



**UOW**  
COLLEGE  
AUSTRALIA

## **UOW College Australia Homestay Host Terms and Conditions**

You agree to the following terms and conditions when you agree to provide accommodation for a Student who UOWCA organises to stay with you:

### **1. What you agree to do**

- a. To provide a homestay environment that is supportive, safe and offers a high level of engagement, including engaging the Student in social conversation and activities in order to facilitate the immersion experience.
- b. To provide a clean and fully furnished bedroom in a good state of repair including a good quality bed, linen, wardrobe, drawers, desk, chair, adequate lighting including a desk lamp, as well as adequate provision for heating and cooling, and storage space for each Student placed with you.
- c. In cases where shared accommodation arrangements are approved by UOWCA, to provide each Student with their own bed, desk, chair, and desk lamp, unless otherwise specified by UOWCA.
- d. To notify UOWCA if you are Hosting any Student via another homestay program at any time while Hosting a Student placed in your home by UOWCA.
- e. To adhere to the placement requirements as set out in Section 4 of the UOWCA *Homestay Policy* and as communicated in the Student offer sent to you from UOWCA.
- f. To allow Students to have appropriately private access to their bedroom during the contracted period and on a schedule agreed to by the Student and yourself, you may check the room for cleanliness and safety.
- g. To provide Students with access to a lockable shared bathroom or private bathroom, laundry and kitchen facilities and shared living areas.
- h. To provide internet access for study purposes and to aid communication with the Student's family and friends at home (excluding under 18 study tour Students as noted in Section 2 below) at no extra charge.
- i. To orientate the Student to your home and the local area, making them aware of important services such as banks, police station and ensuring they know how to contact emergency services such as 000 and the UOW College 24-hour emergency assist number.
- j. To ensure the home is fitted with working order smoke detectors and comply with relevant health and safety legislation.
- k. To maintain reasonable insurance covers, including public liability insurance noting your provision of Homestay services, and motor vehicle third party personal injury for any motor vehicle you use for Student

transport. You must provide copies of any relevant insurance to UOWCA upon request. Please note UOWCA does not maintain public liability insurance for you or insurance for your home, contents, and personal possessions.

- l. To take reasonable steps to ensure that the accommodation you provide offers security and privacy to the Student. Students must be provided with a key (or security code) (excluding under 18 study tour Students as noted in Section 2 below).
- m. To not charge any additional amount for baths, electricity, or other facilities that one would reasonably expect when staying in paid accommodation. No expenses incurred by you are to be charged to the Student. You must not charge the Student any additional charges or expenses unless you have received prior written approval from UOWCA.
- n. To provide the Student with good quality meals at breakfast and dinner time, as well as lunchtime on weekends. You will be notified if you are also required to provide the Student with weekday lunches on certain days of their stay. You will be reimbursed for providing this extra service. Refer to <https://www.uowcollege.edu.au/student-life/accommodation/homestay/package-rates/> for current rates.
- o. You will provide any specific dietary requirements where these have been notified to you by UOWCA and agreed to by you.
- p. For Students who have not pre-paid for transfers to/from campus – to assist the Student with their transport arrangements to and from their institution of study – including providing Students with clear directions on transport routes to and from your home.
- q. For Students who have pre-paid for transfers to/from campus - to provide daily transfers in a Private Vehicle to and from the Students' institution of study every day required. Carpooling is allowed in consultation with UOWCA. You will be reimbursed for providing this extra service and you will be advised in your Student Offer if this is a required service. Refer to <https://www.uowcollege.edu.au/student-life/accommodation/homestay/package-rates/> for current rates.
- r. To ensure that all residents in the home 18 years and over have a current Working With Children Check (WWCC).
- s. To notify UOWCA of any intended changes to your address or living arrangements prior to those changes occurring or as soon as practicable, including if any person over the age of 18 years moves into the residence where you Host Students so that a WWCC can be completed on the new resident.
- t. To notify UOWCA prior to any overnight visitors staying at the residence who are not permanent residents holding the appropriate checks.
- u. To work with the institution of study to ensure the Student complies with any visa conditions, as required by law.
- v. To share responsibility with the institution of study for the Student's welfare and notify UOWCA if they suspect, are concerned for or are aware of any of the following:
  - i. Student are engaged in any form of illegal or inappropriate employment;
  - ii. Student are allegedly engaging in any illegal conduct;
  - iii. Any change in the Guests or Student's accommodation arrangements;
  - iv. Any disruptions or events have occurred that may have an impact on the Student;
  - v. Any breach of the *Homestay Host Terms and Conditions* by any household member;
  - vi. Any breach of the *Student Terms and Conditions* by any Student; and/or
  - vii. Any disclosure or suspected incident by the Student of Sexual Harm or Sexual Harassment (Refer to *Sexual Harm Prevention and Sexual Harassment Response Policy*).
- w. To ensure that in the event of illness or injury, the Student receives appropriate and prompt medical attention and that UOWCA is contacted as soon as reasonably practicable.

