

Instec Homestay Provider Application

APPLICATION PROCEDURE

1. Read the Instec International Inc.(Instec) Application Form for Homestay Host Families.
2. Complete all pages of the application form.
3. Submit all of the following items to Instec Int. Inc. for your application to be considered:
 - a) Fully completed Host Family Application Form
 - b) Valid criminal record checks for vulnerable (no more than one year old from date application is received by Instec) for all residents of your family who are 18 years or older.
 - c) Electronic photographs of: (Optional)
 - a. front exterior of home as viewed from front curb of street
 - b. common living areas of home - living room, dining room, kitchen
 - c. student bedroom(s)
 - d. main bathroom(s) to be used by student

PERSONAL INFORMATION

Applicant Name	D.O.B.	Spouse Name	D.O.B.
Application Date		Security Check/Child Welfare Check	
		Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>	

* Every adult requires security check. * If two last names, record data under the male's name for consistency sake.

CONTACT INFORMATION & LOCATION DETAILS

Home Address		Mailing Address (if different)	
City	Postal Code	Email	Home Telephone
Business Telephone	Cell	Community	Quadrant
Spouse Business Phone		Spouse Cell Phone	Area High School

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Travel Details/Convenience to Schools

FAMILY ENVIRONMENT

Occupation-Applicant Primary/Secondary Languages								
Occupation-Spouse Primary/Secondary Languages								
Work Schedule-Applicant	Work Schedule-Spouse							
Family Type	Children	Children Details						
<input type="checkbox"/> 2 Parent <input type="checkbox"/> Single Parent <input type="checkbox"/> Single	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <thead> <tr> <th>Name</th> <th>D.O.B.</th> <th>Relationship</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name	D.O.B.	Relationship			
Name	D.O.B.	Relationship						

Other Occupants	Other Occupants Details Primary/Secondary Languages						
<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <thead> <tr> <th>Name</th> <th>D.O.B.</th> <th>Relationship</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name	D.O.B.	Relationship			
Name	D.O.B.	Relationship					

Description of your home

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House Type: Single ___ detached ___ apartment ___ townhouse ___ or duplex ___ Square Footage: _____

of Bedrooms ___ Backyard _____ Balcony _____ Social Areas _____

of Bathrooms ___ Front yard _____ Level(s) _____

Distance from high school(s) _____

Describe the room where the student will sleep.

Location: 1st floor _____ Size: _____ Furnishings: _____

2nd floor _____ Size: _____ Furnishings: _____

***Location must not be basement**

What are your hobbies and interests?

Do you have pets?	Pet Details
Yes <input type="checkbox"/> No <input type="checkbox"/>	

Dietary Restriction (If any)	Dietary-Additional Information
<input type="checkbox"/> Regular <input type="checkbox"/> Vegetarian <input type="checkbox"/> Kosher <input type="checkbox"/> Halal <input type="checkbox"/> Other	

Medical Concerns	Medical Concerns-Additional Notes
<input type="checkbox"/> Allergies <input type="checkbox"/> Other	

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Religious Beliefs(Optional)	International Travel
	<input type="checkbox"/> No <input type="checkbox"/> Limited <input type="checkbox"/> Extensive
Do you smoke? Any members of the family smoke?	Do you allow smoking in your home?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

PREFERENCES (Please check one)

We prefer a male student, but can take a female student	
We prefer a female student, but can take a male student	
We prefer a male student; we cannot take a female student	
We prefer a female student; we cannot take a male student	
We do not have a preference	

I AM AM NOT REGISTERED WITH ANOTHER HOMESTAY PROGRAM. If registered with another Homestay program, I (circle one) undertake to inform Instec the student program of the presence, gender, age, and country-of-origin of any other international student I will have in my home during the period under consideration for the placement of an Instec international student.

HOSTING TYPES & HISTORY

Have you hosted an international student in the past -give details.

Related Experience/Training

Summarize why your family would like to host an international student.

How did you hear about Instec International Homestay Program? Please be specific, for example if it was in an ad, state in what publication you saw the ad.

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Please list two references (non-relative) that we may contact with regard to your suitability as a homestay host family.

