

Homestay Program Agreement for Lewis & Clark Students

This document describes our homestay program policies and procedures.

This is an agreement between you (the student) and ANDEO - please sign this form.

The Application Process:

1. **Submit this 4-page application** to Andeo with a \$250.00 non-refundable application fee. The application can be submitted from our website, by email, by postal mail, by fax, or in person. A program coordinator from a university, college, or other organization may submit the application for you. Please submit your homestay application as early as possible.
2. **Receive your host family assignment.** If you submit your complete application and the \$250 application fee at least 30 days before arrival, you will receive a profile of your host family by email, fax or postal mail before you arrive. If you submit your application less than 30 days in advance, we cannot guarantee a homestay placement before you arrive. We can suggest hotels or temporary housing until your homestay is confirmed.
3. **Send us your arrival information.** Please send us your complete travel information. You will be met at the airport, train/bus station, or another location by either your host family or an Andeo staff member who will take you to your family.
4. **Pay your fees.** You can pay by credit card, bank check, travelers checks, money order or cash. Please pay the \$250 application fee with your application. Program fees for the entire term must be paid **to Andeo within 7 days of your arrival.** Please do not offer to pay your host family directly.

Program Fees Per Semester

(the spring and winter homestay semesters are approximately 4 months and 2 weeks - the summer homestay session is approximately 3 months)

- ⇒ **Classic: \$3,150.00** per semester *(Summer Session: \$2,100.00 - includes self-serve breakfast, supplies to make lunch, and dinner at home)*
- ⇒ **Short-Term: \$700.00** *(one month of homestay only - includes three meals per day. This option not available July 1st to August 31st)*
- ⇒ **Early Arrivals/Weekly Extensions:** Homestay semesters begin and end on set dates. Students arriving before or staying after homestay semester dates will be charged weekly fees of \$175/week. A "week" is defined as 4 to 10 days. If you arrive 1 to 3 days before a term begins or stay 1 to 3 days after it ends, you will not be charged additional fees.
- ⇒ Please pay all program fees directly to Andeo.

Andeo's Commitment to You:

- Airport pick up at Portland International Airport (PDX)
- You will be placed with a family who has been carefully screened, interviewed and prepared to welcome you.
- You will have a comfortable private room with access to a study area. Your home will have internet access, but not necessarily in your room. If you need to use a computer daily, please bring your own.
- You will stay in a home that is close to public transportation, with no more than a 60 minute commute.
- You will receive information about your host family, orientation materials, and an ID card.
- You will have the support of Andeo staff throughout your stay. We can help you adjust to your new home, counsel you on problems related to your homestay and help you enjoy your homestay experience!

General Policies

- **Meals:** Your family will provide meals according to their normal routine. Families cannot cook special meals or provide special food for you. The meal schedule may vary throughout the week. You are responsible for making your own breakfast and lunch. Your family will usually eat dinner with you. Please join in and offer to help. When you are away from home, you must buy your own meals. You will not receive a refund for missed meals.
- **Chores:** As part of an American family, you should clean up after yourself in the kitchen, bathroom, and any other common areas. You should also clean your own room, do your own laundry, and help keep the home clean in general.
- **Transportation:** Most families do not live within walking distance to university or college campuses. Andeo and your host family will help you learn how to use public transportation. Your commute will be 60 minutes or less by bus, train, or street-car. You are responsible for your own transportation costs.
- **Vacations and refunds:** If you take a vacation of two consecutive weeks or more during your homestay, you will receive a refund, or a credit of \$60 per week toward future homestay expenses. You will not receive a refund for vacations less than two weeks. Please inform your host family and Andeo of your vacation plans at least two weeks before you leave for vacation. All refunds or credits will be processed after you return.

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- **Special requests:** You can request things such as a private bathroom or children of a specific age, but we cannot guarantee your homestay will have these things. Most American homes have pets, so a home without pets is guaranteed only to students with serious pet allergies. You cannot request a family of a specific race, ethnicity, or economic status. The diversity of Andeo host families reflects the diversity of American culture. A "host family" may be two parents with children, single mothers or fathers, couples without children (married or unmarried), grandparents, or single individuals (female or male). The families may be of any national or ethnic background, and may or may not practice a religion. All families speak English in their home.
- **Changing host families:** We encourage all students to try their best to have a successful homestay and our staff is available to help with counseling or cultural issues. Students and families are matched based on the preferences of the families and the students. If your family does not meet the criteria listed on the front of the Agreement under "Andeo's Commitment to You", and you wish to be moved to a new home, Andeo will match you with a new host family free of charge. If the family does meet Andeo standards and you still want to be moved to a new family, you may need to pay an additional homestay placement fee of \$250. In this case you should plan to stay with your original host family for two weeks from the date you tell Andeo you want to move. If you move sooner, two weeks of homestay fees will still be deducted from your refund. If for any reason your assigned family is unable to host you, Andeo will find you another host family. You will not need to pay another placement fee.
- **Ending your homestay:** If you begin your homestay and then decide that you do not want to participate in a homestay program and you do not want to try counseling or a different family, you can find other accommodations. Please let Andeo know two weeks before leaving your homestay. After subtracting the fees for those two weeks, you will receive a refund of the remaining term program fees. Refunds are calculated at a rate of \$150/per week.

If you do not follow this Homestay Agreement, the host family or Andeo may ask you to move. In this case, you would be responsible for finding other accommodations. You would receive a refund of remaining program fees.

In my homestay, I agree to:

- Treat all host family members with respect.
- Make every effort to adapt to my new home and become part of the family.
- Follow my host family's household rules.
- Not bring guests into my host family's home without prior permission.
- Not drink any alcohol, including beer and wine, if I am under 21 years old. I also understand that the use of any illegal drugs is strictly forbidden, and if I am caught using them I will be asked to leave my homestay immediately.
- Only make long distance telephone calls at my own expense by pre-paid telephone card.
- Pay for any damages I cause to the host family's home or property.
- Review the Student Orientation Handbook and other orientation materials, and talk with Andeo staff members if there is any information I do not understand.
- Pay my homestay fees on time, directly to Andeo. I will not offer to pay my host family directly.

**I HAVE READ AND UNDERSTOOD THE PROGRAM AGREEMENT.
I AGREE TO FOLLOW THE HOMESTAY POLICIES LISTED ON THIS AGREEMENT.**

Student Signature: _____ Date: _____

Please print your name: _____

Andeo Credit/Debit Card Authorization (optional - can be submitted to pay the application fee and/or program fees for the entire term)

Application Fee - \$250 (*non-refundable*)

I would like to pay my fees by credit card: Classic Homestay Program Fees - \$3,150 or \$2,100

Short-Term Homestay Program Fees - \$700

Card Number: _____

Expiration Date: _____ / _____
Month Year Security Code

Name on Card: _____

Signature: _____

PLEASE NOTE: Andeo accepts only VISA, MASTERCARD, or DISCOVER credit/debit cards.

A 3.5% service fee will be added to all credit card transactions. You will receive a confirmation and receipt for all charges.