

ACCOMMODATION REQUEST FORM

Student Number:

Student Family name: Given name:

Date of birth: Male Female

Nationality..... Languages spoken

Arrival Date Airline Arrival time..... Flight number.....

Course Dates from to Number of weeks of study

Airport Reception

All students must complete one of the sections below.



- The name of the company that meets people at the airport is TOGOTO
- If there are late changes to your flight arrival time you must inform TOGOTO Australia by telephone (+61 3) 9386 9182 or fax (+61 3) 9383 5557**

WARNING: If your flight arrival details change, you must notify the **Accommodation Office** and the airport reception company **Togoto**. If students fail to inform the above in time for cancellation to take place, an additional fee of \$175 will be charged for the second booking.

Airport Reception for students going to a homestay

<p>Do you require airport reception?</p> <p>YES <input type="checkbox"/></p>	<p>Do you require airport reception? NO <input type="checkbox"/></p> <p>How will you get to your homestay?</p> <p>Hawthorn-Melbourne will arrange Homestays for students who do not request airport reception provided we are advised of the exact time and date the student will arrive at the Homestay.</p> <p>What <u>date</u> will you arrive at the homestay?</p> <p>What <u>time</u> will you arrive at the homestay?</p>
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Airport Reception for students going to temporary accommodation

<p>Do you require airport reception?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>If you are arranging your own accommodation, please provide destination address and telephone number below:</p> <p>.....</p> <p>.....</p> <p>Please note: We will confirm the accommodation details and airport pick up service arrangements after we receive your flight details. Ideally, this will occur two weeks prior to your arrival in Melbourne.</p>
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Types of accommodation

Please tick your accommodation preference below

1	<p><u>Homestay</u></p> <ul style="list-style-type: none"> ▪ Living and having interaction with an Australian family ▪ Enjoy cultural exchange and opportunity to practice speaking English ▪ Homestay provides evening meal and ingredients for breakfast and lunch ▪ 4 week minimum - best as a long-term option ▪ Weekly rate: Single room: A\$345 Twin room: A\$300 <p>Note: Students under 18 years of age pay an additional A\$20 per week</p>	<p><input type="checkbox"/> Homestay</p> <p>Single room <input type="checkbox"/></p> <p>Twin room <input type="checkbox"/></p> <p>Please fill out the attached Homestay request form and return both forms to us as soon as possible.</p>
2	<p><u>Share and Private Rental</u> (For students over 18 years of age ONLY)</p> <p>Important - We cannot arrange share or private rental accommodation for students in advance. We are happy to arrange temporary accommodation, and then assist the student in finding share or private rental accommodation after they arrive to Melbourne.</p> <ul style="list-style-type: none"> ▪ Meals not included - students buy food and cook for themselves ▪ Enjoy independent lifestyle ▪ Weekly single bedroom rate from A\$160 to \$250 (depending on location and facilities) 	<p><input type="checkbox"/> Share & Private Rental</p> <p>Would you like us to organise temporary accommodation for when you arrive? (tick one)</p> <p>Yes: <input type="checkbox"/></p> <p>No, I will organise it: <input type="checkbox"/></p>

HOMESTAY GUIDELINES

1. On arrival, students must pay their Homestay host a bond (equal to 2 weeks rent) and 2 weeks Homestay fee in advance. After this, the Homestay fee is paid every 2 weeks **in advance**.
2. Students under 18 years of age must pay an extra \$20 per week due to the extra 'guardian' requirements.
3. Minimum stay in a homestay is 4 weeks.
4. The student must give 14 nights notice if he/she wishes to leave the homestay.
5. Electricity, water and gas bills are included in the homestay fee (except where electric heaters are used in the student's room)
6. The student should prepare breakfast and lunch with ingredients provided by the host. The host should cook dinner every night.
7. Students are expected to assist with household chores and to keep their rooms clean and tidy.
8. The student must pay for his or her own telephone calls. We recommend the use of a pre-paid phone card.
9. Smoking is allowed outside the Homestay house only.
10. Showers should be kept to 4 minutes.
11. The bond is returned to the student in full provided there is no damage done to the host's house and the full two week notice period is given before the student moves out.

I, (write your name) understand and agree to these guidelines, and release Hawthorn Melbourne from any liability resulting from my participation in the Homestay program.

SIGNATURE: **DATE**

**Please return form to the Accommodation Office by email
accommodation@hawthornenglish.vic.edu.au**



HOMESTAY REQUEST FORM

Please allow 2 weeks for Homestay to be arranged. To build relationships and gain cultural and educational benefits, Homestay should be used as long-term accommodation only. Homestay must not be used as temporary accommodation.

STUDENT DETAILS

Family NameGiven NameStudent Number:.....

Male Female Age Date of Birth (dd/mm/yyyy)

Homestay required for..... weeks

What are your hobbies and interests?

.....

What have you studied?

Do you have any medical conditions?

Do you have any special needs? (restrictions on food, etc)

What language do you speak at home?

What is your level of English? Elementary Intermediate Advanced

Do you have brothers and sisters?

Do you live in? a city a regional area a rural area

Would you describe yourself as? Shy Out-going An inexperienced traveler
Independent Adventurous

Do you prefer a home that is Quiet Busy, with lots of activity Somewhere in between

HOMESTAY PREFERENCES

- Young children (0 – 12 years old) YES OK NO
- Teenagers (13 – 19 years old) YES OK NO
- No children living at home YES OK NO
- Other students YES, 3 or more YES, 1 or 2 OK NO
- Other student from your own country YES OK NO
- Cats * YES OK NO
- Dogs * YES OK NO

* 70% of our Homestays have a cat or dog so you limit your options by requesting no pets

- Are you a smoker? YES NO
- Do you have special dietary requirements? YES NO
- If yes, what are they?
- Do you wish to share a room with someone you know, who is also coming to study at Hawthorn-Melbourne? YES NO
- If Yes, Name of room-mate:
- **Is there anything else you want in your Homestay?**
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You will be placed in the best available Homestay, but we may not be able to meet all of your requests.

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accommodation@hawthornenglish.vic.edu.au