



University of  
**Southern  
Queensland**

# **UniSQ**

# **Homestay Information Pack**

# Contents

<b>UniSQ Homestay Program</b>	<b>3</b>
About	3
Becoming a UniSQ Homestay Provider	3
Remuneration	3
<b>Expectations of Homestay Providers</b>	<b>4</b>
Accommodation	4
Food	4
Supervision	4
Transport	4
Internet	5
Additional Persons	5
<b>Expectations of Students</b>	<b>6</b>
Conduct and Behaviour	6
Showers & Bathing	6
Housework	6
Sleepovers or Arrangements with Friends	6
Car	6
Greetings	6
For Females	6
<b>Emergency Contacts</b>	<b>7</b>
<b>UniSQ Application Form</b>	<b>8</b>
<b>UniSQ Homestay Agreement</b>	<b>10</b>

# UniSQ Homestay Program

## About

Hosting an international student can be a rewarding and enriching experience and is a great way to learn about new cultures, develop lifelong connections and earn additional income. UniSQ's Study Tour programs immerse students in the Australian Culture while developing their English Language skills and academic skills. The tours range in duration from 2 – 6 weeks and are managed by UniSQ's Global Education Programs (GEP) Team – please refer to the contact details section. Potential UniSQ hosts are required to fill out the Hosting Agreement and Host Application form included in this document.

## Becoming a UniSQ Homestay Provider

**The following process outlines the steps taken to become a registered homestay provider with UniSQ's Global Education Program Team.**

<b>1</b>	Complete the application form found at the end of this document.
<b>2</b>	Submit the completed form to <a href="mailto:GEP@usq.edu.au">GEP@usq.edu.au</a> for review.
<b>3</b>	Upon review, the GEP team will reach out to arrange a home inspection.
<b>4</b>	GEP Team will provide financial forms to be completed and returned to <a href="mailto:GEP@usq.edu.au">GEP@usq.edu.au</a>
<b>5</b>	GEP Team will submit a Blue Card application, renewal or linking to UniSQ on your behalf.
<b>6</b>	Upon successful completion of the above steps, you will be added to the approved host database and will begin receiving communications regarding upcoming homestay opportunities.

## Remuneration

UniSQ's hosting rates per students are as listed below. Please note these rates are subject to change at any given notice. Total fees for the duration of the program are calculated on a nightly basis.

Remuneration Table	Per Week	Per Night	Inclusions
<b>Over 18</b>	AUD420.00	AUD60.00	Three meals a day + daily
<b>Under 18</b>	AUD440.00	AUD62.86	Three meals a day + daily

*\*Remuneration may differ should a host not be able to provide daily transport.*

# Expectations of Homestay Providers

## Home Inspections

All homestay providers are required to undergo an initial home inspection as part of the application process. Additionally, during the period of hosting a student, it is expected that permission be granted to conduct a home inspection with a minimum of 7 days' advance written notice should it be deemed necessary by any members of the UniSQ GEP Team. In situations of emergencies or critical incidents, immediate access to the home may be necessary.

## Blue Cards

In accordance with Blue Card Services, Queensland, all members of a homestay household, aged 18 years or over, must hold a valid Blue Card. UniSQ's GEP Team can assist you in obtaining, renewing or linking a Blue Card free of charge.

## Accommodation

When hosting students, it is a requirement that they will be provided with the following:

- Own private bedroom.
- Clean and tidy household with access to shared living areas.
- Reasonable gas, electricity, heating, and water.
- A safe, secure bedroom for your student's sole use, with a bed and suitable storage space for clothes, personal effects, and study materials.
- Study facilities including a desk or table, chair, and adequate lighting.
- Kitchen, bathroom, and laundry facilities.
- Household items such as towels, sheets, blankets, eating and cooking utensils.
- Any keys, alarm codes or passwords required for your student to have free access to the homestay residence.

## Conduct and Behaviour

You must notify us if you encounter a behaviour or wellbeing management issue that you are unable to resolve with your student. We have a range of strategies to address student misbehaviour and wellbeing concerns. In serious cases, your student's participation in the homestay program or their enrolment with us may be cancelled. You must never subject your student to physical punishment or verbal abuse.

## Food

All UniSQ Study Tours require hosts to provide 3 meals a day (breakfast, lunch and dinner) to the students for the duration of their stay in the home. It is also expected that students have reasonable access to snacks and that provided meals are nutritious and in accordance with your student's dietary and medical needs.

