

HOMESTAY AGREEMENT POLICY

Section	International
Contact	International Office
Last Review	June 2014
Next Review	June 2017
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Purpose:

To outline the Policy for managing agreements with homestay providers, and agreements for placement into homestay accommodation. In particular the Policy provides:

- procedures for concluding agreements on behalf of the University with authorised homestay providers
- procedures for authorised homestay providers to conclude agreements with boarders
- procedures for police checking and assessing the suitability of prospective homestay hosts.

Policy:

The Massey University Centre for Professional and Continuing Education - PaCE (the Centre) is responsible for management of the homestay arrangements on behalf of Albany, Manawatu and Wellington campuses. Homestay accommodation will be arranged for international and domestic students and others as required by the University. To be eligible for homestay accommodation, students should be studying internally at the Albany, Manawatu or Wellington campuses of Massey University.

The Director or Business Development Manager must conclude an agreement for services with the homestay provider (Homestay Provider Agreement) before placing boarders with the provider. The provider in turn concludes an agreement with each boarder before each placement (Homestay Placement Agreement). Agreements are in accordance with this Policy and using the authorised homestay agreements as maintained on the Contract Template site in the University's Contract Document Management System. Where the Director or Business Development Manager wishes to vary the content of the Template for a specific homestay arrangement the variation must be authorised by the AVC Operations, International, & University Registrar or his/her delegate for this purpose.

International students under the age of 18 years must be placed in homestay accommodation, and not other types of University accommodation, in order to comply with Massey University's undertakings as signatory to the Code of Practice for the Pastoral Care of International Students.

All enquiries for homestays (in terms of hosting students and students who need hosting) must be directed to PaCE Accommodation and Welfare staff at the Albany, Manawatu and Wellington campuses. All PaCE staff must be made aware of this policy.

When processing applications from prospective homestay hosts, the Director or Business Development Manager must ensure that the accommodation has been assessed as suitable and that all adults residing in the homestay are assessed in terms of the Massey University procedure for police vetting of homestay providers.

Definitions:

"The Centre" is the Massey University Centre for Professional and Continuing Education on the three campuses i.e. Albany, Manawatu and Wellington.

"Centre Manager" means the Director or Business Development Manager who is authorised to negotiate and conclude an agreement on behalf of the University for the Provision of services within this policy.

"Homestay Provider" is a University authorised provider of accommodation for international or domestic students.

"Boarder" is an international or domestic student enrolled at Massey University, or another individual requiring homestay accommodation who has been placed by Massey University with an authorised provider of homestay accommodation.

"Homestay provider agreement" means the authorised agreement used by the University and homestay provider to clarify the arrangement.

"Homestay placement agreement" means the authorised agreement used by the student, the University and homestay provider to clarify the arrangement.

Audience:

All Managers across the University that are involved in any way with student homestays and/or homestay providers.

Relevant legislation:

Code of Practice for the Pastoral Care of International Students
Privacy Act 1993
Health and Disability Commission Act

Legal compliance:

The Code of Practice for the Pastoral Care of International Students requires that Massey University has robust procedures for the selection and monitoring of homestay carers and homestay residences to ensure that accommodation for international students is suitable and safe.

Related procedures / documents:

[Code of Practice for the Pastoral Care of International Students](#)
[Procedure for Police Vetting of Homestay Providers](#)
[Homestay \(Provider Agreement\)](#)
[Homestay \(Placement\) Agreement for Individual Boarders](#)
[Homestay \(Placement\) Agreement for Group Boarders](#)
[Massey Student Accommodation website: accommodation.massey.ac.nz](http://accommodation.massey.ac.nz)

Document Management Control:

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