



HOMESTAY CONTRACT

For foreign students registered in the University of Saskatchewan Language Centre's Full-Time ESL and Homestay programs.



UNIVERSITY OF SASKATCHEWAN
Language Centre
LEARNENGLISH.USASK.CA

Only a foreign student (Homestay Tenant) actively studying in the USLC's Full-time ESL Program, and a person/family (Homestay Landlord) who has been officially approved and in good standing with the USLC's Homestay Program, can enter into and maintain this contract.

HOMESTAY PARENT(S): _____

(From here on referred to as "The Homestay Landlord")

HOMESTAY STUDENT: _____

(From here on referred to as "The Homestay Tenant")

HOMESTAY RESIDENCE/ADDRESS:

_____ Saskatoon, SK _____
(house #, street) (postal code)

HOMESTAY TELEPHONE NUMBERS: _____

(residence)

(work)

HOMESTAY CELLULAR NUMBER: _____

HOMESTAY E-MAIL ADDRESS: _____

(An email account that is accessed on a regular basis)

Made in triplicate at the city of Saskatoon, Province of Saskatchewan

On _____ day of _____, 2017.
(Day) (Month)

COMING INTO EFFECT:

BEGINNING: On _____ day of _____, 2017.
(Day of arrival) (Month)

ENDING: On _____ day of _____, 2017.
(Last day of term or day of departure—whichever is later) (Month)

Neither the Homestay Landlord nor the Homestay Tenant is obliged to renew this contract after the period stated herein.

This contract establishes an agreement between the Homestay Landlord and the Homestay Tenant under the terms and conditions below.

1.0 Contract length and Homestay fees

1.1 Fee payment.

The homestay fee is charged at \$26.00 per day (and includes a cleaning fee of approximately \$73.00 per term). All students have prepaid \$1898.00 prior to arrival in Saskatoon, or prior to their continuation in the Homestay Program for the Spring 2017 ESL term. Since this is the case, the Language Centre's Homestay Program Office will issue two cheques to the Homestay Family; one upon receiving a copy of this current contract and, the other approximately mid-way through the term. This amount (\$1898.00) covers the 73 days of the actual term at \$26.00 per day. Any extra days that the student is staying with the homestay prior to the start of term should be paid directly by the student to the Homestay family, and receipted on this contract.

1.2 Contract length.

All contracts should cover the first day of class and extend until the last day of class. This contract cannot extend past the last day of class unless the Homestay Tenant is returning to his or her home country shortly thereafter and/or the Homestay Coordinator has authorized such an extension.

If at any point during the life of this contract, the Homestay Tenant ceases to be actively studying in the USLC's Full-time ESL Program, the said Homestay Tenant immediately loses his or her privileges to remain in the USLC's Homestay Program, and must immediately vacate the Homestay Home.

Please note that this refers to the USLC's Full-time ESL Program's policy on absences of 20 or more hours in one term. This policy is included and explained in the Student Handbook and all course outlines

Fee calculation. Please show below your total fee calculation for monies collected.

Spring 2017 Term Dates: March 22 to June 2, 2017

Month:	March	# of days:	10	x \$26.00/day =	\$260.00
Month:	April	# of days:	30	x \$26.00/day =	\$780.00
Month:	May	# of days:	31	x \$26.00/day =	\$806.00
Month:	June	# of days:	2	x \$26.00/day =	\$52.00

of days: **73** **TOTAL: \$1898.00**
 (Please note: This amount has been collected by the USLC Office.)

Days between terms: March 11 to March 21, 2017 = 31 days (last contract ended June 2, 2017)

Regular: # of March days: _____ x \$26.00/day = \$ _____

(These monies must be receipted on the last page of the contract if the Homestay Tenant has paid the Homestay Landlord directly.)

Storage: # of March days: _____ x \$13.00/day = \$ _____

Storage is charged when the Homestay Tenant is away on a break but is returning to the homestay for the following term.
(These monies must be receipted on the last page of this current contract.)

