

# CAMOSUN INTERNATIONAL HOST APPLICATION



If you would like to apply to be homestay host, please complete this form, and send to the Camosun International Office. Please note that not all applicants are selected for interviews. Applications will be kept on file for a minimum of one year.

1) Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/Province Postal Code

Telephone: \_\_\_\_\_ Work or Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Date of Birth (month/day/year): \_\_\_\_\_  Female  Male Occupation: \_\_\_\_\_

2) Please list people living in your home at the time of application:

\_\_\_\_\_  
Name/Relationship to you/Occupation D.O.B. (mm/dd/yyyy)  Female  Male

\_\_\_\_\_  
Name/Relationship to you/Occupation D.O.B. (mm/dd/yyyy)  Female  Male

\_\_\_\_\_  
Name/Relationship to you/Occupation D.O.B. (mm/dd/yyyy)  Female  Male

\_\_\_\_\_  
Name/Relationship to you/Occupation D.O.B. (mm/dd/yyyy)  Female  Male

\_\_\_\_\_  
Name/Relationship to you/Occupation D.O.B. (mm/dd/yyyy)  Female  Male

Other: \_\_\_\_\_

3) Do you have any house pets? If yes, what kind? \_\_\_\_\_

4) Do any family members attend or work at Camosun College?  Yes  No

5) Briefly describe your home:

Number of Levels: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_

Briefly describe the student's room (location, size, furnishings...): \_\_\_\_\_

6) Do you have a gender preference?

Male student  Female student  No preference

7) How would you describe your diet, for example: low-fat, vegetarian, western or eastern? \_\_\_\_\_

8) Would you consider hosting a student who smokes?

YES

NO

FLEXIBLE (but prefer non)

If **YES** or **FLEXIBLE**, would the student be allowed to smoke inside your home?  Yes  No

9) What are your expectations regarding the student drinking alcohol?

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10) What languages are spoken in your home?

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11) List free time activities or sports you enjoy:

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12) Do you have any musical instruments?

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

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14) 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

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15) Many international students attending Camosun College rely upon buses as their only 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:

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Lansdowne Campus:

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16) 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.

17) When is the accommodation available?

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18) What type of hosting experience are you interested in?

Short-term (Customized Training and Study Tours)  Long-term

All

**Short-term:** Students may be less than College age and plan to attend a special short program averaging 2-6 weeks in length. Obligations vary per program, but most require hosts to take two students and transport/accompany students to and from the indicated campus weekday mornings and afternoons. Remuneration: \$35.00/night/student.

**Long-term:** Students are College age and plan to attend a regular session at Camosun College. Placement duration is not usually less than one month, average stay being a semester. Remuneration: \$750/month.

19) How did you hear about the Camosun International Homestay program?

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

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### Homestay Host Agreement

I have completed this Camosun College 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 CCI student.

Successful applicants are required to comply with specific program standards, as published and revised by CCI from time to time. If I become a CCI approved host, I agree to comply with published guidelines, requirements and regulations as published and revised by CCI presently and in the future.

If I require a student to leave my home, I agree to inform the student and the Homestay Office 30 days before the day I expect the move to take place.

I agree to obtain and submit a criminal record 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 CCI and its employees are not responsible for damage to person or property while involved with the Homestay Program.

I give permission to CCI to give an assigned homestay student details on this application.

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Signature of Applicant

Date



### Applications will be processed when we have received the following:

- ✓ Completed Camosun International Host Application form
- ✓ Signed Homestay Host Agreement
- ✓ Completed Criminal Record Checks for everyone in the household age 18 years and older
- ✓ Two personal reference letters from non-relatives

### Please submit completed application package to:

**Housing Coordinator**  
 Camosun College International  
 3100 Foul Bay Road  
 Victoria, BC CANADA V8P 5J2  
 Fax: (250) 370 3689  
 Telephone: (250) 370 3685  
 E-mail: [homestay@camosun.bc.ca](mailto:homestay@camosun.bc.ca)

<http://www.camosun.bc.ca/international/homestay>

## **CAMOSUN INTERNATIONAL HOMESTAY HOST Requirements and Regulations**

### **Host Requirements:**

- 1) Obtain and submit a criminal record check for each permanent household member 18 years of age and older 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 a minimum of once yearly if actively hosting with CCI. Orientations are usually offered four to five times a year.
- 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 CCI 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 three wholesome meals each day and nutritious food for snacks.
- 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) Firmly, yet gently, enforce all house rules as explained to the student. Guidelines and rule samples are available in the CCI Homestay Host Handbook.
- 13) Be open and honest, tolerant and respectful in communicating with student. Read and practice suggestions offered in the CCI Homestay Host Handbook, given out at orientation.
- 14) Alert Housing Coordinator of any concerns regarding student behaviour.
- 15) Inform the Housing Coordinator when hosting students from other institutions, so a record of student nationalities in the home will always be current.
- 16) Never host two students from the same country. Occasionally students will agree to such an arrangement, but it is not in keeping with the main purpose of homestay.
- 17) Complete written evaluations of student placement as requested (usually at the beginning and the end of a placement).
- 18) Provide 30 days notice to the homestay student and the Housing Coordinator if ending a placement.

### **Homestay Regulations:**

- 19) All hosts and students are expected to contribute to the creation of a welcoming and secure home environment. The CCI Housing Coordinator and CCI Student Services are available as resources for many issues, including interpersonal communication, cross-cultural issues, conflict resolution and CCI general information and procedures.
- 20) The CCI Housing Coordinator will try to make the most appropriate student placement but CCI cannot guarantee that all of the CCI participant's requests will be met.
- 21) If it is learned that there are problems in a homestay placement or there is a violation of one of the CCI Homestay program requirements and/or regulations, in the majority of cases, our priority is to reach a collaborative solution that is arrived at and supported by both parties. If unsuccessful, 30 days notice may be given by either party and the student will move from the home. For serious cases, 30 days notice may not be considered necessary, but this determination will come from the Housing Coordinator after consultation with affected parties.
- 22) If a host does not meet one or more of the requirements of the CCI Homestay program, CCI reserves the right to end the host's participation in the program. Communication around the problem is a priority, and opportunities to correct the situation offered; however, CCI reserves the right to move a student without advance notice in the event of a serious problem.
- 23) If improper physical advances toward a CCI homestay participant (either host or student) occur during a homestay placement, the student will be removed from a host home and legal action taken, if warranted.
- 24) Participating in homestay brings with it potential risk in that human nature is unpredictable, and while CCI 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, CCI 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.
- 25) Upon successful completion of a CCI Homestay Host Application, submission of criminal record checks and an in-home interview, the Housing Coordinator will work to make a suitable student placement. All CCI approved hosts are required to comply with all guidelines, requirements and regulations, as published and revised by CCI.

If you have any questions about this information, please contact the CCI Housing Coordinator: tel. 370 3685 or email [homestay@camosun.bc.ca](mailto:homestay@camosun.bc.ca). Thank you for your interest in our program!

Reviewed April 2008