



Thank you for your interest in becoming part of our Homestay Program! The following guidelines have been created to provide a comprehensive overview of the requirements and expectations of the program as well as the application process.

MITT offers English as a Second Language (ESL) programs as well as post-secondary programs to international students from around the world.

The Homestay program has a mission to provide an enriching cultural exchange between students and host families where communication skills are reinforced outside the classroom in a safe and supportive environment.

APPLICATION PROCESS

The Student Life Officer at the College is responsible for managing and overseeing the Homestay program. The application process is as follows:

1. Read, understand and agree with Guidelines for Host Families (this document)
2. Submit electronically completed MITT Homestay Application for Hosts by principal applicant
3. Submit copies of Clear Criminal Record Checks **with Vulnerable Sector Screening** for everyone in the household who is over 18 years of age and must be dated within the past 6 months from the time the application is submitted. (See sample copy in Appendix B) Verification of authenticity will be required by showing the original document during the home inspection. For details on how to get Criminal Record Check, click on this link: http://www.winnipeg.ca/police/pr/info_request.stm#crim_record_search
 - a. Applicants are responsible for all costs related to obtaining this document.
4. Have a positive home inspection. During the visit, we will need access to all areas that the student(s) will have access to and pictures will be taken to create a profile to show students. (pictures will not be posted online or share on social media)
5. Attend orientation session. (regardless of experience hosting, all hosts are required to be in attendance)

Applications are processed on a first-come-first-served basis and meeting all requirements does not guarantee a placement as the program is based on demand which varies throughout the year.

Placement of students is performed based on the following criteria:

1. Best possible match based on student's preferences
2. Distance from school and proximity to public transit

If you have any questions, please contact Daniel Peimbert, Student Life Officer at (204) 989-7199 or by email at daniel.peimbert@mitt.ca



Role of Host Families

Our Homestay program is designed to provide students with the opportunity to practice their English skills in a casual setting, and enhance their language learning as well as learn about Canadian culture and customs. Hosts may be families with or without kids, single parents, etc. that have a genuine desire in learning about a new culture and sharing their home with a student.

Hosts are required to:

- Provide private bedroom for each student including a bed with mattress, linens, a closet, a dresser, a lamp, a desk, and desk chair
- Meet safety standards at all times, as per City of Winnipeg Regulations (smoke detectors, fire extinguishers)
- Provide 3 nutritious meals a day plus snacks. Students can prepare their own breakfast and lunch to take to school as well as snacks provided all food necessary food is supplied. Dinner must be cooked by the host and eat together as a family every day. All food necessary must be supplied by the host. Please be sensitive to dietary restrictions, allergies, intolerances and preferences of student
- Provide access to common spaces such as living room, kitchen, family room, dining room and laundry (Host is to supply laundry detergent)
- Provide internet access. Long distance charges are not included in the fees paid by the student, therefore, students are encouraged to buy LD cards
- Provide cleaning supplies to clean their room, bathroom and areas used by the student.
- Students are not to provide babysitting, household chores other than cleaning up after themselves
- Provide a house key to the student for the length of their stay
- Commit to spending at least one hour a day with their student and include them in daily family activities
- Be willing to support students and open to learning about their culture
- Provide a supportive English speaking environment
- Keep in communication with Student Life Officer to inform of any issues with the student and/or discuss changes in your household such as family additions, change of address, adding a pet, etc.

Arrival of Student

- Host is responsible for picking up student from Airport or designated location, including obtaining travel details
- **Students are allowed to arrive up to 2 weeks maximum before the start day of their program**
- Use welcome sign when picking up a student. (provided by the College)
- Welcome student to your home, and show them around so they get familiar with their new home
- Allow them time to rest and decompress from their travel; make them feel at home and comfortable
- Show the student how to take the bus, bus routes, and how to go to school from home (bus passes can be bought on campus at a reduced rate)
- Provide them with your contact information (work phone, mobile, email) in case they need to contact you
- Provide a respectful environment that embraces and includes all religious, political and sexual preferences



Minimum Stay & Change of Homestay

Minimum stay is 2 full months or 60 days. No moves are allowed within this period. If you choose to move after the end of this period, a charge of \$100 will apply and a **Homestay Change Form** (Appendix B) must be submitted to Student Life Officer. Refunds of fees within this period will not be accepted.

