



MANITOBA INSTITUTE OF TRADES AND TECHNOLOGY **MITT HOMESTAY PROGRAM GUIDELINES FOR STUDENTS**

Welcome to Manitoba Institute of Trades and Technology Homestay Program! The following guidelines have been created to provide you with a comprehensive overview of the requirements and expectations of the program.

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 Students (this document)
2. Submit completed MITT Homestay Program Application for Students electronically
3. Submit copy of Letter of Acceptance
4. Pay a non-refundable application fee of \$150 and a (non-refundable) placement fee of \$200
5. Pay first 2 months of fees - \$1,400 (\$700 per month x 2 months)

For payment options available, please refer to Payment Methods for International Students in Appendix D.

Eligibility & Changes in Status

Homestay program is open to all current international students who are **regularly** attending classes. Placements are assigned on a priority basis and first priority is given to students coming directly from overseas who have never lived in the City. Applications are received on a first-come-first-served basis and placements are not guaranteed.

Students are responsible for advising Coordinator, Student Life of any changes in their academic status such as change of program, withdrawals, and changes in program start & end dates. If changes are not reported, students may be asked to leave the program and no refund will be issued.

Selection of Hosts Families

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. All families go through an application process that includes having a clear Criminal Record Check, a positive home inspection, and references.

Host families are required to:

- Provide you with a private bedroom including a bed with mattress, linens (I.e. pillow, blankets, towels), 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 you with 3 nutritious meals a day plus snacks. Students can prepare their own breakfast and lunch to take to school as well as snacks. Dinner will be cooked by the host and you are encouraged to eat together as a family every day. All food necessary must be supplied by the host.



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- Provide you with full access to common spaces such as living room, kitchen, family room, dining room and laundry (Host is to supply Laundry detergent)
- Provide you with internet access (Charges to Long Distance are not included in the fees paid by the student, therefore, students are encouraged to buy LD cards)
- Provide you with cleaning supplies to clean your room, bathroom and areas used
- You are not responsible for looking after children and doing extra household chores other than cleaning after yourself.
- Provide you with a house key for the length of your stay
- Commit to spending at least one hour a day with you and make you part of daily family activities
- Provide you with on-going support and willingness to learn about your culture
- Provide you with a supportive English speaking environment
- Keep in communication with Student Life Officer to inform of any issues and/or discuss changes in their household such as, family additions, change of address, adding a pet, etc.

Expectation of Students

Students and hosts families are expected to become familiar with the guidelines of the program as stated in this document. They also receive a copy of *The Essential Guide for Homestay Students in North America* which includes very informative information about living in a homestay.

Students are responsible for:

- Buying own toiletries: toothpaste, shampoo, deodorant
- Keeping room clean and tidy (empty garbage at least once a week, do not bring food into your room)
- Cleaning up after themselves in the kitchen and bathroom, and any other areas used
- Helping out with meals, clearing table, doing dishes, etc.
- Communicating with host family in English at all times
- Keeping host family informed if you are going to be late for dinner or not come for a night
- Paying for any long distance bills and anything else that is not included in the fees
- Complying with house rules and expectations as well as with homestay program guidelines Keeping in communication with Student Life Officer to inform of any issues with the host family and/or discuss changes in your life and/or living needs

IMPORTANT NOTE: There is zero tolerance for alcohol abuse and/or use of illicit drugs by hosts and students while in the program. If you experience any suspicious activity in your home or with your host family, please report it immediately to the Coordinator, Student Life , Rae-Lynn Rempel at (204) 989-7199, or by email at rae-lynn.rempel@mitt.ca

Pre-Arrival

Once you receive information about your homestay family from the Coordinator, Student Life, feel free to contact them via email to introduce yourself, send them a picture of yourself(if you wish), and let them know of any questions you may have. They are looking forward to welcoming you into their home!



Arrival

Once your travel details have been confirmed, please contact the, Coordinator Student Life, so arrangements with your homestay family can be made to pick you up at the airport. (Please include date of arrival, time and flight #) If you don't provide it, we cannot guarantee that someone will be at the airport to pick you up.

IMPORTANT NOTE: We ask that you do not book a flight that arrives after midnight (12:00 am). If you do, you will need to stay at the airport hotel overnight and be picked up by the homestay family on the next day.

