

It is important that UTS Insearch and UTS students under 18 years of age and their parents/legal guardians understand and agree to the following Terms and Conditions. The UTS Insearch Welfare and Accommodation Team reserves the right to amend these Terms and Conditions at any time. Any amendments will be communicated to the student and their parents/legal guardians.

Section 1: Special Host Arrangements

- 1.1 The Special Host arrangement will include two meals a day (breakfast and dinner) on weekdays and three meals (breakfast, lunch and dinner) on Saturdays and Sundays.
- 1.2 A student's allocated room should have a bed, desk, lamp, wardrobe and chair.
- 1.3 A student's average travel time from UTS Insearch or UTS (where applicable) to the Special Host's home should be no longer than 60 minutes on public transport. However, the student and parent/legal guardian may agree to the arrangement if the travel time is longer.
- 1.4 The Special Host will advise the student on how to commute to and from UTS Insearch or UTS (where applicable) and will ensure they take the student to the campus at least once prior to course commencement.
- 1.5 Any specific food preferences should be communicated to the UTS Insearch Accommodation Coordinator and the special host in advance, if possible.
- 1.6 Students and parents/legal guardians have access to 24-hour emergency contact with the UTS Insearch Accommodation Coordinator (+61 419 224 861).
- 1.7 Students or parents/legal guardians who have a complaint about the Special Host family please email complaint@insearch.edu.au or contact the UTS Insearch Accommodation Coordinator directly at accommodation@insearch.edu.au
- 1.8 UTS Insearch will approve Special Host arrangements until the student turns 18.
- 1.9 The UTS Insearch Welfare and Accommodation Team reserves the right to change the student's Special Host placement prior to arrival or after the commencement of their Special Host arrangement, should unforeseen circumstances arise. We will do this in consultation with the student, the student's parent/legal guardian and the Special Host.
- 1.10 Any changes to Special Host arrangements must be requested in writing. The student must remain with the Special Host until alternate arrangements are approved or until they turn 18.
- 1.11 As a courtesy, all students must inform the Special Host of their whereabouts and plans each day. They will be punctual for meals and be home by the agreed time. They will contact the Special Host if they expect to be late. Students will seek permission in advance from their Special Host if they want to invite friends into the home.
- 1.12 Students under 18 must abide by the 10pm curfew at all times. Exceptions to this can be made, however requests to arrive home after 10pm must be approved by UTS Insearch Welfare and Accommodation Team in advance.
- 1.13 Students under the age of 18 are not permitted to purchase nor smoke cigarettes, purchase and consume alcohol or purchase and use illicit substances.
- 1.14 Students who repeatedly fail to comply with house rules may be removed from the Special Host arrangement and this may have a negative impact upon their enrolment at UTS Insearch or UTS and potentially their visa.
- 1.15 If students would like to spend time away from the Special Host and live with their parents in Australia, a [Short stay Application Form](#) must be submitted and approved by the UTS Insearch Welfare and Accommodation Team.

Note: Under 18 students are not permitted to travel in Australia without parents/legal guardians.
- 1.16 All overseas holiday plans must be communicated to the UTS Insearch Welfare and Accommodation Team for approval by completing a [Holiday Application Form](#), preferably done with two weeks' notice.

Note: Under 18 students are not permitted to leave the country without this approval.

Email your completed form with all supporting documents to: accommodation@insearch.edu.au

Section 1: Special Host Arrangements

1.17 The use of UTS Insearch approved transport services is compulsory to and from the airport for all UTS Insearch and UTS students under 18 years of age. Alternate transportation arrangements may be made only with UTS Insearch Welfare and Accommodation Team approval.

1.18 It is the student's responsibility to notify the UTS Insearch Welfare and Accommodation Team of arrival and departure details to and from their home country.

1.19 It is the Special Host's responsibility to ensure the student gets to/from the airport safely and to advise UTS Insearch Welfare and Accommodation Team of the student's safe arrival back to their Special Host arrangement.

1.20 While the student is under 18 years of age, the UTS Insearch Special Host accommodation arrangement approvals are only for the student.

Note: Friends or relatives may stay with the Special Host, however not without requesting approval from the UTS Insearch Welfare and Accommodation Team and not without a valid Working with Children Check (WWCC). The student's parents/legal guardians are excluded from this requirement.

1.21 A Special Host Six Monthly Visit Fee is payable by the student or their parents/legal guardians to UTS Insearch. UTS Insearch will undertake six-monthly home visits to ensure the ongoing suitability of the welfare and accommodation arrangement until the student turns 18.

1.22 Students must respect the property and privacy of the Special Host family's personal belongings and affairs. The student acknowledges they will be liable for all costs incurred during the Special Host arrangement or as agreed with the Special Host family. This includes any loss or damage caused deliberately or accidentally to the home and contents.

1.23 The Special Host must have public liability and indemnity insurance up to the value of A\$20,000,000 that covers the Homestay student and their belongings.

Section 2: Policies and Procedures

2.1 The student must comply at all times with all policies and procedures published by UTS Insearch on insearch.edu.au/about/policies-and-procedures, and UTS on uts.edu.au/current-students/support/when-things-go-wrong/your-rights-and-responsibilities/uts-student-policies including without limitation the following:

- (1) UTS Insearch Homestay **Policy** and **Procedure**
- (2) UTS Insearch **Under 18 Policy**
- (3) UTS Insearch **Student Charter**
- (4) [UTS Under 18 Protocol](#)

2.2 The student must comply at all times with all local laws, regulations and codes.

2.3 Failure to comply with any policies and procedures and/or any local laws, regulations and codes may result in the student being removed from the Special Host arrangement and this may have a negative impact upon their visa and/or may result in non-academic misconduct for UTS Insearch students..

