

UVIC HOMESTAY

Host Guidelines

UVic Homestay is designed to provide an opportunity for cultural exchanges between international students studying at the University of Victoria, and Victoria families. UVic Homestay is designed to enhance the English language acquisition of students and to promote friendship.

UVic Homestay Policies

It is the policy of UVic Homestay that:

- all Students are 18 years of age or older
- Students and Hosts agree in writing to abide by the UVic Homestay Guidelines for the duration of each scheduled contract
- a maximum of three Students be placed in a home - each Student must have a private bedroom
- all Students in the home must be of the same gender
- two Students of any one nationality is living in the Host home at any one time, except during peak times, where a maximum of three Students of the same nationality may be placed within the Host home
- Students are responsible for finding their own accommodation outside of the UVic Homestay dates prescribed for their particular program.
- The University reserves the right to make additions, deletions, or changes to these Guidelines as required

Arrivals & Departures

1. Hosts are responsible for obtaining the full travel itinerary details of their Students unless otherwise specified by UVic Homestay.
2. At the beginning of a placement, Hosts are required to pick up their Students and luggage upon arrival in Victoria. Hosts are required to drop off their Students and luggage upon departure from their home. Pick up and drop off locations include the Victoria International Airport, the Victoria Bus Terminal, the University of Victoria, Swartz Bay Ferry Terminal, or another residence in the Victoria area.

Safety

3. Each member of the Host home 18 years or older must submit a Police Information Check with Vulnerable Sector Search, which must be renewed every 5 years. UVic Homestay also requires a Police Information Check, with the Vulnerable Sector Search completed, for persons who visit the home frequently. Hosts must advise UVic Homestay within 24 hours if any resident of the home is charged with or convicted of an offence.

4. Hosts are required to contact UVic Homestay immediately if there are any changes or additions to the following: Email addresses; home, work and cell phone numbers; family members, including partners, visitors, children and pets; change in address or home, such as renovations, that may affect student accommodations.
5. Hosts are required to contact the UVic Homestay office if they must be away from home overnight during a Student's stay at least 2 weeks in advance. Arrangements for the students must be agreed upon by the Host family, the Student and UVic Homestay.
6. The UVic Homestay office must be notified if adult visitors will be staying overnight in the home.
7. Hosts are required to inform UVic Homestay if they will be hosting an international Student in a private arrangement or through another institution at the same time as a UVic Homestay Student.
8. Hosts are not permitted to impose curfews on Students. Students are expected to inform their Hosts approximately what time they plan to return home. If plans change, Students are requested to inform their Hosts.

Home & Room

9. Hosts are required to provide a house key or code to each Student for the duration of their stay. This key will be returned by the Student at the end the time of their departure.
10. Hosts are required to provide a separate bedroom for each Student. Each bedroom must include a bed (bed frame, foundation and mattress with linens, a pillow and blankets) towels, a place to hang clothes, a dresser, a desk, a desk chair and a lamp.
11. Hosts are required to provide cleaning supplies and instructions on their use to their Students to clean their bedrooms and bathrooms.
12. Hosts are required to provide suitable laundry facilities (washer & dryer) and laundry soap for each Student and to allow their Students to do laundry weekly. In the case of coin-operated laundry facilities, the Host must provide sufficient change for each Student to do his/her laundry each week. Students are permitted to do laundry up to 2 times per week.
13. Unless the Host and Student otherwise agree, Students are required to have their showers between 7 a.m. and 10 p.m. Hosts should discuss a suitable shower schedule with their Student.
14. Hosts must provide full access of the common areas of the home to the Student. Common areas include the living room, kitchen, dining room, family room and laundry room.
15. Hosts must provide internet access in the home for the Student. The Host is solely responsible for the cost of the internet access.

16. Hosts are not permitted to ask Students to supervise children, do household chores or take on any other responsibilities in the home.

Food

17. Hosts are required to make ample food accessible in their home to their Student so the Student can prepare breakfast, lunch and snacks for themselves. If eating out as a family, hosts are responsible for paying for their student's meal.
18. Hosts will provide dinner for their Student(s). Hosts and Students are expected to eat dinner together as a family. Students are required to call their Hosts by 4 p.m. if they will not be home for dinner.