## Supervision

You must ensure that your student is appropriately supervised at all times. The level of supervision required will vary depending on their age.

You must:

- Ensure that students who are aged under 18 must not be left unsupervised at any point.
- Never allow students (of any age) to be unsupervised overnight.

## Transport

All UniSQ Study Tours require hosts to provide daily transportation to and from the University campus each day. Classes run between 9am – 3pm. We note that most host families work 9am-5pm (or similar)

and due to that, drop off and pickup times can be flexible. We ask that students are not dropped off before 7:30am nor picked up after 5:30pm. This restriction is in place to ensure student safety and wellbeing. Should a host be unable to provide daily transport, we ask that they investigate the option of public transport. If suitable, the host will be responsible for arranging payment of this daily transport and chaperoning the student the first time the route is travelled (each way). Should there be no suitable transport options a reduced remuneration fee will be effective.

### **Internet**

It is expected that all students be given the opportunity to connect/ use the internet when in the home. Most students will have homework that requires internet research and/ or will use the internet to be able to contact home.

### **Additional Persons**

You must provide us with up-to-date details of all residents in your home, including adult guests frequenting residing in your home. You must notify us as soon as possible in advance before a person moves in or out of your home.

# Expectations of Students

## Conduct and Behaviour

To be admitted into UniSQ's Study Tour programs, all students are required to accept and adhere to [UniSQ's Student Code of Conduct](#). If a host has concerns regarding a student's behaviour, we strongly encourage them to contact the GEP Team for assistance in addressing and resolving the concern.

## Showers & Bathing

Students have been informed about the strict water conservation measures enforced in Australia, emphasising that showers should be limited to 4 minutes and taps must be turned off while brushing teeth. Additionally, it has been clarified that bath towels are not laundered daily. This practice may be unfamiliar to individuals from other cultures, and further clarification may be necessary.

## Housework

Students have been urged to actively participate in daily household tasks such as cooking, setting/clearing the table, doing dishes, and handling laundry. Recognising that this may be an unfamiliar concept in many countries, we encourage you to demonstrate and explain these responsibilities to the students on their first day.

## Sleepovers or Arrangements with Friends

Students have received clear instructions not to organise sleepovers with friends or other students on weekdays. If they wish to plan such activities over the weekend, they are aware of the importance of obtaining approval from their host prior.

## Car

Students have been informed of the seatbelt laws in Australia.

## Greetings

During their initial days, students will be acquiring common English greetings and polite expressions, including phrases like 'Thank you,' 'No, thank you,' 'Good morning,' etc. Hosts are encouraged to reinforce these teachings and actively contribute to expanding the students' vocabulary over time.

## For Females

Students have received a reminder that sanitary items should never be flushed but instead placed in the bin. If they are uncertain about the proper disposal method, they have been encouraged to ask their host family.

# Emergency Contacts

## UniSQ International – Program Contacts

<b>Julie Lambert</b>	Global Education Programs Manager <a href="mailto:GEP@unisq.edu.au">GEP@unisq.edu.au</a> +61 7 3470 4461   +61 409 345 425
<b>Meg Fearby</b>	Senior Global Education Programs Officer <a href="mailto:GEP@unisq.edu.au">GEP@unisq.edu.au</a> +61 7 4631 2081   <b>24 Hour number +61 437 559 767</b>
<b>Elizabeth Bennett</b>	Global Education Programs Officer <a href="mailto:GEP@unisq.edu.au">GEP@unisq.edu.au</a> +61 7 4631 1729

## UniSQ Security – On Campus Emergency

<b>Toowoomba Security</b>	+61 7 4631 2871
<b>Springfield Security</b>	+61 7 3470 4444

## Emergency Services

<b>Police / Ambulance / Fire</b>	Phone '000' and you will be directed to the relevant services. Note: This is for Emergency Services ONLY
----------------------------------	---

# UniSQ Application Form

The following application form allows the UniSQ GEP team to match each student with a family that is well suited to them and vice versa.

Family Details			
Surname			
Address			
Email		Mobile	
Phone		Work	

Residents of the Household					
M/F	First name	DOB	Occupation	Place of work/school	Interests/Hobbies/Sports
		/ /			
		/ /			
		/ /			
		/ /			
		/ /			
		/ /			
Family Religion:			Special Diet:		

Animals		
Type of Animal	Name	Indoor or Outdoor, Friendly etc.

