

**These terms and conditions govern a student's participation in the Homestay arrangement with UTS College. It is important that UTS students and their parents/legal guardians understand and agree to the following terms and conditions. The UTS College Student Accommodation Team reserves the right to amend these terms and conditions at any time.**

## Section 1: Homestay Arrangements

- 1.1 The Homestay 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 Students have access to 24-hour emergency contact with the UTS College Accommodation Team (+61 419 224 861).
- 1.3 Students' average travel time from UTS College to Homestay is 45-60 minutes on public transport. The Homestay Host will show students how to commute to UTS College.
- 1.4 A student's allocated room should have a bed, desk, lamp, wardrobe and chair.
- 1.5 The UTS College Accommodation Team reserves the right to change a student's Homestay placement prior to arrival or after the commencement of their Homestay should unforeseen circumstances arise. We will do this in consultation with the student and the student's parent/legal guardian, if the student is under 18.
- 1.6 The UTS College Accommodation Team arranges UTS College approved accommodation for students with the assistance of the third-party providers. The minimum period of Homestay available is five weeks for all students.
- 1.7 For under 18 students, the accommodation is booked from the day of arrival until the student turns 18 years old.
- 1.8 When a student turns 18 during their Homestay, they are required to contact the Homestay provider and UTS College Accommodation Team to request an extension to the existing accommodation booking.
- 1.9 If a student is under 18, any changes to accommodation arrangements must be requested in writing to the Homestay provider or the UTS College Accommodation Team. The student must remain in UTS College approved accommodation until alternate arrangements are approved.
- 1.10 Any specific food preferences should be communicated to the Homestay Host and UTS College in advance, if possible.
- 1.11 Students must respect the property and privacy of the Homestay family's personal belongings and affairs. The student acknowledges they will be liable for all costs incurred during the Homestay period which are not included in the Homestay fee. This includes any loss or damage caused deliberately or accidentally to the home and contents.
- 1.12 As a courtesy, all students must inform the Homestay 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 Homestay Host if they expect to be late. Students will seek permission in advance from their Homestay Host if they want to invite friends into the home.
- 1.13 Students under 18 must abide by the 10pm curfew at all times.
- 1.14 Requests to arrive home after 10pm must be approved by UTS College and requested a minimum of 24 hours in advance.
- 1.15 UTS College approved accommodations are smoke-free.
- 1.16 Students under the age of 18 are not permitted to purchase or consume alcohol or cigarettes.
- 1.17 Students who repeatedly fail to comply with these terms and conditions and/or any house rules may be removed from the Homestay and this may have a negative impact upon their enrolment at UTS and potentially their visa.
- 1.18 If students would like to spend time away from their Homestay and live with their parents in Australia, a Shortstay Application Form must be submitted and approved by the UTS College Accommodation Team.  
**Note:** *Under 18 students are not permitted to travel in Australia without parents/legal guardian*
- 1.19 All holiday plans must be communicated to the UTS College Accommodation Team for approval.  
**Note:** *Under 18 students are not permitted to leave the country without this approval.*
- 1.20 The Homestay arrangement is only for the student's accommodation. Family member or friends are not permitted to stay with the student.

Email your completed form with all supporting documents to: [accommodation@utscollege.edu.au](mailto:accommodation@utscollege.edu.au)

## Section 2: Policies and Procedures

- 2.1 The student must comply at all times with all policies and procedures published by UTS College on [insearch.edu.au/about/policies-and-procedures](https://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](https://uts.edu.au/current-students/support/when-things-go-wrong/your-rights-and-responsibilities/uts-student-policies) including without limitation the following:
- (1) Homestay [Policy](#) and [Procedure](#)
  - (2) UTS College [Under 18 Policy](#)
  - (3) UTS College [Student Charter](#)
  - (4) UTS [Under 18 protocol for international students](#)
- 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 Homestay and this may have a negative impact upon their visa and/or may result in non-academic misconduct.
- 2.4 UTS College 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 College 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 Homestay Host, or otherwise, UTS College reserves the right to contact UTS, the student's Homestay Host, their emergency contact and/or their parent/guardian about such failure.

## Section 3: Safety and Welfare

- 3.1 Students must notify UTS College if they become aware of another Homestay student's safety or welfare being compromised, including without limitation that student's location and safety status.
- 3.2 In the event that UTS College is notified of a student's compromised safety by another student, a Homestay Host, or otherwise, UTS College reserves the right to contact that student's Homestay Host, their emergency contact and/or their parent/guardian.
- 3.3 Generally, UTS/UTS College reserves the right to disclose the student's location and/or safety and welfare status to the student's Homestay Host, emergency contact and/or parents/guardians from time to time during the student's Homestay.

## Section 4: Financial Terms and Conditions

- 4.1 The first five weeks of accommodation including transportation and special meals surcharge, must be paid to UTS College prior to moving to the Homestay. For UTS direct students, these fees must be paid to UTS.
- 4.2 Internet access is paid directly to the Homestay Host (approximately \$10/week).
- 4.3 Payment after the first five weeks must be made to the Homestay provider as per the invoice. Students cannot enter into a private arrangement with the host family.
- 4.4 Students must give their current Homestay provider and the Student Accommodation Team two weeks' written notice of their intention to depart the Homestay to avoid any financial penalty. For students under 18, they must remain in UTS College approved accommodation and provide two weeks' written notice if they would like to change accommodation.
- 4.5 Students must pay all Homestay fees on time.
- 4.6 Failure to pay the agreed fees on time may result in the student being removed from the Homestay.

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## Section 5: Refunds

To view UTS's statement of protocol on fees and refunds, please visit:

[uts.edu.au/future-students/international/essential-information/fees-information/protocol-fees-and-refund](https://uts.edu.au/future-students/international/essential-information/fees-information/protocol-fees-and-refund)

## Section 6: UTS College Approved Transport Service

- 6.1 UTS College approved transport service is compulsory to and from the airport for all UTS students under 18 years of age. Alternate transportation arrangements may be made only with UTS College approval.
- 6.2 It is the student's responsibility to notify the UTS College Accommodation and Welfare Team of all arrival and departure details to and from their home country; or to and from short stays and/or other holidays approved by UTS College.

## Section 7: Personal Information

- 7.1 The student acknowledges and agrees that UTS College 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 College's Privacy Policy located at [utscollege.edu.au/privacy](https://utscollege.edu.au/privacy), including that:
  - (1) UTS College will collect personal information in the course of the Homestay application process and in the course of the Homestay (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 College will use and disclose personal information for the purposes of the Homestay (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 College may disclose personal information to its related entities, including UTS, to the student's Homestay hosts and other hosts participating in the Homestay program, to the student's emergency contacts, and to UTS College's partners, agents, contractors and other third parties who provide services to UTS College (including without limitation Urbanest Pty Ltd and the International Student Alliance guardian and welfare provider).
- 7.2 If the student gives UTS College personal information about a third party, the student warrants that it has the consent of that third party to provide their information to UTS College, and for UTS College to handle their personal information in accordance with these terms and conditions and the Privacy Policy.
- 7.3 The student may seek access or correction to the personal information UTS College holds or make a complaint to UTS College if the student believes that UTS College 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.
- 7.4 The student consents to UTS College disclosing their personal information outside of Australia to UTS College's related entities and any third-party service providers, to the student's nominated emergency contacts and/or the student's parent or guardian and as otherwise required or permitted by law.

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UTS College Student Centre  
Ground Floor, 187 Thomas Street  
Sydney NSW 2000 Australia

## Student Declaration

I, \_\_\_\_\_ understand the following:

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