



# Application to become an Education Queensland International Homestay Provider

## Part A: HOMESTAY FAMILY PROFILE (to be completed by the Homestay Family)

### 1. PERSONAL DETAILS

Primary Homestay Provider		Spouse/Partner	
Name		Name	
Occupation		Occupation	
Permanent Resident of Australia	Yes / No If no please provide visa subclass _____	Permanent Resident of Australia	Yes / No If no please provide visa subclass _____
Telephone (home)		Telephone (home)	
Telephone (work)		Telephone (work)	
Telephone (mobile)		Telephone (mobile)	
Email address		Email Address	

### 2. ADDRESS

Residential Address	
Postal Address	

### 3. HOUSEHOLD MEMBERS

Please list all persons (including those named above) who will reside at your home during the proposed homestay period.

Name	Relationship	Sex M/F	Birth Date	Daily working hours	Interests/Hobbies

### 4. HOUSE PROFILE

Description of house (eg. brick, low set)	
Description of room available (eg. single bed, desk etc)	
House facilities (eg. air conditioning, pool etc)	
Internet connection (e.g. high speed, dial up, wireless)	

## 5. PETS AND ANIMALS

Please provide us with details of any pets or other animals that you may have at your house:

Animal type	Name	Indoor/outdoor	Comments

## 6. HOUSE RULES

<b>Please list any rules you have in your home that you would expect your homestay student to abide by (e.g. curfews, when friends can visit, etc):</b>
<b>What cleaning duties will you expect your student/s to perform?</b>
<b>What will be the conditions of telephone and internet use for your homestay student?</b>

## 7. TRANSPORT

<b>How will student travel to and from school</b>	
<b>Distance to school (km)</b>	
<b>Approximate travel time to school</b>	
<b>Approximate cost of transport</b>	

*If Students will be using public transport to get to and from school, please include specific details of the type of public transport. If students will be transported privately, please provide details of the person/s who would normally be responsible for transporting the student.*

(Students pay bus and train fares directly to bus or train operators if public transport is necessary.)

## 8. DO ANY OF THESE APPLY TO YOUR HOUSEHOLD? (please tick)

- ☐ Non-smoking household  
☐ Smoking household  
☐ Are any languages other than English spoken in the household? ☐ Yes ☐ No  
If yes, please specify language/s: \_\_\_\_\_

## 9. INFORMATION YOU WANT TO TELL US ABOUT YOUR FAMILY

Any other information that you might want to share: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 10. PHOTOGRAPHS

Please provide photographs (preferably digital) of you and your family members, your home and the bedroom/s that is available for homestay students.

**Trading Name:** Education Queensland International **CRICOS Provider Number:** 00608A

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**11. PLEASE OUTLINE YOUR REASONS FOR WANTING TO BE A HOMESTAY FAMILY**

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**All persons over the age of 18 years are required to obtain a blue card.  
The above information will be provided to the student's family in their home country so that they  
can get to know you before they arrive here in Queensland.**

**Part B: Additional Homestay family information (to be completed by Homestay family)**

**12. CRIMINAL HISTORY CHECK**

A suitability notice (Blue Card) has been issued by the Commission for Children and Young People to the following residents. If more space required, please attach a separate sheet.

Name	Blue Card Number	Validity Date

**13. TRAFFIC HISTORY**

Please list the driver's licence details and traffic driving history for each person who resides in the Homestay Provider's household and who may transport the student:

Name	Drivers Licence Number	Expiry Date	Are there any restrictions on the licence*	Years driving experience

\* Please indicate where the licence holder has a Learner's or a Provisional driver's licence  
(If necessary, please attach additional names and driver's licence details on a separate page)

**14. HOMESTAY VEHICLES**

Please list the vehicles used by Homestay Family members:

Vehicle Type	Usually Driven By	Number of Seats

**15. INSURANCE**

Does the household have adequate home and/or contents insurance (including public liability insurance of no less than \$10 million) to cover all insurable losses?

Yes ☐

No ☐

If no, has the applicant/s checked with their insurance company to see if their current policy covers international students. Homestay providers are required to produce certificates of insurance.

Please refer to clause 13 of the attached terms and conditions for further information.

