

PLEASE FILL IN ALL SECTIONS CLEARLY AND EMAIL TO:

applications@homestaydirect.com.au

AGENCY NAME: MILESTONES ENGLISH ACADEMY



PLEASE NOTE THIS APPLICATION IS ONLY FOR STUDENTS WHO ARE OVER THE AGE OF 18 YEARS.

A SEPARATE APPLICATION FORM IS AVAILABLE ON REQUEST FOR STUDENTS UNDER THE AGE OF 18 YEARS.

DATE AGENT SENT APPLICATION TO HOMESTAY Date: -- / -- / --

DATE HOMESTAY RECEIVED APPLICATION: -- / -- / --

STUDENT DETAILS					
First name:		Last name:		Gender :Male or Female	
Age		Nationality		Do you smoke? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Students Email address:		Students Contact number:			
Passport number:		Emergency contact -Name and Number :			
Passport expiry date:					
EDUCATION DETAILS IN AUSTRALIA- Please fill in these details carefully as this will help us when finding your host family					
Name of School/University/ internship:			Course:		
Address of School/University/ internship (please fill in clearly)					
English Level (please select one)		Beginner: <input type="checkbox"/>		Intermediate: <input type="checkbox"/>	
				Advanced: <input type="checkbox"/>	
HOMESTAY ACCOMMODATION DETAILS					
Homestay Start date:		How many weeks?		CITY:	
Flight number:		Arrival time:		Do you require airport pickup? Yes <input type="checkbox"/> rates & details on back page <input type="checkbox"/> No <input type="checkbox"/>	
This information is required for us to be able to book and confirm your accommodation and airport pickup					
Homestay type - Rates are on the back page					
Single room:		Twin share:		VIP:	
Yes/no		Yes/no		Yes/no	
Do you have any allergies or medical conditions we need to be aware of					
Are you happy to stay with a family who have children? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Please note we always try our best to meet all of your requests, however it is also helpful if you can be a little flexible otherwise it may limit your homestay options					
Payment					
Placement fee for 2018 AUD \$250.00 Please see attached page for Homestay 2018 Accommodation rates.					
Payment of placement fee and accommodation fees must be paid in advance to confirm bookings. The placement fee is NOT refundable. If the booking is cancelled or the arrival date re-scheduled less than one week before the arrival date, then up to two weeks accommodation fees may be withheld at the discretion of Homestay Direct Services.					
Upon Homestay Direct Services receiving your completed application form an invoice will be issued. Please note we do not release confidential host information until payment has been made IN FULL .					
Bank Transfer (\$20 fees apply for internationals transfers)					

Bank name: Westpac Bank Melbourne
Account name: Homestay Direct Services

International transfers - Swift Code: WPACAU2S
BSB: 033 040 Account Number: 418349

LIVE & LEARN

BOOKING AGREEMENT FORM- Please make sure you have read this document and return a signed copy to Homestay Direct Services before arriving in Australia as this also confirms your accommodation booking.

What to expect from your Homestay	Meals	Internet and telephone usage
<ul style="list-style-type: none"> Fully furnished clean comfortable room with desk chair and lamp. Homestay location close to public transport and within a maximum of 1 hour travel time to school, but mostly a lot less. Homestay Host will welcome you and show you suitable public transport routes and assist with any other requirement you may have. Homestay Host will acknowledge the significant culture and custom differences and will assist, support, and nurture where needed and requested. Students will not share a room with another student unless it has been requested as a twin share booking in advance and the students are known to each other. Homestay hosts may have their own expectations and it is important these are discussed on arrival 	<p>Breakfast and Dinner will be provided Monday-Friday Breakfast Lunch and Dinner will be provided on weekends and public holidays</p> <p>It is important to advise your host if you have any food allergies or a medical condition</p> <p><i>Note: You need to advise your host when you will be late for meals. This is considered to be well mannered.</i></p> <p><i>Students are required to give the host at least 2 hours' notice if they will not be home for meals.</i></p> <p>Note: hosts do not provide snacks between meals.</p>	<p>Students will need to pay for all local and international calls.</p> <ul style="list-style-type: none"> Your host will assist with setting up a local sim card for your mobile phone You can also purchase international phone cards if you wish to call your family <p>Students need to pay the host family direct \$10.00 per week for the use of internet</p> <p><i>Note: Internet in Australia differs from most other countries. Be aware of internet limitations and that exceeding usage will incur additional high costs to the student.</i></p>
Water Usage	Heating and Cooling	
<p>In the past Australia has experienced some very serious droughts which means there can be water shortages so we ask all students to be very careful and respect that water should not be used wastefully as water usage costs are now significantly high for people living in Australia.</p>	<p>Hosts are expected to provide adequate heating and cooling in the student's bedroom for no extra charge whilst you are occupying your room. Heating must be turned in bedrooms during the day if you are not in the room Heating should also be turned off at night once you get into bed as this can be a health risk and it is also very expensive to run and means the host family will experience with excessive heating bills. Please also make sure you have warm clothing for the colder months.</p> <p>Additional charges may apply to supplementary heating beyond the average use. If you have your own supplementary heating please check with your host family first for safety reasons. Thankyou.</p>	

Conditions and Agreement

Payments must always be paid in advance to Homestay Direct Services, or your agent- if you wish to extend your stay after the original booking period, you must speak to your host to ensure there will still be a suitable vacancy and also inform Homestay Direct Services.