- x. To notify UOWCA immediately of any misunderstandings or disputes which arise between you and the Student staying with you in order that UOWCA and/or the institution of study can seek to resolve any problems in a timely manner.
- y. To inform UOWCA immediately if the Student ceases to live with you.
- z. To immediately inform UOWCA if, for any reason, you are unable to continue Hosting a Student.
- aa. To communicate effectively with your Student while Hosting and maintain reasonable contact at all times.
- bb. To notify UOWCA if all adults in the home are going to be away from the home overnight while a Student is placed with you.
- cc. To allow access to UOWCA personnel to visit and inspect your Homestay premises as often as is necessary for UOWCA to ensure compliance with these *Terms and Conditions* and UOWCA's legal and regulatory obligations.
- dd. To provide any such declarations as may be required by UOWCA from time to time in order for UOWCA to comply with all laws and regulatory requirements applying to UOWCA.
- ee. If you are renting your property, to comply at all times with your residential tenancy agreement.
- ff. To abide by and be bound by the *Homestay Fees and Refund Procedure*, the *Homestay Policy* and the *Sexual Harm Prevention and Sexual Harassment Response Policy* available at: <https://www.uowcollege.edu.au/support-resources/policies-procedures/>.

## 2. Additional obligations when Hosting Students under the age of 18

Hosting under 18 Students requires additional responsibilities and a higher level of care and family engagement. For families Hosting under 18 Students, you agree to the following, in addition to the obligations contained in Section 1:

- a. Where twin or triple share has been approved by UOWCA, to provide a clean and fully furnished bedroom including two good quality beds, linen, wardrobe or drawers, as well adequate provision for heating and cooling. Please note that desks are optional for Study Tour Students but a designated space for homework is required.
- b. To place Students under the age of 18 in a bedroom within the main home (i.e., not in separate accommodation such as a granny flat).
- c. To not provide internet access codes to under 18 Study Tour Students. This is to ensure Student safety and to encourage Students and families to fully interact and engage with each other.
- d. Personal keys do not need to be provided to under 18 Study Tour Students as they will be provided with daily transfers and must be accompanied by an approved adult at all times.
- e. In addition to the obligation in Section 1, you agree that any regular overnight visitors or those staying for an extended period will need to have a current WWCC. For any other overnight visitors, you agree to notify UOWCA 2 business days in advance to obtain UOWCA approval which is at the discretion of UOWCA.
- f. To not leave Under 18 Study Tour Students at home at any time without appropriate adult supervision or allow the Students to leave your premises unaccompanied.
- g. To not leave Students alone overnight or left with an adult who is not registered as a permanent household member with a current WWCC without prior approval from UOWCA.
- h. To not permit Students to have overnight visitors unless approved by UOWCA.
- i. Not allow Students to sleep at another location overnight or go on holidays without obtaining permissions from their Education Provider.

- j. Seek approval from UOWCA and the Students Education Provider to take the Student on holidays.
- k. Enforce the curfew set and notified to you by their Education Provider and notify if there is a breach of curfew.
- l. Notify the education provider if the Student will be absent for the day.
- m. Immediately notifying UOWCA of any incident or allegation of child abuse in accordance with the *Crimes Act 1900 (NSW)*

### **3. What UOWCA agrees to do**

- a. To provide homestay Host in advance of the Student's arrival of placement dates, any special requirements or relevant medical details which have been provided by the Student.
- b. To establish arrangements that will enable you to be paid the relevant amount of fees for the period that the Student is staying with you. Refer to <https://www.uowcollege.edu.au/student-life/accommodation/homestay/package-rates/> for current rates.
- c. To take reasonable steps to settle any disputes that arise between you and the Student.
- d. To assist with Student relocation where practicable.
- e. To maintain open lines of communication with the Student, their institution of study and you.
- f. To visit and inspect your Homestay premises from time to time to ensure that standards are being met.
- g. To provide Hosts with comprehensive initial training and ongoing training to ensure Hosts understand regulatory requirements including mandatory reporting, their roles and responsibilities and familiarity with welfare and wellbeing issues.
- h. To provide a 24-hour emergency number for Hosts to contact in the case of emergency situations.

### **4. No Guarantee**

- a. UOWCA cannot guarantee that a Student will be placed with you. In some cases, Host families have to wait some time before a Student is placed with them, and in other cases Host families do not receive a Student at all.

### **5. Variation**

- a. UOWCA may vary these *Terms and Conditions*, the *Homestay Fees and Refund Procedure*, the *Assessment of Host Family and Accommodation Inspection Procedure* and the *Homestay Policy* at any time and shall provide written notice to you.

### **6. Fees and Payments**

- a. Hosts must not collect any fees or payments directly from Students or any other party in respect of the Homestay.
- b. Hosts will be paid in line with the *Homestay Fees and Refund Procedure* as available on the website:
- c. Where a Student fails to pay the Student Payment, UOWCA will not be liable for any unpaid Student Payment or Host Payment.