



Category: Student Services	Responsible Owner: Director of Student Services	Effective Date: February 2023
Policy Number: 7.10	Approval Body: Board of Governors	Policy Name: Homestay Policy

A. POLICY:

PURPOSE/COMMITMENT: To provide a safe and caring environment to all international students while ensuring their academic goals are achieved. Columbia College Homestay's goal is to establish lifelong relationships between international students and Canadian families so that students have fond memories of their time spent in Canada.

SCOPE: The purpose of this policy is to provide specific guidance to the employees of Columbia College in the general delivery of the homestay program.

WHEN TO USE THE POLICY: This policy should be used to guide the actions of the Homestay Coordinator or of Administrators when dealing with the Homestay Program, the Homestay Coordinator, or homestay students.

DEFINITIONS:

- **Child:** In British Columbia, under the CFCSA, a child is anyone under the age of 19.
- **Homestay:** a formal arrangement by an international student program, or its delegates, to house an international student with an approved family during the course of study. This family and its residence are both commonly referred to as the 'homestay'. B.C.'s Guidelines refer to this family as the 'host family'.
- **Homestay Student:** is a minor child (i.e. under 19) from outside B.C. who pays a fee to stay with a homestay family in return for meals, a private room, family support, and various cultural experiences.

POLICY STATEMENTS

Columbia College maintains a homestay program that is compliant with the Ministry of Education and Childcare's Homestay Guidelines (2018), and is designed to ensure the protection of students' physical safety, social connectedness, inclusiveness, and protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation, or gender identity.

To this end, Columbia College is committed to:

1. Maintaining a homestay screening process for host families and for international students to determine suitability. This screening process is available to potential homestay students, and includes:
 - a. Scheduled home inspections and host parent interviews, at least every two years following initial approval.
 - b. Current criminal record checks (CRC), dating within the past 5 years, are required for all family members age 19 or older living in the home.
 - c. Reference checks for the host family parent(s) where required

2. Gathering appropriate and up-to-date personal records/contact information for the student, parent/guardian, custodian and/or host family, including:
 - a. Legal first and last names (i.e. as they appear in a passport)
 - b. Gender
 - c. Age
 - d. Relevant medical information
 - e. Country of residence
 - f. Address
 - g. Contact phone number and email address
3. Ensuring that all data collected and any information distributed by the homestay program provider complies with protection of privacy legislation.
4. Delivering a comprehensive training program for new host families to ensure familiarity and understanding with best practices and develop a process for regular host families to stay current with best practice.
5. Avoiding concurrently placing both adult and minor international students in the same home unless there is a clear rationale for how this benefits the students.
6. Informing host families of potential student placements by using a standardized student profile form that includes the dates of accommodation, special requirements, and relevant medical and behavioral background.
7. Liaising with the student, host family and parents/guardian and provide each with support.
8. Communicating with international students and host families on a regular basis.
9. Providing 24-hour emergency contact for international students and homestay families.
10. Implementing and maintaining a quality assurance and program evaluation mechanism.
11. Offering conflict resolution services (and the opportunity to reach consensus) to both the host family and the international student.
12. Maintaining clear, published standards and procedures relating to homestay, including procedures for the dismissal of host families in warranted cases and procedures for transferring students to a different host family.
13. Developing separate reference manuals for host families and for international students (and their parents) that describe relevant legislation, standards and procedures. Manuals should contain standards and procedures applicable to the full range of a host family's and an international student's homestay experience.
14. Maintaining clear, published fee information including:
 - a. Terms of Agreement – payment of fees to whom and when
 - b. Per diem and monthly homestay fees
 - c. Services included with fees
 - d. Additional fees (e.g. airport pick-up or drop-off or storage fees)
 - e. Refund policy
15. Providing, as appropriate, the international student with access to a person who can speak the student's primary language.
16. Sharing medical or mental health concerns that arise during the course of the homestay with the international student program, the host family, the custodian or the student's parent/guardian(s) as appropriate.
17. Providing additional standards and procedural supports and requirements for younger homestay students as appropriate.

Responsible Owner: Director of Student Services

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

n/a

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

n/a

REFERENCE TO BYLAWS:

n/a

RELATED ACTS AND REGULATIONS:

n/a

RELATED POLICIES:

3.10 Refund Policy

APPROVALS:

IF APPLICABLE:

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner:	Date:
Principal or Designate:	Date:
Chair, Board of Governors:	Date:

Proposed Review Date: February 2028	Dates(s) revised:	Replaces Policy Number:
---	--------------------------	--------------------------------