

UNIVERSITY LANGUAGE INSTITUTE

HOMESTAY FAMILY GUIDELINES



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ULI desires that each homestay family would open their home and family to the student. We are looking for more than a “boarder” type situation. We want our students to have a good experience learning American culture while they attend ULI. Who would be better to show them our culture than their homestay family? Please include them in your life!

UNIVERSITY LANGUAGE INSTITUTE

University Language Institute is a Christian intensive English school, supplying 25 hours of English language instruction per week. Different students study for different amounts of time. Some come during vacations from school in their country, others come to improve their English for their jobs, and others come with the intention of attending an American college or university after their English studies. During a single 7-week session at ULI, we may have as many as 20 different countries and cultures represented. We have 6 different levels of English and each level is for 7 weeks. Some students choose to take only 1 level while others stay for more levels or for the entire program.



BEING A HOMESTAY FAMILY

Being a homestay family requires time and effort to make the student’s stay successful from the moment that they step off the plane. Please consider all that’s involved in meeting an international student’s needs before you commit to ULI’s homestay program. When ULI students arrive, they enter a foreign country with a limited understanding of the language, culture, and their homestay family. You become their source for meaningful relationships, food, housing, transportation, and interaction with Americans.



Students need to feel welcome in your family by what they observe and hear. The students learn and understand by observing your body language, facial expressions, tone of voice, and rate of speaking. You can help the student feel welcome in your family by the way you communicate, and by including him/her in your life. Invite the student to join you for family activities, to talk about their school day, to help cook a meal, or just hang out and watch TV. Spending time with a student communicates that he/she is wanted and accepted in your home. Take the time to make each student feel at home with you.

HOMESTAY FAMILY APPLICATION PROCEDURE

1. Send the completed homestay family application to ULI (<http://www.uli.net/hostfamilyapplication.pdf>).
2. ULI will call you to make an appointment for a home visit and interview (sometimes you may not hear from us until we have a need for a homestay family).
3. ULI will call your references and do a background check to see if we feel comfortable placing a student with your family.
4. After your interview, ULI will contact you when there is a student that might be placed in your home for the upcoming session.



STUDENT PLACEMENT

When placing a student with a family, we consider the family's preferences as well as the student's. For example, if a student does not like pets and you have pets, we will consider placing them with another family. Or if the student is a smoker and you do not want a smoker living with you, we'll place the student elsewhere.

Once we've decided that a student will be a good match for your family, we will contact you to determine if your home is available and then send you a student profile page through the mail. We will also be sending the student a profile page about your family. If you have any photographs of your family or home, please send them to us so that we can include them in your family's profile page.

Please understand that applying to our homestay family program does not guarantee that you will host a student. Do not rely on hosting ULI students as a source of income. Generally, only 1-3 students request to live with a homestay family each session. Also, the majority of our homestay applicants are males. We do not recommend spending money to prepare the student's room unless you can afford it, and/or we have contacted you about hosting a student for the next session.

STUDENT ARRIVAL

We ask that you pick the homestay student up from the Tulsa International Airport when they arrive. ULI will give you the student's flight information once we receive it. If the student will be arriving at a time when you absolutely cannot pick them up, let us know so that we can make arrangements for delivering them to your home.



MOVING IN

Although University Language Institute facilitates the contact between students and housing providers, any housing agreement or related services shall be between the student and the housing provider and not between either party and University Language Institute. University Language Institute is not liable to either party in regards to the obligations of any housing agreement or related services.

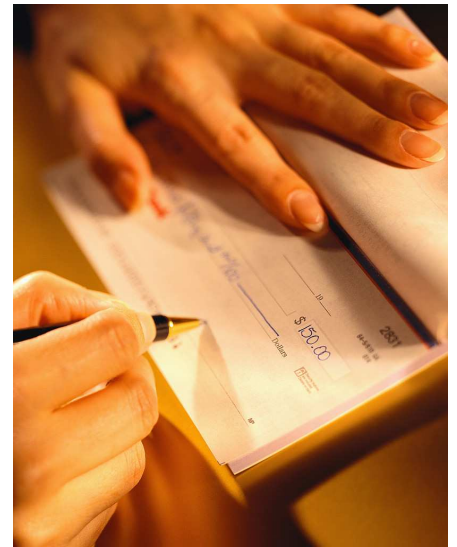
Therefore, please be sure to write up a homestay contract between you and the student that is specific to the rules of your home. Have the student sign it as soon as possible after moving in so that you have the terms of the homestay in writing. Please have the student sign 2 copies so that both of you have the homestay terms in writing in case of a perceived discrepancy and to avoid misunderstandings. We have provided a sample homestay contract in Appendix A at the back of this booklet. You can also copy the sample directly from our website (<http://www.uli.net/samplehomestaystudentcontract.html>) and paste it into your word processing program so that you can make changes related to your situation.



