



International Student

*Homestay Provider  
Application*

**2020**



CRICOS Provider Number: 03731G

## Introduction

Thank you for your interest in becoming a Faith Lutheran College Homestay Provider. Homestay is a valuable opportunity for international students to experience the Australian lifestyle and practise their English language skills in a real home setting. As a Homestay Provider, you contribute to the positive memories international students have of their studies in Queensland. Our most successful hosts form cultural links and friendships with students and their families all over the world.

Homestay arrangements are organised in a situation where an international student is not able to live with parents/legal guardians or approved relatives in Queensland. The student's parents/legal guardians request that Faith Lutheran College arrange accommodation, support and general welfare for the student.

Please read this document and complete the included Application Form to apply to become a Homestay Provider to International Students enrolled with Faith Lutheran College.

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## General Information and Expectations

### Living with an International Student

Host families are encouraged to assist the International Student's cultural adjustment and support their community and social integration. Australian families with students attending the same school provide an opportunity for the student to develop social relationships and shared experiences that strengthen the homestay relationships and valued cultural experience.

### Homestay Provider Responsibilities

The primary responsibility of a Homestay Provider is to provide students with a safe, welcoming and friendly home. It is particularly important that you treat students as valued members of your household. In return, they are expected to show you and your family respect, courtesy and consideration.

Homestay is a term used to describe full board accommodation offered by a family, a couple or a single person for which a set weekly fee is charged. This fee covers all expenses associated with providing food and shelter to an international student. This includes providing:

- A single room for the student's use
- Three meals a day, seven days a week
- Facilities - a bed, wardrobe, towels and linen
- Utilities - gas, electricity, heating and water costs
- Cleaning services of common living areas
- Use of living areas within the residence
- Study facilities – desk, study light, bookcase.

In partnership with the College, Homestay Provider Families are required to exercise a duty of care towards International Students. As this is a great responsibility, Homestay Provider families are provided with an orientation that allows questions to be asked and clarification to be sought on anything you may be unsure of prior to the International Student arriving. This orientation will address the following:

- Knowledge and understanding of the needs of adolescents
- An understanding of cultural, linguistic and religious differences
- An understanding of the needs of young people away from their home environment
- A flexible approach to matters of discipline, house rules and cooperative living
- What to do if a problem occurs

### Blue Card Legislation

Homestay Providers require a Blue Card or an exemption card. Each adult resident, or persons at the residence turning 18 years old in the year the student arrives, must have a Blue Card. The legislation governing Blue Cards requires Faith Lutheran College to have a risk management strategy which applies to all people interacting with children in a homestay. You and all other persons in your home must comply with the Faith Lutheran College Homestay Risk Management Strategy.

Please contact Blue Card Services on 1800 113 611, or see [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au) for further information in obtaining your Blue Card.

## Homestay Provider Payment

Details regarding the Homestay Provider payment are stipulated in the Homestay Provider Payment Information Sheet, which is available via the College website – [faithlc.qld.edu.au](http://faithlc.qld.edu.au).

## Application Process

The application process to become a Homestay Provider for International Students of Faith Lutheran College is as follows:

1. Prospective Homestay Provider completes the Homestay Provider Application form and returns it to the Faith Lutheran College Homestay Accommodation Officer. As part of this form, the prospective Homestay Provider lists two character references.
2. Within ten (10) business days, the Faith Lutheran College Homestay Accommodation Officer contacts character references and subsequently contacts the prospective Homestay provider to arrange a home visit if application is deemed suitable.
3. The Faith Lutheran College Homestay Accommodation Officer conducts the home visit, assessing the house by using the Homestay Inspection Checklist to determine if the selection criteria have been met.
4. Homestay Accommodation Officer signs off on the application, making any notes about the residence as necessary.
5. Homestay Provider is given a copy of the Homestay Provider Handbook, and accompanying Faith Lutheran College policies.
6. Homestay Provider signs Homestay Provider Agreement and arrangements are made for an International Student to be placed with the Homestay Provider as necessary.

Please note that all Homestay Provider applications will be considered within ten (10) business days. If your Homestay Provider Application is not successful, at any stage of the above process, the Faith Lutheran College Homestay Accommodation Officer will contact you to discuss the reasons for this.

A more detailed recruitment, application and allocation procedure in regards to Homestay of International Students can be found in the Selection, Recruitment and Monitoring of Homestay Providers document.

