



Global Student Housing

Host Application (Version 1.3)

PRIMARY HOST INFORMATION			
Last Name	First	M.I.	Date of Birth
Street Address		Apartment/Unit #	
City	State	Zip	
Phone	E-mail Address		
Occupation	Social Security*	*Required for Background Check and 1099	

ADDITIONAL RESIDENTS				
Name:	Relationship:	Occupation:	Gender:	Birthdate:

REFERENCES	
Full Name	Relationship
Email	Phone
Full Name	Relationship
Email	Phone

EMERGENCY CONTACT	
Full Name	Relationship
Address	City
State, Zip	Phone

HOUSING							
Bedroom 1	One Bed	Two Beds		Private Bathroom	Shared Bathroom		
Bedroom 2 (optional)	One Bed	Two Beds		Private Bathroom	Shared Bathroom		
Wireless Internet (required)	Yes	No		Laundry in Home	Yes	No	
Pool	Private	Community	None	May Student Smoke	Yes	No	Outside Only
Students	Male	Female	Either	Provide Dinner	Yes	No	
Pets	Yes	No	Names and Type:				

INTERESTS AND ACTIVITIES (PLEASE CHECK ACTIVITIES YOUR FAMILY PARTICIPATES IN)							
Swimming	Boating	Fishing	Tennis	Golf	Horse Riding	Soccer	Painting
Bicycling	Basketball	Baseball	Martial Arts	Hiking	Jogging	Camping	Drawing
Cooking	Shopping	Photography	Video Games	Computer	Chess	Reading	Instruments
Collecting	Movies	Theater	Music	Dance	Concerts	Museum	Football

BACKGROUND
What languages are spoken in your home?
Have you hosted an exchange student before? (how long, from where)
To which countries have you previously traveled?
What are your main reasons for wishing to participate in this program?
Describe your neighborhood.
How often does your family spend time together? Doing what?
In what community organizations or activities are your family involved?
How will transportation be arranged for your student? (school, movies, etc.)
What are some of your family rules? (curfew, dating, bedtime, etc.)
What are the consequences when rules are not observed?
What chores will be expected of the student around the household?
Where can the student do quiet homework? (bedroom, den, etc.)
Who will be the main companion of your student during the stay?
Will there be others staying in your home during the students stay?
Do you have a religious affiliation? If yes, which?
Does your family attend religious services? (Regularly, Occasionally, rarely?)
Is it important your student attend these services with you? (Very, Somewhat, Not at all?)

DISCLOSURE		
We understand that these questions are personal in nature, however we feel that it is a necessary precaution. Please rest assured that all answers are kept confidential, and are only used to make a responsible decision.		
Please indicate whether or not any member of your family (to the best of your knowledge):		
Has been arrested or convicted of any misdemeanor or felony, other than parking violations?	Yes	No
Uses illegal substances or is chemically dependent?	Yes	No
Has had a complaint filed with an agency dealing with child abuse or neglect?	Yes	No
Is your family currently experiencing or has recently experienced any of the following events? If yes, please explain below:		
Death or suicide of an immediate family member?	Yes	No
Mental illness or psychiatric counseling?	Yes	No
Diagnosis of a serious illness?	Yes	No
Divorce?	Yes	No
Received public assistance/welfare?	Yes	No
Comments:		

ADDITIONAL COMMENTS	
Anything you would like the Agency to know (Meal Requirements, Preferences, etc.)	Were you referred by anyone:

DISCLAIMER AND SIGNATURE			
I certify that my answers are true and complete to the best of my knowledge. <i>A Global Student Housing representative visited our home and explained the hosting program to us.</i> We hereby agree, if accepted, to make our exchange student part of our family and to provide him/her with room, board and companionship.			
If this application leads to placement, I understand that false or misleading information in my application may result in termination of housing.			
Primary Host Signature			Date
Agent Signature			Date
For Official Use Only	Agent	Reference 1	Reference 2

Host Agreement

The following is an Agreement between Global Student Housing LLC hereafter referred to as Agent, and _____, hereafter referred to as Host.

