

VESALIUS COLLEGE HOME STAY PROGRAMME

INTERNAL REGULATIONS AND RESPONSIBILITIES OF VESALIUS COLLEGE, OF THE HOME STAY PROVIDER AND OF THE STUDENT.

I. ROLE OF VESALIUS COLLEGE

- a) This document does not constitute a lease or any other type of agreement. Vesalius College vzw agrees to be the mandate holder for a study abroad student, who hereby agrees hereto, so as to mediate between the host family and the student. Vesalius College does not bind itself to any result and undertakes no liability towards any third party including the host family or to the student.
- b) The host family, who agrees hereto, will receive a weekly stipend in exchange for housing the student. This stipend is the financial responsibility of the student, of his/her home university or of his/her study abroad provider. In order to facilitate payments to the host family, the funds will first be paid to Vesalius College and will then be deposited by Vesalius College into the host family's account by the Friday of Week 1 of every 4-week period. Payment will be made in advance.
- c) If the student decides to withdraw from the programme prior to arrival, the following rules apply regarding host family withdrawal fees:
 - no compensation until 2 weeks prior to orientation week/arrival
 - 2 weeks compensation for withdrawal in the last 2 weeks prior to orientation week/arrival
 - 4 weeks compensation for no-show during orientation week or later
- d) If the student decides to leave the host family prior to the end of the semester, the following financial arrangements will apply at the responsibility of the student, or his/her home university or his/her study abroad provider:
 - The host family will receive the equivalent of 4 weeks payment if:
 - ✓ The student decides to return to his/her original country, leaving the program without a justified reason or notification to Vesalius College.
 - ✓ The student requests relocation for reasons of minor significance such as dissatisfaction with: the house's distance from the school, the perceived quality of food or accommodations, personality conflicts with a roommate or other members of the host family.
 - ✓ The host family requests that the student leaves as a result of: the student's refusal to adhere to the house rules; the student inflicting voluntary property damage at the host family's residence; the student behaving in a manner that is generally disrespectful of the family and/or of the other students in the house; physical or verbal abuse on the part of the student towards any member of the household.
 - The host family will receive the equivalent of 2 weeks payment if:
 - ✓ The host family and student both agree that relocation for the student is desirable due to personality conflicts between the host family and the student.
 - The host family will receive no additional compensation if:
 - ✓ The student requests to leave due to: the host family inflicting voluntary property damage to the student's belongings; physical or verbal abuse on the part of any member of the host family towards the student; refusal of the host family to adhere to their contractual responsibilities towards the student with respect to accommodations, meals, or integration within the family.

- e) Any disputes between the host family and the student will be first mediated by Vesalius College. In the event where the student or the host family request relocation of the student, the student, a representative of the host family, the Vesalius College Study Abroad Department and the Resident Director (in the case of a third party study abroad provider) will meet in person to discuss the situation and to attempt to resolve the problem in a fair equitable way for all parties involved.
- f) If long distance phone calls are noticed after the student has left the country, it is Vesalius College's responsibility to pay back the host family for the telephone expenses. It is necessary for the host family to present copies of the telephone bills to determine which calls were made by the student and for Vesalius College to bill the student for the fees incurred.