2.4 UTS Insearch reserves the right to involve local authorities in the event of any non-compliance with all local laws, regulations and codes.

2.5 In the event that UTS Insearch is notified of a student's failure to comply with any policies and procedures and/or any local laws, regulations and codes by another student, a Special Host, or otherwise, UTS Insearch reserves the right to contact that student's Special Host, their emergency contact and/or their parent/legal guardian and UTS International about such failure.

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Section 3: Safety and Welfare

- 3.1 In the event that UTS Insearch is notified of a student's compromised safety by another student, a Special Host or otherwise, UTS Insearch reserves the right to contact that student's Special Host, their emergency contact and/or their parent/legal guardian.
- 3.2 Generally, UTS Insearch reserves the right to disclose the student's location and/or safety and welfare status to the student's Special Host, emergency contact, UTS and/or parents/legal guardians from time to time during the student's Special Host arrangement.

Section 4: Financial Terms and Conditions

- 4.1 An upfront one—off Special Host Initial Assessment fee of A\$260 is payable to UTS Insearch by the student or their parent/legal guardian for the initial assessment of the Special Host premises to determine suitability. In the instance where the Special Host premises does not meet UTS Insearch standards, Insearch will work with relevant stakeholders including the Parents/Legal Guardian and the Student to discuss alternate options.
- 4.2 An upfront, one-off UTS Insearch Accommodation and Welfare Administration Fee of A\$350 is also payable to UTS Insearch by the student or their parent/legal guardian. This is an administrative fee payable to UTS Insearch for overseeing the student's welfare and accommodation arrangements while they are a UTS Insearch student.
- 4.3 An additional ongoing Special Host Six Monthly Visit Fee of A\$260 is also payable to UTS Insearch by the student or their parents/legal guardians every six months during the student's stay until the student turns 18. This is to cover the cost of each six-monthly visit of the Special Host arrangement to ensure the ongoing suitability of the arrangements. It is a legislative requirement that UTS Insearch undertake these inspections every six months, until the student turns 18 to determine continued suitability.
- 4.4 The cost of internet access is negotiated and paid directly to the Special Host (if applicable). Please note that the internet fee should be no more than A\$10 per week as per the UTS Insearch Homestay [Policy/Procedure](#).
- 4.5 The cost of telephone calls should be negotiated directly with the Special Host. The student is entitled to receive a fee breakdown in the form of a telephone bill.
- 4.6 Fees must be paid on time. Failure to pay the agreed ongoing fees on time may result in the student being removed from the Special Host arrangement and placed in alternative UTS Insearch approved accommodation.

Section 5: Refunds

- 5.1 For information on applicable refunds refer to the UTS Insearch Refund Policy. You can view this by visiting: insearch.edu.au/about/policies-and-procedures/refunds

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Section 6: Personal Information

- 6.1 The student acknowledges and agrees that UTS Insearch will handle the student's personal information (and all third party personal information provided by the student) in accordance with the Privacy Act 1988 (Cth) and UTS Insearch's Privacy Policy located at insearch.edu.au/privacy, including that:
- (1) UTS Insearch will collect personal information in the course of the Special Host application process and in the course of the Special Host arrangement (such as the student's name, gender, nationality, contact details, educational institution in Australia, course name and duration and contact details of the student's emergency contacts);
 - (2) UTS Insearch will use and disclose personal information for the purposes of the Special Host arrangement (including a student's compliance with these terms and conditions), student welfare and emergency and incident management, for related secondary purposes and as otherwise permitted or required by law; and
 - (3) UTS Insearch may disclose personal information to its related entities, to the student's Special Hosts and to the student's emergency contacts, and to UTS Insearch's partners, agents, contractors and other third parties who provide services to UTS Insearch (including without limitation Urbanest Pty Ltd and the International Student Alliance guardian and welfare provider).
- 6.2 If the student gives UTS Insearch personal information about a third party, the student warrants that it has the consent of that third party to provide their information to UTS Insearch, and for UTS Insearch to handle their personal information in accordance with these terms and conditions and the Privacy Policy.
- 6.3 The student may seek access or correction to the personal information UTS Insearch holds or make a complaint to UTS Insearch if the student believes that UTS Insearch has breached its obligations under the Privacy Act. The Privacy Policy sets out further information on seeking access or correction to personal information and about the complaints process.
- 6.4 The student consents to UTS Insearch disclosing their personal information outside of Australia to UTS Insearch's related entities and any third-party service providers, to the student's nominated emergency contacts and/or the student's parent or legal guardian and as otherwise required or permitted by law.

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Student Declaration

I, _____ understand the following:

- I have read and agree to all the Special Host Terms and Conditions above.
- I acknowledge and agree that the UTS Insearch Welfare and Accommodation Team may, when they deem it necessary, contact my Special Host, emergency contact, parent/legal guardian named below, and/or UTS International to discuss matters pertaining to my welfare and accommodation arrangements.
- If I am not abiding by, or behaving in a manner consistent with these Special Host Terms and Conditions and/ or the UTS Insearch and UTS Policies and Procedures referred to in section 2.1, I grant UTS Insearch permission to discuss this behaviour and failure to meet these terms and conditions and/or the UTS Insearch Policies and Procedures with my parent/legal guardian named below.

Student's signature
(as per passport)

Signed date

Parent or Legal Guardian Declaration

I understand and agree to all the Special Host Terms and Conditions above and I will ensure that my child adheres to them. I have assessed the proposed welfare and accommodation arrangements for my child and have approved them as being satisfactory to my child's needs.

Parent/legal guardian's name

Parent/legal guardian's signature
(as per passport)

Signed date

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