



**HOME STAY INFORMATION PACK - ADULTS**

We are International House Belfast - Northern Ireland’s premier English language school! International students have been booking English language courses with us since 2007, and we are proud to offer welcoming homestays as an option for their accommodation.

Some students book a course and accommodation directly through the school, while others make reservations through agencies abroad. For this reason, we offer standard prices based on a weekly rate. All homestays are offered on a half-board basis (meaning you provide breakfast and dinner). If you are able to offer a student a private bathroom, this would be considered an ‘executive’ homestay.

Students choose this form of accommodation for the sake of home comforts, a family atmosphere and a chance to practise their English and generally learn about the local way of life. They are not simply renting a room but expect to be treated as one of the family, however students’ expectations will vary.

**TIMINGS & DURATION**

IH Belfast offers English courses to adults aged 16+ on a *continuous enrolment* basis, i.e. any student can book a course for as many weeks as they like, beginning on any Monday of the year. Accommodation is normally provided **from the Sunday before the course begins until the Saturday morning after the course ends**. This allows time to clean and organise the accommodation before the next student arrives.

Sometimes extra nights are required. Extra nights are only counted for the nights before the first Sunday or after the last Saturday of the student’s stay. **Students staying even one extra night will be charged accordingly, and host families are paid for the extra night(s).**

**Please note:** Home Stay accommodation is available throughout the year, however please be aware that our business is seasonal. Homestay bookings tend to be low in winter and high in the summer!

**PAYMENT RATES**

|                              |                      |                             |  |
|------------------------------|----------------------|-----------------------------|--|
| <b>1. Standard Homestay</b>  |                      |                             |  |
| <b>Type</b>                  | <b>Rate per week</b> | <b>Rate per extra night</b> | <b>Included</b>                          |
| Half-board accommodation     | £125                 | £22                         | Breakfast & dinner                       |
| <b>2. Executive Homestay</b> |                      |                             |  |
| <b>Type</b>                  | <b>Rate per week</b> | <b>Rate per extra night</b> | <b>Included</b>                          |
| Half-board accommodation     | £165                 | £29                         | Breakfast & dinner<br>+ Private Bathroom |



## TERMS AND CONDITIONS

### IH Belfast asks all homestay providers agree to fulfil the following conditions:

- To treat students as part of the family and generally behave in a friendly and hospitable manner and to encourage the student to speak English as much as possible in your home.
- To provide students with private rooms (unless individuals request to share).
- To provide students with a door key to encourage independence.
- To inform students of your domestic routine to help them fit in. We suggest that you explain the ground rules and make them clear at an early stage.
- To provide basic laundry facilities and to change bed linen and towels **weekly**.
- To wash a washing machine-load of laundry at least once a week **and/or** show the student how to use the washing machine so they can do their own laundry.
- To make a daily bath or shower available – you may want to check if the student understands the workings of the facilities (electric showers, etc.) Women should be advised on the disposal of sanitary products, in case they are too shy or lack the vocabulary to ask.
- To provide an adequate continental breakfast and substantial, balanced evening meal. **Half-board** consists of breakfast and dinner, **never lunch**. (There may be some special full-board bookings requested of you during the year, which you can decide whether you can accommodate or not – this would be paid at a special higher rate, which would be advised at the time).
- If you cannot be home one night or if the student will be later than usual, please leave some dinner prepared for them that can be heated up when needed. (If the student decides to miss a meal they will not be compensated or reimbursed – your rate stays the same.)
- To allocate some fridge/cupboard space so the student can store their own food items.
- Not to host another student of the same native language at the same time, unless so requested or previously agreed with all parties.
- To notify the school of any changes in the home (e.g. marital status, children, pets) so that we can keep our records up-to-date and keep the information that we give our students as accurate as possible.
- To notify the school of any periods of time that it wouldn't be possible or convenient for you to host a student so that we can keep our records up-to-date, i.e. holidays/family visits/school exams



Extra notes:

- If you are going away during a student's stay, you **must notify the school beforehand**. Most students would be unhappy if the host leaves for any length of time.
- Homestay providers are responsible for their own tax affairs and insurance. IH Belfast is **not** responsible for damage to the host's or student's person, property or belongings and it is therefore important to have adequate insurance. Any damage caused by a student must be reported to IH Belfast prior to the student's departure so as to be verified and acknowledged by a member of staff. Normally it is sufficient for the host to inform insurers that the house is being used as a guest house from time to time.
- Students cannot bring friends home without permission, and they cannot stay for meals or sleep over (unless agreed with the host).
- Please note that if you take a student under 18 attending our adult courses at IH Belfast in University Street, they are considered an adult at the school **BUT** are still considered minors by UK Legislation. We therefore we ask you NOT to accept students or lodgers aged over 18 at the same time.  
We ask you to be vigilant and keep the school informed if you have any cause for concern about their health and / or safety.
- Under-age students must follow UK Legislation which includes the following: Under 18's cannot buy cigarettes, alcohol or go out drinking in pubs. We suggest that you make an agreement about what time you expect your student to be home at in the evenings and to keep you informed at all times of any delays.
- You can notify us when you know in advance when you will not want to receive a student. You can stop the arrangement at any given time.



