

## Terms of Agreement for the Homestay Family\*

### FAMILY NAME:

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

### CONTACT DETAILS:

Home Tel No: \_\_\_\_\_

Work: Tel No: \_\_\_\_\_

Mobile Tel No: \_\_\_\_\_

Email: \_\_\_\_\_

**\*Please note that completion of this form does not guarantee that we will be able to provide applicants with a student.**

### ROOM(S):

- The Student(s) should have a separate room unless otherwise stated.

### THE STUDENT'S ROOM:

The following furniture will be available:

- A comfortable bed, chest of drawers, hanging space for clothes, mirror, table and chair.
- Please ensure that adequate lighting and heating facilities will be available.

### BATH/SHOWER:

- Sufficient washing facilities and access to a bathroom, with baths or showers available daily.

### BOARD BASIS:

- **Full board - £115 per week**  
Consists of breakfast and an evening meal. At weekends it will be necessary to prepare a lunchtime meal.
- **Self-Catering - £85 per week**  
Students should have access to clean kitchen facilities, including a cupboard to keep dry food and a space in the fridge and freezer for their food.

### LAUNDRY:

- Please be advised that it is at the Host's discretion to do the Student's laundry, this arrangement should be agreed at the outset of the student's stay.
- As soon as a Student enters into residence an agreement should be made on meals required and a method of payment. Homestay providers must be given two weeks rent in advance as a deposit, which is refundable if the student has not damaged the Homestay family's property or furniture upon the Student's departure.
- A change of towels and bed linen should be provided each week with an adequate supply of duvets/blankets.

### STUDENT WELFARE:

- If the Student is taken to hospital please contact the Welfare Co-ordinator, Accommodation Adviser or Director of Learner Support Services.
- If a student is absent for a significant period of time without notice or fail to return when expected please contact the Welfare Co-ordinator, Accommodation Adviser or Director of Learner Support Services.

### PAYMENT:

- The Student will make payment(s) direct to their Homestay family. The College advises that the Homestay should provide a receipt to confirm the amount paid and period of stay.
- The weekly rate includes all the household bills with the exception of the Homestay's landline telephone bill.
- From the outset the Student is required to pay a refundable deposit of **two week's rent** to the Homestay family.
- Upon the Student's departure from the Homestay family the deposit should be paid in full, if the Student has not neglected or damaged the Homestay family's property or furniture.

### NOTICE:

- Where possible one week's notice should be given by either party if a change of accommodation is necessary. However, if the Homestay family is not happy with the student, or vice versa, this can be waived.
- Central Sussex College cannot be held responsible for any change in dates of arrival or departure of the Student(s), or if they cancel at short notice.
- Central Sussex College reserve the right to re-house a student without notice or compensation if the conditions set out here are not met.

### **HOLDING FEE DURING COLLEGE HOLIDAYS:**

- Students are not expected to pay a holding fee for their room during College holiday periods. Homestay families are not expected to store the Student's property during College holidays.
- If the Student needs to return to their Homestay after their holiday they must pay £45 per week during the Christmas and Easter holidays and £10 per week during the summer holidays to secure their place.

### **HOUSEHOLD INSURANCE & GAS APPLIANCES:**

- It is important that you send in a copy of your insurance certificate covering public liability.
- Please ensure you have informed your insurance company that you have a paying guest/student staying at your property.
- We need a copy of your current/valid gas check certificate stating your gas appliances have been checked and are in good working order.

### **We recommend that you have the following equipment in your home:**

- One fire blanket/extinguisher in the kitchen
- Two fire alarms: one near the kitchen and one at the top of the stairs
- One carbon monoxide detector (please install following manufacturer's guidelines)

### **IMPORTANT NOTICES:**

- Please note that Central Sussex College strongly advise that you **do not** permit your student to use your landline telephone to make outgoing calls.
- Central Sussex College will not accept any responsibility for any money owed to you by students. If any furniture, carpets or other furnishing require repair or replacement due to damage or neglect by the student, it is your responsibility to pursue the claim from either the student or your insurance company.

Please sign and return one copy of this form (SAE enclosed if forms sent in the post) and keep the second copy for your records

**Name:** \_\_\_\_\_ (please print your name)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yyyy)

### **Please return a signed copy with your completed application form to:**

Accommodation Adviser, Learner Support Services, Central Sussex College, College Road, Crawley, RH10 1NR.

**Visit:** [www.centralsussex.ac.uk/accommodation](http://www.centralsussex.ac.uk/accommodation) for further information.