

Student and Host Homestay Handbook

Updated October 24, 2019



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International Programs Main Office Hours

Monday – Friday: 9:00 A.M. – 4:00 P.M.

Saturdays, Sundays & Holidays: closed

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Peninsula College Homestay Program Mission and Goals:

Mission:

Peninsula College Homestay Program offers international Students and Clallam County individuals and families an opportunity to enrich their lives by learning from each other through the spirit of hospitality.

The Goals of the Homestay Program at Peninsula College are:

1. To provide a safe, caring, and educational living environment for Peninsula College Students.
2. To support our Students in the process of adapting to U.S. culture and learning English as a second language while the Students are achieving academic and personal objectives.
3. To promote international friendships and cross-cultural exchange.

We would like our Students to return home as bicultural and bilingual citizens who will make a difference in the lives of their families, their communities and countries.

International Programs (IP) Roles and Responsibilities:

International Programs matches Students and Homestays in consideration of parties' stated preferences, interests, and backgrounds. IP's desire is to help create a comfortable and enjoyable experience for both Students and Homestay Hosts. IP's areas of responsibility include:

- Screen potential Homestays to enable appropriate placements;
- Orient and inform both Students and Homestay Hosts about the program;
- Coordinate Student and Homestay introduction;
- Answer questions and counsel as necessary;
- Try to help solve misunderstandings as they occur;
- Survey Students and Homestays about their experience;
- Conduct exit interviews of Students and Homestay Hosts;
- Be on call as needed.

The Students' Areas of Responsibilities:

YOU need to:

1. Complete the Homestay Application accurately.
2. Pay all fees to the Homestay and the College on time.
3. Give your arrival information to Peninsula College and your Homestay Host
4. Attend the Hosted Student Orientation and review the Handbook.

5. Go over the *Homestay Guidelines for Students and the Homestay Host Handbook* with your Homestay Host Family.
6. Read carefully and sign the Student Agreement and return to International Programs. Make sure to keep a copy for your records.
7. Communicate frequently with International Programs and the Homestay Host *before* problems become serious.
8. Keep your Homestay's Host Family address and telephone number, and the IP's office telephone number in your wallet at all times.
9. Understand the house rules and follow them.
10. Study English and learn about American culture with your Homestay.
11. Keep your own bedroom and bathroom clean at all times.
12. Always let your Homestay host know about your plans ahead of time and call if your plans change.
13. If you plan to move, let your host know two weeks in advance.
14. Please **UPDATE** your address on the Peninsula College website and at the IP's office.

Fees and Payment:

Students pay \$650 per month for full home stay based on single room occupancy. The monthly cost for partial homestay is \$450.00 per month. This monthly stipend is set at a fixed, non-negotiable rate. Payment is due on the 1st day of the month. The first month shall be prorated at the rate of \$25 per night for full homestay or \$15 per night for partial Homestay.

For the full Homestay Fee Students receive:

1. Three meals daily – access to the kitchen and food made available for breakfast and lunch; dinner prepared by the Homestay Host on most nights (at least 5 nights a week)
2. A clean, private room with a desk, a lamp, and a bed
3. Laundry facilities
4. Access to transportation to the College
5. Access to Internet (see page 7)
6. A supportive living environment for English language learning
7. Invitations to be included in family activities.

It is your responsibility to pay your Homestay Host no later than the first day of each month. It is very important your host feels you are responsible. If you know your monthly payment will be late, you must communicate with your host to make arrangements in advance. Otherwise your host has the authority to impose a late charge of \$5.00 per night, starting the 2nd night of each month. Repeated late payments can result in removal from the Homestay Program. IP will be notified.

Your Homestay is not obligated to pay for your entertainment costs when they take you out. If your Homestay invites you to join them to see a movie, ask them about how much it will cost. If you think that it is too expensive, you may say "Thank you very much for your invitation. But it is a little too expensive for me. Please ask me again. I may be able to go next time." It is important for your

Homestay and you to understand the sharing costs rules clearly so that this may not become a reason why your Homestay Hosts and you do not spend any time together outside of their house.

Arrival in the U.S./Your First Week with your Homestay:

When you arrive at your Homestay's house for the first time...