I. Services:

Host understands that Agent is not guaranteeing placement of student at present time, or anytime in the future. Agent will inform Host when a student becomes available and provide a tentative estimate of duration of stay, with the understanding that modifications may take place without notice. Agent will do its best to provide student placements matching Hosts requests, but Host will not be able to choose students.

II. Housing Conditions:

All Hosts must be fluent English speakers, and speak English when in the presence of the student. Some programs may require Hosts to speak additional languages, and only then should those languages be spoken in front of student.

Hosts will provide student with a private or shared bedroom, and a private or shared bathroom. Shared bedrooms may only be shared with another student placed by Agent. Bedroom shall be furnished with, at minimum, a bed, desk or table, chair, proper lighting, and closet space or a dresser. Electricity, gas, water, and internet will be included, at no additional fee.

Student will be provided with sheets, towels, blankets, and toilet paper. Bed sheets are to be changed on a weekly basis and towels are to be changed twice a week by Host.

Student will be allowed shared use of kitchen, dining, laundry and family areas of the home, as well as space in the fridge and pantry to store food items. Cleaning their room as well as personal laundry is the student's responsibility, in addition to tidying up after any mess they cause in the rest of the home. Student will not be asked to do additional household chores unless approved by Agent.

Student will be provided with a key to the house, as well as any necessary alarm codes. Students are never to be left alone in the house for a 24 hour period, without notifying the student in advance. If the Host must be away, they should leave a contact number for themselves, as well as for a local contact for the student to reach in case of emergency. If the Host is ever away for more than 3 days, they must inform Agent in writing. Students are expected to ask to have visitors or overnight guests, and this is solely at the discretion of the Host, although no additional fees will be paid.

Host agrees that property and room that was shown to homestay coordinator is the same property and room which the student will be occupying during the duration of their stay. If any changes occur to the makeup of the home, such as change of residents, Host will immediately inform Agent in writing of change.

For High School Students: A representative of the host family shall assist the student with enrollment in one of the selected public high schools under the jurisdiction of the School District.

Initial_____

III. Meals:

Standard Program: All students must be provided with breakfast 7 days a week. Breakfast will be a minimum of a continental breakfast offering items such as, but not limited to, cereal, toast, eggs, bagels and juice. The Host does not need to prepare breakfast.

Half Board Program: In addition to breakfast, students on the half board program are to be provided with dinner 7 nights a week. Dinner shall be prepared by the host and be a well-balanced meal, consisting of items such as meat, vegetables, rice, beans or potatoes, milk and fruits. Leftovers, eating out, and fast food dinners, including, but not limited to, hamburgers and pizza will be acceptable on an occasional basis only.

The Host Family agrees to have a daily sit down dinner with the student on the condition that the student returns to the home of the Host Family at an agreed dinner hour.

For High School Students: Lunch is to be provided on the weekends and school holidays.

IV. Transportation:

Students will take public transportation to and from school as well as to extracurricular activities. Hosts are encouraged to provide students with transportation, at minimum, on their first day of school as well as to the grocery store or occasional outings. Students are never to be charged a transportation fee by the host.

For High School Students: At least one member of the host family will meet the student at the airport and provide transportation back to the homestay. Host family will also provide student with transportation back to the airport at the conclusion of their stay.

V. Photo Submissions:

Host understands that any photos submitted to or taken by Agent become property of Agent and Agent is free to use them online or in print as they see fit.

VI. Criminal Background Check:

Host understands that the student’s safety is our number one priority. For that reason Agent requires that all Hosts provide a safe and welcoming environment for the student. In an effort to provide peace of mind to students and families, Agent conducts a criminal background check on all potential Hosts and residents of home over 18 years of age. The fee for the background check is a \$25 per person, and will come out of Hosts’ first payment once a student is placed. This is a semi-annual fee. Initial _____

Initial _____

VII. Payments:

Monthly Payment to Host*

Private Room		Shared Room (Per student)	
Standard	Half-Board	Standard	Half-Board
\$600	\$750	\$400	\$550

*Payments are subject to change.

Hosts will receive first payment usually within one week of student’s arrival. First payment will include fee for student’s first day until end of that calendar month. Future payments will be sent out the first week of the month and paid for that calendar month. Payment will be made by check or direct deposit and will be mailed to address provided by Host, or transferred into Host’s bank account.

