# Parent-Nominated Homestay Information

## Instructions

1. The provision of safe and high quality homestay accommodation for international students is one of the most important aspects of a student’s experience. Homestay providers and schools share responsibilities when participating in the Department of Education’s (DE) International Student Program (ISP).
2. The following information must be read and signed by the parent/legal guardian of any student nominating a relative or friend to provide homestay accommodation to their child.
3. **Please note:** Prior to the student’s placement in the parent-nominated homestay, the school, on behalf of the DE will undertake a site visit to confirm the suitability of the homestay, and to ensure that the below minimum requirements have been met. If the minimum requirements are met, the school will approve the parent nominated homestay. If the minimum requirements are not met, the homestay will not be approved, and the student’s family will need to nominate alternative accommodation arrangements (for example school-arranged homestay).

## Parent-Nominated Homestay Requirements

* 1. **General Requirements**
* The homestay provider is over 21 years of age
* The homestay provider is a permanent resident/Australia citizen. If not, the homestay provider’s visa must be valid for the period of the student’s anticipated stay (up to the student’s visa end date), and evidence of this must be provided.
* No more than three international students (including those from other schools and tertiary institutions) are permitted to reside in the homestay household at one time.
  1. **Home environment**

The homestay provider must meet the following minimum requirements within the home environment:

* A separate single room for the student’s use
* A clean and tidy household with access to shared living areas
* Three nutritious meals a day, seven days a week, with reasonable access to snacks and in accordance with the student’s dietary and medical needs
* Facilities – a bed, wardrobe, towels and linen
* Utilities – gas, electricity, heating and water costs
* Cleaning services of common living areas
* Study facilities – desk, study light, bookcase
* Any keys, alarm codes or passwords required for your student to access the homestay residence
* Working smoke detectors
  1. **Other Residents and Visitors**

1. Homestay providers must:

* provide the school with details of all residents, that is people living or frequently residing in the homestay, including name, date of birth and address (if residential address differs to homestay address)
* provide the school with Working with Children Check (WWCC) details of all people over the age of 18 living or frequently residing in the homestay and notify the school of any changes to these WWCC details.
  1. **Other Requirements**

1. Homestay providers must:

* allow the nominated school staff to enter the premises to conduct a homestay site assessment prior to the student’s arrival and ongoing checks at least every six months. The homestay provider will be provided at least two weeks’ written notice of the site visit.
* provide the nominated staff member with photo identification and the contact details of two referees during the initial site visit and at any other visits as requested. Referees are people who are able to comment on the homestay provider’s suitability to care for and live with international students, based on their personal experiences with the homestay provider.
* attend all training held by the school.

## Parent/Legal Guardian Acknowledgement

I confirm that the above requirements will be communicated to the nominated homestay and that I will support the nominated homestay to fulfil these requirements.

1. I acknowledge that the school is responsible for approving the nominated homestay by conducting a site visit to assess the suitability of the homestay.
2. I acknowledge that if the homestay does not meet the minimum requirements it will not be approved by the school and alternative homestay arrangements will need to be made.

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |

# Parent-Nominated Homestay Profile

## Instructions

This form must be completed by the parent/legal guardian or the nominated homestay provider and returned to the Department of Education and Training International Education Division, together with the signed **Parent-Nominated Homestay Information** document.

## Student Details

|  |  |
| --- | --- |
| Student Name: |  |
| Date of birth: |  |

## Homestay Provider Details

|  |  |
| --- | --- |
| Homestay Provider Name: |  |
| Homestay Address: |  |
| Homestay Provider Contact details: |  |
| Home telephone: |  |
| Work telephone: |  |
| Mobile telephone: |  |
| Email: |  |
| Homestay Provider Date of birth *(Homestay providers must be at least 21 years old)* |  |
| Relationship to international student |  |
| Resident status and visa duration  *(If not an Australian permanent resident or citizen visa must be longer than the duration of the student’s enrolment)* |  |
| Please confirm that evidence of the homestay provider’s visa (including dates) is attached to this form. | **Y/N**  *Please note this is a mandatory requirement, and without evidence the homestay provider cannot be approved.* |

## People residing in the homestay

Please list below residents of the homestay. This includes all people living or frequently residing in the homestay, that is people who live in the homestay permanently or on a long term basis of 30 days or more. This includes people who frequently reside in the homestay for short durations over a long term, for example weekly overnight stays in the homestay for the duration of a year.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Date of birth | Gender | Relationship to homestay provider |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Referee Checks

Please provide information for **two** referees who will be contacted for information on the homestay provider’s suitability for child-connected work.

**PLEASE NOTE:** References cannot be direct family members and must not live in the same homestay.

|  |  |
| --- | --- |
| Referee 1 Name: |  |
| Referee 1 Contact details (telephone): |  |
| Relationship to nominated homestay provider |  |
| Referee 2 Name: |  |
| Referee 2 Contact details (telephone): |  |
| Relationship to nominated homestay provider |  |