

Homestay Application - Launceston

Congratulations on your offer to study at the University of Tasmania.

The University of Tasmania offers a great Homestay program for students studying in the English Language Centre during their stay. If you would like to live in Homestay while you are studying at UTAS, please complete the forms attached and return them to us for processing. Please be sure to complete the forms accurately, as these are used to find the most suitable host family for you in Tasmania. Forms (pages 2 – 6) are to be returned to:

By Mail: Michelle Brownlea
English Language Centre
Locked Bag 1358
LAUNCESTON 7250 TASMANIA AUSTRALIA

By Fax: + 61 3 6324 3838 **Attention: Michelle Brownlea**

By Email: ELC.Launceston.Support@utas.edu.au

Student Profile Information (pages 2 & 3)

This will be sent to your Homestay Host to give them some information about you before you arrive. You will receive a Family Profile Form with information about your Homestay Host once your placement has been confirmed. Please complete this form.

Student Medical Declaration (page 4)

This form is vital for any emergency situations that may occur. Please ensure that you give us accurate information. Please complete and sign this document.

Homestay Agreement (page 5)

To ensure that your Homestay experience is rewarding for both you and your Homestay Host, you will need to adhere to these guidelines. Please sign this document.

Arrival Form (page 6)

This form tells us when you will be arriving in Tasmania. If we don't receive your arrival details at least 48 hours before you arrive, we cannot guarantee airport pickup. If you do not have arrival details confirmed, please send your profile and medical information and Homestay agreement. Once you have confirmed your arrival details, please send them to us **as soon as possible**.

If you are having difficulty with the forms, please ask your agent or email us for assistance.

Be sure to send your application for Homestay and pay your fees at least 3 weeks prior to your arrival in Tasmania. If these are not received in time, your placement cannot be guaranteed.

Please also find attached the University of Tasmania's Homestay Refund Policy in the event that you choose to withdraw from your course or leave the Homestay program.

All information collected is strictly confidential and will only be used for the purpose for which it has been supplied. For full details on the University of Tasmania's Privacy Policy, please go to: http://www.utas.edu.au/universitycouncil/legislation/pol_privacy.pdf

Student Profile Information

Personal Information

Family name: _____ Given names: _____

English name: _____

Date of birth: _____ Male Female

Email address: _____

Student ID number: _____

General Information

Which country are you from? _____

Where is your home town? _____

When will your ELC course be completed? _____

How long do you plan to live in Homestay? _____

Are you a smoker? non smoker?

Likes: for 'yes', for 'no'.

Animals? cats dogs birds other _____

Most of our homestay families have pets in the home, if you do not wish to live with pets we may have trouble finding a homestay family for you.

Children? ages: _____

I like to eat: _____

I don't like to eat: _____

Hobbies and Interests

Music Going to the movies Watching TV
 Sports Shopping Swimming
 Internet Reading Cooking

Sports I play and enjoy: _____

Other interests: _____

What is important to you in Homestay?

Not important Somewhat important Very important

Having Internet access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<small>(Internet is not included in the homestay fee – you will need to pay for this service if it is available)</small>			
Living in a family with children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Having your own bathroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Living with other students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Female host only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*** We will try to place you with a Host family who suit your preferences but cannot guarantee that this will be possible.**

Medical Information

Allergies: _____

Illness/Disabilities: _____

Medications taken: _____

Emergency Contact Person

Name: _____

Telephone number: _____ Mobile number: _____

Fax number: _____ Email address: _____

Relationship to student: _____

Does this person speak English? Yes No

If 'no', what is this person's first language? _____

Student Medical Declaration

Family name: _____ Given names: _____

Blood Type:

A	B	AB	O	RH+	RH-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you suffer from the following:

Asthma Yes No

Is medication required? Yes No

Type of medication: _____

Allergies Yes No

Nuts Medication Animals Other _____

Severity of allergies:

Mild Moderate Life - threatening

Are you taking prescription medication? Yes No

Name of medication: _____

Do you have any other illness or disabilities? Yes No

Details: _____

I understand that this information is confidential and will only be released to other parties in the event of a medical emergency. I hereby certify that this information is true and correct. I give permission for this information to be released as required in the event of a medical emergency.

