



# Host Family Agreement 2008

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## Please read this document carefully before you sign the Declaration

Thank you for agreeing to host students for NSL. Please read and sign this Agreement to help ensure the best possible relationship between yourself and the students.

You agree:

- To encourage students to speak English as much as possible in your home
- To encourage students to feel at home and to treat them as members of your family, not as paying guests
- To provide clean, comfortable and spacious bedrooms with adequate heating, lighting, and hanging and drawer space, plus a table or desk for study purposes. Bed linen and towels will be changed at least weekly.
- To provide a home environment in which it is possible for students to carry on their English studies properly
- To give students reasonable and regular access to bathroom and laundry facilities
- To show due concern for the welfare, safety and security of students
- To respect students' different cultural backgrounds and be sensitive to their needs
- To provide students with a balanced, appropriate diet. The money you receive includes payment for breakfast and an evening meal every day.
- To maintain a close liaison with NSL and so be in a position to help resolve any problems that students may encounter
- To host no more than three students at one time, and not more than one speaker of the same native language, unless by special agreement with the students and NSL. You will inform NSL if you begin hosting students from another school.

## Payments and refunds

You will be paid weekly in advance, unless otherwise agreed in writing.

You may be paid either by the student(s) or by NSL. This will be agreed in writing before a student comes to stay with you.

If you are to be paid directly by a student, we will give you a receipt book. You must use this to record all payments you receive.

If there are any problems with payments please inform NSL immediately.



If a student is going to be absent from the house for longer than a week and wishes to retain the room, then an appropriate fee must be agreed beforehand. You will not be expected to give refunds for absences of less than a week

Please note: NSL is legally required to supply details of payments made to hosts to the Inland Revenue or Social Services on request.

### Safety

You must obtain a Gas Safety Certificate from a CORGI approved gas installer, as required by the Gas Safety Regulations 1994.

### Insurance

NSL is not liable for any damage or wear and tear to any of your property. Please remember to tell your household insurers about this Agreement.

### Change of circumstances

Please inform NSL of any changes, such as marital status, new children or pets, or other people living in the house, that might affect students or their studies.

### Telephone calls

NSL cannot be held responsible for any telephone calls made by students.

### Medical information

All students are required to give NSL information about any medical conditions they may have or medicines they are taking. This information is kept confidential unless it is needed by emergency services. Students are expected to tell their hosts about any special dietary needs they may have.

You should recommend to the student that they also register with your GP. If a medical emergency arises, contact the emergency services or your doctor and then contact the school (see *Emergencies* below).

### Emergencies

In an emergency, call the appropriate service (police, fire or ambulance) first, *then* call NSL.

If the emergency occurs outside normal working hours, please call our 24-hour number 07967 819775, otherwise call our General Office number 0113 2818055.

### Student Agreement

All students sign an Agreement with the school, which covers basic expectations of courtesy and behaviour.

If you wish them to observe any additional house rules please make these clear at the beginning of their stay.



## Cancellation of this Agreement

If you or a student wishes to end this Agreement, then one week's written notice must be given. A shorter period of notice may be acceptable in extreme circumstances, but it must be discussed and agreed with NSL first.

## Declaration

I have read, understand and agree to be bound by the terms of the Host Family Agreement set out above.

Host Name (in CAPITALS): \_\_\_\_\_

Signed (Host): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (NSL): \_\_\_\_\_ Date: \_\_\_\_\_