

Dear

Thank you for your interest in hosting for us. Unfortunately the application process is quite long and we have no control over this. But we will do our best. You will help the process by checking that you have completed the application forms correctly and sending them back to us as quickly as you can.

Please read the enclosed information on **Student Links**. We ask that you complete & return the following forms:

- **Host Family Information Pages**. (Including the signed 'Responsibilities and Conditions')
- **'Consent to Disclosure' Police Form** – each person in your home aged 18 and over must fill in this form. Ladies, remember to add your maiden name.
- **Please enclose a \$25 non-refundable application processing fee**. If paying by cheque please make it out to **Student Links Ltd**.
- A recent family photo to include as many family members as possible.

After you have sent these forms back to us, we then send away letters to your referees and the 'Consent to Disclosure' forms to the Police in Wellington. Unfortunately these can take up to 8 weeks to be returned to us. When we have received all of this information back we will call you and make an appointment to come and visit you. During this visit/interview any questions you may have will be answered.

**We cannot guarantee a student immediately**, as it takes time to match your requirements with the requirements of a student.

When you have 'signed up' with **Student Links** and we are in the process of looking for a suitable student for you, please let us know if your situation changes and you are not available to host for us at any particular time. It makes it difficult if we call you with the arrival date of a student, only to find you are unavailable.

**We require you to attend at least one of our host family orientation evenings**, we will let you know about this closer to the time. We pride ourselves on good support to our host families, we look forward to working with you.

Thanks again for your interest in hosting with **Student Links**.

Kind Regards,

Elspeth Kong  
Host Family Coordinator