



The Pacific Language and Cultural Exchange  
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## General Guidelines for Host Families

The Pacific Language and Cultural Exchange would like to thank you for participating in the homestay program. Your participation is key to ensuring students have a positive cultural experience here in the U.S.

In order to ensure that you have a memorable experience as well, we ask that you adhere to the following guidelines. It is important that you read them carefully and fully understand them.

### **STIPEND**

The stipend in the amount of **\$625** (adults) and **\$675** (minors) is paid each month to families by the student unless other arrangements have been made. This covers the cost of a private room, meals, internet service, and basic household items: cleaning supplies, laundry detergent, toilet paper, etc.

### **VACATION**

In the event that the student goes on vacation **for more than a week (7 nights)**, he or she should inform the family **one week in advance**. If the student is gone less than 2 weeks, the student will pay the full amount: \$625 for adults and \$675 for minors. If the student is gone 2 Weeks or more, the student will pay half.

### **LENGTH OF STAY AND TERMINATION**

There is no set length of stay for this program. In the event the homestay is to be terminated, both the host family and the student should give a 15-day notice.

If the homestay must be terminated due to an emergency (e.g., sickness or death in the family) or if The PLACE feels that the homestay has become an unsafe environment for either the host or student, the 15-day notice becomes void. Terms of reimbursement may depend on each individual case.

## **ORIENTATION**

Please help your student by familiarizing him or her with your home. Demonstrate how to use the shower and bath, garbage disposal, kitchen appliances, and washer/dryer. We recommend taking time to talk about your house rules and chores in the first week of your student's arrival.

## **ROOM**

The student needs **a private furnished room** for sleeping, studying and privacy. There should also be **adequate lighting and heating**. Please note that students from warmer climates are not used to the cooler temperatures in Washington. Having a phone line in the student's room to allow Internet access for their schoolwork is ideal.

## **MEALS**

Mealtime is very valuable for both the host family and the student to get to know each other. Please take time to communicate with your student during dinner. The host family should prepare dinner **at least five days a week**. Sufficient food needs to be available for the student's breakfast, lunch and dinner.

## **PHONE & INTERNET ACCESS**

Basic phone service, including local calls is covered by the monthly stipend. Students should not be charged for local calls. Long distance calls are to be paid by the student. (Students normally purchase prepaid phone cards to make long distance phone calls.) If the student needs his or her own private telephone line, the student should cover the additional costs. Internet access is necessary for the student's schoolwork. Please allow the student to have Internet access for a reasonable amount of time per day (at least 1 - 2 hours).

## **HOSTING MORE THAN ONE STUDENT**

The host family will inform The PLACE if the family is hosting more than one student.

## **ADDITIONAL CHARGES**

If the host family wants to charge the student additional fees on top of the monthly stipend, the host family will inform The PLACE, and The PLACE will contact the student.

The host family agrees that The PLACE is not liable for any damage to the home or any loss or injury that may happen as a result of hosting a student. The host family must realize that any damage to the home caused by the student will be covered by the student.

## **SHOWERING**

Please allow the student **at least 10 minutes** to take a shower. Also, please allow the student to take a shower up **until 10:00 PM** since some students will be taking a night class. Please communicate the bathing rules with the student.

**COMMUTING**

It is ideal for the homestay to be located within a 40-minute hour commute by bus including transfers, and a **maximum of a 10 minute walk** to the bus stop. Please provide the student proper directions and explain which bus to take to get to school. It would be best if the family rides the bus with the student the first time. Should the homestay be in an out-of-the-way location or away from bus stops, please assist the student with his or her transportation needs. Transit information can be found either by calling 206.553.3000 or on the internet (<http://tripplanner.metrokc.gov>).

**AIRPORT PICK-UP**

The PLACE will pick up the student from the airport.

In the event the host family picks up the student, please go to carousel 1 with a sign with your student's name on it. Keep in mind that the student will need to go through customs.

**EMERGENCY**

Please provide the student with the host family's contact information.

In case of an emergency, please follow this procedure:

- Take the student to the nearest hospital. Make sure to take the Medical Release Form if you are hosting a minor.
- Contact The PLACE at 206.351.0121.
- Do not pay any money for the medical services. All students have health insurance. They may need to pay a deductible at the time of service. Please help your student complete the insurance forms.

**CONVERSATION & ACTIVITIES**

This is the most important requirement for the homestay program. Friendliness and patience will usually help the student feel more comfortable, and that will help both the host family and the student have a better understanding of each other. A good relationship will help ease problems caused by cultural differences. Please take time to talk to the student and involve the student in family activities. Have fun and enjoy this wonderful cultural experience!

**RELEASE OF LIABILITY**

The Pacific Language and Cultural Exchange (The PLACE) is not responsible for any damages, claims or loss of life, or personal property from hosting an international student.

Signature \_\_\_\_\_ Date \_\_\_\_\_