

7 Wilton Crescent, Bishopdale, Christchurch
Ph +64 3 3599334 Fax +64 3 3599520
Email talktous@studentlinks.co.nz

Date of Application _____

Name _____ DOB _____
Occupation _____ Nationality _____
Work Ph _____ Mobile Ph _____

Name _____ DOB _____
Occupation _____ Nationality _____
Work Ph _____ Mobile Ph _____

Children and/or others living in the home:

Name	DOB	M/F	Interests	School (if applicable)

Home Contact Details

Address _____
 _____ (suburb)
 CHRISTCHURCH 80__

Home Ph _____
 Home Fax _____
 Email _____

Pets: _____ Inside or outside pets: _____

Household or Family Interests:

Why are you interested in hosting international students?

Give a little family background please. E.g. lived overseas

Religious affiliation:

Active Y/N _____

Does anyone in your household have specific eating requirements? Eg Gluten free

Can you cater for the following diets? Vegetarian Y/N No Pork Y/N No Beef Y/N

Please disclose any health conditions that may affect your ability to care for a student or that an International student should be aware of.

Eg: Hepatitis C, HIV, TB ...

Are you a smoking/non-smoking/outside only household?

What languages are spoken by the occupants of your home?

Do you have smoke alarms fitted appropriately? Y/N

Do you have a fire extinguisher close to kitchen area? Y/N

Do you have a first aid kit available? Y/N

Do you have locks fitted on bathroom and toilet doors? Y/N

Are you on the Orbiter bus route? Y/N

Are you on the Metro Star route? Y/N

Are you on the Red bus route? Y/N

Bus number(s) _____

Are you prepared to host:

A Muslim student Y/N

Long term stay Y/N

A male student Y/N

A female student Y/N

Short term student Y/N

Bank Account Details

Bank _____

Branch _____

Number _

Please give **full details of two character referees** who are **not family members** who can provide information on your suitability to care for a student. If you have hosted a student for another organisation, they should be one of your referees.

Name _____
Email _____
Address _____

Phone _____
Relationship _____

Name _____
Email _____
Address _____

Phone _____
Relationship _____

Who referred you to Student Links?

All occupants who are aged **18 years and over** will need to complete a **Consent to Disclosure of Information** form – one per person please. A Police check is now compulsory for Host Families. You must submit a new *Consent to Disclosure of Information* form when there is a change of circumstances eg. A new criminal conviction or a change in the composition of the household.

If you are planning to have more than two fee-paying boarders in your home at one time, then you are required to pay tax to the IRD. More information can be obtained by asking the IRD to send you the booklet entitled *Rental Income* (IR264). **This tax is your responsibility and not that of Student Links.**

DECLARATION	
I understand that making a false statement is an offence under the Crimes Act 1961.	
Pursuant to Principle 11(d) of the Privacy Act 1993 I agree to the disclosure and use of the information on this form by Student Links to authorised bodies in response to requests under statutory authority.	
I hereby declare that the information I have given above is true and correct. No information which could have a material bearing on my application to host an international student has been withheld. I understand that under the Privacy Act 1993 I have the right to have access to all personal information held by Student Links about me and I also have the right to ask Student Links to correct any information which is inaccurate. I have an obligation to advise Student Links if/when any of the personal information I have provided, changes.	
Signed _____	Date _____
Signed _____	Date _____

Don't forget to sign the Host Family Responsibilities & Conditions overleaf!

STUDENT LINKS HOST FAMILY RESPONSIBILITIES & CONDITIONS

Families hosting students for Student Links (SL) agree to comply with the following:

RESPONSIBILITIES

1. To keep an **open communication** with SL and the student.
2. To assure us that you **will not host more than 4** international students at one time in your home.
3. To provide: three meals a day for students, and laundry. Student's room should have a wardrobe, fresh warm bedding, wardrobe, chest of drawers, desk, lamp, chair and a heater in winter. Student should be given a house key. Optional extras: electric blanket, bookshelf.
4. To ensure all bathrooms and toilets used by the student are secured with locks.
5. To ensure smoke alarms and carbon monoxide alarm (if using gas) are installed, and a first aid kit is kept in the house.
6. To inform SL immediately if there are **any changes to the family circumstances**.
Eg: A change in health, employment, composition of household; a change of address, a request for the student to change rooms.
7. **To encourage the student** to feel part of the family by having them take a turn with small chores, and family activities. (Movies, bowling, watch a video, shopping, and church).
8. To discuss overnight stays with the student. Students of all ages may not have friends in their rooms without permission from the host. If student wishes to stay over with a friend then hosts must know where he/she is staying and call the other family. **Host parents must always have a contact phone number in case of emergency.**
9. If you need to be away from your home overnight or longer for any reason, SL links will arrange temporary accommodation and notify the school. This is our responsibility. Please don't arrange this without discussion with us.
10. All students expect to have **internet access** in the host home. We suggest that hosts who use internet, install wireless broadband and the student contribute to the monthly internet cost. Minimum of \$5 per week, more depending on usage. Students are responsible to pay these costs; it is not included in the board rate. We strongly discourage students using the host family computers.
11. To **discuss with SL if the student has overseas guests coming to New Zealand**. SL are responsible for accommodation arrangements, and do not encourage guests to stay with the host family.
12. **** To call the school if your student is sick or for some reason not at school. Do not leave this to the student.**
13. *** To call SL if you have any concerns at all.** Please do not let things slide or put off contacting us if you are uncomfortable about anything. Our role is to support you, as well as assist and guide your student to a safe and happy education in New Zealand.
14. *** To ensure your student is home straight after school** unless involved in extra-curricular activities. Host parents should always know which day their student will be late home. During the week, all under 18 students and language students should be home for the evening meal with their host.
15. *** To set a curfew suitable for your student:** We suggest no going out Monday to Thursday evenings. On Friday and Saturday the time should be set appropriate to the age of the student. Sunday evenings, 9pm.

CONDITIONS

12. If your student is **away from your home** five consecutive nights of any course break up to maximum of 3 weeks* (or longer by arrangement with you), you will be paid 1/3 of your weekly board rate. This is known as a 'retainer'.
13. *** During the Christmas holidays for high school students, property of the student is removed and no retainer fee is paid to host family.**
14. SL pays you four weeks in advance. **One weeks notice** needs to be given by you or your student if they are to move for any reason. (The only exception to this is school holidays) Any board money left after the 1 weeks notice **must** be refunded to SL.
17. If either party is found in breach of this contract, SL reserves the right to move the student immediately. In this case the standard 1 weeks notice will be waived.
18. **Host Parents agree not to enter into any private arrangement** with a SL student or their parents regarding board payments and guardianship service. Payments will *always* be made directly from SL.
19. **There is no medical or legal reason that would prohibit you from hosting a student. You agree to notify SL of any changes in your circumstances and or any changes in the people living in your home.**
20. SL is not liable for any loss or damage to property or person caused by the student's action.

** Refers specifically to students (aged 18 and under)*

We look forward to working with you in the care of your student. Thank you for opening your home and giving your time and energy in this way. We are sure this will be a good experience for you and your family.

Signed _____ Name _____ Date _____

Signed (Student Links) _____ Name _____ Date _____