II. UNDERTAKINGS BY THE HOST FAMILY

- a) At least one family member must be present when the student arrives at the beginning of the semester.
- b) The host family will provide the student with a written set of house rules on the day of arrival. These house rules should also be provided to Vesalius College and will be kept on file.
- c) The family will contact Vesalius College regarding any problems or concerns in relation to the student. For example: complaints, sickness, meals, doubts and/or concerns, etc. In case of severe conflict between the host family and the student, both the host family and the student agree to describe the events in writing in a timely manner and to submit a report of the event immediately to Vesalius College.
- d) The families should accept the student openly and should integrate the student into everyday family life and social functions.
- e) If a host family can accommodate more than one student, only Vesalius College students should be housed together at any given time. The family may not host non-Vesalius College students along with the Vesalius students.
- f) The student must be treated as another member of the family. Their religious, political or any other views should be respected. Their personal belongings should be left alone unless allowed by the student.
- g) It is understood that whether the student is absent or present (i.e. if the student travels during school holidays), their room is not to be leased to another individual during the student's temporary absence.
- h) The regimen of meals should be: breakfast – 7 days a week, and dinner - 5 days a week. On the days in which dinner is not provided, the student should have access to the kitchen for the purpose of preparing his/her own meals.
- i) The student will be provided with the same meals as the rest of the family, unless the student has a special dietary requirement for which his/her meals need to be prepared differently.
- j) At least one member of the family should be present at the dinner table.
- k) The student will be provided with internet access.
- l) Any changes to the home address, responsibilities or general status of the host family that could affect the student's well being should be immediately reported to Vesalius College.

- m) In the event that the student causes damage to the host family's property, the host family agrees to notify Vesalius College immediately and to provide receipts/estimates for repairs within 2 weeks of the incident.
- n) The student has the liberty to leave and enter the home at any time of the day unless otherwise told by the host.
- o) The host family will provide the Vesalius College student with the following:
 - 1. A bedroom with a bed, desk and wardrobe (bedroom may be shared with another Vesalius student in some cases)
 - 2. Set of keys to the house or apartment
 - 3. A written set of house rules and guidelines
 - 4. Internet access
 - 5. 7 Breakfasts and 5 Dinners per week
 - 6. Access to the kitchen on the days when dinner is not provided (time of day of student's access to be determined by each host family)

III. UNDERTAKINGS BY THE STUDENT

Vesalius College will inform and explain to the student that they must adhere to the following guidelines:

- a) The student will be informed of the rules set by the family and will be provided with a hard copy of the house rules. The student will respect and adhere to the internal house regulations provided by his/her host family.
- b) Unless a special arrangement is made with the host family, the student is responsible for cleaning his/her own room and laundry.
 - In the event that the host family agrees to clean the student's room (via domestic help or other) the student is responsible for keeping his/her room tidy so that it can be easily cleaned.
- c) The student must respect meal times.
- d) The student should inform the host family in a timely manner when he/she plans to be late or not to return home for an evening. It is a courtesy for the host family that the student informs them of whether he/she will be late to dinner or will be coming home late at night, or how long he/she plans to be on a trip, outing, etc.
- e) The student must first inform and obtain the permission of the host family if he/she plans to bring a visitor over to the house.
- f) The student is not to engage in any kind of sexual activity within the home.
- g) The student will be respectful of the host family and of roommates and will first obtain their permission before inviting boyfriends or girlfriends into the home. Appropriate conduct is expected at all times.
- h) The use of hot water is limited to a reasonable timing (a daily shower of 10 to 15 minutes max).
- i) The student must be ecologically responsible and must turn off lights, computers or other electronic equipment when not in use.
- j) Home electronics cannot be used without the previous authorization of the host family.

- k) Except for the preparation of the 2 hot meals per week that are not normally provided by the host family, the kitchen cannot otherwise be used by the student without the previous authorization of the host family (except for storage of refrigerated goods as needed). The student should always consult with the host family prior to using the kitchen.
- l) The student should ask for permission before using things in the house.
- m) The student should not make phone calls on the house phone except in the case of an emergency and the student has received authorization by the host family.
- n) If the student loses the house keys and locks need to be changed, it is the student's responsibility to pay for the expense of replacing keys and locks.
- o) Any damage inflicted by the student to the property of the host family will be the financial responsibility of the student.
- p) When the student arrives late and the family is sleeping, the student must respect the quiet of the household so as not to disturb host family members.
- q) The student will contact Vesalius College regarding any problems or concerns in relation to the host family. For example: complaints, meals, doubts and/or concerns, etc. In case of severe conflict between the host family and the student, both the host family and the student agree to describe the events in writing in a timely manner and to submit a report of the event immediately to Vesalius College.

20 August 2008