

HOST FAMILY GUIDELINES AND RESPONSIBILITIES

USA International

#425-483-5974

After you read through the following information, please return this page to USA International with your host family application form.

Summary of Contents

1. **Private Room**-please provide a bed with linens, a closet or dresser, lighting, a window, and a desk with a lamp. Host shall provide basic toiletries such as soap, towels, toilet paper, and laundry detergent.
2. **Assist student upon arrival**-please help your student become acquainted with your home. (bathroom, bedroom, laundry, kitchen, safety issues, and scheduled **BUS ROUTE**)
3. **FIRST MONTH IS A TRIAL PERIOD---** Both Student and Host Family will make a good faith effort to make the host arrangement work. However, if the student or host family feel that it is not a good match the student or the host family will give the other a two week written notice to move out and the stipend will be pro-rated and **REFUNDED**. * Initial
4. **Internet Service**-Students require internet access.
5. **Airport Pick up**-Airport pick up must be arranged with USAI. USAI provides this service at an additional charge to the student. If a student or agency contacts you please have them make arrangements with our office. We may ask families to pick up students from the airport. Families will be reimbursed \$30-\$40 depending on the day/time. This only applies to individual students and not to group programs.
6. **Rules**-please review your family rules with the student during student's moving-in-period.
7. **Stipend**-hosting should not be considered a money making program. Stipend for 2010 is \$600/\$625 per month. Stipend is to cover cost of room, board, utilities and all meals. Hosts will not charge students for any additional cost without advance notice to USAI.
8. **Hosting more than one student**-Family may host more than one student, however, please do not host two students of the same nationality. Exception: Some group programs allow two students of the same nationality to stay with a host family.
9. **Length of Stay**-first month is a trial period; there is no guarantee on the student's length of stay.
10. **Meals**-food is included in the stipend (only for Host Families). Not for Share House. Please provide nutritious meals.
11. **Religion**-please respect the religious beliefs of your students.
12. **Conversation**-please spend time with your student to help them improve their English. If your family speaks another language, please make sure to speak English when student is present.
13. **Family Activities**-please include your student in your family activities.

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14. **Telephone**-please instruct your student to use a cell phone, calling card or call collect only if making long distance or international calls. USA INTERNATIONAL will not be responsible for phone bills.
15. **Guests**-please talk with your student about having friends over. We recommend no relatives for the first 3 months. This will help the student adjust to living away from home.
16. **Vacations**-please reduce the monthly stipend when students or host families go on vacation (2 weeks or more). Coverage refund is 50%.
17. **Damage**-USA INTERNATIONAL will not be responsible for any damages. If damage to personal property occurs, please contact us so that we may be able to mediate between student and host family.
18. **Misunderstandings/Problems**-please contact us at anytime.
19. **Moving out**-please contact our office when your student decides to move out. Student or Host Family will give the other a two week written notice to move out and the stipend will be pro-rated and **Refunded**. * Initial _____ Note: Move Out Form is for the student and host family to have clear understanding.



Hosting can be a wonderful cultural program for your family. Please remember that it takes some effort on the families part. We ask families to have realistic expectations. We are here to help both families and students make the most of their time together. Please contact us anytime.

I have read, understood and agree with the above requirements of being a host family.

Host Family Name: _____ **Date:** _____

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Thank you for deciding to host our student. We hope that you will have a wonderful cultural experience. Use the following guidelines to help your family have the best experience possible.

Hosting a student can be beneficial to a family as well as a student. While families can enrich their lives through cultural experience, students can learn American culture and practice their English. Please always treat your student as a member of your family.



ASSIST STUDENT UPON ARRIVAL: Please help your student by familiarizing them with your home.

Please instruct your student as to:

- *Bathroom*- how to take a shower or bath (note: In most Asian countries, there is a drain in the bathroom floor. Please explain to students that water should not get on the floor and make sure they know how to use the shower curtain correctly). Please explain the appropriate length of time for showers or baths. Please provide basic toiletries such as soap, towels and toilet paper. Students will be responsible for personal hygiene toiletries.
- *Bedroom*-how to make their bed / which covers to sleep under (sheets not comforter) / how often sheets are to be washed and by whom.
- *Laundry*-who does the laundry and how often/ make laundry detergent available.
- *Kitchen*-how to use the microwave, stove, and refrigerator.
- *Safety Issues*-locking the door, turning lights off when they leave, and the security system.
- *Schedules*-when to take a shower or bath, and what time dinner is.
- **Bus Route**-families are required to show the student how to ride the bus to/from school.

ROOM: Please provide a private room for sleeping, studying, and privacy. There should be a bed with linens, adequate storage such as a closet or a dresser, adequate lighting, fire exit/window, and a desk with a chair.

FIRST MONTH IS A TRIAL PERIOD: The first month is a trial period. Both Student and Host Family will make a good faith effort to make the host arrangement work. However if the student or host family feel that it is not a good match the student or the host family will give the other a two week written notice to move out and the stipend will be pro-rated and **REFUNDED**

INTERNET SERVICE-Students require internet access. Having internet service is very important and is becoming a necessity just as the telephone was only a few years ago. Students always request internet service and many families provide this at no additional charge.