TOTAL PAID TO HOMESTAY FAMILY DIRECTLY BY HOMESTAY TENANT: \$ _____ *(These monies must be receipted on the last page of this current contract.)*

2.0 The Homestay Landlord agrees to provide:

- AND** 2.1 A single room in which the furniture includes: bed, dresser, window, desk, desk lamp and closet.
- AND** 2.2 A single room in which there is a window that opens to a minimum of 15" x 24" and a door that can be closed securely.
- AND** 2.3 Easy access to a bathroom shared by no more than two other adults.
- AND** 2.4 Full house privileges; access to the fridge, snacks, laundry facilities, etc.
- AND** 2.5 Three meals a day, seven days a week: breakfast (or food for the student to prepare breakfast), lunch (which may be packed), and dinner.
- AND** 2.6 Telephone usage and access privileges when the Homestay Tenant pays a \$30.00 telephone deposit, or if he or she possesses a phone card to which all telephone charges are made.
- AND** 2.7 Bedroom cleaning – vacuuming, dusting, washing walls, floors, windows, mirrors for approximately 3.5 hours worth which can be done at the end of the term or during the term.
- AND** 2.8 Free access privileges to Internet or WIFI, seven days a week, 24 hours per day. However, at no time will the Homestay Tenant expect to receive access privileges to the Homestay Landlord's computer. Access to computers is made available to students at the University.

3.0 Contract termination

If at any point during the life of this contract, the Homestay Tenant ceases to be actively studying in the USLC's Full-time ESL Program, the said Homestay Tenant immediately loses his or her privileges to remain in the USLC's Homestay Program, and must immediately vacate the Homestay Home.

When and if Early Departure occurs **OR** when and if the contract terminates naturally, all monies owing to the Homestay Tenant must be paid promptly. If the monies owing are not returned to the Homestay Tenant, the Homestay Tenant has the right to charge a 2% monthly interest charge from that date. For telephone deposits, please see clause 5.2.

At no time will the total amount of money that the Homestay Landlord is allowed to keep exceed the total worth of this contract. If such a case were to occur, then the Homestay Landlord would forfeit that money.

Proof of Payment

The Homestay Landlord agrees to present the receipts and contract indicating payment of the homestay fees collected directly from the Homestay Tenant to the University of Saskatchewan Language Centre prior to receiving a cheque for the monies collected by the USLC. The Centre must have a copy of the contract and receipts on file.

3.1 Early Departure / Cancellation of the Contract

Early Departure and/or the cancellation of this contract can occur under one of the following conditions:

3.1.1 Early Departure anytime during the ESL term without Penalty

Homestay Tenant may change his or her homestay, without paying a penalty, anytime during the ESL term, if the Homestay Coordinator or her assistant, deem the reasons to be valid and justified. When this happens, the Homestay Tenant is required to pay \$26.00 per day for every day lived in the home of the Homestay Landlord. The Homestay Landlord is required to refund all monies owed to the Homestay Tenant upon his or her departure. All refunds must be receipted and copied, and one copy given to the Homestay Coordinator for documentation purposes.

For this option to apply the student must show continuing commitment to remain in the Homestay program and to notify in writing both the Homestay Coordinator and the Homestay Landlord.

Please note that the Homestay Program of the Centre for Second Language Instruction, represented by the Homestay Coordinator and/or her assistant, reserves the right to remove a Homestay Tenant from the home of an assigned Homestay Landlord where in their sole and unfettered discretion the reasons for leaving are deemed valid and justified.

OR

3.1.2 Early Departure with Penalty

3.1.2.1 The Homestay Tenant (a returning ESL student)

The Homestay Tenant, who is also a returning ESL student, who wishes to leave his or her homestay before the final day of the ESL term, and who shows no commitment to the Homestay Program, i.e., leaves to move to an apartment, will be charged \$26.00/day by the Homestay Landlord for every day they have lived in homestay. An additional \$780.00 penalty will also be charged in lieu one month's notice which has not been given.

This clause also applies to those Homestay Tenants (returning ESL students) who have formally renewed Homestay arrangements for a succeeding term but who wish to leave their homestay during the break between terms.

OR

3.1.2.2 1.1.1.2

The Homestay Tenant (new and arriving ESL student)

The Homestay Tenant, who is also a new and arriving ESL student, who wishes to leave his or her Homestay before the final day of the ESL term and who shows no commitment to the Homestay Program, i.e., leaves to move to an apartment, will be charged \$100.00/day by the Homestay Landlord for every day prior to the beginning of term, and \$26.00/day by the Homestay Landlord for every day since the beginning of term that they have lived in homestay. An additional \$780.00 penalty will also be charged in lieu of one month's notice, which has not been given.

