

International Student Homestay / Residential Caregiver Agreement

1. Purpose of this agreement

This agreement sets out the terms and conditions for the provision of homestay accommodation for an international student enrolled at Ruawai College.

Ruawai College is committed to meeting its obligations under the **Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021**, the **Education and Training Act 2020**, the **Privacy Act 2020**, and any other relevant New Zealand legislation.

The purpose of this agreement is to ensure that international students are provided with safe, suitable, supportive, and well-monitored accommodation while studying at Ruawai College.

2. Parties to this agreement

This agreement is between:

Ruawai College
4375 State Highway 12
Ruawai 0549
New Zealand

and

Host / Residential Caregiver Name: _____

Address: _____

Phone: _____

Email: _____

and

Student Name: _____

Date of Birth: _____

Parent / Legal Guardian Name: _____

Parent / Legal Guardian Contact Details: _____

3. Definitions

In this agreement:

- **School** means Ruawai College.
- **Student** means the international student placed in homestay accommodation.
- **Host** or **Residential Caregiver** means the person or family approved by Ruawai College to provide accommodation and care for the student.
- **Parent / Legal Guardian** means the person legally responsible for the student.
- **International Department** means the staff at Ruawai College responsible for international student support, accommodation, pastoral care, monitoring, communication and Code compliance.
- **Code** means the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

4. Approval of homestay placement

The Host must be approved by Ruawai College before any international student is placed in their care.

Approval is subject to:

1. Completion of a homestay application form.
2. An interview with the Host.
3. A home visit and accommodation assessment.
4. Police vetting and safety checking of relevant adults.
5. Agreement to comply with this document and all school requirements.
6. Ongoing monitoring by Ruawai College.
7. Any other checks required by the school or by law.

Ruawai College may decline, suspend, or withdraw approval of a Host at any time if the school has concerns about the safety, wellbeing, suitability, or compliance of the homestay.

5. Residential caregiver responsibilities

The Host agrees to provide the Student with a safe, supportive, positive and healthy living environment.

The Host must:

1. Treat the Student with respect, care, dignity and fairness.
2. Support the Student's physical, emotional, social, cultural and educational wellbeing.
3. Provide a clean, safe, warm, dry and suitable home environment.
4. Provide appropriate supervision and care for the Student's age and needs.
5. Help the Student adjust to life in New Zealand and at Ruawai College.
6. Support the Student to follow school expectations, homestay expectations and New Zealand law.
7. Provide reasonable support with transport, communication, routines, meals, study and daily living.
8. Notify the school immediately of any concerns about the Student's safety, health, wellbeing, behaviour, attendance, accommodation, relationships, or adjustment.
9. Inform the school of any change in household circumstances.
10. Cooperate with school visits, monitoring, reviews and communication.

6. Accommodation standards

The Host must provide accommodation that is suitable for the Student's age, gender, culture, health, wellbeing, privacy and study needs.

The Student must be provided with:

1. Their own bed.
2. A suitable bedroom or approved sleeping space.
3. Adequate storage for clothing and personal items.
4. Bedding, linen, towels and basic household necessities.
5. Access to bathroom and laundry facilities.
6. A suitable place to study.
7. Access to reasonable heating, ventilation and lighting.
8. Access to appropriate food and drinking water.
9. A safe and hygienic living environment.
10. Appropriate privacy and personal space.

The Student must not be required to share a bed. Any bedroom-sharing arrangement must be approved by Ruawai College before the placement begins.

7. Meals

The Host must provide the Student with appropriate meals, unless a different arrangement has been approved in writing by Ruawai College.

This will usually include:

1. Breakfast.
2. Lunch or food suitable for preparing lunch.
3. Dinner.
4. Reasonable snacks.
5. Access to drinking water.
6. Consideration of the Student's cultural, religious, health or dietary needs where reasonably possible.

The Host must not withhold food as a form of punishment.

8. Safety checks and Police vetting

The Host agrees that all adults aged 18 years or over living in the home, and any other person who may have regular unsupervised access to the Student, must complete all safety checks required by Ruawai College.

This may include:

1. Police vetting.
2. Identity confirmation.
3. Referee checks.
4. Interviews.
5. Home visits.
6. Risk assessment.
7. Any additional checks required by Ruawai College or by law.

The Student must not be placed in the home until Ruawai College has completed and approved the required safety checks.

The Host must immediately advise Ruawai College if:

1. A new adult moves into the home.
2. A person aged 18 or over will regularly stay at the home.
3. There is any criminal charge, conviction, Police involvement, protection order, Oranga Tamariki involvement, or other matter that may affect the safety or wellbeing of the Student.
4. There is any other change that may affect the suitability of the homestay.

