

**CANTERBURY INTERNATIONAL COLLEGE
AND
HOMESTAY PROVIDER / RESIDENTIAL CAREGIVER

AGREEMENT**

AGREEMENT dated the _____ day of _____ 2015

BETWEEN

AND

Canterbury International College (CANIC)

Homestay / Residential Caregiver

Contact Person: Annie Xia

Name:

Address: 62 Ferry Road,
P.O.BOX 80045,
Riccarton, 8440
Christchurch

Address:

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Ph:
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BACKGROUND

- A CANIC currently runs a New Zealand Qualification Authority (“NZQA”) accredited course, teaching NCEA L1~3 for International students.
- B Homestay should provide:
- Meals - 3 meals a day and snacks, including a packed lunch during the school week, and
 - Laundry – washing / ironing, and
 - Bedroom with a table or desk, chair, mirror, reading lamp, bed with linen and blankets or duvet, heating system, chest of drawers and/or wardrobe, to the students.
- C CANIC and Homestay have agreed on their respective rights and obligations.

AGREEMENT

1 Homestay Agreement / Homestay Caregivers agree to:

- 1.1 Receive a payment of \$240.00 per week as homestay fee, \$960.00 will be deposited into allocated account around the 20th of each month, outstanding amount will be paid in full at the end of agreement term.
- 1.2 Be a ‘bona fide’ adult relative/close family friend of the student’s family.
- 1.3 Provide a warm, caring environment, where the physical and emotional well-being of the student can be nurtured.
- 1.4 Provide 3 meals a day (including any takeaways or meals out at the parents’ expense).
- 1.5 Students have been asked to provide their own soap, toothpaste, shampoo, and personal toiletries. Please help them to buy more when they run out.

- 1.6 Attend parent/teacher conferences/interviews when held
- 1.7 Homestay families are responsible for students for the school year, including school holidays. It is the homestay carers' responsibility to know where their student is, how they can be contacted and who they are spending their time with, at all times. A mobile phone number is not adequate as an only means of contact for a student. Homestay need to have a physical address for the student's whereabouts. If a student is staying at a friend's place overnight, contact should be made with the host parents beforehand, and homestay should consider visiting the host home if possible.
- 1.8 Student should not be expected to do a lot of chores, but should be asked to tidy their room and participate in family chores such as setting the table and doing the dishes.
- 1.9 Homestay families are responsible for showing students how to get to and from school. If the student is to take the bus or walk a short distance with another student, a homestay parent should accompany the student on his/her first day. It may be necessary to accompany the student for the first few days or a week if the student is unsure about how to get to school. Students should not be expected to walk to school alone and should not be given a bicycle to ride to school.
- 1.10 It is the homestay carer's responsibility to help international students with their homework.
- 1.11 Ensure that the school has up-to-date information of parents' addresses and student's address and contact numbers at all times.
- 1.12 Set reasonable rules and boundaries and discuss expectations of these with the student.
- 1.13 Students must have regular communication with their families. It is desirable that one phone call a week and email access is provided. Payment for phone calls will be by the parents. The school will advise homestay carers of the toll call payment policy.
- 1.14 Homestay carers should expect the same standard of behaviour as would be expected from their own children of a similar age, but make allowances for cultural differences.
- 1.15 In the case of serious illness or accident/emergency follow the emergency and accident procedures listed in the homestay Accident and Emergency Procedures form.
- 1.16 It is the homestay carer's responsibility to care for the student in a way that ensures they are kept safe from harm and their emotional well-being is nurtured.
- 1.17 Contact the school immediately if there are any concerns whatsoever concerning the welfare, health and safety of the student.

- 1.18 Will notify the school by telephone by 9.30 a.m. if the student is going to be absent and will confirm with a note when the student returns to school.
- 1.19 Host family agrees not to enter into any private arrangement with their student.
- 1.20 Students must give at least two weeks' notice or two weeks board in lieu of notice. Students may never change homestays without the knowledge of the school. If a student is to be moved, the homestay will be advised of the reason why.
- 1.21 Homestay fee will be paid once of four weeks.

2 Should there be a concern about the welfare of the student, the school will consult the pastoral care staff within the school and will discuss the concern with the designated caregivers/Homestay and parents of the student. The school may relocate the student in an approved School Homestay with maximum 2 students. If necessary, the school will also refer the matter to CYFS, NETS, the New Zealand Police or any other appropriate outside agencies.

3 Confidentiality

- 3.1 The parties agree that the accounts, records, reports and other documents and information relating to the services provided and the terms of this agreement (such accounts, records, reports and other information and the terms of this agreement being referred to in this clause as "confidential information") is confidential.
- 3.2 Neither party will disclose, in whole or in part, to any third person confidential information received as approved by the other party or where necessary to carry out the joint venture.

4 Term

- 4.1 This agreement shall have effect as from the date it is signed and shall remain in force and effect until terminated in accordance with clause 4.2 below.
- 4.2 This agreement shall terminate on the earlier of:
 - (a) the date upon which the parties agree that this agreement shall be terminated;
 - (b) such other date upon which this agreement shall be terminated pursuant to its terms.

Miscellaneous

4.3 Assignment:

This agreement and all rights and obligations hereunder are personal to the parties and to any other persons who become parties and are therefore bound by its provisions the rights under this agreement are not assignable except in accordance with the specific provisions of this agreement.

4.4 Variation:

No modification or alteration of or addition to any of the provisions of this agreement shall be made unless agreed to by the parties in writing.

4.5 Disputes:

All disputes which may arise between the parties in respect of this joint program agreement shall be referred to arbitration in New Zealand of a single arbitrator if the parties can agree on one, but otherwise to two arbitrators (one to be appointed by each party) and an umpire (to be appointed by the arbitrators before entering upon the reference) and otherwise in accordance with the Arbitration Act 1996 or any then subsisting statute provisions relating to arbitration and this clause shall be deemed to submission to such arbitration.

4.6 Execution:

This agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Such counterparts may be submitted by facsimile.

I believe in my best judgement that the two signatories mentioned below will provide a reasonable and safe environment for students placed by CANIC.

.....

SIGNED for and on behalf of)
CANTERBURY INTERNATIONAL)
COLLEGE LIMITED)
in the presence of:)

.....
By Liaison Officer)
.....



SIGNED for and on behalf of)
[Homestay])
in the presence of:)

.....
Name: