

Mahurangi College Homestay Contract

Warning: Parents should seek assistance in translating this document

I request a duly appointed representative of Mahurangi College to choose a homestay for my son / daughter while studying at Mahurangi College.

I agree to pay FOUR TERMS annually in advance, or whatever terms in the academic year that my child is enrolled for, in advance. In turn, Mahurangi College will pay the homestay fortnightly in arrears by direct credit at the following rate:

NZ\$210 per week, plus a homestay administration fee of NZ\$15 per week.
Total: NZ \$225 per week.

In addition, I agree to pay a one off administration (placement) fee of NZ \$255. Mahurangi College will use this placement fee and administration fee directly in administration of each child's homestay and out of school care. Any unused homestay fees will be refunded to the student prior to the student's final departure (less any outstanding accounts such as non returned school texts, library books, sports uniform, or unpaid telephone or internet accounts etc).

School's Undertaking:

The college's homestay coordinator will visit your child's homestay prior to selecting it and interview the homestay parent(s).

The interview will consist of:

- facilities, including the availability of a bedroom for the homestay student
- people living in the household
- the presence of household pets
- whether anyone in the homestay smokes
- the prospective homestay parent(s)' expectations of students
- the college's expectations of homestays
- request for two referees who the college can approach to supply character references

The homestay will be NZ Police vetted prior to your child being placed in it.

Mahurangi College will require that homestay parent(s) sign a contract with the college. This contract includes the following key points:

- the amount of homestay fees to be paid
- access to the homestay by the college's representatives
- the responsibility of the homestay parent(s) to keep the college informed in matters relating to the student's health, wellbeing and safety.
- responsibility for costs incurred in providing a homestay
- termination of the homestay contract
- confidentiality of information
- liability of the college under the agreement
- procedure for dealing with disputes
- misconduct outside the college, (in the homestay environment)

A copy of this Contract is available from either the homestay coordinator, or the Director of International Students, as well as online (www.mahurangi.school.nz See International Students – Costs and Application Details) Mahurangi College's homestay coordinator will provide parents or agent with the following information about the homestay:

- names and ages of all persons in the homestay
- physical address of the homestay
- day and night contact numbers, including email address if applicable
- two emergency contact numbers at Mahurangi College
- interests/hobbies/ pets if applicable of the homestay.

International students will meet the Director of International Students on first arrival at the college. This Orientation programme will consist of:

- English language assessment (if deemed necessary)
- College expectations / rules / procedures of the student and homestay
- Issues of student safety and wellbeing
- Cultural understanding
- Subject choices and student timetable
- Tour of the college
- Any other issue deemed relevant by the Director of International Students

The homestay coordinator and/or the Director of International Students will monitor the performance and compatibility of both homestay parent(s) and students

- the student will be interviewed after their first week at the college
- a new homestay will be contacted after their first week of hosting their student
- each student will be interviewed at least once per term to ensure that they are content with their homestay and to discuss any issues that may arise.

Misconduct Outside the School:

Whilst living in a college-approved homestay, the student is expected to behave in an appropriate manner and to follow all commonsense rules of the homestay parents. The student must not disrespect the homestay environment and students who are unable to settle or behave in an acceptable manner may be asked to leave. In cases of serious misbehaviour the student will be interviewed by the Principal and placed on a Principal's Warning. Removal from the college in such circumstances may occur at the Principal's discretion especially if a replacement homestay is unable to be found due to the nature of the misconduct. Examples of serious misconduct may include the following (but is not confined to these examples):

- Abusive, threatening or menacing behaviour / actions towards any member of the homestay family (includes foul language)
- Conduct that is sexually unacceptable in the homestay environment
- Abuse of the internet and email services
- Theft or deliberate damage to the homestay's property
- Truancy from the homestay
- Non payment of debts owing to the caregivers
- The use of illegal substances (buying, selling or use)

In such circumstances the college Refund Policy will be implemented.

Mahurangi College Refund Policy:

Mahurangi College will provide a refund of unused homestay fees just prior to a student's final departure from the college. Before this is granted, any unpaid accounts and / or return of college property must be finalised. This refund will be in the form of a cash cheque or, if the Director deems this refund to be a substantial amount of money, the student's parents or agent will be informed as to how best to release the money owing.

If your child is absent from their homestay (eg. On a trip) for longer than four consecutive nights, then a refund of the nightly payments will be made to your child from the fifth night until the return to the homestay.

Mahurangi College will not refund any unused tuition fees if the student leaves the college or homestay to return home for *disciplinary or behavioural* concerns. (See above section.) Unused homestay funds will be refunded when the parents' bank details are received by the college, and after all debts to the college or homestay are settled.

Mahurangi College will not refund any unused tuition fees if the student chooses to leave for another school or educational institution.

Parent(s) Agreement:

I understand that the Code of Practice for the Pastoral Care of International Students makes Mahurangi College responsible for the care of its international students outside of college hours and during holidays and I undertake to meet its responsibilities.

I agree to my son / daughter being placed in a homestay chosen by a representative of Mahurangi College. I will be responsible for any damage caused to the homestay's person or property by my son / daughter.

I am satisfied with the procedures put in place by Mahurangi College to select, monitor and administer my son / daughter's homestay.

I understand the college will use its best endeavours to ensure the safety, health and wellbeing of my son / daughter whilst at his / her homestay. However, the college cannot be liable for any damage or harm caused to the student or student's property arising out of the student's homestay.

In particular, I accept that Mahurangi College is:

- responsible for an international student at all times until they have officially left Mahurangi College and New Zealand Immigration has been informed of their leaving
- responsible for approving all accommodation arrangements
- responsible for the supervision and final approval of all holiday and travel arrangements within New Zealand

I undertake to communicate in a timely and prompt manner about any matter which may affect Mahurangi College's ability to carry out its responsibilities effectively.

I have read, understand and accept the details and terms set out in the Mahurangi College Homestay Contract, especially the sections on Misconduct outside the School and the Refund Policy.

Signed:

Date:

Full Name:

Relation to the Student: