



**University  
of Manitoba**

**English Language Centre**

# **Homestay Program**

**Student Handbook - Updated Nov, 2019**



# HOMESTAY STUDENT HANDBOOK

## MESSAGE FROM THE HOMESTAY COORDINATOR AND ASSISTANT

*This handbook is designed to give you all the information you need to make your Homestay experience as positive as possible. Read through each section carefully when you first arrive, and refer back to the handbook if questions come up during your time in Homestay. Please let us know if there is something that you do not understand or if you have questions about anything regarding Homestay. We are here to ensure that you have all the information and resources you need for an enjoyable time in Homestay. **Make very sure that you carefully read and understand the sections “Payment of Homestay Fees” (see page 7) and “When Problems Arise” (see page 8).***

*We hope that this information will be helpful to you in making your Homestay experience the best it can be. Get off to a good start with your Homestay by communicating with them. Don't worry if your English is not perfect, and don't be afraid to make mistakes. Your new host will be patient and is there to help you improve your language skills. Also, remember that you may be the first person from your country at your Homestay. You want to be a good ambassador and leave a good impression of yourself and your country!*

*As Homestay Coordinator, I am happy to help you in any way, so please feel free to contact me. I also enjoy having students come by just to say “Hello” and let me know how everything is going. If you would like to make an appointment to see me, you can call or email me directly or call the English Language Centre at 204-474-9251.*

*Sincerely,*

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Homestay Coordinator  
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**Homestay emergency cell phone for EMERGENCIES ONLY: 204-228-2280 (after office hours)**



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## ARRIVAL

### WHEN YOU FIRST ARRIVE

When you arrive at your Homestay host's house,

- You will be shown your room and the rest of the house.
- Your Homestay host will explain some things to you.
- Your host will give you their name, address, and phone number to put on your phone
- Your host will show you how to get to the University by bus.

**If there is anything you don't understand, be sure to tell your host!**

It is important to get to know your host so you will both be comfortable.

- Tell them about your home town and your family
- Show pictures
- Spend time with your host



## RESPONSIBILITIES OF THE HOMESTAY STUDENT

In Homestay, these are your new responsibilities:

- You must communicate with your Homestay host. If you don't understand something, ask.
- You should offer to help with household chores such as meal preparation and clean up. If you prepare food in the kitchen, be sure to clean up afterwards.
- You must keep your room clean and orderly. You should not leave clothes or towels lying around on the floor or under the bed.
- Check with your host before taking food into your room or before putting anything up on the walls.
- Clean up after yourself in the bathroom – clean the shower after you use it removing all hair, wipe the sink. Don't splash water on the walls or floor.
- You must use your own cell phone, or a purchased phone card, for making long distance phone calls.
- You should supply your own personal toiletries: toothpaste, shampoo, and deodorant.
- Do your best to adapt to Canadian culture.
- Respect the rights, privacy, sexual orientation, and the religious and political beliefs of each of the members of your Homestay host.
- If you are coming home later than expected, be sure to phone or text your Homestay host as soon as possible.
- Homestay students should not borrow money from, or loan money to, Homestay hosts.
- Check with your host about their house rules. Most hosts do not allow smoking in their homes. **Never smoke in your Homestay without asking first.**
- Students are not allowed to bring pets into homestay homes.
- You should always attempt to speak English with your host and any other students in the homestay.
- Ask your host's permission before bringing friends into the home. Follow the rules of the household, especially in regards to entertaining boyfriends/ girlfriends
- Notify your host and the homestay program if you stop attending your academic program.
- **Remember: You are not staying in a hotel, and the host is not your servant. Please treat your host with courtesy and respect.**

## RESPONSIBILITIES OF THE HOMESTAY HOST

These are the responsibilities of the Homestay host:

- They will pick you up at your initial point of arrival and assist in your departure.
- They will give you a key to the home (and alarm code, if needed).
- They will orient you to Winnipeg, to the neighborhood, and to local services such as banks, post offices, convenience stores, etc.
- They will provide an English-speaking environment and will encourage you to speak English in their home.
- They will help you learn about Canadian culture. They will respect your rights, privacy, sexual orientation, and culture, including religious and political beliefs.
- They will treat you like a member of their family and provide you with full use of the household including telephone, television, and living areas, and invite you to participate in host activities.
- They will provide you with your own private room with a comfortable bed, bedding, towels, a dresser, closet space, a desk and a lamp.
- They will provide you with a high speed, wi-fi internet connection in your room.
- They will give you access to the laundry facilities and cleaning supplies to keep your private living space clean.
- They will provide you with **three (3) healthy meals a day: breakfast and lunch materials so that you can make your own meal**, and an evening meal usually prepared by a family member.
- Homestay hosts should not borrow money from or loan money to Homestay students.
- They will let you know what the rules and expectations are in their home including whether you can smoke or not in their home or outside their home, their rules about drinking alcohol, shower use, telephone use, mealtimes (you can ask them to write this down if you don't understand).

## PAYMENT OF HOMESTAY FEES

Homestay fees for the **first term (4 months)** are paid to The University of Manitoba, and then sent to your Homestay each month by the university.



Homestay hosts expect to have a student in their home for the entire term of study. Many hosts have invested in new furniture for the rooms their students stay in. It is very disappointing for them to have a student leave Homestay in the middle of the term. If you decide to leave Homestay, remember that apartments are not easy to find, and neither are new Homestay hosts.

**If you decide to leave Homestay before the first term (4 months) is complete, you are not entitled to any refund of Homestay fees paid to the University.**

### Extending Homestay:

After the first term, you will pay your Homestay host directly on the anniversary date of your arrival.

For example: If you moved into Homestay on August 28 this is your anniversary date. Four months later, on December 28 you need to pay your host \$800 directly. On the 28th of every month afterwards, you will need to pay your host. Please be on time with all payments and let your Homestay know immediately if there is any reason for a delay in your payment.

You should pay your homestay fees by cheque, if possible. Your host should give you an unofficial receipt or note for these payments to confirm that they have received it.

If you take a vacation during the first term of homestay, fees will not be adjusted or returned.

### Leaving Homestay:

You are required to inform your Homestay host and the Homestay Coordinator at least one month before you leave. If you give less than one month's notice, you should be prepared to pay for the whole month.

*Remember: If you decide to leave Homestay before the first term (4 months) is complete, you will not receive any refund for the Homestay fees you have paid. If there are serious problems in your Homestay, you will be provided with a new Homestay placement.*

**A Notice to Leave or Change Homestay** form is included at the back of this book. This form must be filled out and signed by both you and the Homestay host and brought to the Homestay Coordinator. It is very important for the Coordinator to be aware of all planned changes!

**Homestay fees cannot be claimed on your income tax return.**

**ACADEMIC ATTENDANCE POLICY**

All students who enroll in the Homestay Program are assumed to be full time students who attend classes regularly.

Students may be asked to move out of Homestay if they:

- Choose to voluntarily withdraw (VW) from their program.
- Drop out of their program.
- Stop attending classes regularly.

If a student is asked to leave the Homestay program because they have stopped going to class or dropped out of their program, there will be no refund of homestay fees.

**WHEN PROBLEMS ARISE**

If you are having problems in your Homestay, we encourage you to take the following steps:

- Talk to your host - be honest, polite, ready to listen and to compromise.
- If you are still not happy, or you need help in knowing how to talk to your host, talk to the Homestay Coordinator.
- If the problem is not solved after this, the Coordinator will work with you to find a solution.

The Homestay Coordinator is available to listen to any questions or concerns you may have, and your meetings with the coordinator will be private between you and the coordinator. Most issues can be worked out; however, if there are serious problems, a change in Homestay hosts can be made. You should never feel disrespected, uncomfortable, or unsafe with your Homestay host. Please note this is extremely rare, as most Homestay situations work out very well.

Please do not arrange to leave or change Homestay hosts without talking to the Homestay Coordinator first. It is very important to inform the Coordinator of anything that is affecting your Homestay experience in a negative way.

If you should ever urgently need to get in touch with the coordinator during the evening or on a weekend you can call the Homestay Emergency Cell Phone at 204-228-2280. This phone is for emergency situations when you cannot wait until the next day to talk to the coordinator. If the coordinator cannot be reached you can call 911 for a medical or police emergency or the Mobile Crisis Unit 204-940-1781 for a mental health emergency.

We want homestay to be a safe and respectful environment for everyone.

A student’s disregard for homestay rules regarding (but not restricted to) smoking in the home, leaving doors unlocked, refusal to clean up student room or shared living area such as kitchen and bathroom, may result in the student being moved to a different homestay or out of the homestay program.

Dangerous, violent, abusive, disrespectful or inappropriate behaviour from a student will result in the student being removed from the Homestay program with no refund of fees.

Student criminal activity will result in the student being removed from the Homestay program with no refund of fees.

Excessive alcohol or cannabis use, illegal drug possession or use by a student may result in the student being removed from the Homestay program with no refund of fees.

*Blatant disregard and continued refusal to adhere to the rules of the Homestay program will result in the student being removed from the Homestay program with no refund of fees.*

## ACCOMMODATIONS

Every Homestay host in our program has met the necessary criteria to provide you with a clean, safe, and comfortable home. Some of our Homestay hosts live in apartments while others live in houses. The size of the houses and student's rooms vary widely, so it is not fair for you to compare your Homestay accommodations with other Homestay accommodations.

### ROOM PRIVACY

The Homestay Program has a policy regarding the student's room in the homestay.

- Students will allow the host to enter their room for good reason when student is present and/or gives permission.
- Students must be aware that the host will enter their room without permission when there is an urgent need due to emergency, safety, sanitation or a reasonable suspicion of theft, illegal substances and/or weapons.
- In these cases, hosts will inform the student after the fact that they have entered the room.

We value your privacy in your own room in the homestay, however, the room is part of your host's home and it is very important that you respect your host by keeping your room clean and tidy, and

#### DO NOT:

- keep old food or dirty dishes in your room
- open the window during the cold seasons when the house is being heated
- leave a plug in heater on when you are not in the room
- hang wet laundry in your room
- keep illegal drugs or weapons in your room
- do anything that might damage the room or endanger the host

## KEYS

You will be given keys to your Homestay host's house. If you lose the keys, you may be asked to replace the keys and/or pay for new locks to be installed in the home. So don't lose them! Also please be sure to return them to your Homestay when you leave.

## BANKING

There is no bank on campus, but there are CIBC Automatic Teller Machines (ATMs) available. You may want to consider opening an account at a bank close to the University or close to your Homestay. Your Homestay host will help you in making an appointment at a bank to open an account when you arrive. **Do not** keep large sums of money in your room. Also, do not borrow money, or lend money to, members of your Homestay family.

## FOOD

You will find Canadian food different from your food at first. Try your best to adapt, as your Homestay host will likely not be familiar with cooking most foods from your country. It's a good idea to discuss what foods you like/dislike with your host and to go grocery shopping with them so that you can see what is available and suggest what you might like to try. Your Homestay host will do their best to include food that you like when preparing meals, however, you cannot expect the host to change their diet completely to accommodate you. If you like to cook, you could offer to cook a meal for your Homestay host. They would enjoy the opportunity to try food from your country!



There are many grocery stores in Winnipeg that stock items from a wide variety of countries. If you are looking for a special food, ask your Homestay where you might find it. For more information about Canadian food and what Canadians believe is healthy eating, see the Canada Food Guide website at [www.healthcanada.gc.ca/foodguide](http://www.healthcanada.gc.ca/foodguide). This website will also let you know how much food and what kind of food is healthy for people to eat according to their gender and age. The Homestay Program likes to use this as a standard for food served in homestay homes.

When you are eating, watch the way the members of your Homestay behave at the table. Table manners are different from country to country, and it is important to have good table manners. If you cannot be home for the evening meal, be sure to inform your host well in advance. Be sure you know when meals are served so that you can be home on time. If you are not home on time, don't expect your host to cook for you when you arrive. They may leave something for you to reheat or that you can prepare for yourself. You are expected to prepare your own breakfast and lunch, with food provided by your Homestay. If your Homestay host volunteers to help you prepare these meals please understand that they are doing you a favour, so be sure to express your appreciation to them.

In Canada, the evening meal is the main meal of the day and often the only hot meal. If you prefer hot food for breakfast you will need to talk to the Homestay host about it and most likely prepare it yourself. If you would like to have hot food for lunch you can ask your Homestay host if you can take food left over from the previous evening meal and heat it up in a microwave at the university. This may not always be available so you will have to adapt to other Canadian style lunches such as sandwiches.

Check with your Homestay host about what is available for snacks right after school or in the evenings, and be sure to clean up after yourself when you prepare something to eat. Some common snack foods are fruit, cookies, juice and milk. Snack food will be limited so make sure you understand what you can eat and how much. Your Homestay host should not be expected to provide you with "convenience" or "junk food" snacks. If you like to consume a lot of such items, you should be prepared to buy them yourself.

If you prepare food in the kitchen remember to be careful with the host's appliances, dishes and pots and pans. Never leave the kitchen when there is food cooking on the stove. Be sure to clean up after you are finished. Put extra food away, wash dishes or put them in the dish washer and wipe the stove and counters.

If your Homestay host invites you to go with them to a restaurant for the evening meal, you should ask them ahead of time who will pay for the meal. Most times, if the host invites you to go, they should pay. If they expect you to pay for your own meal, they should give you an idea of how much it will cost. If you decide not to go with the host, they should provide you with a meal you can eat at home. If you decide to eat out with your friends, your Homestay host is not responsible for paying for that meal.

## COMPUTER / INTERNET USE

There are two main purposes for making Internet service for students available in the home:

1. To facilitate academic research on-line and to complete other course-related work that requires an Internet connection.
2. To provide students with an efficient and economical option for communicating with host and friends.

### Internet/Computer Guidelines:

- Wireless internet connection will be provided for each student in the home.
- Homestay hosts are **NOT** required to provide a computer for the student, or to allow the student to use their home computer.
- The Internet connection is **NOT** intended to facilitate excessive downloading and playing of movies, games, music, etc. Therefore, Homestay hosts may enforce any reasonable house rules to ensure that the Internet connection is being used in a responsible manner. Student use of the internet connection should not adversely affect others using the same connection or exceed the host's monthly limit.
- **Do not play loud games or speak to friends or family on your device after your hosts have gone to bed.**

- One of the purposes of Homestay is to provide students with an opportunity to interact and practice English with their Homestay host. The Homestay program discourages students from spending excessive amounts of time on the Internet/computer or from using the Internet/computer in such a way that disturbs others in the home.
- Any student who insists on having their own dedicated Internet connection will consult with the Homestay host before making any arrangements for an individual connection. The cost of any individual connection will be the responsibility of the student, including any initial installation fees, required hardware/software, etc.
- Any abuse of or disregard for reasonable Internet/computer house rules and guidelines may result in a disconnection of the service.

These guidelines are intended to clarify the requirements for Internet and computer use for students in Homestay. The students in Homestay are adults and as such, the Homestay program does not stipulate precisely “how much time” or until “what time each day” is considered reasonable. However, students are reminded that Homestay hosts will have house rules and guidelines that support the purposes of Homestay. Each home is different, and the Homestay program encourages each Homestay to develop house rules and guidelines that respect the guidelines of the Homestay program and that also reflect the preferences of their own home.

### TELEPHONE USE

You must use your own cell phone or a phone card for all long-distance calls so that your calls are not billed to your Homestay’s phone. These cards are available at most convenience stores – you can ask your Homestay host to help you in buying phone cards. Check with your Homestay host about when, how often, and for how long it is appropriate to use the phone. You should not be receiving calls late at night. If there is a time

difference between Canada and your country, it would be better for you to make calls late at night than to wake up your Homestay host with an incoming call. Talking on the phone late at night is very disturbing to others in the house. Be considerate of other host members when you are on the phone.

### BATHROOM USE

Some important things to know about using the bathroom:

- If you share a bathroom with others, discuss with them when you would like to take a shower to make sure everyone has a chance to use the bathroom when they need to.
- It is normal in Canada to have one shower every day. Limit your shower to 10-15 minutes because hot water is expensive here, and others might be waiting to use the bathroom
- Clean the bathroom after you use it. Wash out the bathtub or shower and hang up wet towels.
- Make sure the toilet seat and floor around the toilet are clean after you use it.
- In Canada toilet paper should be flushed down the toilet.
- If you are ever wondering what is safe to flush down the toilet ask your host about it.
- Used sanitary napkins and tampons should be put in a plastic bag before placing in the bathroom or bedroom garbage. Empty those garbage containers very often into the outside garbage can to avoid a bad smell in the room.
- Ask your host if you should clean the bathroom every week and what cleaning supplies you should use.