Finances

Host families receive \$700 per month to help them offset the costs of hosting a student and generally receive a direct deposit to their bank account within 10 business days or less from the date the student moves in. To get paid, you have the option to receive a direct deposit to your bank account by filling out the attached EFT Form (Appendix C) or you can choose to receive a cheque in the mail (no action needed). In the first 2 months, the College collects the fees from the student and pays them directly to the host family. On month 3 and onwards, the student is responsible for paying their fees directly to their host family on the 1st day of each month. Extra nights are charged at the rate of \$30 per night.

Since students don't always move in on the first day of the month, the following policy applies:

- If the student moves in between the 1st and the 15th day of the month, full fees apply (\$700)
- If the student moves in on the 16th day of the month or after, only half fees apply (\$350)

We discourage cash transactions in order to avoid misunderstandings and to have a track record for both parties. Likewise, we encourage students to pay their fees by cheque or e-transfer. Hosts are required to provide a receipt to students upon payment for tracking purposes. If you have any questions about payments, they can be directed to the Finance Department via email at finance@mitt.ca

Moving out & Refunds

Students and hosts are required to provide at least 15 days' notice to each other in case they wish to terminate their homestay agreement. In lieu of 15 days' notice, students must pay for the 15 days remaining. Students are expected to stay in a homestay for the duration of their agreement; however, the College reserves the right to remove students from unsuitable homestay situations without paying the full monthly homestay fee. Unused days must be refunded to the student in the form of cheque or e-transfer provided appropriate notice is given.

If a student, or you, chooses to end the homestay agreement prior to the end of the agreement, please fill out a **Homestay Termination Notice** (Appendix A) and must be for good cause. The host family must communicate directly with Student Life Officer. Please do not arrange to take in a student from another homestay family without discussing the issue with us first. There may be circumstances that you are not aware of, and it is very important for us to know if changes are being considered.



Evaluation Form

Finally, all students in homestay fill out a homestay evaluation form at the end of their program. From this feedback, we know which families are suitable for our program and the type of student that fits best with each family.

Important points to discuss with student

- Go over expectations and house rules, such as:
 - Appropriate hours to come home
 - Noise level at certain times
 - What to do if not coming home or having a sleepover with a friend
 - Cleanliness of room and student's bathroom (if private)
 - Telephone and use of TV (if shared)
 - Use of internet
 - Use of laundry facilities (how to operate machines)
 - Reasonable use of utilities and importance of savings (water, electricity, gas)
 - Operation of alarm system (if applicable) and use of locks and keys
 - Having guests over for a visit/sleepovers

Dining out

If your family goes out to eat with the student at your invitation and in place of a meal at home, you are responsible for paying for that meal because all meals are to be provided by the host family.

Home Insurance

When hosting a student, we recommend you check with your insurance broker to ensure that your home has suitable insurance and liability coverage. This way, if anything were to happen, you and the student would be covered. Some insurance companies may charge an additional minimal fee for having a paying boarder.

Expectation of Students

Students are given a Homestay Handbook that explains in depth their rights and obligations while taking part in the program.

Students are responsible for:

- Keeping room clean and tidy
- Cleaning up after themselves
- Helping out with meals, clearing table, doing dishes, etc. (just like any guest would)



- Communicating with host family in English
- Keeping them informed if you are going to be late or not come home for a night
- Paying for any long distance bills
- Complying with house rules and expectations as well as with homestay program guidelines

Meals

Although families are not expected to change their diet to suit their students, they should be sensitive to the challenges of having to make drastic changes in diet, and make an effort to accommodate students' likes and dislikes. Please take your student grocery shopping with you to determine what fruits, beverages, and sandwich fillings your student likes. Keep in mind that the students are paying for their meals, so they should be provided with the nutritious food they enjoy eating, in sufficient amounts. Students can be asked to prepare their own breakfast and lunch, as long as all the food is available for them. Students can heat up their lunches in microwave ovens provided at the College.

Medical Coverage

All students must have Health Insurance Coverage whether it is through Manitoba Health (Provincial Coverage) or through a private insurance company. Please note that ALL students must have health coverage as a condition of registration. If your student is sick, you can take him/her to a walk-in clinic or the emergency department of your local hospital. Coverage begins as soon as students register for the health plan, even if they have not yet received their card. The student is covered anywhere in Canada up to the level of Manitoba fees. It is a good idea to check beforehand to make sure the clinic does not charge any extra fees for filling out insurance forms. Some clinics don't charge at all and some have a considerable fee. Please note that dental and optical bills are not covered by Manitoba Health. Please let our office know if your student has any serious medical problems while he/she is staying with you.

Conflict Resolution Process

While MITT will try hard to find a suitable match between students and hosts, sometimes miscommunication or other issues may arise. If a problem occurs between the student and the host family, the host family agrees to:

First, discuss the issue with the student directly in an effort to understand and find a fair solution to the problem.

Second, If the problem has not been resolved after following step one, the host family agrees to contact the Student Life Officer to discuss the issue. A meeting may be set up between all three parties if the Student Life Officer feels that this would be beneficial to solve the problem.

If the parties are not able to come to an agreement, the Student Life Officer will assist the student in finding a new homestay placement. Unless it is an emergency or extreme situation as determined by the sole discretion of the Student Life Officer, no transfers during the first month will be allowed and extra fees may be applied. All homestay transfers and terminations must be coordinated through the Student Life Officer.



Disclaimers

1. MITT will not be responsible for any unpaid phone bills made by the student
2. MITT reserves the right to relocate a student without notice and reason. When the host is found unsuitable or not compatible or in the case of a serious incident.
3. MITT reserves the right to investigate any claims made by students and/or host and will try to find a suitable solution for both parties
4. MITT is not liable and/or responsible for any damages to your property and/or bodily harm to the host or any person in the home by the student
5. MITT reserves the right to update, modify and/or make changes to the Homestay Program at any given time without notice

Contact Information

If you have any questions or concerns about your student or need some support, please contact Daniel Peimbert, Student Life Officer at 204-989-7199 during business hours Monday to Friday from 8:30 am to 4:30 pm or by email at daniel.peimbert@mitt.ca

In the case of an emergency after business hours, please call (204) 229-0549. For medical emergencies, please call 911, and inform Student Life Officer as soon as possible.

I hereby declare that I have read, understood and agree to all terms and conditions of the MITT Homestay program as stated in this document.

| | | |
|--|-----------------------|-------------|
| Host Name (Principal Applicant) | Host Signature | Date |
|--|-----------------------|-------------|

| | | |
|---------------------|--------------------------|-------------|
| Witness Name | Witness Signature | Date |
|---------------------|--------------------------|-------------|



APPENDIX A

Homestay Termination Process

Students and hosts must provide a minimum of 15 days' notice in writing to each other and let the Student Life Officer know before moving out.

For Students

If the student wishes to leave the Homestay Program

- Students must contact Student Life Officer (SLI) immediately
- The SLI will initiate a meeting between the host and the student to try to solve the problem
- The SLI will determine whether or not his present is required at this meeting. Students can request to have the SLI be present.
- A Homestay Termination Notice must be signed by both parties, and the student must complete the evaluation form. Both documents must be completed and returned to Student Life Officer.

For Hosts Families

If the host family wishes the student to move out

- The host must contact the Student Life Officer immediately to discuss the issues
- The SLI will initiate a meeting between the host and the student to try to solve the problem
- If a solution is reached, the host and student will have one-week trial period to see if the concerns have been worked out
- If a solution is not reached after the meeting or after the trial period, the host family must contact the Student Life Officer
 - This termination notice must be completed by both parties and returned to Student Life Officer
- Any damages and/or outstanding balances must be identified within the termination notice and agreed upon by both parties
- If both parties cannot reach an agreement, the Student Life Officer will mediate with both parties

If you have any questions, please contact the Student Life Officer at (204) 989-7199 or by email at daniel.peimbert@mitt.ca

In the case of an emergency, please contact (204) 229-0549.



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Homestay Termination Notice

Notice Date:

Student's Name: Student #

Move out Date:

Reason of departure:

Student's signature:

Host's Name:

Host Family Signature


Are you interested in hosting a new student? YES NO

If so, when are you available and for how long?