3.1.2.3 The Homestay Tenant (new or returning ESL student)

The Homestay tenant, who is a new or returning ESL student, and who is required to move out of their Homestay placement due to incorrect or incomplete information provided on the Homestay application, i.e.: smoker/non-smoker, and/or for any other reason deemed appropriate or applicable by the Homestay Coordinator, i.e.: student not abiding by the Homestay rules set out by the Homestay family, or lack of commitment to the spirit of the Homestay program etc., will be charged \$26.00/day for every day that they have been living in the homestay since their arrival or the beginning of the term, as well as \$780.00 in lieu of one month's notice.

For this clause to apply the Homestay Coordinator and /or her assistant must be aware of the situation and his or her approval must be granted.

The Homestay Landlord is required to refund all monies owed to the Homestay Tenant upon his or her departure. All refunds must be receipted and copied, and one copy given to the Homestay Coordinator for documentation purposes.

OR

3.1.3 Early Departure during the ESL term with One Month's Notice

At any time after the 1st day of the ESL term, if the Homestay Tenant gives one month's notice, no penalty will be levied. The Homestay Tenant will be charged \$26.00/day for every day lived in the home of the Homestay Landlord.

For this option to apply, the Homestay Tenant must give notice in writing, of his or her intentions to leave and the intended date of departure to both the Homestay Coordinator and the Homestay Landlord.

The Homestay Landlord is required to refund all monies owed to the Homestay Tenant upon his or her departure. All refunds must be receipted and copied, and one copy sent to the Homestay Coordinator for documentation purposes.

OR

3.1.4 Early Departure anytime during the ESL term with Mutual Agreement

At anytime during the ESL term, if the Homestay Tenant and the Homestay Landlord mutually agree to terminate the Homestay contract AND the Homestay Coordinator has been informed, a mutually agreed-upon refund will be issued.

The Homestay Landlord is required to refund all monies owed to the Homestay Tenant upon his or her departure. All refunds must be receipted and copied, and one copy sent to the Homestay Coordinator for documentation purposes.

OR

3.1.5 Early Departure within the ESL term with No Refund

If the Homestay Tenant leaves his or her Homestay less than one month prior to the normal end of this agreement, there will be no refund issued.

3.2 Termination on Short Notice by the Homestay Landlord

When the Homestay Landlord feels that termination on short notice becomes necessary, he or she agrees to provide a written statement of the problem(s) to the Homestay Coordinator and to promptly discuss the situation in a meeting involving the Homestay Coordinator. The Homestay Tenant will be obliged to pay \$26.00/day for every day lived in the home of the Homestay Landlord.

The Homestay Landlord is required to refund all monies owed to the Homestay Tenant upon his or her departure. All refunds must be receipted and copied, and one copy sent to the Homestay Coordinator for documentation purposes.

4.0 Security/Damage Deposit**4.1 Collection of the \$675.00 Security/Damage Deposit**

The USLC Homestay Office will collect the **Security/Damage Deposit** of \$675.00 CDN prior to the Homestay Tenant's arrival in Saskatoon, or prior to their continuation in the Homestay Program for the **Spring 2017 ESL term**.

4.2 Security/Damage Deposit held in trust by the USLC Homestay Office

Since the Security/Damage Deposit will be charged to every Homestay Tenant, both parties of this agreement must perform a walk-through inspection of the Homestay Tenant's room and the bathroom to which they have been assigned, upon the Homestay Tenant arrival or continuation in the home, and again upon their departure from the home.

4.3 Security/Damage Deposit Refund

The Security/Damage Deposit is returned to the Homestay Tenant at the end of their stay unless a claim in writing, with supporting receipts, is made against the deposit. The Homestay Coordinator must receive a copy of this documentation **within the 7 days following the end of the Spring 2017 ESL term (June 2, 2017)**. Upon receiving a copy of the bills to be levied against the deposit, both the Homestay Landlord and the Homestay Tenant will be paid out accordingly. If no claim is received within the 6 days following the end of said term, the Homestay Tenant will be refunded automatically, and the Homestay Landlord will forfeit the costs of any and all damages.

Please note that this security/damage deposit can cover damages incurred in other areas of the home. Exceptional damages or costs must be approved by the Homestay Coordinator in order for these to be levied against the deposit.

