



St Joseph's College
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Homestay Application Form

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HOMESTAY APPLICATION FORM

St Joseph's College, Ferntree Gully

Please print clearly and complete each section. Current as at 5 May 2023.

1. FAMILY DETAILS – Please note that from the details provided below we will publish the Homestay Parent/Guardians name/s, address and contact details on the “*Homestay Family Contact Details*” form which is provided to all Homestay families. Please advise if you do not want to be included on this shared directory.

Homestay Adult A's Name		D.O.B		Mobile No.	
Homestay Adult B's Name		D.O.B		Mobile No.	
Address					
Suburb		State		Postcode	
Home Tel.		E-mail			
Family Members	Please include everyone living in the home including relatives and friends who may reside at your home more than twice a week ie a daughter or son who comes home on the weekends etc. Please note with *anyone over the age of 18				
Name	D.O.B	Age	M/F	School child attends	
PETS Please state type and whether inside, outside or both.			Family Activities and Hobbies		

2. EMERGENCY CONTACT DETAILS

Adult A's Employment: _____ Phone: _____

Adult B's Employment: _____ Phone: _____

3. CHILD PROTECTION

I/we we must complete a police Criminal history check within 2 weeks – please complete via internet on the following site:
http://www.police.vic.gov.au/content.asp?Document_ID=274

I/We, the undersigned, believe that there is no reason why we should not be a Host Family.

Name: _____ **Signature:** _____

Please supply two Reference: Name: _____ Telephone: _____ Checked?
 Name: _____ Telephone: _____ Checked?

4. WORKING WITH CHILDREN CHECK

Do you and any member/s of your household who are 18 years of age and older hold a Working with Children Check? Yes / No

If Yes: please give details _____

If No: please obtain and complete a Working with Children Check Application Guide and Form within two weeks for every member of your household who is 18 years of age and older. It is a requirement that this form be lodged and/or in the process of lodgement before any child can be placed with a Host Family. This form is available at any Australia Post outlet or on-line.

Please link your WWCC to St Joseph's College.

(<http://www.justice.vic.gov.au/wps/wcm/connect/justlib/Working+With+Children/>).

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5. DRIVER'S LICENCE

When submitting this application, please provide a copy of the driver's licence for each member of your household who is 18 years of age and older.

Tick to confirm that this is included with the application.

6. OTHER DETAILS – The following information will help to match an international student to your family.

Does any member of your family smoke?
YES / NO If YES - INSIDE / OUTSIDE

Family Religion: _____

Please advise of any disability / medical situation in your family.

Medical: _____

Disability: _____

Does any member of your family play sport for a club or organisation? YES / NO

If yes what type of sports are played:

Please advise proximity to Public Transport and Types available:

Any Additional Information:

Please attach a Family photograph to be given to Student's family:

Does your family have any special diet? (eg. Vegetarian)

Student will be provided with own room: YES*

Will the student need to share a bathroom, if yes, with whom?

Please advise times you have previously hosted overseas students. If so please provide details:

Does any member of your household speak a second Language? NO / YES - Which language?

Do you have internet connection? If so what type?

*compulsory as students cannot share a room

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7. BANK DETAILS – Host Family payments will be sent to your nominated bank account **on the first business day of each month for the full month ahead**. Please supply your bank details as follows:

Financial Institution: _____	Branch Location: _____
Name in which the account is held: _____ (Exactly as shown on statement/cheque/passbook of nominated account. (Not account type eg savings))	
BSB Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Must be 6 numbers)	
Account Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Maximum of 9 Numbers)	

8. HOMESTAY FAMILY RESPONSIBILITIES – Please read carefully.

- ❖ At least one Homestay family parent will commit to attending two Homestay Family Network Meetings each year.
- ❖ The Homestay Family agrees that they will not have another overseas student in their home unless written permission is granted by St Joseph's College.
- ❖ The Homestay Family must speak English as their main language at home.
- ❖ To provide the student with 3 meals per day (it is a reasonable expectation for students to make their own breakfast and lunch with the food provided).
- ❖ To provide suitable accommodation, ie. Own room, access to bathroom, desk, wardrobe and drawers.
- ❖ To assist the student in taking transport to and from school via private vehicle or public transport.
- ❖ To treat the student as a family member.

9. ST JOSEPHS COLLEGE RESPONSIBILITIES

- ❖ To give full support to the Homestay Family.
- ❖ To give the family all student details prior to the students arrival.
- ❖ To arrange payment of agreed expenses to the Homestay Family on the **first business day of every month**. This payment is given to cover the every day expenses of having a student stay in your home and is not used as an income.

10. COLLECTION STATEMENT

Under the Privacy Act, you usually have the right to access personal information that we collect upon request. The information we are collecting is for the purposes of arranging and operating our International Program. We also use it to send you the following typical information:

To respond to your requests about International Student Programs and Services, to invite you to information meetings and to send you information about the overseas student that may stay in your home.

A list of each Homestay family's details are forwarded to all the families participating in the program. If you do not wish for your details to be sent please advise our Homestay Co-ordinator.

A copy of our Privacy Policy is on our website www.stjosephs.com.au or can be posted to you on request. You may contact our Homestay Co-ordinator, regarding any further questions. Contact details: Ph: 03 9758 2000, or email international@stjosephs.com.au

11. SIGNATURE – Please sign to acknowledge that you have read the above information and that the details on this form are correct to the best of your knowledge.

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Should any of your family details change, please advise your Homestay Coordinator immediately or contact the school office.

OFFICE USE ONLY

Application Received: _____

Application Processed: _____ Processed By: _____