Once completed and signed, please return this form to Student Life Officer via email at daniel.peimbert@mitt.ca




APPENDIX B



WINNIPEG POLICE SERVICE
CRIMINAL RECORD SEARCH CERTIFICATE
 (FOR VULNERABLE SECTOR SEARCH)
 RECORD ENQUIRIES 986-6073

WINNIPEG POLICE SERVICE
 PERSONAL RECORD SEARCH

NUMBER **M** [REDACTED]



It is an offence under the Criminal Code of Canada to alter this document in any way. Violators will be prosecuted to the full extent of the law.

The Winnipeg Police Service is not responsible for the authenticity of applications not bearing a blue Personal Record Search sticker with the Service Crest, Title and a serial number in the top right corner of this form.

Any false or incomplete information may result in rejection of this application.

1. APPLICANT INFORMATION

Full Name and Address

| | | |
|------------|------------|-------------|
| LAST NAME | FIRST NAME | MIDDLE NAME |
| [REDACTED] | [REDACTED] | [REDACTED] |

ADDRESS

[REDACTED]

Winnipeg, Manitoba, [REDACTED], Canada

OTHER SURNAME / MAIDEN NAME / LEGAL NAME CHANGE

[REDACTED]

| | | | | | |
|------------|---------------|------------|------------|------------|----------------|
| SEX | DATE OF BIRTH | YEAR | MONTH | DAY | PLACE OF BIRTH |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |

THIS RECORD SEARCH IS INTENDED FOR INDIVIDUALS BEING EMPLOYED AND/OR VOLUNTEERING IN A POSITION OF TRUST THAT WILL INVOLVE DIRECT CONTACT WITH A YOUNG PERSON (under 18 years of age) and/or VULNERABLE PERSONS (persons, due to age, disability or other circumstances, who are dependent on others or are at a greater risk of harm than the general population from a person in a position of authority or trust).

2. RECORD CHECK RESULT:

The result of a criminal record search is merely a record of official contact, or no contact, with police agencies, and NOT an affirmation of good character.

A search of the above name(s) and date of birth revealed:

No record of conviction exists on Winnipeg Police System National Criminal Records Repository of Canada

Vulnerable Sector Search Completed - Clear

Fingerprints verified the applicant was convicted of a sexual offence for which a pardon was granted. Pardon record attached.

Vulnerable Sector Search Not Applicable for Applicants under 18 years of age

A youth verdict of "Not Criminally Responsible on Account of Mental Disorder" exists

An adult verdict of "Not Criminally Responsible on Account of Mental Disorder" exists

An adult verdict of "Not Fit to Stand Trial on Account of Mental Disorder" exists

An outstanding criminal charge awaiting court disposition.

A record of conviction exists on Winnipeg Police System National Criminal Records Repository of Canada

Transcript of WPS convictions may be obtained through the Winnipeg Police Service.

A record of criminal convictions was associated to a subject with the same name and date of birth. Subject advised to obtain fingerprints and record from the RCMP headquarters in Ottawa.

3. FOR U.S. BORDER CROSSING ONLY

A record of non conviction exists on Winnipeg Police System National Criminal Records Repository of Canada

A record of non-conviction was associated to a subject with the same name and date of birth. Subject advised to obtain fingerprints and a record from the RCMP headquarters in Ottawa

PROCESSED BY

| | | |
|-------------|------------------|-------------------|
| SIGNATURE | SERVICE NO. S468 | DATE |
| [Signature] | | NOVEMBER 12, 2015 |

NO REPLACEMENT FOR LOST DOCUMENTS

↓
Within past 6 months.



APPENDIX C

MANITOBA INSTITUTE OF TRADES AND TECHNOLOGY

7 Fultz Blvd
Winnipeg, MB R3Y 1G4
Phone: 204.989-8562
Fax: 204.488.4152

Electronic Funds Transfer (EFT) Form

Account Information

Please note: If you attach a voided cheque here, you only need to fill in numbers 1 & 4 and sign/date.

1. Account Holder Name: _____

2. Name of Financial Institution: _____

3. Address of Financial Institution: _____

Account # _____ Transit # _____ Bank # _____

4. Email Address for EFT Payment Advice: _____

Please attach your voided cheque here.

Signature

Signature _____ Date _____

Print Name _____

Please return by mail, fax (204-488-4152) or email (finance@mitt.ca) to the attention of
Finance. Thank you