



UOW
COLLEGE
AUSTRALIA

UOW College Homestay Host Family Terms and Conditions

UOW College Homestay is a registered business name of UOWC Ltd. ABN: 14 105 312 329 of Building 30, Northfields Avenue, University of Wollongong, NSW 2522 ('UOWCH').

You agree to the following terms and conditions when you agree to provide accommodation for a student who UOWCH organises to stay with you:

1. What you agree to do

- a. To provide a homestay environment that is supportive, safe and offers a high level of engagement, including engaging the student in social conversation and activities in order to facilitate the immersion experience.
- b. To provide a clean and fully furnished bedroom including a good quality bed, linen, wardrobe, drawers, desk, chair, and desk lamp, as well as adequate provision for heating and cooling, for each student placed with you. Students are not to share rooms unless approved by UOWCH.
- c. In cases where shared accommodation arrangements are approved by UOWCH, to provide each student with his or her own bed, desk, chair and desk lamp, unless otherwise specified by UOWCH.
- d. To provide students with access to bathroom, laundry and kitchen facilities and shared living areas.
- e. To take reasonable steps to ensure that the accommodation you provide offers security and privacy to the student. Students over the age of 18 must be provided with a key or given access to and from the accommodation at all times.
- f. To not charge any additional amount for baths, electricity or other facilities that one would reasonably expect when staying in paid accommodation. No expenses incurred by you are to be charged to the student, except for telephone calls and internet use which must not exceed the maximum amount set by UOWCH as notified to you from time to time. You must not charge the student any additional charges or expenses unless you have received prior written approval from UOWCH's Homestay Coordinator.
- g. To provide the student with good quality meals at breakfast and dinner time, as well as lunchtime on weekends and public holidays. You will be notified if you are also required to provide the student with a packed lunch on certain days of his or her stay. You will provide any specific dietary requirements where these have been notified to you by UOWCH and agreed to by you.
- h. To assist the student with their transport arrangements to and from their institution of study – including providing students with clear directions on transport routes to and from your home. This excludes any special arrangements for Study Tour programs which include transfers - see section 2 below.

- i. To ensure that all residents in the home 18 years and over have a current Working with Children check.
- j. To notify UOWCH of any intended changes to your address or living arrangements prior to those changes occurring or as soon as practicable, including if any person over the age of 18 years moves into the residence where you host students so that a Working with Children Check can be completed on the new resident.
- k. To notify UOWCH prior to any overnight visitors staying at the residence who are not permanent residents holding the appropriate checks to ensure that suitable arrangements can be made.
- l. To maintain reasonable insurance covers, including public liability insurance noting your provision of Homestay services, and motor vehicle third party personal injury for any motor vehicle you use for student transport. You must provide copies of any relevant insurance to UOWCH upon its written request. Please note UOWCH does not maintain public liability insurance for you or insurance for your home contents and personal possessions.
- m. To pay a Homestay Administration Fee to UOWCH for each calendar year during which you are registered to participate in Homestay. This fee will be invoiced in November each year and must be paid within 14 days of UOWCH's invoice. UOWCH will agree to waive this fee if you have received no revenue from participation in Homestay during the relevant calendar year, subject to your request for waiver of the fee in writing and our verification that no income was received. The current Homestay Administration Fee is listed at <https://www.uowcollege.edu.au/future-students/international/homestay/inf-host-families/index.html> on UOWCH's webpage. UOWCH may vary the Homestay Administration Fee at any time and notification via our updating the fee on the UOWCH website will constitute notification to you of the change in fee.
- n. To share responsibility with the institution of study for the student's welfare.
- o. To ensure that in the event of illness or injury, the student receives appropriate and prompt medical attention and that UOWCH is contacted as soon as reasonably practicable.
- p. To notify UOWCH and the institution of study immediately if you have any concerns about the student's welfare, or if any disruptions or events occur that may have an impact on the student.
- q. To work with the institution of study to ensure the student complies with any visa conditions, as required by law.
- r. To notify UOWCH immediately of any misunderstandings or disputes which arise between you and the student staying with you in order that UOWCH and/or the institution of study can seek to resolve any problems in a timely manner.
- s. To inform UOWCH immediately if the student ceases to live with you.
- t. To immediately inform UOWCH if, for any reason, you are unable to continue hosting a student.
- u. To allow access to UOWCH personnel to visit and inspect your Homestay premises as often as is necessary for UOWCH to ensure compliance with these Terms and Conditions and UOWCH's legal and regulatory obligations.
- v. To provide any such declarations as may be required by UOWCH from time to time in order for UOWCH to comply with all laws and regulatory requirements applying to UOWCH.
- w. If you are renting your property, to comply at all times with your residential tenancy agreement.
- x. To abide by and be bound by the [Homestay Fees and Refund Procedure](#).

2. Additional obligations when hosting students under the age of 18

Hosting under 18 students requires additional responsibilities and a higher level of care and family engagement.

For families hosting under 18 students, you agree to the following, in addition to the obligations contained in section 1:

- a. Where twin share has been approved by UOWCH, to provide a clean and fully furnished bedroom including two good quality beds, linen, wardrobe or drawers, as well adequate provision for heating and cooling. Students are required to share a room with a student of the same gender from the same program. Please note that desks are optional for Study Tour students but a designated space for homework is required.
- b. To provide daily transfers to and from the students' institution of study every day. Carpooling is allowed in consultation with UOWCH. You will be reimbursed for providing this extra service. Refer to <https://www.uowcollege.edu.au/future-students/international/homestay/homestay-rates/index.html> for current rates.
- c. Not to provide internet access codes to under 18 students. This is to ensure student safety and to encourage students and families to fully interact and engage with each other.
- d. In addition to the obligation in section 1.k above, you agree that any regular overnight visitors or those staying for an extended period will need to have a current Working with Children Check. For any other overnight visitors, you agree to notify UOWCH 2 business days in advance to obtain UOWCH approval which is at the discretion of UOWCH. Students must be accompanied by an approved adult holding current Working with Children Check at all times including weekends and evenings. Students must not be left alone overnight.
- e. Some programs will require you to provide a daily packed lunch. You will be reimbursed for providing this extra service. Refer to <https://www.uowcollege.edu.au/future-students/international/homestay/homestay-rates/index.html> for current rates.
- f. Personal keys do not need to be provided to under 18 students as they will be provided with daily transfers and accompanied by an approved adult at all times.

3. What UOWCH agrees to do

- a. To establish arrangements that will enable you to be paid by the student the relevant amount of fees for the period that the student is staying with you. An up to date list of fees is outlined in [UOWCH's Student Homestay Rates](#) webpage.
- b. To take reasonable steps to settle any disputes that arise between you and the student.
- c. To organise the student's initial transport to your residence. This excludes particular Study Tour programs which may require you to pick up a student from their institution of study. UOWCH will notify you where you are obliged to pick the student up.
- d. To assist with student relocation where practicable.
- e. To maintain open lines of communication with the student, the institution of study and you.
- f. To visit and inspect your Homestay premises from time to time to ensure that standards are being met.

4. No Guarantee

- a. UOWCH cannot guarantee that a student will be placed with you. In some cases, host families have to wait some time before a student is placed with them, and in other cases host families do not receive a student at all.

5. Variation

- a. UOWCH may vary these Terms and Conditions or the [Homestay Fees and Refund Procedure](#) at any time on written notice to you.