Failure to disclose relevant information may result in immediate termination of the homestay arrangement.

9. School access and monitoring

Ruawai College must have reasonable access to the homestay accommodation and facilities for the purpose of supporting the Student and monitoring the placement.

The Host agrees that Ruawai College may:

1. Visit the home before the Student is placed.
2. Visit the home during the placement.
3. Speak with the Host.
4. Speak privately with the Student.
5. Check that accommodation continues to meet required standards.
6. Review safety, wellbeing, behaviour, attendance and support arrangements.
7. Keep records of visits, checks and concerns.
8. Require changes to the homestay arrangement where needed.

Monitoring may include home visits, student interviews, host check-ins, parent communication, school attendance monitoring, pastoral care notes and review meetings.

10. Changes to household circumstances

The Host must immediately notify Ruawai College of any significant change in household circumstances.

This includes, but is not limited to:

1. A change of address.
2. A new adult or young person moving into the home.
3. A person regularly staying overnight.

4. A change in relationship status that affects the household.
5. Illness, injury, stress, financial difficulty, conflict, or any issue that may affect care.
6. Pets being introduced to the home.
7. Renovations, damage, overcrowding, or changes to sleeping arrangements.
8. Any criminal, safety, Police, Oranga Tamariki or legal matter involving a household member.
9. Any concern that may affect the Student's safety, wellbeing or suitability of accommodation.

The Student must not be moved to another address or placed with another person without prior written approval from Ruawai College.

11. Student care and supervision

The Host must provide reasonable care and supervision appropriate to the Student's age, maturity and individual circumstances.

The Host must know:

1. Where the Student is.
2. Who the Student is with.
3. How the Student is travelling.
4. What time the Student is expected home.
5. Whether the Student is attending school.
6. Whether the Student is safe and well.

The Host must support reasonable curfews, routines and expectations as agreed with Ruawai College.

The Host must not leave the Student unsupervised overnight unless this has been approved in writing by Ruawai College.

12. Attendance and school communication

The Host must support the Student to attend school every school day unless there is a valid reason for absence.

The Host must:

1. Notify the school if the Student is absent.
2. Explain the reason for absence.
3. Support the Student to arrive at school on time.
4. Inform the school of unexplained absences or attendance concerns.
5. Inform the school if the Student refuses to attend school.
6. Support the Student to attend school events, meetings and activities where appropriate.

13. Health, wellbeing and medical care

The Host must take reasonable steps to support the Student's health and wellbeing.

The Host must immediately notify Ruawai College of:



1. Illness.
2. Injury.
3. Accident.
4. Mental health concern.
5. Homesickness or distress.
6. Bullying, harassment or relationship concerns.
7. Risk-taking behaviour.
8. Alcohol, vaping, drug or substance concerns.
9. Any medical appointment, hospital visit or emergency.

In an emergency, the Host must call emergency services on **111** and then contact Ruawai College as soon as possible. The Host must not make significant medical, counselling or wellbeing decisions for the Student without involving Ruawai College, unless urgent action is required to protect the Student's immediate safety.

14. Medication

If the Student requires medication, the Host must follow the instructions provided by the Student's parent/legal guardian, doctor, pharmacist, school or relevant health professional. The Host must not give the Student prescription medication that has not been prescribed to that Student. The Host must not give the Student medication in a way that is unsafe, excessive, inappropriate or contrary to medical advice. Any concerns about medication must be reported to Ruawai College.

15. Transport

The Host must support safe and reasonable transport arrangements for the Student.

This may include transport to and from school, school activities, appointments, bus stops, community activities or other approved commitments.

Any person transporting the Student must:

1. Hold a current and appropriate driver licence.
2. Drive a roadworthy and legally compliant vehicle.
3. Ensure seatbelts are worn.
4. Follow New Zealand road rules.
5. Not drive under the influence of alcohol, drugs, fatigue or medication that affects driving.

The Host must not allow the Student to travel in unsafe or inappropriate circumstances.

16. Travel, overnight stays and leave from homestay

The Student must not travel away from the homestay overnight without prior approval from Ruawai College.

This includes:

1. Staying with friends.
2. Staying with relatives.
3. Staying in hotels, motels, Airbnbs, hostels or other accommodation.

4. Travelling outside the local area.
5. Travelling outside Northland.
6. Travelling overseas.
7. Going on holidays with the Host or another family.

