



# INTERNATIONAL Education Application

## HOMESTAY FAMILY

### Personal Details:

Name	
Address	
Email	
Mobile Phone	
Blue Card	
License	
Occupation	

### Other Household Members Details:

Name	Relationship to Applicant	Date of Birth	Gender

### House Information:

Type of home (House, Apartment etc)	
Number of Bathrooms	
Student Room Details (own room, twin share etc.)	
Prefer to Host (Male, Female, Teacher)	

**Additional information:**

Are you willing for your name and phone number to appear on a list to be given to other host families?	
Do you give permission for your personal details to be provided to companies and schools sending individuals and groups for study and tours at the College?	
Have you applied for a Suitability for Working with Children Card (Blue Card) for each household member of 18 years?	
Is English the primary language spoken in your home? Are any other languages spoken?	
Is there any health condition existing in your family that an international student would need to be aware of? Eg. Diabetes, Epilepsy, Anaphylaxis etc.	
Do any family members smoke?	
Are any family members vegetarian or have specific dietary requirements? Please provide details.	
Do you have any pets? If yes, please list.	
Do they come inside the house?	
Do you have a boat or go boating?	
Are you able to drive?	
Do you own your own car?	
Have you hosted an international student/s before? Please outline your experience.	
Are you able to offer a twin room if required?	
Are you interested in hosting long-term or short-term students?	
Do you have any musical instruments available?	
Do you have good internet access at home?	
Can the student use your home internet?	
Are you able to drop-off and pick-up the student each day from the College?	
ADDITIONAL COMMENTS:	

**Referees:**

**Please provide the names of two personal referees (not family members).**

NAME	RELATIONSHIP	EMAIL	PHONE

**Expectations of Homestay Parents:**

- All adults over the age of 18 are required to hold a current Blue Card.
- Any visitors staying in your home are required to hold a current Blue Card.
- Sheldon College should be advised of any changes in details, such as phone, address, pets, other international students living in your home etc.
- Study tour students must be driven to and from the College every day. Study tour students may only catch a College bus if they are staying in the home of a Sheldon family and can be escorted by a Sheldon student to and from the designated drop off and pick up area. Homestay families must discuss this with Sheldon College staff prior to the study tour.
- Students come to practice their English language skills – please only speak English in the home.
- Students should not be dropped off any earlier than 8:00am at the designated area. Students should not be collected any later than 3:30pm from the designated area.
- Homestay families should provide three meals a day, plus drinks and snacks.
- It is expected that homestay families include visiting students in all family activities such as, outings, family meals etc. Students should not eat at a separate table to the homestay family.
- Homestay families should provide a laundry service (washing and ironing) at least twice a week since students will come with a limited amount of clothing.
- Hot and cold water and electricity must be provided 24 hours, seven days per week.

**Disclosure of Personal Information:**

1. Sheldon College (the College) collects personal information, including sensitive information about current students, past students, enrolled students, prospective students, their parents/guardians, their homestay parents and others before, during and after the course of the student's enrolment at Sheldon College. As a homestay parent, the College will also collect and store the information you have provided to us.
2. The primary purpose of collecting information is to allow the College to exercise its functions and activities and ultimately provide schooling to the enrolled student and to students attending Study Tours. After enrolment ceases, the College may collect personal information to enable us to inform past students about College activities and to keep past students informed about other past students.
3. The College collects, uses, holds and discloses personal information in accordance with the Privacy Act 1988 (Commonwealth) and the Australian Privacy Principles (APPs).
4. Legislation that governs public health and child safety requires that certain types of information be collected by the College.
5. The information that the College collects is to satisfy legal obligations and enables the College to discharge its duty of care.
6. If you object to Sheldon College's obligations under the Australian Privacy Principles, please put your concerns in writing and forward these to the Principal.
7. The College engages in fundraising activities. Personal information collected may be used to make a marketing or fundraising appeal. The College will abide by any direction from an individual not to disclose personal information to third parties for marketing purposes.

8. The College collects health information about students. Health information is a subset of sensitive information, it is defined in the Privacy Act 1988 (Commonwealth) and is dealt with in accordance with the APPs.
9. The College from time to time discloses personal and sensitive information to others for administrative, management, protection and educational purposes. This includes to other homestay parents who are participating in a group Study Tour, international and domestic schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches, volunteers and counsellors.
10. College files contain many and varied pieces of information in relation to the enrolled student. Such files are considered confidential records. Confidential College files are the property of Sheldon College and request for access to such confidential College files is dealt with at the College's discretion. This does not preclude your right to access of personal information.
11. The College may store and disclose personal information to overseas recipients, through the usage of Cloud Computing Storage or similar services. The College discloses such information in accordance with APP 8 and discloses to relevant overseas countries.
12. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College, why you are disclosing that information to the College, that they can access that information if they wish and that the College does not usually disclose information to third parties.
13. A copy of the College's Privacy Policy can be found on the Sheldon College website.

**Payment of Homestay Fees:**

<b>Credited to College Fees</b>	YES / NO
<b>Paid to Bank Account</b>	
Account Name	
BSB	
Account Number	

**Declaration:**

As a prospective homestay provider, we agree that all information given is current and correct. If any of the above information changes before or during the program, we will notify the International Education Program Manager.

We understand and agree to the conditions set out above.

We understand that our personal information may be disclosed to an overseas school or agent for the purposes of Study Tour management, and to the parents of the student we are hosting.

We understand that our contact information may also be disclosed to other homestay parents participating in a Study Tour.

We have received a copy of Sheldon College's Child Protection Policy.



# INTERNATIONAL Education Application

## HOMESTAY FAMILY

Name/s	
Signature/s	
Date	

Please return this completed form to [international@sheldoncollege.com](mailto:international@sheldoncollege.com)

---

## SHELDON COLLEGE USE ONLY

Date of Application		Blue card check	
Date of home inspection		Approved as homestay	YES / NO
Child Protection Policy Sent			
Staff Signature			
Comments			