

SIERRA COLLEGE



International Students

Homestay Host Application

AN OVERVIEW OF INTERNATIONAL PROGRAMS AT SIERRA COLLEGE

Sierra College is dedicated to serving the academic, cultural and social needs of our international students. Unlike some educational institutions, Sierra has an International Students Office with staff focused on meeting the needs of our international students. With a ratio of approximately one support staff to 30 students, our international students receive the help they need in order to succeed at Sierra College and at living in America.

Sierra's International program averages between 160 and 200 international students, from many countries. The entire student population of the college averages approximately 22,000, which provides an excellent opportunity for international students to be "immersed," improving their English at a faster pace.

Orientation Program

New international students attend an orientation program, which helps them understand education in America, learn about the many Sierra College support services and how to make a smooth transition to American culture. Students also learn life skills including banking, getting a driver's license, shopping, living in America and working with the USCIS (Bureau of Citizenship and Immigration Services.)

Academic Counseling

Each student receives personalized academic advising from one of our highly skilled and experienced counselors. By meeting at least once a semester, they help the student set educational goals and develop a coursework plan that will help them succeed. Counselors help students get ready to graduate from Sierra College or to transfer to a 4-year university.

Achievement

International students at Sierra College do very well – their typical grade point average is 3.18, on a 4-point scale. Transfer rates are exceptionally high; in 2003, all of the international students who wished to transfer were accepted into a 4-year university program.

English as a Second Language Program (ESL)

Our English as a Second Language courses are based on up-to-date techniques and technology. Our highly trained faculty with Master's degrees in the field of TESOL use a variety of current, effective methods and techniques. Between the ESL coursework and language immersion, our international students quickly increase their English skills. The results of the student's placement exam determine the level of study where the student will begin.

Support Services

Sierra College cares about the academic success of international students, as well as their personal success and understanding of American culture. The counselors and international program staff are available to answer any number of questions that may arise, issues involving cultural or social interactions, temporary living in America, or even the USCIS. Students are encouraged to join clubs, attend social events, and make new friends.

Academic Support Services

Sierra College offers many free support services for students. One-on-one tutoring appointments, drop-in math and writing centers and ESL computer labs give students help with their course work. Students can do course work, check their email, and get free printing services at our large, well equipped computer lab. Our large library offers computers for Internet research, lots of quiet study space, and has private study rooms for student use.

HOSTING OPTIONS

The Homestay program offers host families several options for hosting. The general programs currently available are outlined below.

Room and Kitchen Access (For students wanting more independence)

- No meals included
- Monthly stipend of \$500
- Refundable \$150 security deposit collected from student upon moving in. The deposit is refundable to the student within 30 days after departure, if all bills have been paid and adequate notice was given before moving out.
- Minimum stay expected is one semester. Students must buy and prepare their own food. Food storage space, refrigeration and cooking utensils will be available for student use. Hosts may or may not include students in family activities. The host is not responsible for the student's transportation.

Traditional Homestay (For students wanting a family-like atmosphere) **most students request this option**

- All food included, and Host provides some prepared meals per week
- Monthly stipend of \$700
- Refundable \$150 security deposit collected from student upon moving in. The deposit is refundable to the student within 30 days after departure, if all bills have been paid and adequate notice was given before moving out.
- Minimum stay expected is one semester. This plan includes some prepared meals per week. All food for other meals is to be provided by the host for student preparation. Hosts should plan on including students in their family activities. The host is not responsible for the student's transportation.

HOST FAMILY HOMESTAY APPLICATION & PLACEMENT PROCEDURES

Enclosed you will find a Host Family Application Package. To become a Sierra College Host family, the following steps need to be completed:

Application - A completed Host Family Application Package must be filled out and returned to the Homestay Advisor. The completed package should include:

1. A completed and signed application, to include references with mailing addresses.
2. A completed and signed hosting agreement and disclosure form.

Completing the application does not obligate you to participate in the Sierra College Homestay Program

Orientation

Homestay orientations are held each semester. It is mandatory that at least one parent from the perspective Homestay family attend prior to having a student placed in the home.

Home Visit

The Homestay Advisor and/or designee will visit your home. At this time, she/he will interview the family members and ask questions about the family's lifestyle. A tour of the house will be included, with special attention given to the room for the prospective student. