



# British Columbia Christian Academy

1019 Fernwood Avenue, Port Coquitlam, B.C. V3B 5A8 Tel: (604) 941-8426 Fax: (604) 945-6455 www.bcchristianacademy.ca

## LONG-TERM HOMESTAY AGREEMENT INTERNATIONAL EDUCATION PROGRAM

### Host Family Responsibilities

1. Each adult member of the Host Family living at home must undergo a **Criminal Record Check**.
2. In the event the Host Family is away from home during the Student's stay, the Host Family will make arrangements for someone to perform the obligations under this agreement during their absence. This person must also undergo a Criminal Record Check and be approved by the Homestay Coordinator.
3. The Host Family will notify the Homestay Coordinator immediately of any additional student or guest living at the home. The Host Family cannot host two students of the opposite sex or two students speaking the same language. **The Host Family agrees not to host students from any other school or organization while hosting BCCA students.** BCCA reserves the right to limit the number of International Students a Host Family may have subject to the wishes of the Student's family.
4. The Host Family will provide a clean and safe environment within the home. The Host Family will not require the Student to baby-sit or do housework other than from keeping his/her room and bathroom clean.
5. The Host Family will provide basic furniture, which includes a bed, closet, desk or study table, chair, and good lighting in a separate room designated for the Student.
6. The Host Family will provide three healthy meals a day. An evening meal will be prepared for the Student. The evening meal can be left for the Student if he/she comes home late from school or if the Host Family is not home.
7. The Host Family will provide the Student with a key to the house.
8. The Host Family will arrange for transportation to and from B.C. Christian Academy for the Student.
9. The Host Family will ensure homework is completed by the Student each day. The Host Family will bring the Student to the library regularly and obtain a library card for the Student. The Host Family must ensure that a copy of the Student's report card is forwarded to the Student's parents. This may best be done via the Student's legal guardian, in consultation with the Homestay Coordinator. The Host Family will read the school's monthly newsletter and correspondence to keep informed of all events at the school. The Host Family will attend parent/teacher conferences.
10. The Host Family will bring the Student to church every Sunday.
11. The Host Family will make an effort to show the Student some local places of interest and include the Student in the family's activities for the duration of the Student's stay.
12. The Host Family will contact the Homestay Coordinator immediately if difficulties arise and work with the Homestay Coordinator towards resolving any issues.

### Student Responsibilities

1. The Student is expected to become part of the family by taking part in the Host Family's daily activities. These activities include eating meals, attending church every Sunday, and participating in general chores shared by the family. The Student shall respect and follow the Host Family's rules in their home.

2. The Student must make sure the Host Family knows where he/she is at all times. The Student is responsible for informing his/her Host Family when making plans to go out in the evenings or on the weekends. If the Student spends a night at a friend's house, the Host Family must be given the name, address, and telephone number of the friend's parents. Prior approval for overnight stays at a home other than that of the Host Family must be obtained from the Student's Parents or Guardian.
3. The Student will be home from school for dinner at a time determined by the Host Family. If the Student cannot be home for dinner, the Host Family must be notified as soon as possible and at least two hours in advance.
4. The Student will be in the house on school nights by 9:00 p.m. and on weekends by 10:00 p.m. Time deadlines may be extended for special occasions, but only with the consent of the host parents or the Student's parents or guardian.
5. The Student shall invite guests to the home only with the knowledge and advanced permission of the Host Family. Guests of the opposite sex cannot be invited for overnight stays.
6. The Student should get himself/herself up with an alarm clock in the mornings in time for school. Students shall be committed to being successful in school. Students are expected to attend classes, to be on time for school and to work hard to complete their homework. Most students in high school will be doing 2-3 hours of homework per night with additional work on the weekends.
7. The Student is responsible for tidiness of his/her own room and bathroom. As well, the Student is responsible for doing his/her laundry at least once a week.
8. The Student shall ask permission to use the telephone and will keep calls to reasonable length of time. All phone calls must be completed by 10:00 p.m. and no incoming calls are allowed before 7:30 a.m. and after 10:00 p.m. Any long distance calls must be paid by the Student. An extra line may be installed with the permission from the host parents and any costs must be paid by the Student.
9. The Student shall show consideration and tolerance to Host Family members. As well, the Student shall respect the privacy and belongings of the Host Family.
10. The Student must not smoke or consume any alcoholic beverages.
11. The Student must seek permission in advance from the Homestay Coordinator before making any changes in his/her homestay. Any Student who changes his/her homestay without the consent from the Homestay Coordinator may be expelled from B.C. Christian Academy with no refunds given.
12. The Student will contact the Homestay Coordinator immediately if difficulties arise and work with the Coordinator toward resolving any issues.