Extra Relevant Information & Preferences

<b>Gender Preferences</b>		<b>Male</b>		<b>Female</b>		<b>Either</b>
<b>Available Rooms</b>		<b>One</b>		<b>Two</b>		<b>Three</b>
<b>Bathroom</b>		<b>Private</b>			<b>Shared</b>	
<b>Internet Access</b>		<b>Available</b>			<b>Unavailable</b>	
<b>Smoking Household</b>		<b>Yes</b>			<b>No</b>	
<b>Can you cater for special dietary needs?</b>		<b>Yes</b>			<b>No</b>	
<b>Have you hosted international students before?</b>		<b>Yes</b>			<b>No</b>	

<b>Blue Card Details</b>		
<i>All members of the household aged 18 and over must hold a valid Blue Card. If you do not have one, UniSQ will assist with applying for the card free of charge.</i>		
<b>Full Name (as stated on card)</b>	<b>Card no.</b>	<b>Card Expiry</b>
		/ /
		/ /
		/ /
		/ /

# UniSQ Homestay Agreement

## As a Homestay Provider, I acknowledge and agree to the following terms when hosting a student:

- 1** I am willing to accept joint responsibility with UniSQ for the welfare and safety of the student for the duration of the homestay, and I will regularly provide UniSQ with any relevant feedback regarding the student's welfare and safety.
- 2** I have a duty to take reasonable care of the health, safety and wellbeing of all students residing at the nominated address.
- 3** I will contact the UniSQ Global Education Programs team (**GEP**) immediately if I have any concerns about the student's welfare and safety (including if I am reluctant to make a decision regarding the student's welfare and safety).
- 4** I will provide the student with their own adequately furnished bedroom in a safe, supportive, and friendly family environment and will include the student in all appropriate family outings and leisure activities.
- 5** I will reside in Queensland, Australia for the full duration of the student's stay at the nominated address.
- 6** I will contact GEP at least 48 hours prior to any changes within the family members or other people living at the nominated address.
- 7** I will make every attempt to contact GEP before seeking any medical attention for the student, except in the case of an emergency, when GEP will be notified as soon as practicable. I understand that in emergency situations an interpreter for the student can be obtained by contacting GEP (please refer to contact information).
- 8** I will not leave the student alone at the nominated address for long periods of time, and the student will never be left alone at the nominated address overnight.
- 9** I will take responsibility for monitoring the student's computer usage at the nominated address and will restrict access to unsolicited sites.
- 10** The student is prohibited from smoking, gambling, the consumption of alcohol and the use of illegal drugs.
- 11** I will provide the student with transport to and from the relevant UniSQ campus on each school day and for arrivals and departures, either by private vehicle or the payment of bus or taxi fares.
- 12** Each adult occupant (18 years or older) residing at the nominated address either holds or has applied and has been approved for a valid Blue Card in accordance with Blue Card Services, Queensland and each person agrees to provide a copy of their Blue Card or approval confirmation to UniSQ if requested.
- 13** UniSQ will pay the Homestay Provider for the duration of the homestay, at least 1 week prior to the commencement date of the homestay.
- 14** UniSQ may remove a student from the nominated address at any time during the homestay. If a student is removed from the nominated address, the Homestay Provider will be issued with a notice to refund the balance pro rata fees to UniSQ for the time that the student was not at the nominated address.
- 15** Homestay programs may be cancelled by the Homestay Provider or UniSQ at any point up until the commencement date. In the case of a cancellation, the Homestay Provider will be issued with a notice to refund all fees to UniSQ minus a \$310.00 cancellation fee, which Homestay Providers are eligible to retain for any preparation and purchases made prior to a student's arrival.

# Declaration & Signature

## Declaration

***The return of this form is mandatory for all Homestay Providers to become and approved host.***

I am at least 18 years of age, and have read and understood my role, the terms of the UniSQ Homestay Agreement and the UniSQ Homestay Information Pack and agree to host the student in accordance with the terms of the Homestay Agreement and the Homestay Information Pack.

## Signature

Name:

Signature:

Date:

*UniSQ collects personal information to assist the University in providing study tours, homestay programs, tertiary education and related ancillary services and to be able to contact you regarding UniSQ services. The information may be made available to Commonwealth and state agencies and the ESOS Assurance Fund Manager pursuant to obligations under the Education Services for Overseas Students Act 2000 and National Code other legislative requirements. Personal information will not be disclosed to third parties other than a UniSQ approved agent or partner, without your consent unless required by law.*

**Please return this completed form to the UniSQ GEP Team at [GEP@unisq.edu.au](mailto:GEP@unisq.edu.au) for review.**