Student-Host Communication

19. Hosts are required to have their own email address for correspondence.
20. After receiving the Student contact information, Hosts are required to write an email of introduction to their Student describing themselves, their family, interests and hobbies.
21. Hosts are required to orient their Students to the Victoria transit system by explaining bus schedules to and from their home to the University of Victoria, and to and from downtown Victoria.
22. Hosts are required to speak only in English at all times when the Student is present with the family.
23. Hosts are required to invite their Students to participate in daily family activities, outings and events which will familiarize Students with the area, Canadian culture and provide English language practice in a variety of settings.
24. Hosts are encouraged to contact the Homestay Coordinators if there are concerns regarding a Student's behavior.

Fee Payment

25. Unless otherwise specified by UVic Homestay, hosts will receive the first month's homestay fee directly from their students on the day of their arrival, and on the corresponding day of each following month for the duration of their stay. Students are required to pay their hosts in cash, unless UVic Homestay has made alternate arrangements for the specific student. Students are solely responsible for payment of homestay fees to hosts, and hosts shall have no claim against the University of Victoria for homestay fees.
26. Hosts are responsible for compliance with applicable tax laws with respect to homestay fees they receive.

Vacation Policy

27. Students that are away for 5 or more consecutive nights pay a reduced rate. Student will give a completed Vacation Notice Form to Host at least one week prior to travel. If the Student is away from the home for:
- ◆ **1 – 4 consecutive nights**— Host and Student are not required to complete a Vacation Notice Form as the home placement fee will not be reduced.
 - ◆ **5 or more consecutive nights**—Students can keep their belongings in their rooms and the Host will not use their rooms for any other purpose while they are away. During vacations of 5+ consecutive nights the homestay fee will be reduced to half the regular per night rate.

Two Week Notice

28. If Hosts and/or Students decide to terminate the hosting relationship after a student has been living in the home for at least two weeks during the scheduled term, a Two Week Notice Form must be completed, by Host and Student. The form must be submitted to the UVic Homestay office. Students are required to pay Hosts for not less than two weeks from the day the *Two Week Notice Form* is signed. A *Two Week Notice Form* can be obtained by contacting the UVic Homestay office.

Other

29. Any breach of UVic Homestay guidelines may result in the immediate removal of the Student from the Host home, or the withdrawal of the Host from participation in UVic Homestay.
30. UVic Homestay Hosts are precluded from volunteering in any ELC activities, such as the Study Centre, Coffee Social, Conversation Partner and Classroom Volunteer.
31. The University of Victoria reserves the right to relocate Students without notice and without reason. If UVic Homestay deems the Host/Student match is not compatible for any reason, or if UVic Homestay learns that there have been problems in the home exhibited by a family member or a Student, the Student will be removed from the home. Hosts are required to return outstanding fees to UVic Homestay and UVic Homestay will reimburse the fees to the Student. If UVic Homestay removes a Student from a Host's home without notice, the Host shall reimburse the Student an amount of the current month's fees proportionate to the portion of the month remaining.
32. If a Student causes damage to his/her Host's home or property, or bodily injury to the Host or any person in the home, the Host agrees that their recourse is solely against the Student and

hereby agrees to waive and release the University of Victoria from any and all claims for such damages.

33. In the event that a member of the Host family causes damage to the Student's property or causes bodily injury to the Student, the Host is responsible for paying for all damages, repair and/or replacement costs. The Host agrees to indemnify the University of Victoria for any losses, claims, damages, actions, causes of action, costs and expenses ("Claims") that the University of Victoria may sustain, incur, suffer or be put to at any time, including any claim of bodily injury (including death) or damage to property which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Host in connection with this Homestay Agreement.
34. At the end of their program, Students complete evaluations on their homestay experience. UVic homestay may contact hosts if follow-up is required. Host are welcome to contact UVic Homestay for feedback.
35. UVic Homestay reserves the right to reject prospective hosts or terminate current hosts from the program at UVic Homestay's discretion.
36. Unpaid telephone charges incurred by Students are the sole responsibility of the Host and the Host agrees to waive and release the University of Victoria from any and all claims for such charges.
37. UVic Homestay does not guarantee student placements.

Contact Information:

UVic Homestay
English Language Centre, University of Victoria
Reception, 2nd floor Continuing Studies Building
8:30-4:30 Monday – Friday
250-472-4268
homestay@uvcs.uvic.ca