RENT

We inform our students that the normal charge for a homestay is \$550 per month. This will change to \$650 a month for new students who move into your home January, 2009 and later. This should hopefully offset the rising price of food, utilities, and gasoline.

The amount that the homestay student pays each month should cover the cost of their bedroom, meals, and transportation to and from school. We ask that you determine in your particular situation how much you want to charge for each separate component of the homestay (room, food, and transportation). You should include this in the contract that you sign with the student so that there is no confusion. Thus, if the student decides to buy all their own food or if they purchase a car, you can discount their homestay fee accordingly in a way that feels fair to you. For example, some of you may only spend \$25 a month on gas while others spend \$150 on gas because you live farther away. Or if you host teenagers or a male student, you may find that you need to provide more food than normal.



Here are some samples based on the \$650/month rate:

\$275 (bedroom) + \$225 (food) + \$150 (transportation for family far from ULI) = \$650

\$275 (bedroom) + \$225 (food) + \$0 (student has own transportation) = \$500

\$385 (bedroom) + \$240 (food) + \$25 (transportation for family near ULI) = \$650

\$385 (bedroom) + \$0 (student buys own food) + \$25 (transportation) = \$410

You should ask the students to pay the first month's rent to you on the day that they move in. Thereafter, the rent should be due on the same day each month. Students who have not paid by the 5th day after the rent is due should have a \$10 late fee. If the student has not paid by the 20th day after rent is due, you can ask the student to move. Please notify ULI regarding payments that are 15 days overdue so that we can help mediate. ULI recommends that students not pay more than one month's rent at a time.

BEDROOM

We require our students to have their own bedroom unless the student has indicated a willingness to share a bedroom. The student should be responsible for keeping it clean. Student rooms should have a bed (not a sofa sleeper) and a storage area for their clothes. Since our students are in the United States for the purpose of learning English, our policy is not to place students who speak the same language in the same homestay. Our intensive English course is demanding, so the student will need a desk and a quiet place to study. Students may share a bathroom with other students or family members.





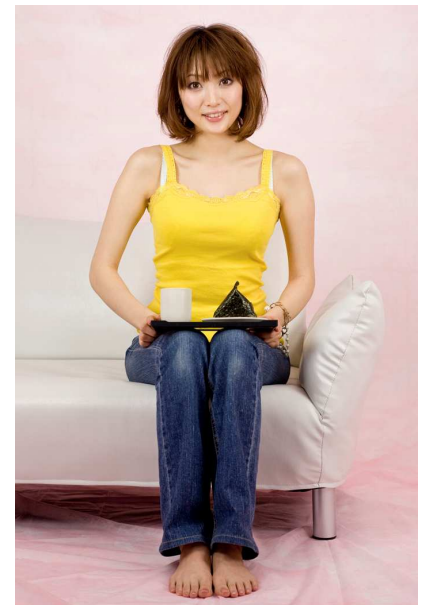
TRANSPORTATION

Most students will not have their own transportation. Transportation needs to be provided to and from school. If the student needs to take the bus, you should help them get a bus pass and show them where their bus stops are. If you need help figuring out the bus route, ULI can help. Students should be included in family shopping and recreational trips if they desire. ULI students have class Monday through Friday from 9:00 am to 2:50 pm. You can drop off and pick up students at the west entrance of the middle Cityplex tower. If you are not able to pick up your student by 2:50 pm, it is not a major problem. Several students arrive early or stay late after school and go to the ORU Aerobic Center, study in the ULI student room, or study in the ORU library. Please be sure that a meeting place and time is established for pick-up.