** Students are allowed to arrive up to 2 weeks maximum before the start date of their program.*

In the home

Once you arrive in your homestay, your family will introduce you to other members of the family and show you your room and the rest of the home. Ensure you ask questions to learn how to operate different things in the home such as, the bath taps, appliances, laundry machines, etc. Do not be afraid to ask your family for time to rest after your flight!

Expectations of Hosts

Hosts are responsible to:

- Pick you up from airport or designated location, including obtaining full travel itinerary details
- Have a sign with your name clearly printed for easy identification
- Welcome you to their home, and show you around so you get familiar with your new home
- Allow you time to rest and decompress from your travel; they will try to make you feel at home and comfortable
- Show you 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 you with their contact information (work phone, mobile, email) in case you need to contact them
- Provide you with a respectful environment which is inclusive of religious, political and/or sexual preference

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, you will need to complete a **Homestay Change Form** (Appendix B) and submit it to the Student Life Officer via email or in-person. Refunds of fees within this period will not be accepted.

Students are allowed to move homes up to 2 times at no extra cost. If you choose to move more than 2 times within a year, you will be charged a new placement fee of \$200.

Meals

Although families are not expected to change their diet to suit your needs, they are encouraged to be sensitive to the challenges of having to make drastic changes in diet, and make an effort to accommodate your likes and dislikes. You can ask to go grocery shopping with your host to determine what fruits, beverages, and sandwich fillings you like. You may be asked to prepare your own breakfast and lunch, and all food will be supplied to you by the host.



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Important points to discuss with your host

- Go over expectations and house rules, such as:
 - Appropriate hours to come home
 - Noise level at certain times
 - What to do in not coming home or having a sleepover with a friend
 - Cleanliness of room and student's bathroom
 - Time spent in shower
 - Telephone and use of TV
 - 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 safety of the home [use of locks and key(s)]
 - Having guests over for a visit/sleepovers

Dining Out

If your family goes out for dinner and invite you to attend in place of a meal at home, they would be responsible for covering your meal as all meals are to be provided by the host family.

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. 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 an unofficial receipt to students upon payment. If you have any questions about payments, they can be directed to the Finance Department via email at finance@mitt.ca

Homestay fees cannot be claimed on your income tax return.

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



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stay in their homestay for the duration of the agreement; however, the College reserves the right to remove students from unsuitable homestay situations without paying the whole 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 you choose to end the homestay agreement prior to the end of the regular period, please fill out a **Homestay Termination Notice** (Appendix A) and submit it to the Student Life Officer. If you choose to take part in the program again in the future, you will be required to pay a new non-refundable application and non-refundable placement fee.

Evaluation Form

All students leaving the homestay program are asked to fill out the **Homestay Program Feedback Form for Students** (Appendix C) and submit it to the Student Life Officer at the end of their stay. From this feedback, we know which families are suitable for our program and the type of student that fits best with each family.

Personal Property Insurance

Although, hosts are encouraged to get extra insurance to have you live with them. You can also buy tenant's insurance to cover your personal property in case of a casualty in the home. For more information, you can contact an Insurance Broker.

Medical Coverage

All students must have Health Insurance Coverage whether 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 you are sick, you can ask your host family to take you to a walk-in clinic or the emergency department of the closest local hospital. Coverage begins as soon as you start your school program. It is very important to get your Manitoba Health card as soon as you arrive. You will need a copy of your **Enrolment Letter, Application Form and Study Permit** to apply. You need to go to 300 Carlton St; Downtown, phone (204) 786-7101. You are 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 considerable fees. Please note that dental and optical bills are not covered by Manitoba Health plan, however, if you have private insurance or extra insurance, they may be covered. You may also need to pay a deductible. Please let our office know if you have any serious health issue or get into an accident as soon as possible.

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 and student agrees to:

1. Discuss the issue with the student directly in an effort to understand and find a fair solution to the problem.
2. 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.



3. 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 Coordinator, Student Life, no transfers during the first 2 months 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 bills such as, long distance, movie rentals, etc. made by the student
2. MITT reserves the right to terminate an agreement and/or relocate a student without notice and reason
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 caused to students' or host family's property including bodily harm
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 host family or the program, please contact:

Rae-Lynn Rempel
Coordinator, Student Life
Phone: (204) 989-7199 (during business hours Monday to Friday from 8:30 am to 4:30 pm)
rae-lynn.rempel@mitt.ca

In the case of an emergency after business hours, please call (204) 479-4643. For medical emergencies, please call 911, and inform Coordinator Student Life Officer as soon as possible.



