

HOMESTAY ACCOMMODATION – BOOKING CONDITIONS

Homestay accommodation will only be reserved on receipt of a fully completed application form and the non-refundable / non-transferable deposit of £608.00 / £688.00, and where a letter of sponsorship for a full-time English language course has been received by ULC. The homestay deposit includes £528.00 / £608.00 four weekly homestay fee and £80.00 arrangement fee.

Payment for each subsequent week (£132.00 / £152.00.00) should be made directly to the homestay provider in advance, either weekly or monthly (unless special arrangement has been made with ULC before the arrival of the student).

Students wishing to reside in homestay accommodation over the Christmas and New Year period are subject to the additional accommodation fees; 24/25 December = £50.00 and 31 December/01 January = £50.00.

The arrangement fee is non-transferable / non-refundable and is for the dates stipulated on the application form / confirmation letter from ULC. Should a student wish to extend their stay with a homestay provider, they must complete a new application form for the new period of stay, seek permission from ULC and pay the arrangement fee of £80.00 for the new period of stay.

The minimum period of stay is **four weeks**. Students not residing for the minimum period of stay will be subject to payment of accommodation costs for the full four week period.

After the minimum period of stay, one week's advance notice must be given to the Homestay provider and ULC if leaving the accommodation earlier than the date specified on the homestay application form. If no notice is given, the student will be charged accordingly. The ULC will not assist students with future accommodation arrangements if students move out without advance notification/payment of accommodation fees.

If students stay away from their homestay (with prior arrangement) for more than one week (7 consecutive days) and wish for their room / luggage to be kept, a retainer fee of two thirds of the normal charge (i.e. £88.00 per week) must be paid to the homestay provider.

Homestay accommodation can only be reserved for students registered on the ULC's full-time English language courses and where sponsorship letter(s) for the period of study have been received.

Homestay accommodation is only reserved for the period of the English language course at the ULC and students **MUST** vacate homestay accommodation on completion of their English language course.

The ULC reserves the right to cancel or change accommodation arrangements without prior notice.

The ULC does not guarantee homestay accommodation. If we are unable to arrange homestay accommodation, the deposit and arrangement fee will be refunded in full.

Students should arrange their own insurance to cover:

- i. Medical treatment and personal risks. EC Nationals are covered under the British National Health Service
- ii. Damage to and loss / theft of personal property.

Students must agree to:

- Inform ULC (and include on the homestay accommodation application form) of any special dietary requirements and provide written medical evidence (translated in to English).
- Inform ULC and include on the homestay accommodation application form of any medical / allergy conditions and provide written medical evidence (translated in to English).
- Inform ULC of arrival details at least **2 months** prior to arrival to all flight details and transport arrangements to the homestay.
- Inform ULC/homestay provider, in writing, **seven days** before arrival, of changes to all flight details and transport arrangements to the homestay. Failure to do this may result in ULC cancelling accommodation arrangements with no refund of accommodation fees.
- Observe all rules of the homestay provider, which include useage of bathrooms, electrical and heating appliances.
- Inform homestay provider by 1200hrs if an evening meal is not required that day.
- Inform homestay provider 24 hrs in advance if planning to stay out late or away from the home overnight.
- Not disturb homestay provider if returning home late at night by loudly closing doors, use of bathrooms, speaking loudly on cell phones / skype etc.
- Not return to the homestay drunk.
- Not invite any guests to the house without seeking permission of the homestay provider first.
- Look after house keys during their stay and return keys at the end of the stay. In the event of lost keys / non return of keys the student is liable for the replacement fee.
- Tidy their bedroom (e.g. make bed each day) and shared areas (bathroom / kitchen) after using them.
- Assist with shared household duties (clearing of dinner table / washing of dishes / changing of bed linen).
- Ask permission **each time** they wish to use the telephone. If allowed to use a phone, students should buy an international calling card (dial 0800 number) to make calls abroad.
- Pay for all breakages / damage to Homestay property in agreement with the Student Welfare and Accommodation Officer and Homestay provider.