

Tamwood International College Ltd.

Tamwood Accommodation Programs



TORONTO CAMPUS
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Phone: 416 485 4480

VANCOUVER CAMPUS
889 W Pender Street
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Phone: 604 899 4480

TERMS AND CONDITIONS

1. Homestay families that host more than one student must ensure they speak different languages unless there is a special request otherwise. As an extension of Tamwood's English Only Policy, students living with the same homestay family must not speak the same mother tongue, unless approved by the Homestay Coordinator.
2. The homestay family must provide the student with a private bedroom, furnished with a bed, bedroom and bathroom linen, a desk, a dresser, a closet or armoire, a window, sufficient heating and lighting, and access to laundry facilities and Internet. Remuneration for fullboard homestay (3 meals) is summer: \$39.00 per day, or for half board homestay (2 meals) is \$37.00 per day. Winter full board homestay (3meals) \$36.00, and or half board (2 meals) \$34.00 per day. Remuneration for Pre-Teen and Teen student homestay placements increase depending on the student's age and their program.
3. Homestay families must not accept a student from Tamwood if there are plans or an intention to be away for a period longer than one week. For vacations or other absences of one week or less, homestay families must advise the Homestay Department of the intended absence and arrange for a substitute to occupy the homestay home and provide meals to the student.
4. If a student or family want to change their homestay arrangement for any relevant reason within the first week of the student's arrival, either party has the option of terminating the homestay without giving two weeks notice. Payment will be pro-rated based on the number of nights the student stays with the family.
5. In a case where a student and family are unable to reconcile differences and cannot live comfortably together, the student will be placed with a new homestay family at no extra cost to the student. Upon relocation, if the homestay fee has been paid in advance, the homestay family agrees to refund the remainder of any homestay fees paid, no later than 14 days after the student's relocation date.
6. If a student wishes to extend the homestay, the student is responsible for making payment directly to Tamwood, which will then process the payment and continue the payment schedule to the homestay family. Tamwood is not responsible for extension payments until the student has paid Tamwood. It is the homestay family's responsibility to verify with the Homestay Department that the student has made extension payments. The homestay family agrees with Tamwood that it will not enter into any direct payment agreement with any Tamwood student concerning room and board.
7. Vancouver homestay payments are processed on the 25th of each month for each night a student sleeps in the host home during the payment month.
8. Tamwood is not responsible for any expenses that the homestay family may incur because of the student living with them, such as expenses for long distance calls that the student may make. The homestay family is responsible for making the proper arrangements for payment of any such expenses directly with the student soon after his/her arrival.
9. Tamwood is not responsible for any student wrongdoing or misconduct, or any damage or loss caused by a student.
10. It is recommended that all homestay families hold valid homeowner's or tenant's insurance to cover any loss suffered or caused by a student. Please note that your such insurance does not automatically cover students' belongings that may go missing. It is recommended that homestay families speak to students about obtaining their own insurance for their personal goods. It is also recommended that homestay families carry adequate auto insurance in the event a family vehicle is used to transport students or if students are included in family events.
11. Tamwood requires Hosts to submit Criminal Record Checks for household members over 18 years old.
12. Tamwood does not perform a background check on students, therefore Tamwood does not guarantee or warranty the suitability of the student for a homestay placement.
13. If a student changes homestay families and the new homestay family picks up the student at his/her original homestay home, the new homestay family will not be paid for this service. Homestay families will only be paid the airport fee for airport service authorized by the Homestay Department.
14. Host Families are responsible for advising Tamwood College immediately in writing of any material changes in their profile, including such changes as, people living in the house, physical changes to the property during renovations, changes to employment status and schedule.
15. Re-visitations are conducted every 3 years
16. HRSD declarations for all permanent residents in the home 18+

Tamwood International College Ltd.

It is imperative that our homestay hosts see the importance of the above terms and conditions. Failure to respect the following Tamwood standards and policies will result in being terminated as a homestay host.

- o Not following the English Language Policy
- o Taking payments from students privately (homestay fees, charge for laundry soap, internet use, etc).
- o Overbooking students and frequent last-minute cancellations
- o Harassment of student – verbal, emotional, sexual, physical etc.
- o Use of illegal substances or severe intoxication of alcohol
- o Theft of student property
- o Unkempt / unhygienic house
- o Unhealthy or inadequate meals being served consistently
- o Severe personality conflicts or cultural conflicts

I/We have read, fully understand and agree to the terms and conditions written above.