## DOING THE LAUNDRY

Some important things to know about doing the laundry:

- Ask your host when it is convenient to wash your clothes.
- In most homestays, you will do your own laundry. Some hosts may offer to do it for you.
- Ask your host to teach you how to use the washer and dryer.
- You can expect to do your laundry about once a week. You should wait until you have a full load of laundry before you do it.
- Your host will supply laundry detergent for you to use.
- If you would like to wash some clothes by hand, ask your host where you can wash them and where you can hang them to dry. Do not place wet clothes on furniture.
- If you live in an apartment building with pay laundry machines your host should provide money for you to wash a load or two of laundry every week.

## ALARM SYSTEMS

Some important things to know about alarm systems:

- Many homes in Canada have alarm systems.
- Your host will teach you how to use the alarm system if they have one. Ask questions if you don't understand.
- Alarm companies charge fees if alarms are set off accidentally so make sure you understand what you are supposed to do and be careful when you use it.
- Always lock the door when you leave the house!!

## ENTERTAINMENT

Your Homestay host is responsible for providing meals and accommodations; they are not responsible for paying for your entertainment, even if you go somewhere with them, unless they tell you they will pay for you. Always ask how much it will cost so that you can decide if you want to go or not.

The Homestay Program holds a free social event each term. We have a holiday party in November and a barbeque in the summer. In winter we might go on a sleigh ride, bowling, curling or some other activity. If you are interested ask your host about these events. It's fun to get together with other students and hosts in the homestay program and experience some Canadian activities!

## TENANT'S INSURANCE

Your belongings may or may not be covered by your Homestay host's insurance. Your belongings may also not be covered by your own insurance in your home country. If you have brought many valuable things with you (such as a laptop computer, for example), and your Homestay's insurance does not cover your things, you may want to buy tenant's insurance while you are in Homestay. Ask your Homestay host about this.

## PROPERTY DAMAGE

If you damage or break something while you are staying in Homestay, offer to have the item fixed or replaced. It can be difficult to tell your Homestay host that you have broken something. If this is the case, see the Homestay Coordinator who can help you in this situation.

***Remember to always make sure you know how all household appliances work before you use them. Also, be careful when you are cooking that you don't burn pots and pans or make burn marks on counter tops.***

## HEALTH PROBLEMS

If you are sick or hurt:

- Tell your host you are sick or hurt.
- Email your instructor to let them know you will not be in class and to ask if they can give you course work that you will miss.
- If you are very ill, ask your host or a friend to take you to the doctor.
- Check with your insurance company which walk in clinics in Winnipeg you can use.
- All students can use the University Health Services clinic in Rm. 104 University Centre.
- Bring your health card (your insurance company will send this to you by email) with you to see the doctor.

## HEALTH INSURANCE

**English Language Centre (ELC) students** are covered by the Guard.me Canada Health Care Plan. They pay for this insurance when they pay their tuition at the beginning of each term.

**International College of Manitoba (ICM) students** are also covered by the Guard.me Canada Health Care Plan. They pay for this plan along with their tuition

**University of Manitoba degree students** are enrolled in a plan called Blue Cross and Student Care. This may change in September, 2019 so students should visit <http://umanitoba.ca/international/healthinsurance> for updates.

If you will miss school, you should inform the instructor and ask how to get any course work covered while away. If you are seriously ill, ask your host to assist you in getting to a clinic or hospital emergency room. There is also a doctor's office on campus at 104 University Centre.

***Remember, it is very important to get your Health Insurance card as soon as possible. Without your health card, you will be responsible to pay for doctor and hospital appointments when you go to the doctor. After you pay, you can send the bill to the insurance company, and they will reimburse you the money you paid.***

## ALCOHOL AND DRUGS

Some important things to know about alcohol and drugs in homestay:

- You may not bring illegal drugs into your homestay.
- You may not use alcohol or cannabis in homestay without permission from your homestay host.
- If you are uncomfortable with your hosts using alcohol or cannabis in their homes talk to the homestay coordinator about your concerns.

Some important things to know about alcohol and cannabis in Manitoba:

- The legal age for alcohol use is 18 years.
- The legal age for cannabis use is 19 years.
- No smoking or vaporizing will be permitted on campus, or in any public space.
- Growing cannabis is prohibited.
- Sale of cannabis is prohibited on campus.

