



Cambridge Melchior College

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Homestay Application Form

Full Name	
Address	
Postcode	
E-mail address	
Telephone Numbers	
Mobile:	
Home:	
Work:	

Please list all residents in your household

Name	Male/Female	Date of birth	Occupation	Relationship to you

Please let us know of any time of the year you will not be able to host students by completing the attached availability form (Appendix B)

Details of criminal convictions

We require an enhanced DBS certificate. A DBS certificate reveals details of any criminal convictions, cautions, reprimands and warnings the applicant may have received. **Please note:** A conviction appearing on the certificate does not automatically debar you from registering as a host family.

Does any member of your household have any criminal convictions of any kind?

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Bedrooms

How many rooms do you have to host students?

Number of single rooms	
Number of twin rooms	

Please provide further information on student rooms

	Room 1	Room 2	Room 3
En-suite	Yes/No	Yes/No	Yes/No
Full size bed	Yes/No	Yes/No	Yes/No
Desk, chair and lamp	Yes/No	Yes/No	Yes/No
Wardrobe	Yes/No	Yes/No	Yes/No
Chest of drawers	Yes/No	Yes/No	Yes/No
Bedside lamp	Yes/No	Yes/No	Yes/No
Carpet	Yes/No	Yes/No	Yes/No
Opening Window	Yes/No	Yes/No	Yes/No
Mirror	Yes/No	Yes/No	Yes/No
Lockable cupboard	Yes/No	Yes/No	Yes/No
Television	Yes/No	Yes/No	Yes/No
Internet access	Yes/No	Yes/No	Yes/No
Duvet and Pillow	Yes/No	Yes/No	Yes/No
Mobile phone reception	Yes/No	Yes/No	Yes/No

Preferences

Are you happy to host the following: (please circle as appropriate)

Male student	Yes/No	Female student	Yes/No
Student under 18 years old	Yes/No	A student over 18 years old	Yes/No
A long stay student (5 months +)	Yes/No	Siblings	Yes/No

A student requiring a special diet. (please circle all that you are happy to provide for)

Vegetarian	Halal	Kosher/Non pork	Gluten free	Lactose free
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Pets

Do you have:

Dogs	Yes/No	How many:	Details:
Cats	Yes/No	How many:	Details:
Other pets	Yes/No	How many:	Details:

Please provide two Independent References Please note they cannot be a family member	
Reference 1	Reference 2
Name:	Name:
Address:	Address:
Tel no:	Tel no:
Relationship to:	Relationship to:

Data Protection

This form asks you to supply “personal” data as defined by the Data Protection Act 1998. You will be supplying this data to Cambridge Melchior College Accommodation Administration where it will be processed exclusively for Homestay Accommodation purposes. Cambridge Melchior college will protect the information and ensure that it is not passed to anyone who is not authorised to see it.

Declaration

The information contained in this application form is true, correct and complete. I understand that any misrepresentation may invalidate my application. By completing this declaration, you are consenting for the references you have provided to be contacted and the data you have provide to be processed by the College in connection with homestay arrangements. You are also declaring that you and all adults (18+) in th household have read the host family code of conduct.

Print Name:

Signature:

Date:

(Homestay Applicant)

Appendix A

Host Family code of conduct

Homestay hosts are expected to:

- Develop positive relationships with Homestay students based on mutual trust and communication
- Acknowledge the uniqueness of each student
- Support and assist students to live comfortably within a foreign environment
- Respect the student's right to privacy while realising that privacy does not equate to isolation
- Acknowledge the significance of culture, customs, language and beliefs in the life of their student and accommodate appropriately for these within the Homestay environment
- Assist, support and nurture where needed or requested, but keeping in mind that a desire to please may be interpreted as interfering by the student
- Encourage the student to speak English as much as possible in your home.

To achieve this desired outcome, the Homestay family will:

- Provide a safe environment which will offer the student positive experiences while living as a member of an English speaking family rather than as a paying guest.
- Provide the student with a private, clean and warm bedroom, good healthy food, laundry facilities and a supportive environment
- Applicable house rules should be explained e.g. what time dinner is, telephone protocols, rules regarding smoking, alcohol, guests visiting, curfews and bathroom conduct (you may wish to prepare a list of notes to leave in the students' bedroom)
- Offer sincere interest in the cultural background of the student and be responsive to the cultural differences and beliefs of the Homestay student by allowing them to continue familiar cultural practices without criticism
- Respect the student's need for privacy and allow them space to be alone
- Have a duty of care towards the student
- Provide breakfast and dinner during the week and all three meals on the weekends (unless otherwise stated)
- Only provide single room accommodation. A student is not to share a room with another student nor with a family member, unless specifically requested by the College
- Liaise with the Accommodation Administrator regarding any concerns or difficulties with the student
- Notify the Accommodation Administrator of any change of circumstances in the Homestay household
- Adhere to guidelines and requirements set down in the Homestay Handbook
- Provide the student with a balanced and appropriate diet (if applicable)
- Not host another student of the same native language at the same time unless by agreement with the College.
- Provide an environment in which it is possible for the student to carry out his/her studies properly.

I have read and understood the Homestay Handbook and I agree to the conditions described with in it.

Print name:

Signature:

Date:

Appendix B

Availability Form

Please circle any dates you will **not** be able to host Students

2016

January							February							March							April								
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
					1	2		1	2	3	4	5	6			1	2	3	4	5							1	2	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
24	25	26	27	28	29	30	28	29						27	28	29	30	31			24	25	26	27	28	29	30		
31																													
May							June							July							August								
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
1	2	3	4	5	6	7				1	2	3	4							1	2		1	2	3	4	5	6	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31					
31														31															
September							October							November							December								
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
				1	2	3							1			1	2	3	4	5							1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10		
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17		
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24		
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31		
							30	31																					

2017

January							February							March							April						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4			1	2	3	4							1	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31	23	24	25	26	27	28	29	
																					30						
May							June							July							August						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1		1	2	3	4	5	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31			
														30	31												
September							October							November							December						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	7			1	2	3	4							1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
																				31							