MEALS

Meals are a very important part of a student's stay in your home. Please talk openly with the student about food preferences, and allow him/her to choose desired foods. You might want to take the student to an international grocery store to buy familiar food items. Your student is paying for three meals a day. He/She should be fairly self-sufficient and able to prepare his/her own breakfast, if desired. A sack lunch or left-overs may be taken to school for the noon meal. There are microwaves and a refrigerator available for the students to use at ULI in the student room. You and your student should decide who will prepare the lunch. If at all possible, share your evening meal with your student. Involve him/her with the preparation of the meal. This can be a fun activity to do together.

If your student is buying his/her own food, he/she will need to be familiar with the kitchen and its appliances. Your student would be responsible for cleaning up afterward.



Sometimes students demand special familiar food beyond the food budget. You should make your preference clear from the beginning concerning which of the following (or other) options you prefer concerning special food:

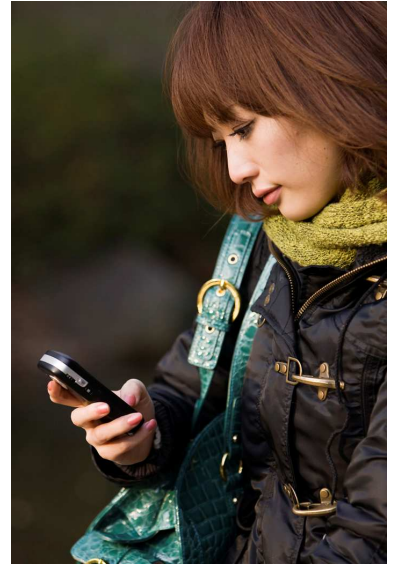
1. If you provide 3 meals a day and snacks for the entire family and the student doesn't want to eat what is provided, offer to take the student shopping for their own food. The student would be responsible to buy their own special food items.
2. When you go shopping, tell the student that you've budgeted \$X per month extra for their special food items. The student should pay for any special food that they want each month over that specified amount.
3. If the student is mainly responsible for preparing their own food in your home, you should provide food that the student likes since they are the only one eating it. Alternatively, you could completely discount them the price of food and have them buy their own food. If you do this, please discount a reasonable amount.

MONEY

Encourage your student *not* to keep large amounts of cash at home or in a wallet. If the student desires to open a bank account, **DO NOT** allow your name to be on the account. Arvest Bank has many branches (including across the street from ORU) and will allow the student to open an account with his/her passport and one other photo identification card.

TELEPHONE

Most students buy their own cell phones, so you probably don't have to worry about them using your home phone. ULI students cannot get social security cards, so they will need to find a cell phone provider that does not require a social security number. However, if the student does plan to use your home phone, discuss with your student the importance of using a prepaid telephone card when making long-distance calls. This will eliminate large, unexpected telephone bills. If you need to set time restrictions for using the telephone, please communicate this clearly to your student.



COMPUTER

Occasionally, students bring their own laptop computer or purchase one after they arrive in the U.S. Most students will want access to a home computer for class assignments and to email friends and relatives in their home country. Please discuss this option with the student and clearly state any restrictions you have set concerning time limits and use of the internet. If you do not have and do not want internet access, you may consider having the student connect it under their own name instead of yours so that you're not left with a bill after they leave.

HOUSEHOLD CHORES

The student's main responsibilities should be to help with dishes, clean up after themselves, and to keep their room and bathroom clean. However, please do not ask them to do heavy household chores such as mowing your lawn for you or vacuuming your house for you. Heavy chores should be the homeowners' responsibilities.

LAUNDRY

Show your student where the laundry room is located and how to operate the washer and dryer. Inform your student of any time-frame restrictions that may apply when doing laundry. Laundry detergent and fabric softener should be provided for your student. If you do not own a washer and dryer, please supply the necessary funds for your student to go to a laundromat.





TERMINATION OF HOUSING

The student's homestay contract will end two weeks after the last day of class at ULI. Upon moving out, if all bills have been paid, students should be refunded all homestay fees for any remaining days they have paid in advance. The last month should be prorated \$18.33/day for the \$550/month rate or \$21.67 for the \$650/month rate.

If a student is found to have behaved with gross misconduct, the homestay can be terminated. Please notify ULI immediately.