Homestay hosts decide what substances (eg. tobacco, alcohol, and cannabis) are allowed in and around their home. Students under 19 will not be allowed to consume cannabis in any way.

If a student is uncomfortable living in a homestay where tobacco, alcohol, or cannabis is consumed, they can discuss this with the Homestay Coordinator.

## STUDENTS UNDER 18 YEARS OF AGE

Students who are under 18 years of age and living in a Homestay are subject to some additional rules until they reach the age of 18. **Students who are under 18 must inform the Homestay Coordinator when moving out of homestay. The Homestay Coordinator will inform parents or custodian of the move.**

Please read the following sections 1-4, carefully:

### 1) Curfews

As a regular member of the home, the student must respect the individual rules of the household. This includes the hours the student is able to spend outside the home. Factors determining this may include: school night vs. weekend; type of activity; and ages of the host members in the home. The Homestay Program suggests a 10:00 – 11:00 pm curfew from Sunday to Thursday and 12:00 – 1:00 am curfew on Fridays and Saturdays. Special arrangements could be made for different circumstances.

### 2) Sleepovers

Sleepovers are allowed at the discretion of the Homestay host providing that the home where the sleepover will take place is also part of our Homestay program. There might be a case when the Homestay host may need to make alternative sleeping arrangements for their student. In such cases, approval must be granted by the Homestay Program and details on the student's whereabouts must be provided.

### 3) Alcohol and Drugs

The legal age for drinking alcohol in Manitoba is 18 years. Drinking underage, excessive drinking or drunkenness, the use of illicit drugs and/or the use of false identification is strictly prohibited and may result in immediate removal from the Homestay Program with no refund of Homestay fees.

### 4) Travel

Students are encouraged to explore and experience Canadian culture through travel during their stay in Winnipeg. However, the Homestay Coordinator and biological parents should be informed about any travel outside of Manitoba .

### 5) Custodianship

Some students under 18 are asked to produce a custodianship paper in order to receive their visa. The Homestay Program will require a copy of the custodianship papers and will give a copy to the Homestay host to keep in case of medical or legal emergencies.

## HOST VACATIONS / TRAVEL

Hosts will need to notify Homestay staff of the length and timing of their vacation. Hosts may take a short vacation during the term as long as they make adequate arrangements for the students in their home. Vacations may not be longer than two weeks and should not occur within the first month of hosting a new student. If the Host is leaving a friend or family member to check on the student, please get approval from the homestay coordinator.

If a student is under 18 years old, the student may not stay in the home alone while the host is away on vacation. Homestay staff will work with the host to provide adequate supervision for the underage student.

### Before a Host leaves for vacation, they are required to:

- ensure that the student is comfortable and capable of staying alone
- ensure that if another person is coming to stay in the house with the student, a Winnipeg Police Information Check for that person will be acquired and submitted to the Homestay office.
- provide cooked food and/or money for food.
- provide an emergency contact for students in case there are any concerns.

## STUDENT VACATIONS / TRAVEL

If you take a vacation during the first term of homestay, fees will not be adjusted or returned.

After the first term: If you take a vacation after the first term you will need to talk to your host and negotiate a fair amount of money to pay the host for keeping your room and belongings for you while you are away.

Your host may ask you to pay one month in advance for the month that you plan on returning to homestay. The host will use that money for your first month back in the homestay.

If you have any questions about taking a vacation while in homestay please talk to the Homestay Coordinator.

## AFTER THE FIRST TERM OF HOMESTAY

After you have finished your first term of homestay you need to decide if you want to stay on at your host's home or move out.

### Extending Homestay Past the First Term:

If you would like to stay you must ask your host if they agree to you staying with them for a longer time. If they agree, you will pay your Homestay host \$800 directly on the four month anniversary date of your arrival.

For example: If you moved into Homestay on August 28, this is your anniversary date. Four months later, on December 28, you need to pay your host \$800 directly. On the 28th of every month afterwards, you will need to pay your host. Please be on time with all payments and let your Homestay know immediately if there is any reason for a delay in your payment. You should pay your host fees by cheque if possible. Your host should give you a receipt or signed note for these payments to confirm that they have received it.

If, when you continue after the first term in homestay, any rules are changed (for example paying more than one month at a time or paying a different amount, etc) you and the host will be considered to have a "private arrangement" and will no longer be part of the homestay program. If you have any questions about whether the second term with your host is still part of the homestay program or is a private arrangement, please contact the Homestay Coordinator. It is important that you understand if your homestay placement has become a private arrangement.