**16. ARE YOU ABLE TO PROVIDE THE FOLLOWING? (please tick)**

	Yes	No	Comment
Interact with students and other homestay families outside school hours (e.g. social/networking functions organised by the school/agent)?			
Include student/s in family activities, especially on weekends?			
Provide telephone/internet access?			
Provide access to cooking/cleaning facilities?			
Available to attend an orientation meeting prior to commencement of program?			
Willing to be an emergency backup			

**17. HOSTING PREFERENCES**

- a. ☐ Male ☐ Female  
b. ☐ Individual ☐ Double Placement  
c. ☐ 3 months ☐ 6 months ☐ 9 months ☐ 12 months ☐ longer

Are you registered as a homestay provider with any other education providers (e.g. English colleges, universities, etc) or other EQI schools? ☐ Yes ☐ No

Please list - \_\_\_\_\_  
\_\_\_\_\_

**18. HOMESTAY PROVIDER ACKNOWLEDGEMENT**

I/we acknowledge that the information provided on this form is true and correct.

\_\_\_\_\_  
**Primary Homestay Provider Name**

\_\_\_\_\_  
**Primary Homestay Provider Signature**

\_\_\_\_\_  
**Spouse/Partner Name**

\_\_\_\_\_  
**Spouse/Partner Signature**

*NOTE - The Department of Education, Training and Employment (DETE) collects and maintains the information requested on this form for the purpose of facilitating the Homestay Program. The information on this form will be used by DETE for or in connection with the International Students Program and the Homestay Program. This information may be disclosed to other persons or entities as required or authorised by law.*

**FOR SCHOOL USE ONLY:**

Please tick if the following documents have been sighted –		
Current Blue Card/s:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Blue Card expiry date/s: _____		
If no, has a Blue Card application been lodged with CCYPCG?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Drivers Licence/s:	<input type="checkbox"/> Yes	
Driver's Licence expiry date/s: _____		
Please attach copies of all relevant documents referred to above		

\_\_\_\_\_  
**Homestay Coordinator Name**

\_\_\_\_\_  
**Homestay Coordinator Signature**

\_\_\_\_\_  
**School Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**School Principal or Authorised Representative Name**

\_\_\_\_\_  
**School Principal or Authorised Representative Signature**

\_\_\_\_\_  
**School Name**

\_\_\_\_\_  
**Date**

## **Part C: TERMS AND CONDITIONS FOR HOMESTAY PROVIDERS**

### **1. General Responsibilities**

The Homestay Provider must:

- (a) comply with these Terms and Conditions and all applicable EQI policies and procedures as notified by EQI (including the EQI Homestay Code of Conduct as amended and notified by EQI to the Provider from time to time);
- (b) comply with all applicable legislation;
- (c) ensure that each adult occupant (18 years or older excluding other international students) residing at the Homestay Residence obtains and continues to hold at all times whilst a student resides at the Homestay Residence a Blue Card in accordance with the *Commission for Children and Young People and Child Guardian Act 2000*;
- (d) consent to the Commission for Children and Young People and Child Guardian providing advice to EQI of any changes to the status of a Blue Card held by the Homestay Provider,
- (e) use all reasonable endeavours to procure from any adult occupant or regular visitor to the Homestay Residence their consent to the Commission for Children and Young People and Child Guardian providing to EQI advice of changes to the status of the Blue Cards held by them;
- (f) complete a Risk Management Strategy in accordance with the requirements of the Commission for *Children and Young People and Child Guardian Act 2000* and in a form that is specified by EQI;
- (g) review and update the Risk Management Strategy as required but in any event no less than on an annual basis;
- (h) provide EQI with a copy of the Homestay Provider's Risk Management Strategy prior to hosting a Student and after each review of the Risk Management Strategy in accordance with paragraph (g);
- (i) ensure that the Homestay Residence is suitable for habitation and complies with all applicable laws and standards; and
- (j) not host any more than two international students enrolled with any education provider at the same time.

### **2. Travel and Activities**

Without limiting clause 11(h), the Homestay Provider must take all reasonable steps to ensure that the student:

- (a) complies with the "International Student Travel / Activities Policy" (a copy of which is available for download at (<https://eqi.com.au/pdfs/travel-policy.pdf>))
- (b) has obtained appropriate approval in accordance with the "International Student Travel/Activities Policy" prior to undertaking Travel or Activities; and
- (c) does not participate in travel or activities that have not been approved in accordance with the "International Student Travel/Activities Policy".

