

# CAMOSUN INTERNATIONAL Homestay Host Application



Thank you for your interest in hosting Camosun international students.

If you would like to apply to be a Camosun homestay host, please see the Application Instructions at the end of the form.

Please note that not all applicants are selected for interviews.

Applications will be kept on file for a minimum of one year.

**For Office Use Only**

## Applicant Information

|   |                    |
|---|--------------------|
| <b>Date:</b>  |                    |
| <b>Adult 1: Family Name:</b>  | <b>First Name:</b> |
| Date of Birth (mm/dd/yy):    /    / <input type="checkbox"/> Female <input type="checkbox"/> Male | <b>Cell Phone:</b> |
| <b>Employer:</b>  | <b>Job Title:</b>  |
| Work Schedule:  |                    |
| <b>Adult 2: Family Name:</b>  | <b>First Name:</b> |
| Date of Birth (mm/dd/yy):    /    / <input type="checkbox"/> Female <input type="checkbox"/> Male | <b>Cell Phone:</b> |
| <b>Employer:</b>  | <b>Job Title:</b>  |
| Work Schedule:  |                    |

## Home Address

|                    |                       |             |
|--------------------|-----------------------|-------------|
| _____              |                       |             |
| Street Address     | City/Province         | Postal Code |
| <b>Home Phone:</b> | <b>Email Address:</b> |             |

## Household Members (Include children, relatives and guests currently residing in the home)

| Name (Last, First) | Birthdate (mm/dd/yy) | M/F | Relationship to You | Occupation |
|--------------------|----------------------|-----|---------------------|------------|
|                    | / /                  |     |                     |            |
|                    | / /                  |     |                     |            |
|                    | / /                  |     |                     |            |
|                    | / /                  |     |                     |            |
|                    | / /                  |     |                     |            |

Do any family members attend or work at Camosun College?  YES  NO

## Home Information

Please describe your home:

Number of Levels:

Number of Bedrooms:

Number of Bathrooms:

Number of student rooms available:

Briefly describe the student bedroom (location, size, furnishings...):

Do you have high-speed internet?  YES  NO

Wireless?  YES  NO

Is there internet access in the student room(s)?  YES  NO

Is your property/fire insurance policy in effect if you have a paying boarder?  YES  NO

For your own protection, please remember to inform your broker when you have a homestay student.  
Not all insurance policies can accommodate paying boarders. *This is your responsibility.*

**Most international students attending Camosun College use public transit as their means of transportation.  
Students could attend both campuses at some point during their time at Camosun.**

**What is a realistic public transit time and route from your home to each campus?**

Interurban Campus:

Lansdowne Campus:

## Hosting Details

Please list musical instruments:

Please list free time activities, hobbies and interests you enjoy:

Please list any pets (kind and number):

What are your expectations regarding the student drinking alcohol?

Would you consider hosting a student who smokes outside?  YES  NO  FLEXIBLE (but prefer non-smoker)

Many international students choose Homestay because it offers them a chance to develop relationships with Canadians and practice language skills. Please give a general description of your family's normal daytime and evening activity schedule (work hours, sport commitments, school...)  Busy  Average  Sedate

How would you describe your diet? (For example dietary restrictions, vegetarian, western or eastern)

Is English your first language?  YES  NO

What languages are spoken in your home?

## Hosting Preferences

We have a bigger need for hosts who are willing to host male students or who have no gender preference.

Are you available to host?  Male student  Female Student  No preference

**Long-term: Students age 18 years and over. Placement length usually 1-6 months**

Homestay with food: \$950/month

Homestay without food: \$700/month

**Short-term: CELA Program Students age 16-29 years**

2-week homestay with food: \$550

4-week homestay with food: \$1000

## Additional Information

Why do you want to open your home to an international student?

When is the accommodation available?

Do you currently or plan to host international students from other institutions?  YES  NO

Which institutions?

How did you hear about the Camosun International Homestay program?

Do you have any additional questions, comments or concerns? If you need more space, feel free to add to your application.