Please note that this security/damage deposit will not cover cleaning costs. Cleaning costs are included every term for every Homestay Tenant. Cleaning costs do not require the Homestay Landlord to submit documentation.

5.0 Telephone Deposit**5.1 Telephone deposit for access to the Homestay Landlord's telephone.**

A telephone deposit, not exceeding \$30.00, must be charged to the Homestay Tenant if he or she wishes to have access to and usage of the Family telephone. Any other arrangements are made at the Homestay Landlord's risk. All telephone deposits taken must be receipted on the last page of this contract.

The telephone deposit is returned to the Homestay Tenant once the Homestay Landlord has received all information and payment regarding charges from SASKTEL or other relevant telecommunications companies. In this way, any charges incurred by the Homestay Tenant can be settled.

5.2 Circumstances when the telephone deposit is held in trust

The telephone deposit is held in trust by the Homestay Coordinator when Early Departure and/or Contract Cancellation occurs. Upon receiving a copy of the telephone bill, both the Homestay Landlord and the Homestay Tenant will be paid out accordingly.

The Homestay Tenant is advised to explore international telephone credit card and billing options available in his or her country for use in Canada and prior to departure for Canada.

6.0 Homestay Eviction

Eviction from a homestay is a matter between the Homestay Tenant and the Homestay Landlord. It is not an academic matter. In such an event, the ESL instructors will not be informed; the former Homestay Tenant will be allowed to continue in the ESL course; and his or her grades will not be affected in any way.

7.0 House Rules

The Homestay Landlord will discuss the house rules with the Homestay Tenant within the first week of the Homestay Tenant's arrival in the home. The Homestay Landlord will give a full explanation for the various house rules (such as the use of the telephone, VCR, television, washer and dryer, and other appliances; visitors and overnight guests; common and private areas; access to refrigerator and kitchen facilities, etc.)

The Homestay Tenant agrees to abide by the house rules.

8.0 Homestay Monitoring

To assist the University of Saskatchewan Language Centre in its current and future homestay program, both the Homestay Tenant and the Homestay Landlord agree to consult with the USLC's Homestay Coordinator at least once during each ESL session.

This section is mandatory. Both parties must sign this contract before the USLC will release funds to the Homestay Landlord.

I have read, understood and agree to the terms, conditions, and responsibilities as stated in this agreement.

Signed: _____ Date: _____
(The Homestay Tenant)

Signed: _____ Date: _____
(The Homestay Landlord)

9.0 Walk-through of Homestay Tenant’s Room & Bathroom

*Please note that a walk-through **must be done** with the student upon their arrival in the home in order to charge the damage deposit. A walk-through **must also be done** upon the student’s departure in order to keep any or all of the damage deposit collected. The USLC’S Homestay office must receive copies of receipts related to the damages.)*

On Arrival: Homestay Tenant’s Room	On Departure: Homestay Tenant’s Room
Desk:	Desk:
Bed:	Bed:
Closet:	Closet:
Carpet or flooring:	Carpet or flooring:
Linens & window coverings:	Linens & window coverings:
Lamp:	Lamp:
Other:	Other:
Homestay Tenant’s Bathroom	Homestay Tenant’s Bathroom
Vanity:	Vanity:
Mirror:	Mirror:
Bathtub or shower:	Bathtub or shower:
Flooring:	Flooring:
Other:	Other:

10.0 Receipts Any of the monies collected directly from the Homestay Tenant must be receipted and the corresponding receipt must be signed and dated by the Homestay Landlord.

Homestay Fees for ESL terms: (student travelling or away from the homestay—\$13/day)

DATE: _____, 2017

Received From _____
_____/100 DOLLARS

\$ _____ Homestay Landlord signature: _____

Homestay Fees for Full Homestay Privileges between ESL terms: (student staying in the homestay—\$26/day)

DATE: _____, 2017

Received From _____
_____/100 DOLLARS

\$ _____ Homestay Landlord signature: _____

Homestay Key Deposit Charge:

DATE: _____, 2017

Received From _____

----- thirty -----XX /100 DOLLARS

\$ 30.00 _____ Homestay Landlord signature: _____

Homestay Telephone Deposit Charge:

DATE: _____, 2017

Received From _____

----- thirty -----XX /100 DOLLARS

\$ 30.00 _____ Homestay Landlord signature: _____