Signature: _____
Primary Applicant

Date:

Name:
Primary Applicant

Signature: _____
Accepted by International Accommodations Inc. Representative

Date:

Tamwood International College Ltd.

Host Family Application Form

HOMESTAY

In a home setting the host family provides the student with a clean private bedroom, bathroom facilities, complete meals, clean sheets, pillows, towels, and blankets, access to common areas of the home and contact with English speaking Canadians every day in a secure and friendly environment. The host family provides basic information on how to function in Canada, for example, using the public transportation system to travel to and from school.

HELPFUL SUGGESTIONS FOR NEW HOST FAMILIES

Initial Impression: This visit is as exciting for the new student as it is for you. You can ensure a positive first impression by preparing in advance. Preparing a clean, private and bright bedroom with a proper bed, desk, closet and dresser will make the student feel at home. Some additional touches you may consider are a photo of your family with your names attached a city map marked with your name, address and telephone number, a small fruit bowl, a bottle of water or a small card. Have a spare key cut in advance. Know and use the correct pronunciation of his/her name to complete your welcome package.

Tour of Your Home: Once the student arrives, provide a house tour at the earliest opportunity. Remember to explain the use of all kitchen appliances, remote controls, answering machines, and laundry facilities and take time to discuss house rules, customs and your expectations. Provide time for the student to unpack and relax alone, he/she may feel jetlagged and retire early today.

Language: Tamwood maintains an English only policy both at school and at home. This often requires an occasional reminder. A dictionary on hand will prove to be useful, as are notepads to help clarify issues.

Food: Your diet is most likely very different from what your student typically eats. We suggest keeping a healthy and balancing menu. Discuss your guest's preferences. Allowing students to prepare their own packed lunches for school will help insure a familiar meal. Some cultures will not take a second helping unless offered two or three times. Bringing your student with you to do groceries is an excellent opportunity for him/her to indicate foods he/she prefers.

Expenses: Students are expected to pay for their own personal purchases, entertainment and long distance phone calls. Collect calling and/or a long distance calling card will prevent any calls charged to your bill. Hosts normally pay for students when taking them to a restaurant or movie.

Transportation: Providing your student with a drive to school on the first day of classes will alleviate nervousness for the student. An orientation to the public transportation system within the first few days (purchasing a bus pass or correct change, location of the bus stop, explaining the route and where to get off or you can make a note to the bus driver) will help prevent students from getting lost and make him/her more self-sufficient. If possible, encourage the student to travel with another student living nearby.

Belongings: This is a common situation which can be less stressful if students record numbers of all credit cards, passports, and traveler's cheques etc., label all personal belongings (name and address) and leave unneeded money, credit cards and other valuables at the host family home or in a secure locker elsewhere for the sake of security and to respect the privacy of the student, host families are advised not to enter the room being occupied by the student unless the student is present.

House Rules: Make sure to print your home and bathroom rules and make them visible for the student. Some standard house rules include; no smoking (if non-smoking home), no drinking (if non-drinking home), no drugs, and English only. Some house rules are flexible (i.e., "anyone late for dinner can reheat it when they get home" versus "dinner is at 6:00 sharp") and the students are encouraged to respect the individual host family set-up. However- the host family should also keep in mind that the students are usually independent adults capable of making decisions and the host family should allow for flexibility in their schedule.

Support: If you have any concerns, first talk with your student. If you still feel uncomfortable with any aspect of your homestay situation please contact the homestay coordinator or a representative at Tamwood International College. We will be happy to assist.

Cultural Differences: Be cautious not to confuse cultural characteristics with personality traits. We welcome differences in Canada. For Tamwood it is very important that students feel welcome and accepted, regardless of their race; national or ethnic origin; colour; religion; gender; age; mental disability; physical disability; and/or sexual orientation, in accordance with the Canadian Charter of Rights and Freedoms.

HAVE FUN!!: This is an adventure for your entire household! Take time to get to know your guest and his/her heritage and culture. This is a great opportunity to be a tourist in your own country or to experience games, conversation and food with a cultural flare. Inviting your student into your family will result in a warm and memorable experience!

Reminder: If you need assistance or have any concerns about your homestay situation, please contact Tamwood International College immediately and speak with the Accommodation **Manager**.