## Homestay Host Agreement

- I have completed this Camosun International Homestay Host Application with correct information about my household and the people in it. This application is not a guarantee that I will host a CI student.
- If I become a CI approved host, I agree to comply with published standards, guidelines, requirements and regulations as published and revised by CI presently and in the future.
- If I require a student to leave my home, I agree to inform the student and the CI Housing Office 30 days before the day I expect the move to take place.
- I agree to obtain and submit a Police Information Check, including a vulnerable sector check, for each household member 18 years of age and older every three years.
- I agree to purchase adequate insurance to cover my belongings and personal liability and I understand that CI and its employees are not responsible for damage to person or property while involved with the CI Homestay Program.
- I give permission to CI to give potential and assigned CI homestay students details on this application.

### Risk and Liability Waiver

I understand that participating in homestay brings with it potential risk in that human nature is unpredictable, and while CI will work hard to help and monitor the College homestay placements, students and hosts, there can be no guarantee of security for either party. In the event an assigned student or host causes damage to any property, person or personal assets, CI does not assume any liability for actions or omissions of other parties. This includes actions or omissions by a homestay student or that of the homestay host, once the homestay arrangement is approved and accepted by the student and the host. A placement is approved and accepted when a placement is confirmed, or when the homestay student begins his/her homestay with the host, whichever is earlier.

I, \_\_\_\_\_, agree to the statements listed above. Date \_\_\_\_\_

## Application Instructions

Please submit all required documents together. Applications will be processed when we have received the following:

- Completed Camosun International Homestay Host Application form
- Signed Homestay Host Agreement, located on the fourth page of the Homestay Host Application form.
- Two personal reference letters from non-relatives

**Applications can be submitted in person, by mail, or by email.**

#### **Camosun International Office locations:**

Lansdowne campus: Isabel Dawson Building, Room #201

Interurban campus: Liz Ashton Campus Centre Building, Room #229

#### **Mailing address:**

Housing Coordinator, Camosun International  
3100 Foul Bay Road Victoria, BC Canada V8P 5J2

**Telephone:** 250-370-3685 **E-mail:** [homestay@camosun.bc.ca](mailto:homestay@camosun.bc.ca)  
<http://camosun.ca/international/future-students/housing/homestay-host.html>

**The next steps of the Camosun homestay host application process will include the following:**

- Initial interview
- Conditional offer
- Police Information Checks from all household members age 18 years and over
- In-home meeting and assessment

# CAMOSUN INTERNATIONAL HOMESTAY Regulations and Requirements



## Homestay Regulations

1. All hosts and students are expected to contribute to the creation of a welcoming and secure home environment. The CI Housing Coordinator and CI Student Services are available to assist with many issues, including interpersonal communication, cross-cultural issues, conflict resolution and CI general information and procedures.
2. The CI Housing Coordinator will try to make the most appropriate student placement but CI cannot guarantee that all of the CI participants' requests will be met.
3. For all long-term placements, 30 days' notice must generally be given by either party to end a homestay placement.
4. If it is learned that there are problems in a Homestay placement or CI Homestay Regulations and Requirements are not being met, an attempt will be made to reach a collaborative solution supported by both parties. However, CI reserves the right to end the host's participation in the program and move a student without advance notice in the event of a serious problem.
5. If harassment toward a CI homestay participant (either host or student) occurs during a homestay placement, the student will be removed from a host home and legal action taken, if warranted.
6. Participating in homestay brings with it potential risk in that human nature is unpredictable, and while CI will work hard to help and monitor the College homestay placements, students and hosts, there can be no guarantee of security for either party. In the event an assigned student or host causes damage to a home, property, person or personal assets, CI does not assume any liability for actions or omissions of other parties. This includes actions or omissions by a homestay student or that of the homestay host, once the homestay arrangement is approved and accepted by the student and the host. A placement is approved and accepted when a placement is confirmed, or when the homestay student begins his/her homestay with the host, whichever is earlier.
7. All CI homestay hosts and students are required to comply with all guidelines, requirements and regulations, as published and revised by CI.
8. All CI homestay hosts and students are required to comply with all Camosun College policies, including but not limited to the Student Conduct Policy and the Sexual Violence and Misconduct Policy, as published and revised by Camosun College.  
<http://camosun.ca/about/policies/>