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 Coordinator Student Life at (204) 989-7199 or by email at rae-lynn.rempel@mitt.ca

In the case of an emergency, please contact (204) 479-4643.



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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 or by fax at (204) 488-4152.



APPENDIX B



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HOMESTAY CHANGE FORM

Student Name: _____

Student #: _____

Reason for change:

Student's Signature _____ Date: _____

Student Life Officer Signature _____ Date: _____

Application process:

1. Complete this form and submit it to Student Life Officer for processing
2. Pay \$100 Change of Homestay Fee through Customer Service Representative (if applicable)
3. New placement can vary in time, therefore students are responsible for finding temporary living arrangements until a new homestay family is found

Contact Information

Daniel Peimbert
 Student Life Officer
 14 Fultz, 2nd floor, Room 224
 Phone: (204) 989-7199
 Email: daniel.peimbert@mitt.ca



APPENDIX C



HOMESTAY PROGRAM FEEDBACK FORM FOR STUDENTS

Date: _____ Host Family Name: _____
 (Month/Day/Year)
 Student Name: _____ Host Family Address: _____
 Student #: _____ Length of Stay: _____

The homestay program at MITT was developed with students in mind and we hope that your experience was a positive one! All your answers are private and confidential and are intended to help us identify any areas that may need some improvement. At MITT, we strive to provide our students with the best homestay experience possible!

Please answer all questions below and feel free to provide any relevant information including details of your experience.

Using the scale below, please check the best answer to the following questions:

1 – strongly agree 2 – agree 3 – neutral/not sure 4 – disagree 5- strongly disagree

	1	2	3	4	5
1. My homestay family was friendly, courteous and respectful.					
2. My room was comfortable and met my expectations					
3. I enjoyed the meals that my host family prepared					
4. I got to do various fun activities with my host family					
5. My English improved because of the support from my host family					
6. Overall, my homestay experience was positive					
7. I would recommend my host family to other students					
8. I was given the Homestay Handbook for Students					
9. I had a clear understanding of my rights and responsibilities					
10. My host family followed all guidelines as set in the Homestay Handbook for Hosts					
11. I received the support needed from the Student Life Officer					

Please write your answers to the following questions and your honesty is encouraged and appreciated!

1. What did you like to most about your host family?

2. What did you like the least or dislike about your host family?



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3. What can MITT do better to improve the homestay program?

4. Any other comments you may wish to add.

Once filled out, please return to: Daniel Peimbert, Student Life Officer in person or via email at:
daniel.peimbert@mitt.ca

Thank you for taking the time to answer this evaluation form!

All your answers and comments provide valuable information about our program and will be carefully reviewed.



APPENDIX D



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Payment Methods for International Students

Within Canada

Method of Payment	Instructions
Visa / Mastercard / American Express	Pay in person or over the phone or provide the credit card information on the application.
Debit	Pay in person only.
Cash:	Pay in person only ***DO NOT send cash in the mail***
Money Order / Bank Draft / Certified Cheque	Go to your bank to request one in Canadian Dollars. Then you can mail it, drop it off, or deposit it directly into MITT's bank account. Account #: 5283525 Transit #: 83307 Bank Institution #: 004 Send a copy of the receipt with the student's name and student number clearly written by fax to 1-204-488-4152, or e-mail international@mitt.ca
Direct Deposit (If Canadian bank account):	Manitoba Institute of Trades and Technology, 7 Fultz Blvd, Winnipeg, MB, R3Y 1G4 Account #: 5283525 Transit #: 83307 Bank Institution #: 004 Send a copy of the receipt with the student's name and student number clearly written by fax to 1-204-488-4152, or e-mail international@mitt.ca
Rotessa:	Please provide a void cheque or letter from your bank with banking information, including: <ul style="list-style-type: none"> • Name on Account • Financial Institution Name • 5-Digit Brand Transit Number • 3-Digit Institution ID Number • Account Number. The account holder must provide authorization to MITT to charge the applicants tuition through their account by filling out the Rotessa form.
Online Banking:	Login to your bank account and select MITT as a payee. Enter your student # as the account #.