- **Greet your Homestay** politely and tell them what name you would like them to call you. (e.g., *please call me "Ha Na."*)
- **Write your Homestay's name, address, and telephone number** down and carry it with you at all times.
- **Call or e-mail your family in your country to let them know that you arrived in Port Angeles safely.** If you are making an international telephone call, be sure to talk with your Homestay first about telephone usage; use an international calling card or call collect.
- **Ask for a house tour.**
- **Ask about what household machines you can use and how to use them.** (e.g., *May I use the washer/dryer? Could you show me how to use the stereo?*)
- **Discuss the house rules and communicate with your Homestay Host until you thoroughly understand the rules.** (e.g., *Excuse me, but I don't understand... Will you explain this rule to me again?*)
- **Let your Homestay Host know important things about yourself.** (e.g., *I cannot eat carrots. I am afraid of dogs. I stay up very late. I like to go out with my friends at least once a week.*)
- **Talk about food.** Find out about the house eating guidelines. (e.g., *when do you eat dinner? What food is available to me? Is there anything that is off-limits?*) Tell your Homestay Hosts what foods you like and if there is anything that you particularly dislike. Food can be one of the most difficult parts of living in a Homestay; try to be open to experiencing different foods and adapting to totally different eating habits.
- **Ask your Homestay Host to assist with banking.** You can set up a checking and savings account at a bank. It is a safe way to take care of your money and using a debit card and checks are common and convenient for daily life in the U.S. Also, if you have a bank account, you can have money wired to you from your home country as necessary.
- **Ask your Homestay Host to show you how to get to and from school.** Your Homestay Host should show you the bus route to your school. You can obtain your monthly bus pass at the Cashier's office at Peninsula College. Bus passes are free for tuition bearing Students. If you get lost while in transit on the bus, ask the driver for help.
- **Get a house key.** Your Homestay Host will give you a key to the house. Be sure to learn which doors need to be locked when you leave the home.
- **Discuss and be sure to clearly understand telephone and computer usage rules.**
- **Ask questions and get to know your Homestay Host.** In the U.S. culture, it is common and acceptable to ask people to explain something you don't understand. Ask your Homestay Host to write down something you are unsure about and do not understand clearly. Asking personal questions about work, family, hobbies, favorite music, movies and TV shows is a great way to show interest in your Homestay and find out about similarities and differences. Americans love to talk at the dinner table as well as while preparing and cleaning up from a meal.

- **Pay your Homestay Host within 2 or 3 days of your arrival.** For the first month, you should pay a prorated fee of \$25 per night. This means you will pay from the time you arrive until the last night of the month.

Telephone/Computer Usage

Telephone

Talk with your Homestay Host about telephone usage.

In the Port Angeles area, local calls from a home phone are free. Please ask your Homestay Host for details about what phone numbers are local.

You should plan to use a cell phone or a long distance/international calling card for all of your long distance calls. You can purchase international calling cards at some local convenience and grocery stores. You can purchase prepaid wireless cell phones (e.g. Tracfone, Virgin Mobile) and in some cases, you may be able to sign up with a provider for a long-term wireless plan. See IP staff for additional information.

It is uncommon for students to want a private phone line. However, if you want a private phone line installed in your bedroom, you will need to ask your Homestay Host about getting one installed. Students must pay all fees associated with having their own private phone line and it must be billed in the Student's name. Be sure to pay your bill on time. **Remember that neither your Homestay Host nor Peninsula College is responsible for Students' telephone payments.**

Your Homestay may have some other rules about telephone usage. Please talk with them and find out:

- How early and how late friends and family can call the home
- How to take good messages if nobody is home
- If there is a time limit for using the phone
- What to do if your Homestay phone has "call waiting" and another call comes through
- What to do if a fax machine is connected to the telephone line

Internet Usage

Computers are available at Peninsula College for your use. If you have brought your own laptop computer with you, talk to your Homestay about internet access. Your Homestay is not required to provide a computer for your usage, but are required to provide internet access. Please refer to your own Homestay Hosts rules regarding computer and internet usage.

Inappropriate internet/computer usage is not allowed i.e.; pornography, illegal downloading etc. Such activities can result in removal from the Homestay program.

American Family Life:

It may take time for you to get used to family life in the U.S. You may notice that the roles of men, women, and children are different than in your home country. Children may seem very outspoken. Generally speaking, age and gender are not important factors in the way Americans communicate. It is common for mothers to work full-time outside the home, so children learn at a young age to prepare their own breakfast and lunch. Also, fathers often cook, clean, do laundry and other household tasks.