Primary Host will receive a 1099 form at the end of each year you receive more than \$600 of homestay payments. GSH is required by law to report this income to the IRS. You may be able to deduct most or all of the income received by listing the expenses you incur in hosting your student. Please check with your accountant on how to report this on your income tax form.

All fees paid to Host will come directly from Agent. No money should ever be exchanged between Host and student. Discussion of fees should not take place between Host and student.

Collecting fees directly from students, keeping student beyond agreed upon end date, or soliciting future students directly without proper notice is grounds for immediate removal from program.

For High School Students: Hosts are paid according to the half-board rate.

VIII. Cancellation/Termination:

Host is free to end agreement at any time, but must notify Agent at least two week in advance so other arrangements can be made for the student. Agent may change students homestay or meal plan at any time during their stay. If student cancels before arrival, no compensation will be paid to host. In the event student terminates their contract early, Host will be paid for all days student occupied the home, but Host must refund all rent paid for unused days of contract to Agent within 7 days of student leaving property. Funds can be mailed back to Agent via regular mail in the form of money order or check.

If Host continues to have student stay in home past agreed upon contract end date without prior notice to Agent, they understand that Agent will not be providing payment or any support after stated end date. Additionally, hosting a student without approval from Agent may result in termination from the program.

Agent reserves the right to terminate or modify agreement at any time for any reason whatsoever. Modifications go into effect upon being sent to Host.

Initial _____

IX. Release:

Host, for myself and all potential claims on my behalf, hereby release and agree to hold harmless Global Student Housing, its owners, agents, or other employees with respect to all and any loss, injury, damage, accident, delay or expense resulting from beyond the control of Agent. Initial _____

Host acknowledges that Global Student Housing is merely a placement agency and they waive all claims against Agent and agree to indemnify Agent from any litigation arising from this placement. Host further understands that neither the student nor the school are employees or agents of Global Student Housing. Initial _____

I agree that any dispute under this Agreement will be filed in Florida and will be determined under Florida law. Initial _____

By signing below, Host agrees that they are the owner of the property listed on application or that they have permission to rent space within the property. They also agree that they have read, understand and accept all terms of the agreement as listed on this document and are not relying on any verbal information. Host agrees to abide by all terms of the contract as well as the Host Code of Conduct and that all information provided on their application is completely accurate to the best of their knowledge. Any violation may result in student being removed from Host property without advance notice and Host being banned from future use.

Primary Host Printed Name: _____

Primary Host signature: _____

Date: _____

Host Pledge

Global Student Housing aims to provide both its students and hosts with the best experience possible. In order for this to happen, we require hosts to follow some basic guidelines:

I understand that this is an exchange program, and will embrace my student and their culture to the best of my ability. I will not treat the student as a tenant, but rather a member of the family. I will provide a safe and welcoming environment for the student and engage in conversation in English with the student whenever possible. I understand that all residents of the home have an impact on the student and will make certain they follow the same rules and guidelines that I have agreed to.

I will try to involve the student in any activities I think they may enjoy and help them with any questions they may have. I will provide the student with instructions regarding finding the nearest public transportation and how they can reach their place of study.

I will respect the student's privacy and property and not do anything to put them in harm's way. I promise not to engage in any illegal activities with the student or knowingly allow the student to permit in such activities. I will not promote or allow underage alcohol or tobacco consumption or purchase. I will not promote or allow the student to participate in an employment or volunteer work, which is in direct violation of their immigration status.

I will be mindful of religious beliefs and practices as well as cultural differences of all students.

I will provide the student with written notice of any house rules I may have.

I have read, understand, and agree to abide by this Pledge, the Host Agreement, and the Cross-cultural and Program Orientation packet I received.

Print Name: _____

Host signature: _____

Date: _____

Cross-cultural and Program Orientation for Homestay Host Families:

Welcome and thank you for becoming a host family with Global Student Housing (GSH). Making the hosting experience good for both you and your guest(s) begins and ends with clear communication. For this reason, we have prepared this orientation full of guidelines and helpful recommendations to help you succeed as a host family. Since we cannot anticipate all of the opportunities and challenges that you may face as a host, we hope that you will give us feedback and make suggestions to help us improve this orientation packet.