### **3. Accommodation**

The Homestay Provider must:

- (a) provide the student with appropriate accommodation and living assistance, including:
  - (i) full board in a clean, tidy household that has been approved as the Homestay Residence;
  - (ii) a safe, secure, private bedroom with suitable storage space for clothes, personal effects and study materials;
  - (iii) suitable facilities for study including a desk, a chair, and adequate lighting;
  - (iv) three meals daily ensuring adequate nutritious food and reasonable access to other appropriate food as may be requested;

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- (v) access to bathroom and laundry facilities;
  - (vi) access to a landline telephone (or suitable alternative) in the Homestay Residence;
  - (vii) access to household items, such as towels, sheets, blankets and eating/cooking utensils;
  - (viii) any keys, alarms or passwords required for the student to have free access to the Homestay Residence; and
  - (ix) a general orientation to the local area and community facilities available;
- (b) if the Homestay Provider proposes to materially change the Homestay Residence (including but not limited to altering the home or the address), notify EQI four weeks in advance; and
  - (c) advise EQI as soon as reasonably practicable of any wilful damage done to the Homestay Residence by the student.

#### **4. Supervision and Care**

The Homestay Provider must:

- (a) ensure that the student is appropriately supervised at all times throughout the duration of the Homestay including by:
  - (i) maintaining suitable supervision of the student outside of school hours;
  - (ii) monitoring the student's general welfare including by reference to the student's social activities;
  - (iii) using all reasonable endeavours to obtain detailed information regarding the student's proposed activities and travel from the student; and
  - (iv) confirming with the student and the International Student Coordinator where necessary, that appropriate approval has been obtained by the student prior to the student participating in travel and activities.
- (b) Notify EQI if the Homestay Provider is temporarily unable to provide accommodation for, or supervision of, the student in accordance with these terms and conditions ("Care"):
  - (i) in the case of a planned absence of Care, four weeks in advance of the absence of Care; or
  - (ii) in the case of an unplanned absence of Care, as soon as is reasonably practicable.

#### **5. Schooling Requirements**

The Homestay Provider must:

- (a) assist the student to participate in extracurricular activities arranged or recommended by EQI;
- (b) assist and support the student's attendance at the school and support the completion of homework assignments and assist where required;
- (c) as soon as reasonably practicable, initiate discussion with EQI or the school if the Homestay Provider has concerns regarding the student's academic progress, personal welfare or wellbeing;
- (d) attend interviews conducted by the school in relation to the student.

#### **6. Medical and Emergency Situations**

The Homestay Provider must:

- (a) if any serious incident, accident or medical emergency involving the student occurs, promptly notify the school who will notify EQI of that incident, accident or medical emergency;
- (b) assist the student to access any necessary medical, dental, hospital or other health-related services including by making appointments and, where necessary, accompany the student to those appointments;



- (c) promptly notify EQI or the school of the results of any medical treatment or tests involving the student; and
- (d) where practicable, arrange for invoices in connection with any of the events outlined in paragraphs (a) and (b) above to be sent directly to the school for payment by the student's parent/guardian.

## **7. Fees**

EQI will, on behalf of the student, pay to the school the Homestay Fees which will be paid to the Homestay Provider on a fortnightly basis.

EQI requires students to pay all tuition and homestay fees directly to EQI. Homestay families should not receive tuition or homestay fees directly from the student.

## **8. Communication with EQI**

The Homestay Provider must:

- (a) provide the school with their contact details and keep the details current;
- (b) advise the school at least 2 weeks in advance of any changes to the household occupants of the Homestay Residence, or as soon as practicable if advance notice is not possible;
- (c) use all reasonable endeavours to attend all relevant meetings and information sessions arranged by the school or EQI in relation to the Homestay Program;
- (d) for the purposes of assisting the school and EQI to monitor the student's general welfare, meet with the International Student Coordinator, as required by the International Student Coordinator; and
- (e) allow the school and EQI access to the Homestay Residence for the purposes of conducting periodic assessments of the Homestay Provider's compliance with these Terms and Conditions and the ongoing suitability of the accommodation for the student.

## **9. Termination by the Homestay Provider**

The Homestay Provider may withdraw as a Homestay Provider by providing 4 weeks' written notice to the school or EQI.

## **10. Termination by the School or EQI**

The school or EQI may revoke the Homestay Provider's status as an authorised EQI homestay provider:

- (a) if there is a serious incident, complaint or emergency involving the student, immediately by providing the Homestay Provider with notice to that effect and also remove the student from the Homestay Residence; or
- (b) in any other case, by providing the Homestay Provider with 2 weeks' notice or as otherwise mutually agreed between the school and the Homestay Provider.
- (c) This Homestay Provider application is valid for 12 months, with a possibility of a 12 months extension. At the end of this period, the Homestay Family is required to reapply to EQI.

## **11. Release**

The Homestay Provider releases EQI from all liability, loss, costs and expenses (including legal fees, costs and disbursements) ("Claims") that the Homestay Provider may have or claim to have or but for this release might have had against EQI arising from or in connection with participation in the Homestay Program, except to the extent that such Claims were caused by EQI's negligence.