## Student Requirements

1. If time permits, write a letter of introduction to the host before arrival, including a photograph of yourself.
2. Attend homestay student information/orientation session.
3. Acquire complete coverage for medical care. The homestay host is not responsible for expenses incurred from your sickness or other liabilities.
4. Pay the correct fee each month to your host for the duration of your homestay placement, and pay on the agreed day.
5. Be responsible for all expenses you incur while in homestay. If using a host's telephone, make all long distance calls collect or use pre-paid phone cards.
6. Comply with house rules. Discuss with the host any rules which you don't understand or which are difficult for you.
7. Arrange your own transportation to and from school and for social activities. Hosts are not responsible for this aspect of your life in Victoria.
8. Treat the home and possessions of your host with care and attention and help keep the home in good condition. You are responsible for anything you damage.
9. Regularly clean your own room, change the bed sheets and do your own laundry. Clean up after yourself everywhere in the house (e.g. the kitchen) – your host will expect this of you.
10. Take responsibility for making some of your own meals.
11. Be open, honest, tolerant and respectful in communicating with members of your placement household.
12. Make the effort to talk with your host(s) – you can learn about Victoria, Canadian culture, Canadian people and the English language.
13. Talk to your host(s) first if you have a homestay problem. If you cannot solve the problem with your host, then talk to the Housing Coordinator. If you are not comfortable talking to your host(s), talk to the Housing Coordinator or the International Counselor - your discussion will be kept private.
14. Alert the Housing Coordinator of any concerns regarding your placement.
15. If you plan to move out you must tell your host(s) 30 days in advance. If you do not want to stay 30 days, you must still pay the monthly fee. Most students give notice at the first of the month. Complete and submit to the Housing coordinator a Student Homestay Placement Departure Notice
16. When the placement ends, be responsible for address changes, removal of personal belongings, and transportation from the homestay home.

# CAMOSUN INTERNATIONAL HOMESTAY Regulations and Requirements



## Host Requirements

1. Obtain and submit a Police Information Check, which includes a Vulnerable Sector Check, for each household member 18 years of age and older. At the time of application to become Camosun Homestay Hosts, PICs must be dated within the past 6 months. PICs must subsequently be submitted every three years.
2. If time permits, write a letter of introduction to the student before arrival, including a family photograph.
3. Attend host information/orientation sessions as required. Orientations for short-term placements are mandatory and are generally held just prior to the students' arrival.
4. Arrange to meet and transport the student upon arrival at Victoria International Airport or other Victoria arrival place.
5. Orient the student to home, Victoria and neighbourhood, including topics such as public transportation, banking locations and procedures, nearby stores and medical clinics. See Welcome to Our Home Checklist in the CI Homestay Host Handbook.
6. Orient student to household fire and earthquake safety procedures.
7. Provide the student with a home environment that is safe and clean.
8. Provide the student with a private room. The room will be of appropriate size, with window fire exit and smoke detector in close proximity. The room will contain: a bed, linens, closet, dresser, study space with a desk and a lamp, wastebasket and a night table.
9. Provide nutritious food for three meals and snacks each day. Eat dinner with students and provide students with access to food in the home.
10. Provide access to bathroom, laundry and other shared facilities and instructions on use.
11. Include the student in household activities as much as possible.
12. Explain and enforce house rules. Guidelines and rule samples are available in the CI Homestay Host Handbook.
13. Be open and honest, tolerant and respectful in communicating with student. Read and practice suggestions offered in the CI Homestay Host Handbook, given out at orientation.
14. Alert Housing Coordinator of any concerns regarding the placement.
15. Inform the Housing Coordinator when hosting students from other institutions, to ensure accurate records of student numbers and nationalities in the home.
16. Complete written evaluations of student placement as requested (usually at the beginning and the end of a placement).
17. Provide 30 days' notice to the homestay student and the Housing Coordinator if ending a placement.

## Risk and Liability Waiver

Participating in homestay brings with it potential risk in that human nature is unpredictable, and while CI will work hard to help and monitor the College homestay placements, students and hosts, there can be no guarantee of security for either party. In the event an assigned student or host causes damage to any property, person or personal assets, CI does not assume any liability for actions or omissions of other parties. This includes actions or omissions by a homestay student or that of the homestay host, once the homestay arrangement is approved and accepted by the student and the host. A placement is approved and accepted when a placement is confirmed, or when the homestay student begins his/her homestay with the host, whichever is earlier.

## Questions?

If you have any questions about this information, please contact the CI Housing Coordinator: call 250-370-3685 or email [homestay@camosun.bc.ca](mailto:homestay@camosun.bc.ca).