### **Shared Responsibilities**

#### **Liability**

1. The Host Family will not be held responsible for loss of property or physical harm to the Student except in a case where the family has broken the law.
2. **The Host Family will maintain comprehensive liability insurance (minimum \$2 million)** on their property for the duration of this agreement and will provide the Homestay Coordinator with proof of such insurance upon request. It is recommended that the Host Family have a minimum of \$2 million liability on their automobile insurance policies as well.
3. The Host Family may secure medical treatment for the Student in the event of illness or injury without liability. The Student is required to obtain adequate medical insurance while staying in Canada.
4. The Host Family will not hold B.C. Christian Academy or the Homestay Coordinator liable for any damages suffered or claimed as a result of entering into this agreement for any action or behavior of any Student during his/her stay.

- 5. The Student and his/her parents agree that they will not hold B. C. Christian Academy, the Homestay Coordinator, or the Homestay Host Family liable for any damages suffered or claimed as a result of entering into this agreement and without limiting the generality of the foregoing, for any action or behavior of any member of the Host Family during his/her stay.

**Remuneration**

- 1. The Host Family will be reimbursed by the Student or his/her agent for room and board and transportation to and from BCCA by the first of each month (\$850.00 per month) or by the first month of each quarter. The last month of which can be settled with the deposit already paid to BCCA, provided there are no damages or account balance.
- 2. If the Student decides to travel during the homestay period, the Host Family must be informed and a contact number must be given. There will be no refund of fees for periods of travel of less than 3 weeks. During an absence of 3 weeks or longer (such as during the summer), the Student must reimburse the Host Family 75% of the regular monthly fee for holding his/her room and possessions.
- 3. The Student is required to pay for other costs such as entertainment and long distance telephone calls. The Host Family is not required to pay such costs for the Student.
- 4. There will be a one-time placement fee of \$150.00 and an annual homestay coordination service fee of \$500.00. A security deposit of \$850.00 is required which will be returned at the end of the student's stay provided there have been no damages to the homestay property and/or outstanding dues.

**Cancellation**

- 1. If the Host Family wishes to terminate the homestay before the agreed time, one month's notice must be given. B.C. Christian Academy will arrange for another Host Family as soon as possible. The canceling Host Family must refund the balance of any fees already received for the remainder of the month of cancellation, if the Student is placed with another Host Family in less than one month's time, unless the Homestay Coordinator deems the Student to have been in breach of the agreement. If the Host Family initiates a termination of the Homestay, and the Student is not in breach of the agreement, the Host Family may be required to pay BCCA for the Student's additional Placement Fee (\$150).
- 2. If the Student terminates the homestay before the agreed time, he/she will give the Host Family one month's notice or will compensate the Host Family for the remaining portion of the month, unless the Homestay Coordinator deems the Host Family to have been in breach of the agreement. Any payment that has been made to the Host Family beyond this termination date must be refunded to the Student or his/her legal guardian. If the Student initiates a termination of the Homestay, and the Host Family is not in breach of the agreement, the Student may be required to pay BCCA an additional Placement Fee (\$150).
- 3. If the Host Family does not meet the requirements or criteria of the Homestay Program or breaches any of the terms and conditions contained in this agreement, the Homestay Coordinator will have the right to immediately terminate participation in the program.
- 4. If the Student does not meet the requirements or criteria of the Homestay Program or breaches any of the terms and conditions contained in this agreement, the Homestay Coordinator will have the right to immediately terminate participation in the program.

I have read the terms stated in British Columbia Christian Academy's Host Family and Student Agreement, and I agree to abide by the terms as a condition of my participation in the program.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Host Family

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Name of Host Family

\_\_\_\_\_  
Name of Parent/Guardian

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

## International Student Homestay Fee Checklist

(for international students needing BCCA Homestay)

Homestay Fees payable to BCCA:

<b>Homestay Administration Fee:</b>	<b>Amount</b>	<b>Received</b> ✓
1. A one-time homestay placement fee (if BCCA finds placement for the student)	<b>\$150.00</b>	
2. An annual homestay coordinator service fee \$50.00 per month for 10 months provides: <ul style="list-style-type: none"> <li>• Regular monthly interview with homestay student</li> <li>• Regular monthly interview with host family</li> <li>• Regular written communication with the student's family overseas to report on their child's overall well-being and progress in school</li> </ul>	<b>\$ 500.00</b>	
3. Security Deposit equal to one month homestay fee	<b>\$ 850.00</b>	
4. Total payable to BCCA	<b>\$1500.00</b>	

Note:

- The cost of room and board with a family is \$850.00 per month and is payable directly to the host family on the first day of each month or by the first month of each quarter, of the students stay – details on page 3 **Remuneration.**
- If a student starts later in the school year, the homestay coordinator service fee will be pro-rated at the rate of \$50.00 a month but will still be payable with the homestay placement fee.