

## Student Booking Form

### 1. Personal Information

Student ID No.:	
First Name:	Last Name:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Birthday (dd/mm/yyyy):
Phone #	Birth Country:
Email:	

### 2. Course Selection

School / Company Name:	
Address:	
Course / Internship:	
Start Date (dd/mm/yyyy):	Until:
If arrived earlier from the course start, do you require lunch? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### 3. Accommodation

Start Date (dd/mm/yyyy):	# of weeks
Accommodation: <input type="checkbox"/> Single Room <input type="checkbox"/> Shared Room	
Meal Plan: <input type="checkbox"/> Half Board (Mon-Fri – 2meals, Sat-Sun – 3meals)	
<input type="checkbox"/> Full Board (Mon-Sun, 7 days – 3meals) (with Lunch – Mon-Fri - NZ\$30 per week)	
Would like internet access? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### 4. Special Request & Concerns

Are you happy to stay with a family who have pets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you happy to stay with kids?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you happy to stay with a family who smokes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Do you smoke?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, you can only smoke outside the house		
Do you have allergy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please specify: _____		
Any dietary requirement: (Halal food, Gluten free, etc) - it will be an extra cost Please specify: _____		
Do you have any other special request? _____ Like private bathroom (limited availability) – it will be an extra cost		

### 5. Other Information

Do you require a transfer from the airport?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, it will be an extra cost		
Arrival Date:		
Arrival Time:		
Flight Number:		
Emergency contact number:		

## Refund and Cancellation Policy

When written notice of cancellation is received,

- 14(+) Days prior to commencement of the Homestay, HFNZ will retain the Placement Fee and agrees to refund the balance of Homestay fees paid, within 14 days of receipt of written notice of cancellation.
- 13(-) Days prior to commencement of the Homestay, HFNZ will retain the Placement Fee and a Late Cancellation Fee of \$50, and agrees to refund the balance of Homestay fees paid, within 14 days of receipt of written notice of cancellation.
- 7(-) Days prior to commencement of the Homestay, HFNZ will retain the Placement Fee and 1 week's Homestay fee, and agrees to refund the balance of Homestay fees paid, within 14 days of receipt of written notice of cancellation.

*I declare that I have understood and accept the Refund & Cancellation Policy.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date of Request (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_.

## **MEMORANDUM OF UNDERSTANDING / PREPARATION POINTS FOR HOMESTAY**

1. I understand that Homestay is not a hotel service. I am prepared to be treated as any other member of the Homestay and respect all rules, advice and judgment. I will ensure I clearly understand the rules of the Homestay through discussion in the initial stages of my stay.
2. I will make every effort to interact with the family members and be pro-active (positive and active family member) within the household. I will communicate to my homestay host foods that I cannot or prefer not to eat. I will also make an effort to try different foods.
3. I will try to behave in a manner consistent with my immediate environment and community. I will try not to be excessive in the use of electricity, water, etc. If there is any difference of opinion on this, I will discuss the issue with my homestay host. If an agreement cannot be reached, I will refer to the Dispute Resolution\* below.
4. I am willing to accept any reasonable household rule that my homestay host sees fit to impose for my welfare. I understand that I must contribute to the household duties as other family members do. I will abide by the Homestay rules in regards to keeping my room tidy, washing dishes, laundry etc. I am aware that I am not allowed to cook, unless on special occasions.
5. I will respect the property and privacy of my host homestay host's personal belongings and affairs and acknowledge that I will be liable for all costs incurred by me during the homestay period which are not included in the homestay fee (refer to 3). Any excessive use of utilities will be defined as above and beyond normal usage for the household as evidenced by utility bills for comparable periods. If an agreement cannot be reached, I will refer to the Dispute Resolution\* below. I acknowledge and agree that I will be liable for any loss or damage I deliberately cause to my host family's property.
6. I will inform my homestay host of my whereabouts and plans each day. I will be punctual for meals and be home by the agreed acceptable time of return. I will contact my homestay if I am going to be late. I will seek permission well in advance from my homestay if I want to invite friends over.
7. I am aware that I should offer to pay for myself if my homestay host takes me out (meal, movie, zoo etc) or away (e.g. overnight or weekend trip). If I feel that the cost and/or frequency of outings are excessive, I am aware that I can decline my homestay host's invitation.
8. I will not compare my homestay with that of other students/participants, nor will I comment on homestays other than my own. I will not discuss any homestay problems/issues with other students/participants. Please discuss any problems with your family. Failing this I will contact HFNZ staff if I have any concerns about my homestay.
9. I will abide by New Zealand law at all times, and be aware that laws and penalties may differ from my own country. I will also abide by the rules my home institution has set.
10. I will communicate any issues/problems with homestay staff during office hours (9.00am to 5.00pm). Only in the case of an emergency will I contact HFNZ after hours.
11. I understand that a homestay environment is not limited to a traditional family structure (mother, father and children) and that most New Zealand families have pets. I also understand that New Zealand is a multi-cultural society and I cannot discriminate on grounds of race, gender or religion.
12. I will submit to HFNZ staff an evaluation of my homestay host family the end of the homestay period.
13. I am aware that HFNZ reserves the right to remove me from homestay without further responsibility to relocate me, if I do not abide by this Memorandum of Understanding / Preparation Points for Homestay.
14. By submitting this form I acknowledge and agree that I have read and understood these terms and conditions and I agree to be bound by them.

## **LIABILITY**

**I acknowledge that during the homestay period my person and my property will be at my own risk and I will not hold HFNZ or my homestay host liable for any personal injury or loss of property caused by any act or omission of HFNZ or my homestay host.**

Please Note: **HFNZ seeks to ensure that the participants in the homestay program are adequately protected against injury or loss or damage to property. However, accidents do happen and property is at times lost, damaged or stolen and students will not always be totally covered for such injury, loss or damage in all circumstances. Students should consider obtaining their own insurance cover for injury, illness and loss and damage to property for the duration of their participation in the homestay program.**

## **DECLARATION**

**I declare I have read. Understood and accept the Terms and Conditions of Homestay Programme and Homestay Policy at HFNZ. I agree to abide by the homestay rules and requirements.**

**THE TERMS OF THIS AGREEMENT ARE HEREBY AGREED BY:**

***Signed for and behalf of STUDENT:***

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_