



OCIE Homestay Regulations and Requirements

General Homestay Regulations

1. All hosts and students are expected to contribute to the creation of a welcoming and secure home environment. The OCIE Homestay Coordinator and Student Support Team are available to assist with many issues, including interpersonal communication, cross-cultural issues, conflict resolution and OCIE general information and procedures.
2. The OCIE Homestay Coordinator will try to make the most appropriate student placement but OCIE cannot guarantee that all of the participants' requests will be met.
3. If it is learned that there are problems in a Homestay placement or OCIE Homestay Regulations and Requirements are not being met, an attempt will be made to reach a collaborative solution supported by both parties. However, OCIE reserves the right to end the host's participation in the program and move a student without advance notice in the event of a serious problem.
4. For all semester placements, 30 days notice generally must be given by either party to end a homestay placement.
5. If harassment toward an OCIE homestay participant (either host or student) occurs during a homestay placement, the student will be removed from a host home and legal action taken, if warranted.
6. Participating in homestay brings with it potential risk in that human nature is unpredictable, and while OCIE will work hard to help and monitor the College homestay placements, students and hosts, there can be no guarantee of security for either party. In the event an assigned student or host causes damage to a home, property, person or personal assets, OCIE does not assume any liability for actions or omissions of other parties. This includes actions or omissions by a homestay student or that of the homestay host, once the homestay arrangement is approved and accepted by the student and the host. A placement is approved and accepted when a placement is confirmed, or when the homestay student begins his/her homestay with the host, whichever is earlier.
7. All OCIE homestay hosts and students are required to comply with all guidelines, requirements and regulations, as published and revised by OCIE. (Spell out which documents)

Student Requirements

1. If time permits, write a letter or email of introduction to the host before arrival.
2. Attend homestay student information/orientation sessions.
3. Pay the required fees each month to your host for the duration of your homestay placement.
4. Be responsible for all non-included expenses you incur while in homestay. For example if using a host's telephone.
5. Comply with the specific house rules relating to each family (e.g. Host family allergies). Discuss with the host any rules which you don't understand or which are difficult for you.
6. Arrange your own transportation to and from school and for social activities. Hosts are not responsible for this aspect of your life while at OC.
7. Treat the home and possessions of your host with care and attention and help keep the home in good condition. Generally you are responsible for anything you damage. In the event of major damage or incident, you are responsible for the hosts insurance deductible up to \$500 dollars.
8. Regularly clean your own room, change the bed sheets and do your own laundry. Clean up after yourself everywhere in the house (including the kitchen).
9. Participate in making some of your own meals such as breakfast and lunches.
10. Be open, honest, tolerant and respectful in communicating with members of your placement household.
11. Make the effort to talk with your host(s) – you can learn about the Okanagan, Canadian culture, Canadian people and the English language.

- 12.** Talk to your host first if you have a problem in your homestay. If you cannot solve the problem with your host, then talk to the Homestay Coordinator or Support Staff. If you are not comfortable talking to your host, talk to the Homestay Coordinator or the OCIE Cultural Liaisons - your discussion will be kept private.
- 13.** Alert the Homestay Coordinator of any concerns regarding your overall placement.
- 14.** If you plan to move out you must tell your host(s) 30 days in advance. If you do not give 30 days notice, you must still pay your homestay for 30 nights from the day that you give notice. Most students give notice at the first of the month. Complete and submit to the Homestay coordinator a [Student Homestay Notice to Move](#).
- 15.** When the placement ends, you are responsible for address changes, removal of personal belongings.

Host Requirements

- 1.** Obtain and submit a Criminal Record Check (CRC), which includes a Vulnerable Sector Check, for each household member 18 years of age and older. At the time of application to become OCIE Homestay Hosts, CRC's must be dated within the past 6 months. CRC's must subsequently be submitted every three years.
- 2.** It is the host families' responsibility to carry adequate homeowners insurance. The student shall only be responsible for deductible or damages up to five hundred (\$500) dollars.
- 3.** If time permits, write a letter of introduction to the student before arrival, including a family photograph.
- 4.** Attend new host information/orientation sessions as required. Orientations for short-term placements are mandatory and are generally held just prior to the students' arrival.
- 5.** Arrange to meet and transport the student upon arrival at Kelowna International Airport or other arrival place.
- 6.** Orientate the student to home, city and neighbourhood, including topics such as public transportation, banking locations and procedures, nearby stores and medical clinics. See Welcome to Our Home Checklist in the OCIE Homestay Host Handbook.
- 7.** Orientate student of household fire and emergency safety procedures.
- 8.** Provide the student with a home environment that is safe and clean.
- 9.** Provide the student with a private room. The room will be of appropriate and legal bedroom size, with window opening for fire exit and smoke detector in close proximity. The room will contain: a bed, linens, closet, dresser, study space with a desk and a lamp, wastebasket and a night table.
- 10.** Provide nutritious food for three meals and snacks each day. Eat dinner with students and provide students with access to food in the home.
- 11.** Provide access to bathroom, laundry and other shared facilities and instructions on use.
- 12.** Provide a key or access code to home and if applicable familiarize the student with security alarm system to ensure easy access to their new home.
- 13.** Include the student in household activities as much as possible.
- 14.** Clearly explain and enforce house rules and guidelines. Guidelines and rule samples are available in the OCIE Homestay Host Handbook.
- 15.** Be open and honest, tolerant and respectful in communicating with student. Read and practice suggestions offered in the OCIE Homestay Host Handbook, given out at orientation.
- 16.** Alert Housing Coordinator of any concerns regarding the placement.
- 17.** Inform the Housing Coordinator when hosting students from other institutions, to ensure accurate records of student numbers and nationalities in the home.
- 18.** Complete written evaluations of student placement as requested (usually at the beginning and the end of a placement).
- 19.** Provide 30 days notice to the homestay student and the Housing Coordinator if ending a placement.

Risk and Liability Waiver

Participating in homestay brings with it potential risk in that human nature is unpredictable, and while OCIE will work hard to help and monitor the College homestay placements, students and hosts, there can be no guarantee of security for either party. In the event an assigned student or host causes damage to any property, person or personal assets, OCIE does not assume any liability for actions or omissions of other parties. This includes actions or omissions by a homestay student or that of the homestay host, once the homestay arrangement is approved and accepted by the student and the host. A placement is approved and accepted when a placement is confirmed, or when the homestay student begins his/her homestay with the host, whichever is earlier. If you have any questions about this information, please contact the OCIE Homestay Coordinator: call 250-862-5443 or email homestay@okanagan.bc.ca