Helping out in the House

In most U.S. households, family members are expected to help with household chores. Your host will be happy to explain appliance usage.

Responsibilities include:

- Make your own bed and keep your own room clean; remove your own garbage, vacuum, and wash your sheets.
- Ask how to operate the washer and dryer and what days and times you can do your laundry.
- Keep the bathroom that you use clean and tidy.
- Learn how the kitchen appliances work, what gets recycled or thrown out, and always clean up after yourself.
- Offer to help set and clear the table at shared meals.
- Offer to help with another chore to show that you are willing to do your share as a household member.

Adjusting to the United States:

Adjusting to a new culture takes time. It is very common to go through **culture shock**. Usually we don't know we are suffering from culture shock because it happens when we don't expect it, usually one or two months after arrival.

In the beginning, you will be very excited to be in the U.S. and studying overseas. Everything feels great and you will be very happy.

Then later, you might feel tired by all the stress of speaking a different language and learning new ways of doing everything. This is when you are likely to start feeling irritated and annoyed with school or your Homestay experience.

Remember that this is a normal phase of learning and living in a new culture. Talk to your Homestay Host or an IP staff member and ask for help in dealing with your daily frustrations.

Illness:

Whether you have insurance from your own country or from the school, **all of our international students are required to have valid medical insurance while they study at Peninsula College.** Carry your health insurance information with you at all times.

Show your Homestay Host your insurance card. Let them know if you take medications, if you have any allergies, or if there is anything else important that they should know about your health.

If you get sick, your Homestay Host should help you go to the doctor. **Homestay Hosts are advised not to pay for any medical expenses for Students.** The IP staff can assist you with medical insurance, local medical service providers, payment procedures, and interpreter arrangements. **Unless you are severely injured or ill, do not call an ambulance (911) or visit the emergency room.**

In case of an emergency, please call 911. For other concerns please contact International Programs at 360-417-6491 during regular office hours or 360-460-3166 at other times.

Safety and Laws:

Safety

While living in the United States, we care about you and want you to stay safe. Here are some suggestions for staying safe and handling emergencies:

- Learn how to lock the house. Learn which doors need to be locked. If your Homestay has a security system, ask how to activate and deactivate the system.
- Do not open a door without knowing who is at the door.
- Do not give any personal information over the phone.
- Carry only a small amount of money. Deposit and save money in a bank account.
- Write down your Homestay Host's name, address, and home and work telephone numbers on a piece of paper and carry it at all times.
- If you are going to be late returning home, call your Homestay Host and let them know.
- Write down the International Programs phone number (**360-417-6491**) and carry it at all times.
- If you are planning to go out with your friends, *always let your Homestay Host know where you are going, with whom you are going, and when you plan to come home.* Leave your friends' names and telephone numbers with your Homestay Host.
- In the case of an emergency, call "911." Remember to speak slowly and clearly.
- To reach the IP office in the case of an emergency, after you've called "911," please call 360-417-6491 during regular office hours or 460-3166 at other times.

Laws

Driving: If you plan on driving in the U.S., be sure that you have a valid Washington State driver's license or an international driver's license. **You MUST have car insurance to drive in the U.S.** Ask your Homestay Host or an IP staff member for help finding the licensing office and calling an insurance company. **DO NOT** ask to drive your Homestay Host's car. If you wish to drive in the U.S, it's important to take a drivers course.

Alcohol: **You must be 21 years or older to buy or drink alcohol in the U.S.** Never bring any alcohol into your home without the permission of your Homestay Host. Never drink alcohol immediately before or while you are driving, or in your room.

Drugs: Recreational drugs are illegal in the U.S. If you are arrested by the police for possessing or using drugs, you will go to jail. If convicted, **there will be immigration repercussions that will affect your Student status.**

REMINDER: Peninsula College Homestay Program reminds Students that, under the *Hosted Student Agreement*, they agree to be responsible and **not engage in** any illegal, immoral or dangerous activity in the Homestay.

Smoking Policy

Smoking may or may not be allowed inside the home. If you smoke, talk with your Homestay Host. If smoking is not allowed inside the home, ask if it would be okay to smoke outside. When you smoke outside, please do not leave cigarette butts for your Homestay Host to clean up.