REFERENCE 1	REFERENCE 2
NAME	NAME
ADDRESS	ADDRESS
POSTAL CODE	POSTAL CODE
TELEPHONE	TELEPHONE
Home:	Home:
Bus:	Bus:
Cell:	Cell:
OCCUPATION	OCCUPATION
RELATIONSHIP	RELATIONSHIP

Host Family Rules & Regulations

In order to qualify as a homestay family for Hamilton-Wentworth Public Schools, the following terms and conditions must be met and agreed to by a prospective family. Once all terms and conditions have been satisfactorily met, a home visit by Instec International Inc (Instec) may be arranged. Please note that meeting the conditions below does not guarantee a home visit or the placement of an international student.

Host families shall:

- _____ Acknowledge that the primary consideration in hosting a student is for cross-cultural experience
- _____ Agree to respect the culture and values of the student
- _____ Provide three nutritious meals per day, seven days a week. An evening meal shall be prepared and left if the family is not home for dinner or if the student comes home late from classes unless otherwise agreed to by the homestay family and the student
- _____ Ensure that the student does not have to prepare meals for him/herself on a regular basis unless otherwise agreed to by the homestay family and the student
- _____ Interact with the student on a daily basis and include the student in appropriate family activities
- _____ Provide each student with a private bedroom, which no other family member will use for the duration of the program
- _____ Advise the student that they are not to visit any private area of the house, including the bedrooms and bathrooms of other family members
- _____ Provide each student with a key to the house and the code for a residential alarm if one is used
- _____ Speak English with the student
- _____ Maintain the homestay fee at the rate determined by Instec International with no additional charges to the student unless mutually agreed upon
- _____ Ensure that family members do not borrow money from the student and that the student does not borrow money from family members
- _____ Agree that you own your own home or have advised your landlord of your plan to host an international student
- _____ Contact Instec International Inc. if problems arise between student and the homestay host family members; cooperate with Instec International Inc. in trying to reach a reasonable, equitable solution for all concerned.
- _____ Inform Instec International Inc. of all other students or house guests living in the house, including those who take up residence after the student arrives
- _____ Provide copies of security clearances for all the adults living in your home
- _____ Inform Homestay Student Coordinator of plans to be away from the home for any period of time during the placement
- _____ Ensure that students are not required to baby-sit unless they agree to
- _____ Treat the students with respect and kindness and expect the same in return
- _____ Never resort to abusive, aggressive or otherwise inappropriate behaviour
- _____ Never initiate or participate in a sexually-oriented discussion, the viewing of sexually explicit photographs, written materials or films with the student
- _____ Be suitably clothed and covered at all times
- _____ Never touch the student inappropriately
- _____ The monthly homestay rate is \$700 per month payable on the first day of each month

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_____ Students must provide one month's notice, in writing, prior to exiting from a homestay family
_____ One month prior to the end of the homestay agreement with the student, the host family must contact Instec International Inc.

All homestay families are expected to provide a warm, secure, healthy environment for international homestay students. They are expected to always respect the student's privacy and to expect the student to respect theirs. Our students are particularly vulnerable because they are unfamiliar with Canadian customs and language and generally speaking, may not know whom to turn to for help. If a student reports that there are problems in the home such as alcohol or drug abuse, sexual impropriety, inappropriate conduct, or abusive language or behavior, the student will be removed from the home without notice and legal or other action will be taken if warranted.

Moreover, Instec International reserves the right to move a student without the usual advance notice if a situation is unsatisfactory or if problems cannot be resolved between family members and student. When a student is moved, the family may be required to return a portion of their homestay fee.

The Homestay host family hereby agrees to release Instec International Inc. from all liability for loss or damage to their home caused by the student(s) and hereby releases Instec International Inc. and its agents and employees from all liability arising out of or in connection with the participation in the homestay provider program as a homestay host family including, without limitation for property damage or loss, or the debts, conducts or actions of the students assigned to the home. Students are responsible for their own debts, conduct and actions while in the Homestay Program.

Homestay placements will be conducted at the discretion of Instec International Inc. Submission of this document does not guarantee a homestay placement.

We have read this document and agree to the terms stated:

Homestay Applicant

Date

Homestay Spouse

Date

Upon completion of this document, please mail or fax to:

Jerry Sun
INTEC INTERNATIONAL INC.
15 VALLEYSIDE LANE, DUNDAS, ON, L9H 0A7
Fax (416) 800-4665

ALL INFORMATION CONFIDENTIAL
APRIL, 2013