

Education Queensland International Homestay Provider Application Form



Thank you for your interest in becoming a homestay provider for a Queensland state school through Education Queensland International (EQI). Homestay providers provide a safe, caring and supportive home environment for international students, so they can experience life in an Australian home and become 'one of the family'.

Your personal information is collected on this form for the purposes of assessing your application to become an approved homestay provider. EQI, through state schools, carefully assess each application to ensure our students are placed into safe and caring home environments. We may use the information you provide to verify the information with other parties. If any of the information you provide on this form changes, please inform the school as soon as possible.

If your application is approved:

- the information you provide will be recorded and stored at the school;
- may be stored and accessed by EQI;
- some of this information will be provided to international students we intend to place with you, their parents (and their agent, if they have one), so that they can learn about you and your home before the student arrives;
- where a student is placed with you:
 - relevant information collected on this form (and as updated), will be provided to the student (e.g. your House Rules – Attachment 1), the student's agent (if they have one) and the student's parent;
 - there will be ongoing communication and an exchange of information, including your personal information, between the school, EQI, you, the student, the student's parents and the student's agent (if they have one);
- the information collected on this form (and as updated) will be used for the purposes of ongoing monitoring of homestay arrangements; and
- we will use the email addresses you supply to send all correspondence to you.

Details of non-approvals and any cancellation or suspension of a person's registration as an approved EQI homestay provider will be recorded and may be accessed by EQI and other state schools.

Please be aware: approved homestay providers and all adult residents of a homestay home *must* hold a current [blue card](#) or [exemption card](#) (limited exceptions apply, contact [Blue Card Services](#) for further information). You do not need to hold a current blue card or exemption card to apply.

As part of the application assessment process, school staff will verify the identity of all adults who reside in your home and either:

- make the necessary applications for blue cards/exemption cards; or
- notify Blue Card Services that you/adult residents of your home may be providing homestay for the school (if you or any adult residents of your home have already applied for or hold a current blue card or exemption card).

1. Your contact details				
Applicant 1				
Full Name:				
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of birth: (dd/mm/yyyy)	
Email address:				
Home Address: own <input type="checkbox"/> / rent <input type="checkbox"/>				
Mobile phone:		Home phone:		
Occupation:				
Are you an employee of the Queensland Department of Education and Training?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes –before you proceed with this application you <i>must</i> first discuss this with the principal of the school you are applying to and get the principal’s approval to proceed with this application. School staff working in the international student program or whose work involves students in homestays must <i>not</i> be homestay providers for their employing school (e.g. homestay coordinators, international student coordinators, school guidance officers, school principals).</small>			
Work phone:		Work hours:		
Blue card/exemption card number:		Blue card/exemption card expiry date:		
Driver Licence Number:		Driving restrictions:		
Interests/hobbies:		First Aid Certificate:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant 2				
Full Name:				
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of birth: (dd/mm/yyyy)	
Email address:				
Mobile phone:		Occupation:		
Are you an employee of the Queensland Department of Education and Training?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes –before you proceed with this application you <i>must</i> first discuss this with the principal of the school you are applying to and get the principal’s approval to proceed with this application. School staff working in the international student program or whose work involves students in homestays must <i>not</i> be homestay providers for their employing school (e.g. homestay coordinators, international student coordinators, school guidance officers, school principals).</small>			
Work phone:		Work hours:		
Blue card/exemption card number:		Blue card/exemption card expiry date:		
Driver Licence Number:		Driving restrictions:		
Interests/hobbies:		First Aid Certificate:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. Members of your household

Please complete for all people who currently live in your home or who will live in your home while you are a homestay provider. If insufficient space below, please list additional residents and details on a separate sheet of paper.

Resident 18+ years old

Full Name:			
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of birth: (dd/mm/yyyy)
Mobile phone:		Email address:	
Occupation:		Work/study hours:	
Blue card/exemption card number:		Blue card/exemption card expiry date:	
Driver Licence Number:		Driving restrictions:	
Interests/hobbies:		First Aid Certificate:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Resident 18+ years old

Full Name:			
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of birth: (dd/mm/yyyy)
Mobile phone:		Email address:	
Occupation:		Work/study hours:	
Blue card/exemption card number:		Blue card/exemption card expiry date:	
Driver Licence Number:		Driving restrictions:	
Interests/hobbies:		First Aid Certificate:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Resident 17 years and under

Full Name:			
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of birth: (dd/mm/yyyy)
Occupation:		Work/study hours:	
Driver Licence Number:		Driving restrictions:	
Interests/hobbies:			