Vacation Policy

Student Vacation Policy:

For Students who wish to go out of town while they are living within a Homestay, please discuss vacation plans with your Homestay Host in advance, and be sure that arrangements are agreeable to both parties.

If the Student will be gone less than 2 weeks (less than 14 nights), the monthly rate is the same (i.e. the full amount is due.)

If the Student will be gone more than 2 weeks, the rate during the Student's absence is 50%. For example, if the Student is out of the Homestay for 20 nights, she/he pays 20 x \$13.00 (50% of the \$25 daily rate) = \$260 plus the rest of the nights of that month at \$25 per night.

If the Student and the Homestay Host agree to make the room available to another Homestay Student during their absence, all of the vacationing Student's personal items must be removed and stored elsewhere. In this circumstance, the vacationing Student does not need to pay the Homestay Host during their absence.

Homestay Vacation Policy:

If your Homestay Host is going to be away for a short time, please let an IP staff member know as soon as possible. It is up to you and your Homestay Host to decide whether it is OK or not OK for you to stay at the Homestay by yourself. If it is not OK, your Homestay Host may ask a trusted friend or relative to housesit or they may encourage you to stay with a friend, if possible. The Homestay Host will make appropriate arrangements regarding payment.

Matching and Placement:

How does International Programs (IP) match and place Students in Homestays?

If you are applying from overseas

IP will review your Homestay Application. IP then selects a Homestay which seems to be a good match with your interests and preferences. If the family is available and agreeable, IP sends a copy of your Homestay Profile to the family.

If you are already here

You need to come to the INTERNATIONAL PROGRAMS office to apply for a Homestay. IP will ask you to fill out the Homestay Application and pay the \$250 non-refundable Placement Fee to the Cashier's Office. The fee must be paid before the INTERNATIONAL PROGRAMS office can start the placement process. **Until IP has your receipt, the placement process will NOT be started.** Once the fee is paid IP will have a short conversation with you about yourself. Placement timing varies. Until IP finds a Homestay for you, you need to stay with a friend or hotel at your expense.

If you are requesting another family

If you already live in a Homestay and are requesting a change, contact IP at 360-417-6491 to set up an appointment to explain the reasons why you want another Homestay.

While the IP staff will be happy to meet with you and hear your concerns only valid reasons that violate the Homestay Agreement will be seriously considered as grounds for a homestay change.

After IP completes their mediation process which includes communicating with your Homestay Host to hear their side of the story, a decision will be made.

If the problem cannot be resolved through mediation, **IP will find you a new family, you are not authorized to find a homestay on your own.** Until a new family is found, you will need to stay at your current Homestay's house, with a friend, or a hotel and your expense. If the request is denied, IP staff will offer suggestions that can help make your Homestay experience a positive one.

Important Note:

If you move out of a Homestay into an apartment and later decide to move into a Homestay again, or wish to leave your Homestay to move into another Homestay, there will be a placement fee of \$250.00 that needs to be paid before the move.

Cancellation Policy:

Students benefit from staying in the same homestay for a minimum of one quarter (3 months). However, circumstances may arise that call for an immediate change in homestay. Moving a Student to a different Homestay must be coordinated and approved by International Programs. In such cases, mediation and payment/refunds will be assessed and negotiated by IP.

If the Homestay Host is experiencing problems with a Student and is unhappy for any reason, they should talk with the Student directly about it. Many problems can be resolved with good communication between Homestay Hosts and Students. However, if the problems persist, contact IP for assistance.

If Students are unhappy, they are encouraged to talk directly with the Homestay Host about it. If they have tried to resolve the issues but still feel they really need a new Homestay, IP staff will work with them to make a new placement.

Moving Out:

If a Student decides to move out of your home, he/she is required to first give at least 2 weeks' notice. PC reserves the right to remove Students on short notice. In the event PC removes a Student, the Homestay Host must refund the Student for all days pre-paid beyond the move out day.

PC reserves the right to remove a Student if a Homestay Host is deemed unsuitable at any time. In this case, the Homestay Host agrees to refund the Student all monies paid in advance from date of move. In the event the Homestay Host asks the Student to move, the Homestay Host must refund the Student all monies paid in advance from the date of move. (The Homestay Host cannot delay or postpone the moving date; the Student will move as quickly as possible.) In addition, PC reserves the right to negotiate these policies with all parties at any time.