Gross misconduct includes theft, abuse of property, abuse of persons, alcohol and drug abuse, failure to adhere to local laws, property rules, and regulations. No refunds whatsoever should be paid to students who have behaved with gross misconduct.

STUDENT LEGAL STATUS

ULI students are given a visa to come to the United States for the purpose of studying. Therefore, they must be in school at least four ULI sessions each year. If your family plans a vacation and wishes to include the student, please remember that the student may only take a vacation (miss an entire session) after attending four ULI sessions and may not take a vacation for more than two sessions.

Please do not try to help your homestay student find a job. It is illegal for your student to work in the USA or to obtain a Social Security card. Students should not receive money for doing housework, babysitting, etc. Do not include these as terms for homestay payment or to supplement payment for fees. If your homestay student has completed ULI and does not plan to attend another school, he/she must leave the country within 60 days. Students who violate immigration regulations are subject to a 3-10 year ban from the USA.



COMMUNICATION

We believe it is very important for the student to feel comfortable in your home with your family. Communicating with your student may be challenging at first, but it's necessary in order to build a strong relationship and avoid misunderstandings. Some students say they understand, but many times they don't understand and are too embarrassed to admit it. Here are some techniques that may help you communicate more effectively with an international student.

- ❖ Speak at a slower rate (not louder)
- ❖ Make hand gestures to help explain
- ❖ Enunciate your words and speak clearly
- ❖ Don't expect an immediate response, allow time for the student to formulate an answer
- ❖ Avoid using slang and idioms, or explain what they mean
- ❖ Write it down for the student to read
- ❖ Use simple and concise sentences or questions
- ❖ Check for understanding by asking the student to repeat the information back to you

EVANGELISM

Some of the students who live in your home may not be Christian. We have students who are Christians, Buddhists, Muslims, atheists, and non-religious. It is important to know that although your student may be interested in Christianity and its teachings, becoming a Christian can be a very serious decision in many cases. In some cases students might be totally cutting family ties to become a Christian.

Our method of ministry here at ULI has been simply to live a Christian life before the students which means to minister the love of Christ to them. We invite them to participate in our Christian life as we live it. But please do not force your student to participate in any area of religious activity in which he/she is not comfortable.



We want our students to have a wonderful experience while they are here, not only in class, but also as a part of your family.



CULTURAL DIFFERENCES

Even though students are very much interested in our culture, they are still the products of their own cultures. They will think differently from you, they will respond differently from you, and they will have different expectations from yours. Just because they want to study in the USA does not mean that they want to change to be like an American. Being open-minded and operating in compassion can help during times when your student seems beyond your understanding.

Your student may experience a phenomenon called “culture shock.” There are physical and mental repercussions from moving to and living in another culture. After a period of time the “honeymoon” phase wears off, and the student may become homesick, depressed or even physically ill. You may find that the student spends more and more time alone in their room on the phone or on the internet with family and friends. Understanding this phase can assist you in caring for your student during this period. Think about what it would be like for you to move to a foreign country and live there without adequate knowledge of the culture and language. During this time away from friends and family, students need consistent encouragement and acceptance from their homestay family.

Please do not hesitate to contact us at ULI if you feel that we can be of assistance to you or to your student. We like to keep an open dialogue with our families so that we can prevent small problems from becoming large ones. Our office hours are Monday through Friday, 9:000 a.m. to noon and 2:00 p.m. to 4:30 p.m. We are interested in all aspects of the student’s life.

Becoming a homestay family can be a rewarding experience for you and a wonderful experience for your student. Enjoy it!

APPENDIX A: SAMPLE HOMESTAY CONTRACT

This is a contract between _____ (homestay family), and _____ (homestay student).

I understand that as a homestay student I will be provided with the following: a room (preferably a private room unless otherwise requested by the student), a bathroom (may be shared), breakfast, sack lunch, evening meal, and transportation to and from school.

I will endeavor to be patient and understanding with my new family. I will respect the culture and religion of my family even though it may be different than my own. I will strive to communicate with my new family and work toward resolving any misunderstandings or conflicts that may arise. If we cannot resolve the misunderstanding, we will notify ULI for mediation. If the conflict proves to be irreconcilable and I feel I must move out, I will notify ULI first, and then if all bills have been paid, I will be refunded all homestay fees for any remaining days that have been paid in advance.