Signed: _____ Print name: _____ Date: _____

Homestay Agreement

Whilst living in Homestay, the Homestay student is expected to:

1. adhere to the guidelines provided by the Homestay hosts for living in the Homestay home; which may include no smoking, no alcohol and agreeing to help with minor household chores such as washing up and keeping their bedroom clean and tidy.
2. be aware of cultural differences and respect the beliefs of the Homestay hosts which may differ from their own.
3. communicate with the Homestay hosts on an everyday basis. Homestay students should be open with their Homestay hosts about their needs/wants.
4. advise the Homestay Coordinator immediately if any concerns arise for their health or welfare in the Homestay home.
5. adhere to the guidelines provided for Homestay students in Homestay literature and other advice given by the Homestay Coordinator.
6. be aware of and obey the laws of Australia.
7. carry a pre-paid telephone card for the use of the telephone in the Homestay home.
8. ask for permission before using the telephone or internet service. You may be required to pay for use of the telephone and internet services.
9. pay for any damages to the Homestay home or Homestay host's property caused by the student.

I accept the above guidelines and agree to abide by these conditions for the duration of my Homestay.

Signature: _____ Print name: _____ Date: _____

Arrival Form - Launceston

The University of Tasmania provides a free airport pick-up service to students arriving to commence their studies at the English Language Centre. When a student arrives with family members or friends the use of the free pick-up service for the additional members of the group will be dependent on availability of space in the vehicle, as other students may be arriving on the same flight. Please ensure your group is carrying sufficient funds to pay for transfers from the airport to their destination.

If the English Language Centre does not receive this information 48 hours before your scheduled arrival, (if arriving on Saturday or Sunday) assistance is not guaranteed. We will only acknowledge receipt of your Travel Form if you provide your email contact details:

Email (please print clearly):

PERSONAL DETAILS:

Family Name: Sex: Male Female

Given Name(s): Date of Birth: / /

Course: (for example: ELICOS, DEAP) Student ID#:

ARRIVAL DETAILS:

Arrival in Launceston: Day Date: / / Time: am pm

Airline: Qantas Jetstar Virgin Blue Flight Number:

Other (example bus from Hobart):

Arrival in Australia: Day Date: / / Time: am pm

Airline: Flight Number: Arriving in: Sydney Melbourne Other

RECEPTION DETAILS:

I wish to be met at Launceston Airport/ Bus Terminal and taken to my accommodation.

I do not wish to be met upon arrival, and will make my own arrangements to travel to my accommodation.

I will be accompanied by a family member/friend:
 Spouse Parent/s Friend Other Name(s):

Child/ren Name/s and age/s of child/ren:

In most cases your Homestay Host will meet you at the Launceston airport. If this is not possible, the University will send a driver to meet you and take you to your Homestay Host. This service is included in your Homestay fees.

Homestay Refund Policy

- A full refund of the Homestay deposit is given if the student cancels in writing at least two weeks before their Course Start Date.
- If a student wishes to have Homestay rent fees (paid in advance) refunded to them, they are required to give the Homestay Coordinator and their Homestay host a minimum of 14 nights' notice.
- If a student gives less than 14 nights' notice of their intention to move out of their Homestay, the student will still be required to pay Homestay rent for 14 nights following the date on which they have given notice.
- The Homestay Administration Fee is non-refundable.
- All Homestay refunds will be paid into an Australian bank account. No cash refunds will be processed.
- Refunds will be paid within 4 weeks of receipt of the completed "Request for Fees Refund Form".
- This policy does not remove a student's right to take further action under Australia's consumer protection laws.
- If a student wishes to dispute the decision on a refund, the student has a right to the University of Tasmania's Dispute Resolution process, which does not circumscribe the student's right to pursue other legal remedies.