When moving out of a Homestay, Students are responsible for the following details:

- Return the house keys to your Homestay Host.
- Work with the Homestay to disconnect phone service (if applicable).
- Give your new address to the International office staff as soon as possible and prior to moving into your new home
- Fill out the attached Peninsula College Departure Notification form and return to the international office 7-14 days prior to moving out of your current address.
- Give your Homestay Host a forwarding address and phone number, in case mail or important calls come after you have moved.
- Go to the post office and fill out a change of address form.
- Give your new address to your bank and anyone else who might send you mail.
- Clean your room and remove all personal belongings and any garbage.
- Pay the Homestay Host for any damages or excessive cleaning costs.

Homestay Hosts are responsible for:

- Helping Students to disconnect phone service (if applicable)
- Forwarding a Student's mail to the new address
- Inform the International Office that the Student is moving out as soon as you are made aware.

When a Student moves from a Homestay unexpectedly, IP will conduct a short exit interview to find out what happened between the Student and the Homestay Host.

IP at Peninsula College encourages and supports a positive Homestay experience for our Students and Homestay Hosts. We are here to assist at any time. Thank you for participating in the Peninsula College Homestay program.

GUIDELINES FOR STUDENTS AND HOMESTAY HOSTS

1. **Household rules:** Each Homestay is unique. As new family members, Students and their Homestay Hosts need to discuss the rules of the house and the schedules and habits of the family members as soon as the Student arrives.
2. **Getting settled in:** Homestay Hosts can help Students with many details, such as how to use a bank account, learning how to take the bus to and from school, and accessing the internet from home. Also, Homestay Hosts will give Students a house key and teach them how to come and go when no one is home.
3. **Payment:** Students are responsible to pay their Homestay Hosts on time. It is your responsibility to pay your Homestay Host no later than the first day of each month. It is very important your host feels you are responsible. If you know your monthly payment will be late, you must communicate with your host to make arrangements in advance. Otherwise your host has the authority to impose a late charge of \$5.00 per night, starting the 2nd night of each month. Repeated late payments can result in removal from the Homestay Program. IP will be notified.
4. **Helping out at home:** In most U.S. households, family members are expected to help with household chores. Students are responsible for keeping their own rooms clean and keeping the bathroom that they use clean and tidy. In addition, they should learn how to use household machines and appliances correctly, learn where kitchen dishes and utensils are kept and clean up after themselves in the kitchen. Students are encouraged to volunteer for another chore that they can do as part of the household.
5. **Homestay activities:** Homestay Hosts should invite Students to participate in family activities. Students should try to join them whenever possible. One of the main reasons international Students choose the Homestay experience is to develop this international friendship! It's okay for Students to ask in advance if the activity will cost them extra. If they think that it is too expensive, Students may say "Thank you very much for the invitation. But it is a little too expensive for me. Please ask me again. I may be able to go next time."
6. **Keeping Homestay Hosts informed:** Students should always let their Homestay Hosts know about their plans, especially if they will be returning home late or if their plans have changed and for some reason they will not be home as expected.
7. **Medical Insurance:** All of our international Students are required to have valid medical insurance while they study at Peninsula College. Some may have insurance from their home country or insurance from Peninsula College. Students should carry the insurance information with them at all times. Also, Students should let the Homestay Host know if they take medications, have any allergies, or if there is anything else important know about their health. If a Student gets sick, the Homestay Host should help him/her go to a clinic or doctor. Homestay Hosts are advised not to pay for any medical expenses for Students.

8. **Drinking and Drugs:** Students must be 21 years or older to buy or drink alcohol in the U.S. They should never bring any alcohol into the Homestay without the permission of the Homestay Host. They should never drink alcohol before or while driving or in their rooms. Recreational drugs are illegal in the U.S. If a person is arrested by the police for possessing or using drugs, he/she will go to jail.
9. **Smoking:** Smoking may or may not be allowed inside the home. If smoking is not allowed inside the home, smoking outside could be an option. If a Student smokes, he/she should talk about this with the Homestay Host. If a Student smokes outside, they should not leave cigarette butts for the Homestay Host to clean up.
10. **2 Weeks' Notice:** Students are required to pay for and give at least 2 weeks' notice before moving out. We recommend Students give notice by the 15th of any given month. This means the Student must have paid the Homestay Host for two weeks from the date he/she lets them know about the plans to move.
11. **Moving Out:** When Students move out of a Homestay, they need to remember to take care of the following details:
 - Return the house keys to the Homestay Host.
 - Give the Homestay Host a forwarding address and phone number, in case mail or important calls come after having moved.
 - Go to the post office and fill out a change of address form.
 - Give the new address to the International Programs Office.
 - Give the new address to the bank.
 - Clean the room and remove all personal belongings and any garbage.