The Host must not approve overnight stays, independent travel, or changes to accommodation without Ruawai College approval. Parent/legal guardian approval may also be required.

17. Transfer of care

For Students under 18 years of age, Ruawai College must be satisfied that appropriate care arrangements are in place at all times.

The Host must not transfer care of the Student to another person without prior approval from Ruawai College.

This includes care by:

1. Friends.
2. Relatives.
3. Neighbours.
4. Another homestay family.
5. Temporary caregivers.
6. Sports families or activity hosts.
7. Any other person or household.

If care needs to be transferred, Ruawai College will ensure that an appropriate transfer of care plan is in place.

18. Student rules and expectations

The Student is expected to follow:

1. New Zealand law.
2. Ruawai College rules.
3. International student rules and expectations.
4. Homestay rules.
5. Reasonable household expectations.
6. Safety expectations.
7. Attendance requirements.
8. Visa conditions.

The Host must support the Student to understand and follow these expectations. The Host must not impose unreasonable, unsafe, discriminatory, humiliating, excessive or culturally inappropriate rules.

19. Behaviour concerns

The Host must report serious or ongoing behaviour concerns to Ruawai College.

This includes:

1. Repeated failure to follow homestay rules.
2. Unsafe behaviour.
3. Violence or threats.
4. Alcohol, vaping, drugs or illegal activity.
5. Dishonesty or theft.
6. Significant conflict.
7. Online safety concerns.
8. Concerns about relationships or sexual behaviour.
9. Refusal to attend school.
10. Missing curfew or whereabouts unknown.

The Host must not use physical punishment, emotional abuse, threats, intimidation, humiliation, withholding food, isolation, or any unsafe disciplinary practice.

20. Use of alcohol, drugs, vaping and smoking

The Host must not provide the Student with alcohol, vaping products, cigarettes, cannabis, illegal drugs or restricted substances.

The Host must not allow illegal drug use in the home.

The Host must report any concern about alcohol, vaping, smoking, drug use or substance use to Ruawai College.

The Host must ensure that any alcohol, medication, firearms, weapons, chemicals, tools or hazardous items in the home are stored safely and appropriately.

21. Online safety

The Host should support safe and responsible internet use.

The Host should report to Ruawai College any concern involving:

1. Online bullying.
2. Inappropriate communication.
3. Exploitation or grooming.
4. Harmful content.
5. Excessive device use affecting sleep, school attendance or wellbeing.
6. Contact with unsafe people.
7. Any online behaviour that may place the Student at risk.



22. Cultural respect

The Host must show respect for the Student's culture, language, identity, religion, beliefs and family background. The Host should support the Student to maintain contact with their family, culture and language. The Host should make reasonable efforts to help the Student understand New Zealand culture and local community expectations. The Host must not discriminate against the Student on the basis of nationality, culture, ethnicity, language, religion, gender, sexuality, disability or any other protected ground.

23. Communication with parents and legal guardians

Ruawai College is responsible for maintaining appropriate communication with the Student's parents or legal guardians. The Host must not make major decisions affecting the Student without involving Ruawai College. The Host may communicate with the Student's parents or legal guardians where appropriate, but must keep Ruawai College informed of any significant matters relating to the Student's safety, wellbeing, behaviour, health, accommodation or schooling.

24. Emergencies

The Host must ensure the Student knows what to do in an emergency.

The Host must provide the Student with:

1. Emergency contact numbers.
2. The Host's contact details.
3. Ruawai College emergency contact details.
4. Instructions for fire, earthquake, flood, medical emergency or other serious event.
5. Information about how to contact Police, ambulance or fire services by calling **111**.

The Host must have working smoke alarms and a safe evacuation plan. Ruawai College will ensure that international students have access to school emergency support.

25. Payment and expenses

The Student, parent/legal guardian, agent, or other approved payer will pay the homestay fee as agreed by Ruawai College.

Homestay fee: \$_____ per week

Payment frequency: _____

Payment starts from: _____

The homestay fee usually covers:

1. Accommodation.
2. Meals.
3. Power and water.

4. Reasonable internet use.
5. Normal household costs.

Unless otherwise agreed, the Student is responsible for personal expenses, including:

1. Personal toiletries.
2. Clothing.
3. Entertainment.
4. Mobile phone costs.
5. Optional activities.
6. Additional transport not normally included.
7. Personal spending money.
8. Damage caused intentionally or through careless behaviour.

Any additional costs must be reasonable and discussed with Ruawai College before being charged.