### **Please Note: Homestay fees cannot be claimed on your income tax return.**

When you eventually decide to leave your host's home you need to give them one month's notice - that means you must tell them one month before you move out that you are planning to move. If you don't give them one month's notice you must pay them for one month after the date you told them you are leaving. If you have any questions about this, please contact the Homestay Coordinator.

**LEAVING HOMESTAY AFTER THE FIRST TERM:**

If you decide you would like to move out of homestay after four months you need to tell your host that you are moving. You may feel awkward about talking to your Homestay host about leaving their home. Homestay hosts understand that students leave for a variety of reasons: going back to your country, moving to another city, or moving into residence or an apartment with friends. It is important to let your Homestay host know at this point what you have enjoyed about living with them and that your decision to move is not a rejection of them. If you are honest and direct about communicating with them your Host will do their best to ensure that your last month with them is enjoyable.

Make sure you tell them at least one month before the end of the 4 month term. You will need to move out on the four month anniversary of the day you moved in. If you need to stay for a few extra days before you move you will need to pay the host for those days. You will pay them the daily rate which is the monthly fee divided by 30. Eg. \$800 divided by 30 = \$26.50 per day.

**PREPARING TO LEAVE HOMESTAY:**

- Talk to your host one month before you plan to leave and tell them what date you will be moving out.
- Fill out the Notice to Leave or Change Homestay form from the back of this book together with your host and return it to the Homestay office.
- Give your new address to your bank, cell phone company, health insurance provider, the university and anyone else who needs to know

- Give your new address to your host so they can send along any mail that comes for you.
- If you need a ride to the airport, bus or train station when you leave make sure to discuss this well in advance with your host to find out if they can make arrangements to take you.
- We encourage you to stay in touch with your host after you leave. Many students have enjoyed visiting their former hosts and some have even invited their homestay hosts to visit them in their own country once they have returned!

**On the day that you leave your homestay:**

- Clean your room and take out the garbage. You must leave your room in the condition it was in when you arrived or a cleaning fee may be charged.
- Return house keys and other items your host many have lent you.
- Make sure your host knows when you will be leaving so you can say goodbye.

After you leave the homestay program we will email you an evaluation to fill out to tell us about your experience. It is very important for us have this information so we can continue to improve our program. Please take the time to fill out the evaluation and send it back to us. Thank you!

## NOTICE TO LEAVE OR CHANGE HOMESTAY

**To: Students and Homestay Hosts**  
**From: Ann Friesen- Homestay Coordinator**  
**Re: Homestay Policies**

It is important that both students in Homestay and the Homestay hosts understand the policy regarding leaving Homestay.

Students who choose Homestay are expected to remain in Homestay for at least **4 months** to benefit fully from the Homestay experience.

**Students who choose to leave Homestay before the first term (4 months) is complete, will not receive any refund for the Homestay fees paid.**

Remember that Homestay Program reserves the right to relocate a student to another Homestay due to incompatibility.

If, and when, a student decides to leave Homestay, the following procedure must be followed:

1. The student must inform both the Homestay Coordinator, and the Homestay host of their decision at **least one (1) month** in advance of leaving.
2. The student must fill out the Notice To Leave or Change Homestay form, and return it to the Homestay Coordinator immediately so that the coordinator can keep a record of the changes in Homestay placements.

This procedure must be followed so that the Homestay host receives proper notice and so that the coordinator is aware of the student's decision to leave Homestay.

If there are any questions about this procedure, please contact the Homestay Coordinator at 204-474-6809 or [homestay@umanitoba.ca](mailto:homestay@umanitoba.ca)

### NOTICE TO LEAVE CHANGE HOMESTAY

*(Please return this form to the Homestay Coordinator as soon as it has been completed.)*

Student name *(please print)*: \_\_\_\_\_

Homestay Host name *(please print)*: \_\_\_\_\_

Date that student plans to leave Homestay: \_\_\_\_\_

Student signature: \_\_\_\_\_

Homestay Host signature: \_\_\_\_\_

***(Note to Homestay host, if you consent to less than a one (1) month notice, please initial next to the planned move out date.)***

Date: \_\_\_\_\_