VESALIUS COLLEGE HOME STAY PROGRAMME REGULATIONS AND CONDITIONS

I. GENERAL AGREEMENT AND ROLE OF VESALIUS COLLEGE

1. 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.

2. 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.

3. Students will not receive any reimbursement for time spent away from the family (i.e. in the case of weekends or academic holidays away).

4. If the student decides to withdraw from the program prior to arrival, the following rules apply regarding host family withdrawal fees:
   - For withdrawal up to two (2) weeks prior to arrival in Brussels: No penalty (except for the non-refundable €100 placement fee)
   - For withdrawal during the last 2 weeks prior to arrival in Brussels: Two (2) weeks penalty (2 x €150 plus €100 placement fee)
   - For no-show or withdrawal during orientation week or later: Four (4) weeks penalty (4 x €150 plus €100 placement fee) - see special conditions for withdrawal in the attached Home Stay Regulations and Contract.

5. The student or home university/consortium will be billed in advance for the home stay arrangement. There may be a refund in the event of a breach of contract, in accordance with the stipulations mentioned in items 4) and 6).

   If a student is relocated to a new host family, he/she will be responsible for full payment to that family as of the beginning of the payment term (Monday of 1st week of occupation) plus damage payments to the previous host family.

6. 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 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 student dissolves the relationship with the host family prior to allowing for a mediation with a representative of Vesalius College.

- The host family will receive the equivalent of 2 weeks payment if:
  - Mediation has taken place between the student, the host family and Vesalius College representative.
  - 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 and will be required to reimburse the College for the amount pre-paid for the current month 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.
  - The host family dissolves the relationship with the student prior to allowing for a mediation with a representative of Vesalius College.

7. 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.

8. 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. Vesalius College will then bill the student for charges incurred.

II. RESPONSIBILITIES OF THE HOST FAMILY

1. At least one family member must be present when the student arrives at the beginning of the semester (normally the **Sunday prior to the first week of orientation**. Exact dates for each semester are to be found in the Academic Calendar.

2. The host family will provide the student with a written set of house rules on the day of arrival. The student needs to sign this document. A copy of the signed document should also be provided to Vesalius College and will be kept on file.

3. The family will contact Vesalius College regarding any problems or concerns in relation to the student. For example: complaints, sickness, meals, communication problems, 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. Failure to engage in the mediation process with Vesalius College will be considered a breach of contract.

4. The families should accept the student openly and should integrate the student into everyday family life and social functions.

5. 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.

6. 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.
7. 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.

8. The regimen of meals should be: breakfast - 7 days a week, and dinner - 4 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.

9. Should none of the family members be available to prepare dinner and accompany the student at mealtimes, the student should be given at least one-day advance notice and a meal should be available ahead of time for the student to heat up on their own, OR the student should be provided with a family meal on the weekend, OR the student should be provided with a stipend (to be agreed upon with the student) with which to purchase dinner. If the student is not provided with a family dinner 4 nights a week (barring exceptional emergencies), this will be considered a breach of contract on the part of the host family.

10. During academic holidays, should the student not to travel outside of Belgium, but the host family does choose to travel then, the family is expected to provide for the student’s meals, as per article i)

11. 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.

12. The student will be expected to follow the family’s normal meal times, if he/she desires to share the meals with other family members.

13. Should living conditions within the host family change from what is stated on their information sheet (i.e. smoke-free, pet-free, child-free, …) within the course of the semester, this will be considered a breach of contract.

14. 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.

15. 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.

16. The student has the liberty to leave and enter the home at any time of the day unless otherwise told by the host.

17. The host family agrees to launder the student’s clothing to the order of one reasonably sized load per week.

18. The host family will provide the Vesalius College student with the following:

- A bedroom with a bed, desk and wardrobe (bedroom may be shared with another Vesalius student in some cases)
- Set of keys to the house or apartment
- A written set of house rules and guidelines
- Internet access
- 7 Breakfasts and 4 Dinners per week
- 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)
- Bath towels that are laundered weekly.
- Bed sheets that are laundered every 2 weeks.

III. RESPONSIBILITIES OF THE STUDENT

Vesalius College will inform and explain to the student that they must adhere to the following guidelines: the student will receive a formal orientation by the housing coordinator.

1. Study Abroad students are expected to carry current international medical and civil liability insurance. Copies of these contracts must be provided at the time of application to the College.
2. The student is **expected to arrive at the host family’s home on the Sunday that precedes the first day of orientation**. Exact dates for each semester are to be found in the Academic Calendar.
   - The host family will not be expected to receive the student on any date prior to this.
   - Any student arriving **after** this date will still be charged for the full week.
   - Any student arriving in Brussels **before** the Sunday that precedes the first day of orientation will be expected to arrange for his/her own temporary housing until the official home stay move-in date.

3. The student understands that she/he is being hosted by a family and not within a hotel. The family will endeavor to fulfill the student’s needs to the best of their ability. However, the student must remain respectful and reasonable in his/her requests from the family.

4. 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. He/she will be required to agree to and sign the house rules.

5. 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.
   - It is understood that if the student’s room is cleaned by a housekeeper, the student’s personal items will be moved for cleaning purposes.

6. The student must respect meal times and inform the host family one day in advance if he/she will not attend the following day’s dinner and at least one hour in advance if he/she will be late for dinner.

7. The student should inform the host family at the latest by 9 am of the same day 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.

8. Students will be required to provide the host family with their travel plans by week 4 of the academic term.

9. Students with special dietary requirements (e.g. lactose intolerance, gluten allergies, veganism) understand that they will be charged an extra 20 euro per week to allow the host family to provide a healthy diet to the student. This amount will be billed together with the regular housing fee, so the student is **not** required to pay this directly to the host family.

10. The student must first inform and obtain the permission of the host family if he/she plans to bring a visitor (including family members) over to the house. The host family is not under any obligation to accept the student’s visitors/guests in their home.

11. 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.

12. The student is not to engage in any kind of sexual activity within the home.

13. The use of hot water is limited to a reasonable timing (a daily shower of 5 to 10 minutes max).

14. The student must be ecologically responsible and must turn off lights, computers or other electronic equipment when not in use.

15. Home electronics cannot be used without the previous authorization of the host family.

16. It is not permitted to eat in any room other than the dining room or kitchen.

17. 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, and should not use the kitchen when in use by the host family.

18. The student should ask for permission before using things in the house.
19. 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.

20. 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.

21. Any damage inflicted by the student to the property of the host family will be the financial responsibility of the student.

22. 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.

23. 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. Failure to engage in the mediation process with Vesalius College will be considered a breach of contract.