



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**

Students will pay a monthly stipend to the families of **\$810.00** unless other arrangements have been made. This stipend covers the cost of a private room, meals, internet service, and basic household items, such as 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 shall inform the family **one week in advance**. If the student is gone less than 2 weeks, the student will pay the full stipend. If the student is gone 2 weeks or more, the student will pay one half of the stipend.

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

There is no set length of stay for this program. If the homestay is to be terminated by either the host family or the student, the terminating party shall provide 15 days notice.

However, if the homestay must be terminated due to an emergency (e.g., sickness or death in the family) or if The PLACE has determined that the homestay has become unsafe or hostile for either the host or student, the homestay can be terminated immediately without prior notice. Terms of reimbursement 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 use to the cooler temperatures in Washington. Ideally, a student will have internet access in his or her room for schoolwork.

## **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 and healthy 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 use their cell phones. 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 beyond the monthly stipend, the host family will inform The PLACE, and The PLACE will contact the student.

## **DAMAGES**

The host family agrees that The PLACE is not liable for any damage to the home, personal property of the host family, or any loss or injury that may happen as a result of hosting a student. The host family acknowledges that any damage to the home caused by the student will be covered solely 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 60-minute commute from the student's school 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, including work and cell phone numbers.

In case of an emergency, please follow this procedure:

- Take the student to the nearest hospital. Make sure to take the Statement of Authorization for Medical Treatment for Minors 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 better understand each other. A good relationship will 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!

**SIGNATURES**

To expedite the process of entering into this agreement, the Undersigned acknowledges that digital signatures and Transmitted Copies of this agreement will be fully binding and enforceable. "Transmitted Copies" will mean copies that are produced or transmitted via photocopy, facsimile, e-mail or other process of complete and accurate reproduction and transmission.

I have reviewed the above guidelines, understand its contents, and agree to its terms.

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

**Waiver of Liability:**

I am voluntarily agreeing to participate in the Homestay Program as a Host Family. As consideration for my participation, I agree as follows:

I hereby release, waive, discharge and covenant not to sue the PLACE, its members, employees, contractors, agents and their heirs, administrators, executors, successors, and assigns (hereinafter referred to as "releasees") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by me or a member of my family, or to any property belonging to me or my family, whether caused by the negligence of the releasees, or otherwise, while participating in the Homestay Program.

I further hereby agree to indemnify, save and hold harmless the releasees, from and against any loss, liability, damage or costs they may incur due to my participation, whether caused by the negligence of myself or any third party.

It is my express intent that this Waiver of Liability, Release and Hold Harmless Agreement shall bind the members of my family, if I am alive, and my heirs, assigns and personal representative, if I am deceased.

I further agree that this Waiver of Liability, Release and Hold Harmless Agreement is to be construed in accordance of the laws of the State of Washington and is intended to be as broad and inclusive as permitted by the laws of the State of Washington. If any portion hereof is held invalid, I agree that the remainder of the Waiver shall, notwithstanding, continue in full legal force and effect. The venue for any dispute that may arise out of this agreement or otherwise between the parties shall lie in King County, Washington.

I have read and understood this release and have signed it willingly. I am eighteen (18) years of age or older and competent to execute this agreement.

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

Print Name \_\_\_\_\_