Contact Information

Accommodation Manager	E-mail	Phone Number
Zee Asghar	info@globalstudenthousing.com	(786) 999-2151

Basic Program Information

Homestay Hosting Mentality

Many people initially become homestay hosts because they want to turn a spare bedroom into cash; however, over time, the human and cultural elements of hosting become more important than the additional income. Whatever your prime motivation is, GSH aims to select people to be hosts who are a combination of innkeeper (clean house), concierge (source of local information), houseparent (sympathetic ear), and sociologist (students will want you to explain American culture).

The Homestay Partnership

The partnership between GSH and the host family benefits everyone: The students, the host, and the schools we work with. The schools we work with provide students with formal language instruction while you provide comfortable accommodation and a place to freely practice the language. In order for the student to have the best time imaginable throughout his or her duration of study, our partner schools organize imaginative and enjoyable activities and excursions and hire excellent teachers who are highly-trained and motivated. However, we depend on our host families to bring that special magic that helps students form lasting memories. The following are a few of those special qualities:

- a sincere interest in the student's comfort, safety, and language learning
- a clean living and sleeping space
- thoughtfully prepared/arranged meals

The more you invest in this partnership, the more you, your students, and GSH will benefit.

Acting as an Ambassador

As a host, you are the most important part of a student's experience in the USA outside the classroom. Survey after survey has shown us that students remember more details about their host and where they ate and slept than about their visits to places like Disney World or Key West. Additionally, you are usually the first meaningful contact with Americans and American life that students have after their arrival.

Please remember that some students are just beginning to learn English and may have limited English proficiency when they arrive. It is important to "grade your language" in order to help facilitate communication. Think of how you speak to a two-year old versus a five-year old child then you will have an idea of how to adjust your language accordingly. Speaking slowly (not loudly) and simply (use basic English words and grammar) is the key to helping the student understand your message. You might need to draw pictures, use sign language, and act things out in order to communicate effectively with beginner students. The good news is that for each week that the student stays with you, communication will become easier and easier as his or her fluency and grasp of the language increases.

General Guidelines

Your Personal Profile

GSH sends every homestay student a description of his or her homestay host and a list of the host's interests. How you describe yourself on the application can make a big difference, so please be sure to be as detailed as possible.

Private Scheduling and Financial Arrangements

You must not make independent bookings with any GSH student. For example, if a student wishes to extend his or her stay at your home for a couple of nights, then you should always contact GSH. Even if it is just for a couple of nights, you cannot book the student because it could impact other homestay arrangements that are being made by us for that student or other students.

Please do not discuss financial arrangements with your student; all financial matters must be handled directly with GSH.

Health, Safety, and Legal Matters

In the event of an emergency, always take appropriate action to ensure the safety of the student. The student will receive general health and safety information during the orientation; however, you should be aware that the student may not understand some important American laws and will need occasional supervision or advice.

Student Check-in

You will receive notification before a student's arrival of whatever information is available to GSH at that time. This usually includes the student's name, gender, nationality, age, and duration of stay. We will also provide the time student is expected to arrive, but please keep in mind delays may occur.

Each homestay student will attend a mandatory new student orientation and homestay program orientation on the first day that he or she reports to the school. When the student arrives a few days before his or her start date, you will find that these students will have many questions to ask of you. Please do your best to help the student get familiar with the area in the meantime.

Student No-show

Please send us a brief email to let us know when your student has arrived. Sometimes students choose not to arrive according to the confirmed schedule, and they do not inform GSH beforehand. We would appreciate it if you would let us know of any no-shows promptly so that we can follow up with the student.

Recommendations

Initial Contact with the Student

The host family will welcome each student into their home, but most students are still anxious or nervous when they first arrive, especially when it is their first visit to the USA or first time away from home. As the host, you can help them get over their panic by focusing on the simple details of everyday life. Regardless of when they arrive, most students are going to be tired after a long trip. In short, your homestay students will probably need time to get adjusted to their surroundings before you try to start making activity plans with them. When the student reaches your house, show the student to his or her room and show him or her where to store personal belongings, luggage, etc. We suggest that you let your student know that you:

1. Are glad that he or she arrived.
2. Would like to go over some house rules today.
3. Know that he or she will need some time to learn about the area and that you plan on talking more after the first day at school.

You might address the following items to help him or her get settled in:

- **Welcome Questions:**
 - How was your trip?
 - Is this your first trip to Florida/USA?
 - How long will you stay here?
 - Do you need to make a phone call to someone in your country? (For example, to let someone know that he or she arrived safely.)
- **People and Things:** Introduce the student to the other people living in the house and pets if applicable.
- **Home:** Give a tour of your property. Clearly spell out your rules regarding the use of the bathroom(s), kitchen, living room, etc. Please point out and explain which areas are off limits in the house and which item(s) should not be touched. Give the student a copy of any keys, access codes, and remotes along with instructions for easy access to your property.

- **Food:** Go over the rules about food and meal times; for example, if you are going to be late for a meal, please call me. Also, we recommend that you make it clear to the student how and when to cancel a meal (usually the day before) so that you have time to make plans around the change.
 - What are your favorite foods?
 - Do you have any dietary restrictions?
 - What do you normally eat for breakfast?

Here are other important items to cover after the student has already settled in:

- **House Work:** You will need to discuss how cleaning is handled in the house. Maybe you have a housekeeper that comes by each week, or maybe you do not mind doing all of the cleaning. Otherwise you might want to ask the student to 1) clean up when he or she spills something, 2) wash, dry, and put away any dishes that he or she uses, or 3) take out the garbage when the can is full. However, you should not expect the student to clean the entire house or do yard work.
- **Telephone:** Discuss your rules for the use of the telephone. Students should obtain their own long distance cards for making calls overseas. We strongly advise that you have a block placed on outgoing long distance phone calls where only authorized callers with a PIN can place long-distance calls. Please contact your phone service provider for additional information. Please be advised that GSH will not assume responsibility for any student's long distance phone calls.
- **Television:** Show your student how to operate your television and cable, satellite, or antenna service. It is advisable that you block access to all pay-per-view channels so that the student cannot access them. Please contact your television service provider for additional information. Please be advised that GSH will not assume responsibility for any pay-per-view and video rental charges made by the student to your cable/satellite service bill.
- **Visiting hours:** Make it clear to the student whether and when visitors can come and go.
- **The Surrounding Area:** Give a tour of the neighborhood and show where to find the nearest shopping plaza, convenience store, bus stops, grocery, and drug store.
- **School:** Show the student how to get to the school and perhaps offer to bring the student to school on the first day. You can visit your counties public transit system website and enter your home address as well as the school address to get the exact directions.
- **Personal Property:** GSH advises that you avoid lending or renting any personal property to the student. If you do, GSH will not be liable for or involved in any dispute relating to the loss or recovery of your property should there be any.

After the Student's First Day

After their first day at school, the students will either be uncertain about what they would like to do in their free time or be in the process of planning trips, activities, and social outings with classmates. Some students even decide that they want to spend a lot of time at home practicing English with you in their free time.

Take the time now to review the house rule, remind the student about when meals start, and discuss plans for the duration of the student's stay.

Managing Student Requests

In many cases, the student will look to you as the first source of information and support when away from the school. The student may ask for directions to a shopping mall or for you to arrange a doctor's appointment. You should carefully consider whether it is best to accommodate the special request on your own or to direct the student to GSH. As a general rule, if you feel uncomfortable about handling the request, please direct the student to us.

Some students may try to take advantage of your good nature when you accommodate a request because they see your willingness to help once as a precedent the future, so it is important to know when to draw the line. For example, a student might need a ride to a shopping center, and you decide that it is not out of your way or inconvenient and oblige. Then the following day the same student asks for a ride to school because he or she missed the bus. In this case, it is best to inform the student that you will give a ride only this one time and that the student is responsible for making arrangements to get to school. We suggest that you give the student the phone number for a taxi service.