AIRPORT PICK UP-Airport pick up must be arranged with USAI. USAI provides this service at an additional charge to the student. If a student or agency contacts you please have them make arrangements with our office. We may ask families to pick up students from the airport. Families will be reimbursed \$30-\$40 depending on the day/time. This only applies to individual students and not apply to group programs.

RULES: Please establish a clear and moderate list of important house rules (preferably in writing) that all members of your family would be required to follow, and review the rules with your student when your student moves in. Please provide USA INTERNATIONAL with a copy of your house rules.

STIPEND: The stipend is paid to families to help cover the cost of their student. This stipend covers room and board. Please do not rely on the stipend to budget your family expenses. There is no guarantee that any student will stay for any length of time. Both parties, the host family and the student, must be happy, otherwise the student may move out or the family may ask the student to move out. There is no lease or requirement for students to stay with a family. Please remember that hosting should not be considered a money making program. Students are asked to give two weeks written notice when moving out. Please give student the move out form available on our website. This form is for students and host family to have a clear understanding. When student gives notice and moves out during the month, the family will pro-rate the last month. The stipend is \$600/\$625 per month for host family (2010). Share housing (room only) \$475 per month (2010). Please check with your tax advisor about the monthly stipend.

HOSTING MORE THAN ONE STUDENT: Families may host more than one student; however please do not host two students of the same nationality. If you are hosting another student, please let our office know immediately. Exception: Some group programs allow two students of the same nationality to stay with a host family.

LENGTH OF STAY: There is no contract or lease for this program. Host Commitments are month to month. The student as well as the family must be happy to be living with each other. We ask students to stay a minimum of one quarter; however, there is no guarantee that the student will stay this long. If your student does not stay for a full quarter, they are not required to pay for the months they did not actually live in your home. Student will give a two week written notice to their family, and the last month's stipend will be pro-rated.

MEALS (for Homestay only): Host shall provide three meals per day. Meals should be nutritious, well balanced and represent a variety of tastes.

- **Breakfast:** food needs to be available to the student. Please explain how students should help themselves.
Note: Asian students may not be used to cereal, please explain to your student about American style breakfasts.
- **Lunch:** food needs to be made available.
- **Dinner:** prepared by the host family.
Note: When families go out and are not home to prepare dinner, there should be food available for the student.
- **Restaurants:** from time to time, families would like to invite students out for dinner. Families may pay for the student or tell the student in advance the cost. For families that eat out often (more than once a week), please remember that the stipend is to cover room and board (food) and, in this case, should not ask the student to pay.

RELIGION: Families need to respect students' religious beliefs and background.

CONVERSATION & FAMILY ACTIVITIES: The purpose of students living with host families is to learn about American culture and to practice their English. Please include your student in family activities and encourage your student to participate in family conversations. Students may ask you to help them with their homework. Please let the student know when the best time for you to help them with their homework is. In the beginning please speak clearly and slowly, as students are not used to our accents. Writing things down may aid communication.

TELEPHONE CALLS: each family has their own rules regarding telephone use. Please explain to your student about your telephone rules. We encourage families to have students use cellular phone or telephone cards and not make long distance calls from your home phone. USA INTERNATIONAL will not be responsible for unpaid phone charges. Long distance phone calls are to be paid by the student. Some students would like to have their own telephone line. In this instance the student will be responsible for all telephone charges. Please talk with your student and phone company about this arrangement.

RELATIVES: We ask students not to have relatives or guest stay at host family's house for the first quarter or three months. This is to help students and host family adjust living together.

GUESTS: Occasionally students should be able to invite friends over with prior notice and with their families approval. For guests who stay for extended periods of time (over three days) please talk with your student in advance about any stipend that may be charged to the guest. If you need help in explaining to your student about having a guest for an extended period of time, please do not hesitate to contact our office.

VACATIONS: Students may desire to travel from time to time. We ask families to talk with their student about a reduced stipend for their time away if it is longer than two weeks. If the host family plans to take a vacation please let your student know ahead of time so that they can make appropriate plans. If your student will be left at home alone, please provide emergency phone numbers and contact USA INTERNATIONAL so that we may call the student from time to time while you are on vacation. If the student or host family is going on vacation for more than two week, please reduce the stipend (coverage refund is 50%). If the student will be on vacation for more than one month, host family and student will agree on stipend or student will be required to move out. If student needs assistance finding a new host family, please contact USA International.

DAMAGE: USA INTERNATIONAL will not be responsible for any damages your students may cause. We are here to help mediate between the student and family. Please contact us as soon as you notice any damage. Students should pay for damages before they move out, as it is very difficult to recover any damages after such time.

MISUNDERSTANDINGS OR PROBLEMS: Students as well as families are encouraged to contact our office anytime they have a question or concern. We are here to help solve any misunderstandings or problems that may arise. If we do not hear from you, we assume that everything is fine. We hope that host families and students have a good experience together.

WHEN STUDENT DECIDES TO MOVE OUT: Please contact our office when your student decides to move out. When student gives their two week written notice and moves out during the month, pro-rate the last month stipend. Please have your student fill out our homestay move out form which is available on our website. Note: Move Out Form is for the student and host family to have clear understanding.



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