Homestay Agreement

The Homestay agrees:

1. That all household members desire to host an international Student.
2. That no household members abuse drugs or alcohol or have a conviction record.
3. To provide a clean, safe private room for each Student with a bed, and bedding, desk, lamp, and closet or drawer space.
4. To provide food for three nutritional, well-balanced meals a day and prepare at least 5 dinners per week.
5. To charge the Student no fees other than those outlined in the Homestay Handbook.
6. To have no other Students or boarders without Peninsula College's knowledge.
7. To provide a pleasant, safe, clean and orderly living environment for the Student.
8. To involve the Student in family activities and outings.
9. To instruct the Student on procedures in case of fire, earthquake, or other emergencies.
10. To assign the Student no excessive chores that would interfere with schoolwork, and not to ask the Student to baby-sit, care for pets, or do yard work.
11. All student moves are to be coordinated through the Homestay Coordinator.
12. Inform the international office staff that the student is moving out as soon as you are made aware.
13. To notify the international office staff when the student moves out.
14. To discuss misunderstandings before they become problems, first with the Student and then with International Student Programs.
15. To abide by all Peninsula College Homestay Program policies. The Homestay Host is responsible for understanding all policies.
16. To speak English in the presence of the Student.
17. To attend Homestay Orientation.
18. To agree to go through a routine Washington State background check.
19. To not lend or borrow money to or from the Student, under any circumstance.
20. Arrange to meet and transport the student from the college of arrival day
21. Orient the student to your home, Port Angeles and the neighborhood, helping with opening a bank account and getting the student to and from orientation for the first few days of school.
22. Help your student get medical attention if needed.
23. Notify the college of any urgent concerns or problems. E.g. the student is not going to school

Peninsula College agrees:

1. To place international Students in a Homestay according to program policies and procedures.
2. To provide information about incoming Students as far in advance of their arrival as possible.
3. To ensure that all international Students have valid health insurance at all times.
4. To provide a 24-hour contact person for Homestay emergencies.
5. To mediate conflicts between Students and families, including financial disputes, language or cultural concerns, disagreements over house rules, etc.
6. To inform Homestay Host about changes or upcoming events.
7. To remove any Student who is not appropriate for the Homestay.
8. To intervene when Students owe outstanding debts to Homestay Hosts. Although Peninsula College cannot guarantee payment of debts, it will help Homestay Hosts collect debts from Students.

Hosted Student Agreement

The Student agrees to:

1. Pay all fees to the Homestay Host on time (on the first day of the month). Late payments may result in a nightly charge. See Handbook page 5.
2. Attend the Hosted Student Orientation and review the Handbook.
3. To abide by all Peninsula College Homestay Program policies. The Student is responsible for understanding all policies
4. Read carefully and sign the Hosted Student Agreement.
5. Understand the house rules and follow them. Remember that each Homestay will have their own house rules and you are expected to follow these rules as a new member of the home.
6. Understand that our Homestays reflect our country's cultural diversity and each Homestay Host is different. The one thing that they have in common is their willingness to open their homes to Students from around the world. Be open to experiencing the different cultures of our country.
7. Keep yourself, your cloths, linens, bedroom and bathroom clean.
8. Clean your dishes and cookware after using them.
9. Be responsible for your own personal belongings.
10. Always let your Homestay Host know about your plans ahead of time and call if your plans change.
11. Arrange your own transportation to and from school for social activities. Hosts are not responsible for this.
12. Energy Conservation: Most Families are very conservative and care about the environment. Please be conservative by turning off lights, closing and locking windows when leaving the room, taking short showers, if you are cold please wear extra sweaters and ask your family for extra blankets.
13. Be responsible, and pay for any damages caused by you at your Homestay.
14. Be responsible and not engage in any illegal, immoral or dangerous activity in the Homestay.
15. Ask permission to have guests at least 24 hours in advance. Understand that the use of the Homestay Hosts' home and food are for your use only and not for your guests.
16. Speak English with your Homestay Hosts regularly, and ask questions. This is a great way to practice listening and speaking in English.
17. Communicate frequently with the Homestay Host before problems become serious.
18. Let the IP Office know if you are having trouble in your Homestay. We want this experience to be rewarding for both Students and Homestay Hosts. Your first month is a trial period –a time for you and your Homestay Host to try living together. We will be glad to discuss any problems with you. If a move is necessary, we will arrange one for you as soon as possible.
19. Give your Homestay at least 2 weeks' notice if you are planning to move out. This means you have paid the Homestay Host for at least 2 weeks from the date you tell them you are moving.
20. Stay in the Homestay a minimum of 3 months (1 quarter); Students under the age of 18 are required to be in Homestay.
21. If you move out of homestay into an apartment and later decide to move into a Homestay again or wish to leave your Homestay to move into another Homestay there will be a placement fee of \$250.00 that needs to be paid before the move.
22. Inform the international office of your plans to move as soon as you are aware.
23. Fill out the Peninsula College Departure form 7-14 days prior to moving out of Homestay.