Rent

The rent is \$650 each month. The rent is due on the _____ day of each month. Rent paid 5 days late will have a \$10 late fee. If you have not paid by the 20 days after the due date, you will be asked to move. If you arrive in the middle of the month, the first month will be prorated at \$21.67 per day.

If you do not need the homestay family to provide transportation to and from school, your rent will be discounted by \$_____ per month. If you prefer to buy and prepare all your own food, your rent will be discounted by \$_____ per month.

Your homestay will end two weeks after your last day of class at University Language Institute.

Your Room

You have a bed and storage area for your clothes. You may decorate the room as you like (this does not include paint or wallpaper). Cleaning your room and bathroom is your responsibility. Your room should be vacuumed or swept at least twice a month. Wet clothes should not be left on the floor.

Meals

Most families do not normally prepare breakfast and lunch during the week. You must prepare this on your own. Breakfast & lunch is your responsibility. We will show you where the bread, eggs, cheese, cereal, fruit, milk, juice, etc. are kept. After breakfast, please be sure to wash your dishes or put them in the dishwasher. Foods that can be taken in a sack lunch will be provided. You will be responsible for preparing your lunch. We will usually eat supper together. If you make other plans for supper, please let us know as soon as possible. Please ask how you may help with supper preparation. During and after supper, we enjoy talking with one another about our day. After supper, cleanup jobs are shared, so please join in. You will need to wash all dishes from meals you eat alone. If we go to a restaurant, you will need to pay for yourself or you can choose to stay and eat at home.

We will be providing 3 meals a day for you. However, we will buy \$_____ in special food items for you each month. Anything that you want beyond this amount, you will need to purchase for yourself.

Telephone

Please limit your phone calls on our home telephone to 20 minutes. If you make long distance phone calls, you must use a phone card or call collect. Please inform your friends and family not to call after 10:00 p.m. Please do not use the phone after this time without special permission.

Curfew

You must be home by 12:00 p.m. on weeknights and 1:00 a.m. on weekends.

Guests

Guests are welcome IF you make arrangements with us ahead of time.

Smoking

Smoking is not permitted inside our home at any time. If you must smoke, please smoke away from the house and dispose of your used cigarettes. Please never allow our children to see you smoking!

Laundry

You will have your own laundry basket and will do your own laundry. You can use the family's laundry detergent and drier sheets. If there are already clothes in the washing machine or drier, please remove them and place them in a laundry basket on top of the drier. You have clean sheets on your bed and are welcome to wash and change them once a week.

Bathroom

Please open the bathroom doors when you are finished using the bathroom. Close the bathroom doors when you are in the bathroom. If you share a bathroom, always knock on closed doors before entering. Check shower schedules at night for the next morning. Please limit your bathroom time to 15 minutes in the morning. Towels are in the linen closet. Please hang wet towels up to dry when you finish using them. The bathroom should be cleaned once a week. If you share a bathroom, you need to take turns helping to keep it clean. (clean tub, toilet, sink, floor). Your host family will show you where the cleaning supplies are kept.

Toiletries

Please supply your own toiletries (soap, shampoo, toothbrush, toothpaste, etc.)

Books, TV, VCR, DVD Player, Radio, CD/Cassette Player

You have open access to our books. You may use the family's TV, VCR, & DVD Player if they are not in use. You may use a radio or CD player in your room. Music should not be loud enough to be heard in other rooms of the house. Please be quiet when others are sleeping.

Computer

You can use the family computer as much as you want while you are home alone. Please use your own login for the computer. When we are home, please limit your time on the computer to 30 minutes unless you ask first to use it for longer. Internet use should be limited to 30 minutes a day unless prior arrangements are made. You may have your own email account (Yahoo or Gmail have free e-mail accounts). Pornographic or obscene sites should not be viewed on our computer and will cause internet privileges to be canceled.

Waiver of Liability

I agree to the above contract with my Homestay Family. I hereby release the _____ family from any and all current and future claims, charges, costs and /or causes of action for loss of property, personal injury, illness, accident or death sustained by myself.

I, _____, agree to abide by the rules of the _____ house and have open communication about any questions or problems that may arise.

Other:

Date: _____ Student Signature: _____

Date: _____ Family Signature: _____

Date: _____ Family Signature: _____