbox"/> Shared w/student <input type="checkbox"/> Private
Internet (for laptop)	<input type="checkbox"/> Wireless <input type="checkbox"/> Cable	<input type="checkbox"/> Wireless <input type="checkbox"/> Cable	<input type="checkbox"/> Wireless <input type="checkbox"/> Cable
Amenities	<input type="checkbox"/> TV <input type="checkbox"/> Piano <input type="checkbox"/> Bicycle <input type="checkbox"/> Other:		

<b>Bus Information</b>		
How long does it take to walk from your home to the nearest bus stop (to UBC)?		
How long does it take by bus to UBC?	Which bus?	How many transfers?
How long does it take by bus to Downtown?	Which bus?	How many transfers?

<b>Hobbies and Activities</b>
What are your family's hobbies and activities?
What hobbies and activities are you able to include student(s) in?
Are there any firearms in the homestay?

<b>Homestay Agreement</b>		
<p>a. I declare that all of the information I have entered into this form is accurate and complete.</p> <p>b. I have read and agree to comply with the ELI Host Family Expectations, which form a part of this agreement.</p> <p>c. I understand that while the English Language Institute is available for advice and support, UBC is not liable or responsible for the actions, conduct, damage or other behaviors of the student(s) while in my home.</p> <p>d. I agree to provide the English Language Institute with a VPD Vulnerable Sector Police Information Check for all residents of my home 19 years or older (at my own cost).</p> <p>e. I declare that I, and every other person who resides in my home, has never committed, or been convicted of, an offence related to the care of a child or other vulnerable individual and/or an offence of a sexual nature against any person.</p>		
Applicant's Name	Date	Applicant's Signature
Spouse's Name	Date	Spouse's Signature

**Privacy Notification:** The personal information on this form is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA) for purposes related to the operation of the English Language Institute homestay program. Any questions about the collection of this information should be sent to [eli.homestay@ubc.ca](mailto:eli.homestay@ubc.ca).



# ELI Host Family Expectations

Please carefully review the expectations listed below, which form part of the Host Family Agreement between you and the UBC English Language Institute.

## 1. Police Information Checks

- 1.1 Provide the English Language Institute with a VPD Police Information Check (PIC) for all residents 19 years or older in your home (at your own cost). PICs are valid for 5 years.
- 1.2 The English Language Institute will provide instructions on how to obtain a PIC and will determine (in its sole discretion) whether the results are acceptable.
- 1.3 Promptly inform the English Language Institute if anybody residing in your home is charged or convicted of any offence or if anyone moves in or out of the family home.

## 2. Insurance

- 2.1 Notify your household insurance company that you have an international student in residence and ensure that you carry sufficient personal liability insurance.

## 3. Number of students in a homestay

- 3.1 You may host no more than 3 homestay students at a time unless given written consent by the English Language Institute.

## 4. Orienting your student

- 4.1 Instruct the student on the procedure in the event of a fire, earthquake or other emergency. Show how to dial 911.
- 4.2 Take time to orient student in the first 3-4 days to household routines. Provide a house key and instructions on how to use the house alarm system. Discuss with the student about coming home late and how not to disturb the family.
- 4.3 Communicate with student on house rules, e.g. keeping their room tidy, helping with dinner, setting and clearing table, laundry schedule etc.

## 5. Facilities

- 5.1 Provide a clean and private room (comfortable bed covers and pillow) that contains a door, dresser, closet, appropriately sized chair and desk, and a table lamp with a bright light bulb.
- 5.2 Provide internet access.
- 5.3 Ensure the student has comfortable access to common areas of the house and reasonable access to laundry (at least once a week). Kitchen, including fridge, must be available to the student.
- 5.4 Provide clean sheets, towels, toilet paper and laundry detergent.

## 6. Food

- 6.1 Provide 3 balanced, nourishing meals each day plus snacks to the student.
- 6.2 Inform student who is responsible for making breakfast and lunch (if it is the student show them how several times).
- 6.3 Check with your student to see that he/she is getting enough food.
- 6.4 If a student is late for dinner, offer a plate of food for them to reheat.

## 7. Interacting with your student

- 7.1 Make time for your student. We suggest one hour a day if possible.
- 7.2 Students are here for an English immersion experience and want to practice English with you in the homestay. An English only environment in the homestay best supports the student when out of the classroom.
- 7.3 Create a tolerant, respectful and safe space for your student.



## **8. Absences from the home**

8.1 Notify the English Language Institute and the student if you need to go away for more than two days in a row.

## **9. Behavioral expectations**

9.1 Inform the English Language Institute immediately should significant problems with the student arise. IE: failure to attend school, illegal drug or alcohol use, or emotional issues.

## **10. Removal of student from the home**

10.1 The English Language Institute reserves the right to remove a student from your home immediately (without giving notice) for the reasons set out in the Host Family Handbook, or on any other reasonable grounds. If this happens, you must refund to the student or to the English Language Institute any homestay fees paid for the balance of the month.

## **11. Payment**

11.1 Independent students pay directly to the host family within 2 to 3 days of arrival. UBC pays the host family for those students who come in a group. Please note the first direct deposit payment from UBC can take up to 7 days due to finance processing.

11.2 When a student is away for MORE than six days they will pay half the homestay fee.

11.3 Homestays cannot charge the student extra fees. IE: for tutoring, extra food, toilet paper, cleaning service etc.

11.4 Should the student leave your home before the end of the month, you must refund the balance of pre-paid homestay fees to the student or to the English Language Institute.

## **12. Privacy**

12.1 If you are assigned a student, the English Language Institute will publish your name and contact information in a homestay listing, which may be shared with UBC staff, other homestay families, and other individuals were necessary for the operation of the ELI homestay program.

12.2 You must not disclose or share the name, photo, or any other personal information of the student without that student's permission.

## **13. Cancellation**

13.1 Provide at least 2 weeks' notice to the English Language Institute prior to the arrival of the student if you can no longer host that student.