26. Damage and property

The Student is expected to respect the Host's home and property. The Host must report any significant damage to Ruawai College. The Student may be responsible for damage caused intentionally, recklessly or carelessly. Normal wear and tear must not be charged to the Student. The Host should not demand payment directly from the Student without involving Ruawai College.

27. Insurance

The Student must have appropriate medical and travel insurance while enrolled as an international student. The Host is responsible for their own household, contents, vehicle and personal insurance. Ruawai College is not responsible for loss or damage to the Host's property caused by the Student, except where required by law or agreed in writing.

28. Confidentiality and privacy

The Host must respect the Student's privacy and confidentiality.

The Host must not share personal information about the Student, their family, health, behaviour, finances, schooling or personal circumstances unless:

1. The information is shared with Ruawai College for student support, safety or wellbeing.
2. The information is shared with the Student's parent or legal guardian where appropriate.
3. Disclosure is required by law.
4. Disclosure is necessary to protect the Student or another person from harm.
5. Disclosure has been approved by Ruawai College.

Ruawai College will collect, store, use and disclose personal information in accordance with the **Privacy Act 2020**.

The Host agrees that Ruawai College may collect, use and disclose information for the purposes of:

1. Assessing homestay suitability.
2. Completing safety checks.
3. Managing the homestay placement.
4. Supporting the Student's safety and wellbeing.
5. Communicating with parents/legal guardians.
6. Meeting legal and Code obligations.
7. Responding to concerns, complaints, risks or emergencies.

The Host has the right to request access to and correction of personal information held by Ruawai College.

29. Complaints and concerns

The Host must raise concerns early with Ruawai College. The Student must be supported to raise concerns or complaints about homestay accommodation.

Concerns may relate to:

1. Safety.
2. Wellbeing.
3. Food.
4. Privacy.
5. Culture.
6. Communication.
7. Rules.
8. Conflict.
9. Behaviour.
10. Payment.
11. Treatment by others in the home.

Ruawai College will respond to concerns in a fair, timely and appropriate way.

Where appropriate, Ruawai College may:

1. Meet with the Student.
2. Meet with the Host.
3. Contact parents/legal guardians.
4. Review the placement.
5. Create a support plan.
6. Require changes.
7. Move the Student.
8. End the placement.
9. Refer the matter to an external agency.

Students and families must also be informed of external complaints options, including NZQA where the concern relates to Code compliance.

30. Removal of student from homestay

Ruawai College may remove the Student from the homestay immediately if the school believes this is necessary to protect the Student's safety, wellbeing, education or best interests.

This may occur if:

1. The Student is unsafe.
2. The Host is unable to provide suitable care.
3. There is serious conflict.
4. There are concerns about supervision.
5. There are concerns about behaviour or wellbeing.
6. The home no longer meets required standards.
7. Required checks have not been completed.
8. The Host has breached this agreement.
9. The Student's parent/legal guardian requests a move and the school agrees.
10. Ruawai College considers that removal is appropriate.

Ruawai College does not need to provide notice before removing a Student where there are safety, wellbeing or urgent concerns.

31. Termination of homestay arrangement

Either party may terminate this agreement by giving **two weeks' written notice**, unless immediate termination is required for safety, wellbeing, compliance or serious concern.

Ruawai College may terminate this agreement immediately if:

1. The Student's safety or wellbeing is at risk.
2. The Host has breached this agreement.
3. The Host has provided false or incomplete information.
4. The Host has failed to disclose important information.
5. The Host refuses monitoring or school access.
6. The home no longer meets required standards.
7. Required safety checks are not completed or are unsatisfactory.
8. Ruawai College considers the placement unsuitable.

The Host must continue to provide appropriate care during any notice period unless Ruawai College removes the Student earlier.

32. No assignment

The Host must not transfer, assign or delegate their responsibilities under this agreement to another person without prior written approval from Ruawai College. The Student must not be placed with another family, friend, relative or caregiver without school approval.

33. Relationship between Host and school

The Host is not an employee of Ruawai College.

The Host is an approved residential caregiver/homestay provider for the purpose of supporting the accommodation and care of an international student.

This agreement does not create an employment relationship, partnership or agency relationship between the Host and Ruawai College.

34. Compliance with law and school requirements

The Host must comply with all relevant New Zealand laws and all reasonable requirements of Ruawai College.

This includes requirements relating to:

1. Student safety and wellbeing.
2. Child protection.
3. Privacy.
4. Health and safety.
5. Smoke alarms.
6. Fire safety.
7. Food safety.
8. Transport safety.
9. Police vetting and safety checks.
10. The Education Code of Practice.
11. Any other relevant legislation or school policy.