Resident 17 years and under

Full Name:			
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of birth: (dd/mm/yyyy)
Occupation:		Work/study hours:	
Driver Licence Number:		Driving restrictions:	

Interests/hobbies:			
Resident 17 years and under			
Full Name:			
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of birth: (dd/mm/yyyy)
Occupation:		Work/study hours:	
Driver Licence Number:		Driving restrictions:	
Interests/hobbies:			
3. Information about your household (please tick)			
Do any members of your household smoke?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does your family practise a religion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please specify:
Are any languages other than English spoken in the household?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please specify:
Food – list any special requirements applying to your household (e.g. vegetarian, halal, gluten free, no nuts etc.)			
4. Tell us about your household			
5. Information about your home			
Describe your home and its location (e.g. is it an apartment or a house, list how many bedrooms and bathrooms, is it located near any services or attractions, how close is your home to the school?)			
Facilities (e.g. air conditioning, ceiling fans, backyard, swimming pool, etc.)			
Describe the student's bedroom (e.g. size of bed, is there a desk, wardrobes/cupboards/shelves etc.)			

6. Pets and animals			
Animal type/breed	Name	Indoor/outdoor	Comments
7. Please outline your reasons for wanting to be a homestay family			
8. Transport			
<p><i>If Students will be using public transport to get to and from school, please include specific details of the type of public transport and whether they will be accompanied by a member of your family.</i></p> <p><i>Note - students are required to pay for their use of public transport.</i></p>			
How will the student travel to and from school? <i>If someone will drive the student to school, please list name and driver licence details (if driver is not a resident of your home).</i>			
Approximate travel time to school			
What is the distance to school (km)?			
Approximate cost of public transport per week			
9. Homestay vehicles			
Vehicle make and model	Number Plate	Please list insurance type (CTP , comprehensive etc.) <i>Please refer to the 'Roads and Driving' section of the Terms and Conditions for Homestay Providers and discuss your individual insurance requirements with your insurer to ensure you have the insurance coverage that is right for your circumstances.</i>	

10. Home and contents insurance

EQI requires that, at a minimum, approved homestay providers have and maintain home and contents insurance (for home owners) or contents insurance (for renters) including legal liability insurance of no less than \$20 million. This is to protect homestay providers and students. Please discuss your individual insurance requirements with your insurer to ensure you have the insurance coverage that is right for your circumstances. You should check whether your insurance policy covers you for injury to a homestay student while in your care or accidental damage the student may cause to your property. Please be aware that homestay providers can take out specific homestay host insurance.

For home owners: do you have home and contents insurance (including legal liability insurance of no less than \$20 million)

Yes No

For renters: do you have contents insurance (including legal liability insurance of no less than \$20 million)

Yes No

11. Are you willing/able to: (please tick)	Yes	No	Comment
Provide homestay for a student with special dietary requirements (e.g. vegetarian, halal, gluten free, allergies, intolerances etc.)?			
Provide homestay for a student with religious or spiritual requirements?			
Provide homestay for a student with special needs (e.g. medical condition, mobility issues, previous mental health issues)?			
Are you able to assist students to get to and from after school activities and social or sporting events on a weekend/school holidays?			
Attend social/networking functions organised by the school/agent)?			
Host an international student, at short notice, in an emergency?			

12. Hosting preferences

Student Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Don't mind		
Placement Type:	<input type="checkbox"/> Individual Placement	<input type="checkbox"/> Double Placement			
Placement Duration:	<input type="checkbox"/> 3 months	<input type="checkbox"/> 6 months	<input type="checkbox"/> 9 months	<input type="checkbox"/> 12 months	<input type="checkbox"/> 12+ months

Are you registered as a homestay provider/host with any other organisations (e.g. English colleges, universities, student exchange organisations) or other schools?

Note: EQI limits the number of students that can be hosted at any time to two (2).

Yes No If yes, please list the other organisations/schools you are registered with:

13. Child and student protection

The Department of Education and Training is committed to the safety and wellbeing of children and the protection of children from harm. EQI approved homestay providers must be familiar with the EQI [Critical incident procedure](#) and promptly inform the international student coordinator or school principal (*after contacting emergency services, law enforcement or obtaining medical assistance, if necessary*):

- of any serious injury or illness suffered by a student who is placed with them;
- any serious threat to a student's health, safety or wellbeing;
- if they suspect any student in the EQI homestay program has been harmed* or is likely to be harmed*, or if they become aware that a student in the EQI homestay program has been harmed*.

*Harm is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. School staff have mandatory reporting obligations and will follow the Department of Education and Training's [Student Protection procedure](#) (and any other relevant procedures) if a notification of harm is received.