**IH Belfast agrees to fulfil the following conditions:**

- We will contact the homestay provider before placing a student to check availability. You are free to accept students as and when suits.
- IH Belfast will try to match students and hosts as ideally as possible. However, not all matchings work out. If you feel a booking is not working out, we will try to arrange alternative accommodation and try to make the change go as smoothly and swiftly as possible.
- We will inform the host of any special dietary requirements/medical conditions as soon as we become aware of them.
- Upon the host accepting a student, we will email a confirmation letter which will list the student's arrival dates and leaving dates, a short course description and the total amount payable for the student's stay, so that no misunderstandings can occur.
- We will notify the host of a new student's arrival time and date so that you do not have to wait for students unnecessarily and so the student can be sure they will be greeted when they arrive at the home.
- IH Belfast will ensure that the students receive a short description on how to get to and from your home to the school. However we ask you to help the student find his way to the school or bus stop during the first few days.

Extra notes:

- Hosts are under no obligation to provide airport/train station transfers upon arrival or departure. The student can either book a private transfer through the school, or they can make their own way using the detailed information they will be provided by the school.
- Homestay payments are made **weekly by bank transfer** – please ensure you send us your bank sort code and account number. Unfortunately we are unable to make cash payments. Homestay providers should only deal with payments through IH Belfast and must not take money directly from students.
- IH Belfast will contact the Home Stay providers on a regular basis and will carry out revisits at least once every 2 years.
- Please note that IF a student books for several months but cuts their stay short, IH Belfast can only pay you until the **last day** of their stay as all accommodation payments made by students go directly to the host. So what they pay us is what we can give you. Students who plan to change accommodation must give us and the homestay 1 weeks' notice (except in cases where the matching is not working out. In these cases students may move out immediately).



- **CANCELLATION TERMS** – IH Belfast cannot be held responsible for the cancellation or postponement of groups or individuals. We will endeavour to provide as much cancellation/postponement notice as possible, but FLEXIBILITY is essential.

If a student cancels the course and the accommodation within 5 days of arrival, IH Belfast will try to place another student with you or if it is not possible to do so, we will pay you a **£50** cancellation fee. (**Not applicable to VISA students** as they cannot fully reserve the course until their VISA is granted, which can be last minute.)

We ask you not to cancel at short notice without reasonable justification. Apart from the extra work this causes, last minute changes cause anxiety and loss of confidence to the student's/student's family and the sending organisation. Our aim is to develop stronger working relationships built on trust and reliability.



### **HOMESTAY ADDITIONAL INFORMATION FOR STUDENTS UNDER 18**

There are 2 types of Under-18 student that you may be asked to host:

- Young adult aged 16/17 attending the main adult school; year-round (IH Belfast, 109 University Street)
- A 'junior' (aged 12-16) at Queen's University Young Learners course; July only.

Accommodation is normally provided **from the Sunday before the course begins to the Saturday or Sunday morning after the course ends (depending on flight times available).**

#### **PAYMENT RATES:**

#### **ARE THE SAME AS STATED ABOVE FOR ADULT STUDENTS**

When you accept a booking for a student under 18, you will be sent a **detailed** booking confirmation explaining which course and which centre (IH Belfast main school or Queen's campus) your student will be attending and the specific requirements will apply to each student.

#### **All homestay providers of minors agree to fulfill the following additional conditions:**

- A responsible adult will always be present overnight and always present when the student(s) are at home.
- To make sure the student has the means to contact their home during their stay, i.e. international calling/Skype/Wifi.
- All members of the homestay, members living with the family or visiting during a student's stay – should be free of any criminal record.
- IH Belfast will carry out an Access NI check on the main caregiver in families who host minors which will require completion of an application form. IH Belfast will pay for this service. In some instances we do ask all members of the household to complete an Access NI form, when it is not clear who the main caregiver will be.
- Please note that if you take a student under 18 who will be attending our adult school (IH Belfast in University Street), they are considered as an adult at the school. However, you should remember that UK Legislation still considers them to be minors and therefore we ask you NOT to accept students or lodgers aged over 18 at the same time.
- We ask you to be vigilant and keep the school informed if you have any cause for concern about their health and / or safety.

Minor students must follow UK Legislation which includes the following: Under 18's cannot buy cigarettes, alcohol or go out drinking in pubs. We suggest that you make an agreement about what time you expect your student to be home at in the evenings and to keep you informed at all times of any delays.



- Under-age students should make sure they are contactable by their host family and International House Belfast by providing a contact mobile phone number immediately upon arrival. You should also make sure the student saves your number into their phone.

Before leaving the family home, a minor and the homestay should make sure that:

- \*the family knows what they will be doing (if they are doing something other than attending classes);*
- \* they (the student) knows the scheduled time for the main evening meal;*
- \* the family knows what time they (the student) expect to be back;*
- \* they have the correct contact details for the family (may differ from day to day)*

- If you are hosting students attending our Queen's University Young Learners course (July only), the homestay providers must ensure that students do not go out unescorted, apart from their journey to/from the programme each day. When you accept a student on our July summer school programme at Queens, you will receive a DETAILED booking confirmation with course details and emergency numbers and specific requirements relating to their course and programme.

As a general policy: Student at the Queen's University Young Learners course should **not** go out unaccompanied in the evenings. A responsible adult should be with the student at all times. Under special circumstances junior students may request to be allowed out in the evenings and IH Belfast (or the groupleader) will consider this on a case by case basis. For example, if there is an evening activity which a dedicated group leader will be attending, or if the parent of the student writes and gives formal permission for their son/daughter to go out unaccompanied, and if the homestay provider has also been made aware of this and on their side agrees with this.

In the event of such an agreement taking place the student must return home by 9.30pm.

You will be provided with our **safeguarding policy** – please pay particular attention to the accommodation section in relation to hosting students under the age of 18.