



MEMORANDUM OF UNDERSTANDING FOR HOMESTAY HOSTS

- This Memorandum of Understanding signed by the Homestay Host is valid from the date of signature until terminated by the Homestay Host or LSNZ.
- I have read the Homestay Host Handbook which includes all rules and guidelines and understand and accept my responsibilities as Homestay Host for any student placed with me by LSNZ.
- I understand that I am only eligible to have a student placed at my Homestay while this Memorandum of Understanding is in place.
- I understand that the LSNZ may remove a student from the Homestay at any time for any breach of the Homestay Host Handbook rules and guidelines / Memorandum of Understanding, or at the request of the student in question.
- I understand that LSNZ may terminate this Memorandum of Understanding at any time. I agree to keep my contact details up to date with the Accommodation Office for the duration of this Memorandum of Understanding.
- I will provide LSNZ with a profile on me and all persons residing with me. I understand and agree that this profile and my contact details will be provided to any student matched to me by LSNZ, as well as the student's parent/guardian, and (where applicable) their University institution and education agent. I understand and agree for my contact details and address to be provided to all students in the Homestay student's group, where applicable.
- I agree to make my home available for inspection by an LSNZ staff member to ensure the accommodation provided meets the requirements in the Homestay Host standards, for which the Accommodation Office must provide not less than 24 hours prior notice, unless otherwise agreed by me.
- If I provide transport to a homestay student I will ensure the car they are travelling in is compliant with New Zealand driving standards, e.g. warranted, registered and insured and the driver has a current valid New Zealand driver's licence.
- I will make myself reasonably available and communicate with LSNZ including by phone or email for the LSNZ to arrange for, oversee and monitor a student's placement at my home.
- I acknowledge and agree LSNZ is not liable for any claims, demands or suits, for injury, loss or damage incurred or arising from the conduct of a student placed with me under this Memorandum of Understanding.
- There are no circumstances which would affect my ability to offer Homestay. If any such circumstances arise, either before or during a student placement, I will inform the LSNZ immediately.
- I will contact the LSNZ, if I consider it will be difficult for me to meet any of the above responsibilities set out in this Memorandum of Understanding.
- I understand and accept that LSNZ will not be liable for any costs related to COVID or any other illnesses that may arise.

Signed by the Homestay Hosts for **[insert address of Homestay]:**

Full Name Signed
Date...../...../.....

Full Name Signed
Date...../...../.....

Signed by each other member of the Homestay household aged 18 indicating acceptance of the provisions of the Memorandum of Understanding applicable to all household members:

Full Name Signed
Date...../...../.....

Full Name Signed
Date...../...../.....

Full Name Signed
Date...../...../.....

Full Name Signed
Date...../...../.....

Please sign two copies of the Memorandum of Understanding, one for your own reference.

LSNZ
L2, Dart House, 11 Hawthorne Drive, Remarkables Park, Queenstown.
Telephone +64 3 442-6625
Email: queenstown@languageschool.co.nz
Website: www.lsnz.co.nz

Privacy Statement

The information you have provided to the LSNZ, including the details provided during the initial phone interview, is used for the primary purpose of providing Homestay accommodation to students. The information collected may be used for correspondence with you and a potential for placed Homestay students and their education institution, agent, parent or caregiver, administrative matters including database entry and student matching, statistical analysis, compliance and legislative reporting requirements. You may correct your personal information by contacting the LSNZ. You may access personal information that the LSNZ holds about you as permitted by law. To access or enquire about

the handling of your personal information by contacting LSNZ by email on manager@lsnz.co.nz

RESPONSIBILITIES OF LSNZ

LSNZ Ltd

Re: Memorandum of Understanding for Homestay Hosts

Date: 09/01/2023

LSNZ Ltd sources Homestay Hosts to accommodate and care for students in a safe and caring environment.

A Homestay placement offers an international student the experience of a New Zealand family lifestyle in a safe living environment. Homestay not only provides accommodation and food, but also includes assistance, support and an opportunity for the student to improve English Language skills. Both Homestay Hosts and students benefit from learning about each other's cultures, customs and lifestyle.

To be a Homestay Host you need to read and accept the Homestay Host Handbook which includes rules and guidelines. Your acceptance is communicated by you signing and returning the Memorandum of Understanding to the school. While the Memorandum of Understanding is in place, Homestay Hosts are eligible to have a student placed with them by LSNZ.

While the LSNZ takes care to match students with Homestay Hosts, LSNZ accepts no responsibility for the success or otherwise of the placement, or for any injury, loss or damage incurred or arising from the placement or the student's actions.

For each Homestay, LSNZ is responsible for:

- Sourcing applicants and providing them with orientation material and/or an orientation session at their place of study – within the first week of arrival.
- Providing training and orientation information to the Homestay Host prior to the first Homestay placement.
- Making the best possible match between the student and Host family, taking into account their respective preferences and profiles.
- Providing Homestay Hosts with the Homestay student introduction letter profiling the student, information on the first day of study, meet and greet details, a placement list for group students and relevant information regarding under 18 guidelines.
- Paying Homestay Hosts on a fortnightly basis, by direct deposit into the Homestay Host's nominated bank account for the period from the first Tuesday after the student has arrived, then fortnightly. Payment is calculated by nights the student stayed at the Homestay, from the first night until the end of the fortnight on a Sunday.
- Providing mediation services to the Homestay Host and student where an issue arises that is not resolved by open communication between the Homestay Host and student.

Signed for and on behalf of LSNZ Ltd.


Gina Hughes

Managing Director