35. Records

Ruawai College will keep records relating to:

1. Homestay applications.
2. Safety checks.
3. Police vetting.
4. Home visits.
5. Accommodation assessments.
6. Student check-ins.
7. Host communication.
8. Parent/legal guardian communication.
9. Concerns and complaints.
10. Incidents.
11. Reviews.
12. Transfer of care arrangements.
13. Termination of placements.

The Host must provide information reasonably requested by Ruawai College for these purposes.



36. Review of agreement

Ruawai College may review and update this agreement from time to time to ensure it remains current and compliant.

The Host will be notified of any significant changes.

Continued provision of homestay accommodation after notification of changes will be treated as acceptance of the updated terms, unless the Host advises Ruawai College otherwise.

37. Acknowledgement by Host

I/We confirm that:

1. I/We have read and understood this agreement.
 2. I/We agree to comply with this agreement.
 3. I/We understand that Ruawai College may monitor the homestay placement.
 4. I/We agree to complete all required safety checks.
 5. I/We agree to tell Ruawai College immediately about any concern or change that may affect the Student's safety, wellbeing or accommodation.
 6. I/We understand that Ruawai College may remove the Student from the homestay at any time if there are safety, wellbeing or compliance concerns.
 7. I/We understand that providing false, misleading or incomplete information may result in approval being withdrawn.
-

38. Signatures

Host / Residential Caregiver Name: _____

Signature: _____

Date: _____

Second Host / Adult Household Member Name: _____

Signature: _____

Date: _____

Student Name: _____

Signature: _____

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Date: _____

Parent / Legal Guardian Name: _____

Signature: _____

Date: _____

Ruawai College Representative Name: _____

Position: _____

Signature: _____

Date: _____

Schedule 1: Host Declaration

The Host declares that:

Declaration

**Yes / No /
Comment**

All adults aged 18 or over living in the home have been disclosed to Ruawai College.

Any person who may have regular unsupervised access to the Student has been disclosed.

All required Police vetting and safety checks have been completed or will be completed before placement.

The home has working smoke alarms.

The Student will have a suitable bed and sleeping space.

The Student will have access to bathroom and laundry facilities.

The Student will have access to a suitable study space.

The home is safe, clean, warm, dry and suitable.

Any pets have been disclosed.

Any firearms, weapons, medication, alcohol, chemicals or hazards are safely stored.

The Host will notify Ruawai College of any change in household circumstances.

The Host agrees to school visits and monitoring.

The Host agrees not to transfer care without school approval.

The Host agrees to immediately report safety, wellbeing, attendance or behaviour concerns.

Schedule 2: Student Homestay Expectations

The Student agrees to:

1. Follow New Zealand law.
2. Follow Ruawai College rules.
3. Follow reasonable homestay rules.
4. Attend school every school day unless sick or excused.
5. Tell the Host where they are going and when they will return.
6. Ask permission before going out.
7. Follow agreed curfews.
8. Respect the Host, household members and property.
9. Keep their room and personal space tidy.
10. Help with reasonable household routines.
11. Use internet and devices safely and responsibly.
12. Not use or possess illegal drugs.
13. Not vape, smoke or drink alcohol.
14. Not stay overnight away from the homestay without school approval.
15. Tell the Host or Ruawai College if they feel unsafe, unhappy, unwell or worried.

Schedule 3: Emergency Contacts

Emergency Services: 111

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Ruawai College Main Office: 09 439 2216

International Director: _____

After-hours Emergency Contact: _____

Principal: _____

Student's Parent / Legal Guardian: _____

Agent, if applicable: _____

Doctor / Medical Centre: _____

Schedule 4: Homestay Monitoring Record

Date	Type of contact	Person completing check	Student spoken to privately?	Concerns identified	Follow-up required
	Home visit / phone / email / student check-in		Yes / No		
	Home visit / phone / email / student check-in		Yes / No		
	Home visit / phone / email / student check-in		Yes / No		

Schedule 5: Transfer of Care Record

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To be completed whenever the Student is temporarily or permanently transferred from the Host's care.

Student name: _____

Current Host: _____

Person receiving care: _____

Relationship to Student: _____

Address: _____

Phone: _____

Dates of care transfer: _____

Reason for transfer: _____

Parent/legal guardian approval received: Yes / No

Ruawai College approval given by: _____

Safety checks completed if required: Yes / No / Not applicable

Notes: _____

Signature of Ruawai College representative: _____

Date: _____