The Student is aware and agrees:

1. That if removed from a Homestay because of my behavior, I will have to pay for a hotel and transportation to move my belongings.
2. That staying in a Homestay is a privilege. If I am removed or receive complaints about my behavior, I can be removed from the Homestay program and will not be entitled to a refund of the housing placement fee.

HOMESTAY PROGRAM PAYMENT PROCEDURE

Instructions:

Students are required to pay the Homestay Host \$650.00 every month (\$25 per night). Students may pay by personal check from a local bank account, traveler's checks or money order. For the first payment, pay \$25 per night for the number of nights you stayed with your Homestay Host for the first month.

Example:

If you arrived on January 12, there are 20 nights left for the month of January. Multiply $20 \times \$25 = \500 January Homestay fee. Then pay your host \$650.00 for February's Homestay fee on February 1st.

Homestay Worksheet:

Total number of nights in month = _____
_____ (Nights at Homestay) X \$25 = _____
Total Homestay rate for _____ (month) _____

Vacations:

When living in a Homestay, if the student takes a vacation for **longer** than 2 weeks (14 days) and retains the room with belongings in the room, the student will pay the Homestay fee of half the daily rate ($\$25/2 = \13.00 per night) for the number of nights away. If the student takes a vacation while in a Homestay for **fewer** than 14 nights, the student will pay the full Homestay fee for the month (\$650/month).

Vacation Worksheet:

Total number of nights in month = _____
_____ (Nights away from Homestay) X \$13.00 = _____
_____ (Nights at Homestay) X \$25 = _____
Total Homestay rate for _____ (month) = _____

Summer Vacation: (longer than 1 month)

If the student leaves their belongings in the room, they pay a fee of up to \$10 a night. In this scenario the room should not be used by the homestay family except for occasional maintenance, i.e. opening windows, vacuuming, cleaning etc.

If you wish the student to pack up their belongings so that you may use the room on a regular basis you should not charge the \$10 a night fee. The fee is NOT there to "hold" the room for the student.

You may offer to store the students' belongings in a storage area of your house if you wish for a reasonable fee.

Once you have both agreed on a rate please put the agreement into writing to avoid any confusion.

Port Angeles

Olympic Medical Center Walk-in Clinic

907 Georgiana Street
Port Angeles, WA 98362

Phone: (360) 565-0550

Hours of Operation:

7 Days a Week - 9:00 a.m. - 6:00 p.m.

***IMPORTANT NOTES:** Student with Lewermark Insurance will pay copay. OMC bills insurance.

CliniCare

621 E. Front Street
Port Angeles, WA

Phone: (360) 452-5000

Hours of Operation:

Monday to Saturday - 9:00 a.m. - 5:00 p.m.

Sunday and Evenings available by appointment only

***IMPORTANT NOTES:** Students **must pay for services first**, then ask for HICF form and bring it to Nicole for assistance with reimbursement claim.

Sequim

Olympic Medical Center Walk-in Clinic

840 N. 5th Avenue, Suite 1400
Sequim, WA 98382

Phone: (360) 582-2930

Hours of Operation:

Monday to Friday - 8:00 a.m. to 5:00 p.m.

Saturday to Sunday - 10:00 a.m. to 4:00 p.m.

***IMPORTANT NOTES:** Student with Lewermark Insurance will pay copay. OMC bills insurance.