It is a condition of your application that you agree to comply with these requirements if your application is approved.

Acknowledgement, declaration and agreement

- I understand that a final decision on this application cannot be made until all the relevant sections of this form have been completed and blue card/exemption card requirements are satisfied.
- I declare that the information given in this application form is complete, true and correct.
- I understand that providing false or misleading information, or non-disclosure of relevant information, may result in: this application being unsuccessful; cancellation of a homestay placement; and/or cancellation of registration as an EQI homestay provider.
- I agree that if any of the information I have provided changes, I will provide updated information to EQI as soon as possible and within 7 days.
- I understand that there is no guarantee that this application will be successful and EQI cannot guarantee that a student will be placed with me even if this application is successful.
- I consent to all written communication (including notices, payment receipts and other documents) being sent by email to the email addresses provided in section 1.
- I have read and understood the Terms and Conditions for Homestay Providers (**Attachment 2**).
- I acknowledge that the Terms and Conditions for Homestay Providers is a legal document that creates rights and obligations.
- If my application is approved, I agree to comply with and be bound by the Terms and Conditions for Homestay Providers.

Signature Applicant 1

Signature of Applicant 2

Date:

Date:

Attachment 1

Rules of the homestay home

The following is a template which can be adapted by schools to fit their local requirements (e.g. schools should consider inserting latest possible curfew times). This document should be completed by homestay providers to set out the rules of their home. Successful homestay arrangements require mutual respect and clear expectations.

The student must:

- seek permission before going out after school and on weekends;
- keep the family informed about where you are;
- be contactable at all times; and
- be polite and show respect to all members of the homestay family;
- **<Insert any other general rules here e.g. no food or drink (except water) in the bedroom>**

The student's household chores: *for example*

- **keep your bedroom clean and tidy;**
- **make your bed each day;**
- **vacuum your room once a week;**
- **clean and tidy up any mess you make;**
- **place dirty dishes in the dishwasher;**

Curfew- Sunday-Thursday:

(no later than 6pm, unless for a school-approved extra-curricular activity)

Friday/Saturday night:

(no later than 10pm unless for a school-approved extra-curricular activity)

School holidays:

(no later than 10pm unless for a school-approved extra-curricular activity)

Requirement to keep the home secure: *for example:*

- **lock doors when going out and at night;**

Rules regarding inviting friends/visitors to the home:

Use of the home telephone:

If you have a home phone is the student permitted to use it? For local, national and/or international phone calls? Explain restrictions on 'premium services' e.g. 1900 numbers. Can they permit others to use the home phone?

Rules about use of mobile phones/mobile devices in the home (including taking pictures on devices of homestay family members and the home):

<p>Use of computer/device:</p> <p><i>Students may bring their own device. Consider rules regarding limits on use of the device.</i></p> <p><i>If you permit the student to use your device consider rules regarding appropriate supervision and password security, child safety, illegal or inappropriate material, privacy and backing up important documents.</i></p>	
<p>Use of internet:</p> <p><i>Students can utilise their own mobile data. Consider rules regarding appropriate supervision, cyber safety, viewing or downloading inappropriate or illegal material and virus protection.</i></p>	
<p>Expected bedtimes:</p>	
<p>Restrictions on noise late at night:</p>	
<p>If there are younger children in the house – rules to keep them safe:</p>	
<p>Fire safety, <i>for example:</i></p> <ul style="list-style-type: none"> • <i>no use of candles,</i> • <i>rules on use of portable heaters (if permitted)</i> • <i>heated hair styling products (e.g. hair straighteners) not to be left on surfaces which could burn</i> 	
<p>Pool/ water safety, <i>for example:</i></p> <ul style="list-style-type: none"> • <i>if you have a pool: never propping open the pool gate and not using the pool without adult supervision.</i> • <i>if you live near the beach: never swimming alone, only going to the beach with adult supervision</i> • <i>if you have young children in the house: always drain the bath tub as soon as you are finished, never leave buckets of water unattended etc.</i> 	
<p>Privacy, <i>all members of the household will:</i></p> <ul style="list-style-type: none"> • <i>wear appropriate clothing around the home;</i> • <i>knock before entering a bedroom, bathroom or toilet, if the door is closed;</i> <p><i>The student must:</i></p> <ul style="list-style-type: none"> • <i>not be alone with a younger child in a bedroom or bathroom with the door closed;</i> • <i>seek permission before posting any information about the family or the homestay home on social media and be respectful in any social media posts or public comments;</i> 	
<p>Other:</p>	