## **12. Indemnity**

The Homestay Provider is liable for and indemnifies EQI against all liability, loss, costs and expenses (including legal fees, costs and disbursements) ("Claims") arising from or incurred in connection with the Homestay Provider's or the student's acts or omissions, except to the extent that the Claims were

caused or contributed to (but only to the extent of that contribution) by the negligent acts or omissions of EQI.

### 13. Insurance and Damage

The Homestay Provider must obtain and maintain at all times whilst they remain a Homestay Provider, adequate home and/or contents insurance (including public liability insurance of no less than \$10 million) to cover all insurable losses that may be incurred to the Homestay Residence to the full replacement value ("Insurance"). Homestay providers are required to produce certificates of insurance.

### 14. Governing law

These terms and conditions will be governed by and construed in accordance with the laws of the State of Queensland, Australia, and the parties agree to submit to the jurisdiction of the courts of Queensland.

### 15. No representation or reliance

The Homestay Provider acknowledges and confirms that it does not enter into the Homestay Program in reliance on any representation or other inducement by or on behalf of EQI, except for representations or inducements expressly set out in these Terms and Conditions.

### 16. No agency

Except as expressly permitted or contemplated by these Terms and Conditions, the Homestay Provider must not, in connection with the Program or otherwise, directly or indirectly hold out or permit to be held out to any person any statement, act, agreement, matter or thing indicating that the Homestay is being carried on or managed or supervised by EQI nor may the Homestay Provider act as or represent itself to be the servant or agent of EQI.

### 17. Definitions

In these terms and conditions:

**EQI** means the State of Queensland acting through Education Queensland International of the Department of Education, Training and Employment.

**Homestay Provider** means the person or persons identified at Item 1(a) of Part A of this Application Form and who is/are responsible for providing homestay to the Student.

**Homestay Residence** means the address of the Homestay Provider where the Student will be residing for the duration of the Homestay Program and is the address set out in Item 2 in Part A of this Application Form.

**Homestay Code of Conduct** means the document available at <https://eqi.com.au/pdfs/homestay-code-of-conduct.pdf> and as revised from time to time.

**International Student Code of Conduct** means the document available at <https://eqi.com.au/pdfs/is-code-of-conduct.pdf> and as revised from time to time.

**International Student Coordinator** means the person appointed to that position by at the student's school.

**National Code** means the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* made under s33(1) of the ESOS Act.

**Parent** means the parent, parents or legal guardian(s) of the student.

**School** means a State School as defined in Schedule 4 of the Education (General Provisions) Act 2006, which is providing a course to the student on behalf of EQI.

**School Principal** means the person appointed to that position.

**Student** means a person who holds a student visa issued under the *Migration Act 1958 (Cth)* who has been accepted for enrolment at a school by EQI and who has, or will be placed, with the Homestay Provider.

## **Part D - Acknowledgement**

I understand that as an Approved Homestay Provider I will be required to:

- (a) attend an orientation meeting prior to the arrival of the student and at least twice yearly while I host a student;
- (b) comply with, and be bound by, the Terms and Conditions for Homestay Providers;
- (c) be, and remain, in possession of a current positive suitability notice (Blue Card) from the Commission for Children and Young People at all times whilst an Approved Homestay Provider;
- (d) implement a self-assessment Homestay Risk Management Strategy in the Homestay Residence; and
- (e) agree to regular visits by the school accommodation coordinator to check facilities at the Homestay Residence.

I acknowledge that:

- (a) I have read and understood the Terms and Conditions for Homestay Providers set out in Part C of this Application Form; and
- (b) by signing and submitting this Application Form, I am agreeing to be bound by the Terms and Conditions for Homestay Providers set out in Part C of this Application Form, and all applicable Education Queensland International policies and procedures as notified to me from time to time.

In order to administer and arrange appropriate Homestay Arrangements for International Students attending Queensland Government Schools, the information contained in this form will be submitted by the School to Education Queensland International. Education Queensland International is required to comply with all applicable legislation, Government policies and the Departmental "Code of Conduct" in relation to the use and disclosure of personal information.

I consent to:

- (a) the information contained in this Application Form being included on the EQI Homestay Provider Register; and
- (b) the information contained in Part A of this Application Form being provided to a prospective student, the prospective student's parents and/or their authorised Agent for the purposes of arranging a Homestay.

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**Primary Homestay Provider Name**

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**Primary Homestay Provider Signature**

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**Date**

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**Spouse/Partner Name**

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**Spouse/Partner Signature**

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**Date**