

Homestay Program Agreement

This document describes our homestay program policies and procedures.

This is an agreement between you (the student) and Andeo - please sign this form.

The Application Process:

1. **Submit this 4-page Application** to Andeo with a \$250.00 non-refundable Application Fee. You can submit the Application from our website, by email, by postal mail, by fax, or in person. A program coordinator from a university, college, or other organization may submit the application for you. Please submit your homestay application as early as possible.
2. **Receive your host family assignment.** If you submit your complete Application and the \$250 Application Fee at least 30 days before you arrive, you will receive a profile of your host family by email before you arrive. If you submit your application less than 30 days before you arrive, we cannot guarantee a homestay placement before you arrive. We can suggest hotels or temporary housing until we confirm your homestay.
3. **Send us your arrival information.** Please send us your complete travel information. Your host family or ANDEO staff member will meet you at the airport, train/bus station, or another location and take you to your family.
4. **Pay your fees.** You can pay by credit card, bank check, travelers checks, money order, wire transfer, or cash. Please pay the \$250 application fee with your application. Program fees for the entire term must be paid **to Andeo within 4 days of your arrival.** Please do not offer to pay your host family directly.

Program Fees Per Term *(homestay terms are approximately 3 months or 12 weeks - they match the college terms, which vary in length)*

- ⇒ **Classic: \$2,100** per term through Summer, 2010. **\$2,220** per term from Fall, 2010. *(includes three meals per day)*
- ⇒ **Short-Term: \$700** through Summer, 2010. **\$740** from Fall, 2010. *(one month of homestay only - includes three meals per day. This option not available July 1st to August 31st)*
- ⇒ **Early Arrivals/Weekly Extensions:** Homestay terms begin and end on set dates. Students arriving before or staying after term dates must pay weekly fees of \$175/week (\$185/week from Fall 2010). A "week" is defined as 4 to 10 days. If you arrive 1 to 3 days before a term begins or stay 1 to 3 days after it ends, you will not have to pay additional fees.
- ⇒ Please pay all program fees directly to Andeo.

Andeo's Commitment to You:

- You will be placed with a family who has been carefully screened, interviewed and prepared to welcome you.
- You will have a comfortable private room with access to a study area. Your home will have internet access. If you need to use a computer daily, please bring your own.
- You will stay in a home that is close to public transportation, with no more than a 60 minute commute by bus or train.
- You will receive information about your host family, orientation materials, and an ID card.
- You will have the support of Andeo staff throughout your stay. We can help you adjust to your new home, counsel you on problems related to your homestay and help you enjoy your homestay experience!

General Policies

- **Meals:** Your homestay program includes three meals a day. Your host family will provide ingredients for you to make your own breakfast and lunch, and have dinner with you most evenings. The meal schedule may vary throughout the week. If your family is not home for dinner, they will still have dinner available for you. Most families cook traditional American foods and cannot cook special meals or provide special foods for students. You will not receive a refund for meals that you miss because you are not home.
- **Chores:** As part of an American family, you should clean up after yourself in the kitchen, bathroom, and any other common areas. You should also clean your own room, do your own laundry, and help keep the home clean in general.
- **Transportation:** Most families do not live within walking distance to university or college campuses. Andeo and your host family will help you learn how to use public transportation. Your commute will be 60 minutes or less by bus, train, or street-car. You are responsible for your own transportation costs.
- **Vacations and refunds:** If you take a vacation of two consecutive weeks or more during your homestay, you can receive a refund, or a credit of \$60 per week toward future homestay expenses. You will not receive a refund for vacations less than two weeks. In order to receive a refund or credit, you must inform your host family and Andeo of your vacation plans at least two weeks before your vacation starts. We will give you a refund or credit after you return.

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- **Special requests:** You can request things such as a private bathroom or children of a specific age, but we cannot guarantee your homestay will have these things. Most American homes have pets, so a home without pets is guaranteed only to students with serious pet allergies. You cannot request a family of a specific race, ethnicity, or economic status. The diversity of Andeo host families reflects the diversity of American culture. A “host family” may be two parents with children, single mothers or fathers, couples without children (married or unmarried), grandparents, or single individuals (female or male). The families may be of any national or ethnic background, and may or may not practice a religion. All families speak English in their home.
- **Changing host families:** Please try hard to have a successful homestay; our staff can help with counseling or cultural issues. We match students and families based on the preferences of the families and the students. If your family does not meet the criteria on the front of the Agreement under “ANDEO’s Commitment to You”, and you wish to move to a new home, ANDEO will match you with a new host family free of charge. If the family does meet ANDEO standards and you still want to be moved to a new family, you may need to pay an additional homestay Placement Fee of \$250. In this case you should plan to stay with your original host family for two weeks from the date you tell ANDEO you want to move. If you move sooner, we will subtract two weeks of homestay fees from your refund. If your assigned family is unable to host you, ANDEO will find you another host family. You will not have to pay another Placement Fee.
- **Ending your homestay:** If you begin your homestay and then decide that you do not want to participate in a homestay program and you do not want to try counseling or a different family, you can find other accommodations. Please let ANDEO know two weeks before you leave your homestay. After we subtract the fees for those two weeks, you will receive a refund of the remaining term program fees.
- If you do not follow this Homestay Agreement, the host family or ANDEO may ask you to leave your homestay. In this case, you are responsible for finding other accommodations. You will receive a refund of remaining program fees.

In my homestay, I agree to:

- Be respectful to all family members.
- Try hard to adapt to my new home and become part of the family.
- Obey my host family’s household rules.
- Not bring guests into my host family’s home without prior permission.
- Not drink any alcohol, including beer and wine, if I am under 21 years old. I also understand that using illegal drugs is strictly forbidden, and if I use them ANDEO will ask me to leave my homestay immediately.
- Not make long-distance calls from my family’s phone without permission and without a pre-paid telephone card.
- Pay for any damages I cause to the host family’s home or property.
- Review the Student Orientation Handbook and other orientation materials, and talk with Andeo staff members if there is any information I do not understand.
- Pay my homestay fees on time, directly to Andeo. I will not pay my host family directly.

**I HAVE READ AND UNDERSTOOD THE PROGRAM AGREEMENT.
I AGREE TO FOLLOW THE HOMESTAY POLICIES LISTED ON THIS AGREEMENT.**

Student Signature: _____ Date: _____

Please print your name: _____

Andeo Credit/Debit Card Authorization (optional - can be submitted to pay the application fee and/or program fees for the entire term)

Application Fee - \$250 (*non-refundable*)

Classic Homestay Program Fees - \$2,100 (\$2,220 from Fall 2010)

Short-Term Homestay Program Fees - \$700 (\$740 from Fall 2010)

Card Number: _____

Expiration Date: _____ / _____

Month Year Security Code

Name on Card: _____

Signature: _____

PLEASE NOTE: Andeo accepts only VISA, MASTERCARD, or DISCOVER credit/debit cards.

A 3.5% service fee will be added to all credit card transactions. You will receive a confirmation and receipt for all charges.