



Homestay Agreement for Host Family

This is an Agreement between POLY Languages Institute, Inc. (hereafter "POLY"), the host family (hereafter "HOST"), and the POLY student (hereafter "STUDENT") interested in the homestay arrangement with HOST. This Agreement is set forth for HOST hosting STUDENT during STUDENT's studies at POLY.

- 1) The START DATE of this Agreement shall be the date STUDENT moves into the residence. The LAST DATE of this Agreement shall be the date STUDENT leaves the HOST's residence or the date agreed between HOST and STUDENT if the Agreement is for the period after the first initial 30 days. For the first 30 days, if HOST and STUDENT are not compatible, either party has the right to terminate this Agreement for any reason.
- 2) The rental rates are published by POLY as follows: *With Meals* (\$36.67/day or \$1,100/30 days); *Without Meals* (\$30/day or \$900/30 days). HOST agrees to inform POLY at which of the two arrangements, if not both, are acceptable. HOST agrees not to charge STUDENT more than the published rates in any or all cases.
- 3) For the initial 30 days, the rent is due on the START DATE; however, if STUDENT has paid the rent to POLY, the due date of rent shall be within ten (10) days after the START DATE. For extensions, the rent due cannot be sooner than 5 days prior to the start date of an extension, and the extension period cannot be more than 30 days.
- 4) HOST agrees that the security deposit shall be only \$200. HOST agrees that the security deposit will be held by POLY and paid to the parties agreed by STUDENT and HOST within 30 days of receipt of written requests from both parties. HOST agrees to provide a letter or email (using the HOST's email account as stated on the application form) for the handling of the security deposit within 10 days after STUDENT has moved out. If there is a dispute between HOST and STUDENT, HOST agrees that, the security deposit will be held by POLY until it is settled.
- 5) This Agreement is only for the duration of STUDENT's studies at POLY with an extension of 30 days as a grace period. STUDENT is forfeiting the security deposit to POLY if the extension of stay with HOST is beyond the grace period. Any agreement between STUDENT and HOST beyond the grace period is independent of POLY. HOST agrees that it is HOST's responsibility to communicate with STUDENT to determine when STUDENT's last day at POLY will be.
- 6) If this Agreement is with the *With Meals* option, HOST agrees to provide two meals a day, breakfast and dinner. HOST may allow pre-prepared meals for STUDENT to self-serve. However, HOST agrees to arrange at least five (5) meals per week so that STUDENT can dine together with the HOST members unless otherwise determined by HOST and STUDENT.
- 7) HOST agrees to indemnify, defend and hold harmless POLY and its officers, employees, agents, successors and assigns against and from all claims, actions, suits, liabilities, costs and expenses whatsoever and whensoever arising out of or connected to hosting STUDENT under this Agreement.
- 8) HOST agrees to provide STUDENT a private, furnished bedroom and a bathroom. The room must be equipped with a bed, a desk, and a dresser/closet. The bathroom can be shared; however, the number of additional users cannot be more than two (2) and the users must be of the same sex as STUDENT. Providing at least a set of bed linens and towels are required. STUDENT shall have access to the kitchen along with appliances, utensils, and cookware - and to the common living areas with a T.V. set. HOST agrees to provide wireless internet access if available. HOST agrees to provide keys to STUDENT for the house. HOST agrees to charge only up to \$30 for the keys lost.
- 9) HOST certifies that English is the primary language spoken at home, the home is located within 40 minutes by public transportation and walking (using Google Map) from the designated POLY center, and the pictures submitted are accurate. HOST agrees to host no more than two tenants, including STUDENT, at any given time (no boarding houses). Furthermore, HOST agrees that the information provided on the *Application for Host Family* is accurate and agrees to update POLY as changes take place.
- 10) HOST agrees to show his/her home to prospective students interested in homestay in a friendly and inviting manner. POLY encourages students to visit up to three (3) prospective host families prior to making their decision.
- 11) HOST agrees to provide a copy of this Agreement to STUDENT before the START DATE. HOST is also entitled to copy of the *Homestay Agreement for Student* before the START DATE of this Agreement.

ACKNOWLEDGEMENT - I certify that I am the owner or leaseholder of the residence mentioned herein. I acknowledge that this Agreement is a binding contract. I have read and understood and agree to all the terms and conditions in this Agreement. Furthermore, I certify the receipt of the *Homestay Guidelines for Host Family*, and I agree to adhere to the guidelines.

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| Name of HOST Family Member (Print) | Signature of HOST Family Member | Date |
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Homestay Guidelines for Host Family

There are many benefits to a homestay arrangement for both the student and the host family. However, along with the benefits, there can be many challenges for both sides, especially with the cultural differences and the language barrier. It is our sincere wish that both the student and the host family have a positive experience through this homestay arrangement. We have set the guidelines for both the student and the host family to help build a harmonious and mutually beneficial relationship that will be a positive and rewarding experience for both.

The guidelines, which are set forth for the host family, are as follows:

- 1) You are encouraged to draw up a list of house rules and communicate it to the student for a harmonious relationship. The house rules may include meal times, curfews, internet usage, security concerns, use of the kitchen, bathroom, laundry and other facilities, cleaning requirements, amount of water and power usage, etc. However, the house rules should be reasonable so that the student does not feel offended and unwelcomed. It can be reasonable to ask the student to be home by a defined hour for the comfort of the family. However, for example, mandating the student to be home by 7:00 pm can be thought as unreasonable for the student who is an adult. It is reasonable to set a limit on showers, but setting the shower time to be less than 10 minutes can be thought as unreasonable to the student. Try to compromise on differences as necessary.
- 2) Make an extra effort to welcome the student in the first week, as first impressions are important in developing successful relationships. Keep your house clean, especially the room and the bathroom the student will be using before his/her arrival.
- 3) Provide your phone number to the student. Obtain the student's phone number, if available.
- 4) Introduce the student to every member who lives in the house. If you think it is a good idea, introduce the student to your neighbors as well.
- 5) If deemed necessary, show the student how to use a shower stall or bath tub. Many students are used to bathrooms with a floor drain. Pointing out that American bathrooms are without floor drains is a good idea.
- 6) Showing how to use a toilet can be good idea as well. Let the student know that if too much toilet paper is flushed down, it may overflow. Showing how to use a plunger when clogged can be a good practice as well.
- 7) Show the student where the garbage can is for disposing of garbage and/or feminine hygiene products.
- 8) Show the student how to operate household appliances and what times are appropriate for their use.
- 9) Provide orientation to the nearby amenities, such as convenience stores, coffee shops, restaurants, etc.
- 10) Show how to use public transportation. Show how to go to POLY from your home and how to return home from POLY by walking and using public transportation, if necessary.
- 11) Provide an English-speaking environment. Speak only in English while the student is around.
- 12) Schedule a meeting as deemed necessary with the student. Keep channels of communication open. Many problems can occur due to miscommunication, especially with the language barrier and cultural differences the student has.
- 13) Invite the student to join family activities whenever possible. You may also invite the student to religious activities and meetings as well. However, ensure to honor the student's right to decline any invitation without fear of being treated less kindly as a result.