Homestay Direct Services will issue an invoice to you or your agent for any accommodation extensions. All payments must be made to Homestay Direct Services (or your agent.) Students or agents must NOT make payments to their host family. Any mediation requirements between student and host will be done between the school/agency and Homestay Direct

A student must:

- Give two weeks' notice to Homestay Direct (or their agent) AND to the Homestay Host before the date of vacating the room. Otherwise a penalty payment of 2 weeks accommodation will apply. If the booking is cancelled or the arrival date is rescheduled less than one week before the booked arrival date, then up to two weeks accommodation fees may be withheld. This will be at the discretion of Homestay Direct Services.
- If a student for any reason wishes to relocate to another homestay family prior to the end of the booking period then a re-hosting fee of \$150 will apply. This will be at the discretion of Homestay Direct Services
- If you are happy living with your host family and would like to extend your accommodation kindly check with your host family first and then always advise Homestay Direct Services as soon as possible so we can arrange for an extension invoice. A \$50 administration fee is applicable for additional invoices
- Always treat your Homestay host with respect. Keep in mind that every country has different cultures so all cultures must be respected by students and hosts alike
- Keep your room in a clean tidy condition. Any damages caused by the student then the student will be liable.
- Request permission to use telephone and internet and discuss charges with your host.
- Advise your host at least two hours in advance if you are not coming home for dinner or are running late otherwise your host would have prepared meals for you
- Not smoke inside the house
- Students must provide their own snacks between meals unless offered by the host
- Except for paying hosts internet charges students must not pay hosts direct unless specifically authorized by Homestay Direct Services
- If you have any queries or concerns feel free to discuss with your host family. Alternatively please free to contact Homestay Direct Services for assistance. We are available 24/7 – 0404 907 423
- If you are experiencing language difficulties please speak with your school or contact your agency for interpreter assistance – you need never feel alone or lonely as there I always someone who can assist you.
- Please give your host your mobile phone number in case of any emergencies
- Please make sure your host gives you their phone number and address details and carry that with you in a safe place at all times in case of any emergencies.
- **IMPORTANT:** if you do not request a private airport pick up then it is important that you make your own way from the airport to the host family home immediately as your host will be waiting to welcome you. If you choose to make other arrangements then please notify your host family beforehand so that your host knows your plans.
- When you receive your confidential host profile it provides you with the email address of your host. We recommend that you email your host prior to your arrival and introduce yourselves as this is a great “ice breaker” for both you and your host. Host families always welcome an email from their students coming to stay with them.



- **AUSTRALIA AND YOUR HOST FAMILY LOOKS FORWARD TO WELCOMING YOU**

Your Host:

- Will ensure that you have a clear understanding of the local transport system before sending you out on your own. They will also show you around the local area and assist you in settling into your new environment.
- Must respect your privacy. Your room is your own private area.
- Advise students what days you wish to enter their room for cleaning
- Must give the student and Homestay Direct 2 weeks' notice if for any reason a host is unable to continue with the booking, unless the situation is a matter of urgency. This will be at the discretion of Homestay Direct Services.
- All countries have different cultures and your host will respect your different culture.
- Apart from internet payments hosts must not accept direct payments from students unless specifically authorized by Homestay Direct Services
- A host must give their student their phone number and address in case of any emergencies. Make sure the student carries this with them at all times – they should not leave your home without it.

I have read the above information and I understand and abide by the Conditions of Homestay Direct Services.

Student name (clearly print) _____ Signature: _____ Date: _____

Homestay Direct does not accept any legal liability or responsibility for any damages or loss of income incurred by either the Homestay Host or the student residing in your home.

For more information please contact us or refer to the website: www.homestaydirect.com.au

2018 Rates and Homestay Options

Single Room: Guests will be provided with their own private room, bathroom may be shared with other members of the family.

Twin Share: students must be travelling with a friend or family member; you cannot book this option if travelling alone

VIP: Private room and access to a private bathroom, your host family will provide laundry services. *Please note VIP option subject to availability.

Note: If students require the internet/WIFI

Then student must pay the host an additional \$10 per week

2018 Homestay Rates

Homestay type:	Single room	VIP	Twin share
Melbourne- VIC	\$290	\$390	\$250
Sydney- NSW	\$290	\$390	\$250
Brisbane/Gold Coast-QLD	\$290	\$390	\$250
Adelaide- SA	\$290	\$390	\$250
Perth- WA	\$290	\$390	\$250

Valid from 01/01/2018

Airport Pickup: We can arrange a driver to pick you up from the airport and take you to your new home in Australia. **This is always a preferred option as you will be in a strange country, a different culture and a different language so this is an advisable option to take SO IT IS ALWAYS HIGHLY RECOMMENDED.**

To confirm airport pickup:

- Payment of invoice must be made no later than two weeks before arrival
- Confirmed flight number and arrival time must be advised two weeks before arrival.
- Please send a copy of your flight itinerary
- Airport pickup is non-refundable.
 - Students must contact Homestay Direct Services on 0404 907 423 or their agent if there are any changes to their flight.

2018 AIRPORT PICKUP SERVICE RATES

Melbourne	\$140
Sydney	\$140
Brisbane	\$140
Gold Coast	\$140
Brisbane - Gold Coast	\$210
Canberra	\$140
Perth	\$140
Adelaide	\$140
Please note that prices may vary depending on distance and are subject to change	