

Homestay Accommodation Terms & Conditions for Students

WE Bridge Academy
Floor 10 Southgate House
Wood Street
Cardiff
CF10 1EW
UK

1. CODE OF PRACTICE

WE Bridge Academy expect all students to follow the following guidelines:

- i. To abide by the rules or guidelines set by your homestay provider.
- ii. Respect your homestay provider, their beliefs and ways of doing things.
- iii. Remember you are a guest in their home; respect their hospitality.
- iv. You are responsible for keeping your room clean and tidy.
- v. You are responsible for doing your own ironing.
- vi. If you are going to be late, or not at home for a meal, please inform your homestay provider at the earliest chance.
- vii. If you are under 18 you must obey any guidelines given, especially regarding your curfew (10.30pm).
- viii. If you are under 18 you must obtain written permission from parent /guardian to go away overnight or for the weekend. You must also give WE Bridge Academy one week's notice if you wish to go away.
- ix. Take part in your homestay provider life when invited.
- x. If you damage anything of your homestay providers, please inform them and offer to pay for any damage.
- xi. Payments are to be made direct to WE Bridge Academy for your accommodation. If you have any questions, then please contact the academy.
- xii. Please refrain from obscene, indecent, violent or disorderly conduct whilst staying with your homestay.
- xiii. Agree to abide by the laws of this country in regards to smoking, alcohol, and recreational drug use.
- xiv. Accept that all accommodation provided is based on availability. Refusal to stay with the homestay chosen, without valid reason, may be viewed as a violation of these terms and conditions. You may be asked to find your own accommodation.
- xv. If you are under 18, you must reside in a WE Bridge Academy homestay provider who has a current DBS.

2. BOOKING PROCEDURE

All students who request homestay accommodation must complete the application form two weeks in advance of their arrival in the UK. You are required to attach a photograph and include a mobile phone number and email address.

The housing office will allocate a homestay to you based on the information you provide in this form. You will be provided with details of your homestay and any travel arrangements needed to get to the academy.

In accordance with UK law, all under 18 students must stay with a homestay provider chosen by WE Bridge Academy; this is because police checks are carried out on the homestay to ensure your safety.

3. PAYMENT

The homestay accommodation form must be completed at least two weeks before arrival in the UK to secure the booking. Homestay accommodation cannot be booked without a completed application form.

Please check your invoice for the amount that must be paid in advance prior to the booking being confirmed. This payment is non-refundable, and includes the first four weeks' homestay fees and covers the cost of administration. Further payments for the homestay should be done every four weeks in advance.

Homestay fees are paid in addition to course fees.

4. CANCELLATIONS

If you need to cancel any accommodation booked, please give as much notice as possible. If you wish to leave a homestay before your end date you are required to give one week's notice, please complete a *Notice to leave homestay document* you can find at reception.

If you fail to give this notice you will be charged for one week's accommodation.

Sometimes, due to unforeseen circumstances, a homestay provider may cancel your stay with them. WE Bridge Academy will inform you as soon as possible and will provide you with an alternative homestay.

5. CULTURE DIFFERENCES

Life in the UK is very different from life in your country; this is especially so with regards to under 18 year olds. It will take time for you to adjust to these differences and it is your responsibility to make every effort to adapt to life here. It is not up to your homestay to adjust to your way of doing things. Mutual respect and tolerance is expected from the homestay provider and each student.

WE Bridge Academy will not tolerate any bad behaviour towards members of the homestay. Any reports of bad behaviour or disrespect will be investigated and, if needed, action will be taken. In turn if you experience any abuse, lack of respect or tolerance please report it to our housing officer as we want your time with us to be enjoyable and safe.

6. EARLY DISMISSAL

If action has to be taken towards you because of your behaviour, you may be asked to leave your homestay accommodation. Any payment made will be kept to cover any cost incurred. WE Bridge Academy reserves the right to refuse to provide you with further homestay **accommodation and may dismiss you from the school.**