# Homestay Provider Application Form

Please complete and return to the Homestay Accommodation Officer

## 1. Contact Information

Name/s				
Full name of person dealing with the College:				
Profession/Occupation:				
Hobbies/Interests:				
Full Name of Spouse/Partner <i>(if applicable)</i>				
Profession/Occupation:				
Hobbies/Interests:				
Phone Numbers	Person dealing with the College	Spouse/Partner if applicable		
Home:				
Work:				
Mobile:				
Can we contact you during the day (8.30am-4.30pm)?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Can we contact you on your work number (if applicable)?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Residential Address:				
Address:				
State:		Postcode:		
Email:				
Name of Email Contact:				
Email Address:				
Please include any other relevant contact information:				

## 2. Family Details

Please complete the below information for all household members:

<b>Full Name</b>	<b>Gender M/F</b>	<b>Date of Birth</b>	<b>Occupation</b>	<b>Relationship (to contact person)</b>	<b>If over 18, or turning 18 during student arrival, has a Blue Card (yes/no)</b>	<b>Hobbies/Interests</b>

### 3. Household Information

Smoking							
Does anyone in your home smoke?	<input type="checkbox"/> YES (Inside)	<input type="checkbox"/> YES (outside only)	<input type="checkbox"/> NO				
What is your religious affiliation?						<input type="checkbox"/> N/A	
Pets							
<i>It is very important to give full details of all pets and to keep the College informed of any changes</i>							
Please list any indoor pets:							
Please list any outdoor pets:							
Location and Travelling Time							
Bus Numbers (if known):							
Name of Bus Stop (if known):							
Approximate Distance to nearest Train Station:							
Estimated travelling time to school in minutes by bus:	1-10	10-20	20-30	30-40	40-50	50-60	More
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimated travelling time to school in minutes by car:	1-10	10-20	20-30	30-40	40-50	50-60	More
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



#### 4. Accommodation Details

Description of rooms and facilities available for students			
<i>Please tick all that apply and provide further detail if you wish</i>			
	Room 1	Room 2	Room 3
Size of room in metres:	____x____	____x____	____x____
Single room			
Twin room <i>(2 single beds)</i>			
Double room <i>(1 double bed)</i>			
Wardrobe/fitted cupboard			
Chest of drawers			
Desk or table and chair for study			
Reading/study lamp			
Other <i>(e.g. television, electronic equipment, lock on door)</i>			
Will you accept single occupancy of a double/twin room?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the house centrally heated?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there any air conditioning?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Please specify what is air conditioned:		<input type="checkbox"/> Bedrooms only	<input type="checkbox"/> Living Areas <input type="checkbox"/> Both
How many does the house have in total?	Bathrooms		Toilets
Can you offer a bathroom for the sole use of the student?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Is it an en suite?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there a shower for the student's use?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there a bath for the student's use?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the student allowed to use your cooking facilities?			<input type="checkbox"/> YES <input type="checkbox"/> NO

Description of rooms and facilities available for students (continued)				
Are you prepared to do the student's laundry?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you prepared to let the student use your washing machine?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have internet access that students can use?		<input type="checkbox"/> Only if they have their own laptop	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Please specify type:		<input type="checkbox"/> Wi-Fi	<input type="checkbox"/> Broadband	<input type="checkbox"/> Dial Up
			<input type="checkbox"/> Cable	
Can you cater for special dietary requirements? <i>E.g. vegetarian, diabetic, Muslim, Kosher etc</i>		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Please select preferred gender of International Student:			<input type="checkbox"/> M	<input type="checkbox"/> F
Will you accept siblings/pairs of students?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will you accept students over the school holidays?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Please indicate any dates on which you are not able to take students:				
<i>Please note the Homestay Accommodation Officer will try to place students with you on the dates you offer. You should however bear in mind that all placements are subject to availability, and that the school cannot guarantee continuity nor regularity of student placements.</i>				

### 5. Additional Information

Please give any further information you feel may help us to place the right student with you and to ensure the success of arrangements from both your point of view and the student's.

Additional Information

## 6. Character References

Please provide the names and contact details of two people who can act as character references. We will contact these people.

<b>Character References</b>			
<b>Referee 1</b>		<b>Referee 2</b>	
Name:		Name:	
Mobile:		Mobile:	
Landline:		Landline:	
Email:		Email:	

## 7. Acknowledgement

I/we agree that all information provided in this application is true and correct.

\_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_

Thank you for completing this application form. We will contact you as soon as possible to arrange a home visit.

## Bank Details

Should your application be successful, the College will pay your Homestay Provider allowance directly in to your bank account.

Please fill in your bank details below so that we can arrange payment:

<b>Name of Financial Institution:</b>	
<b>Account Holder Name:</b>	
<b>BSB and Account Number:</b>	
<b>Email Address of Account Holder:</b>	

# Homestay Applicant Home Visit

## OFFICE USE ONLY

Applicant Name:			
Address Visited:			
Visited by:			
Date of Visit:		Time of Visit:	
Notes:			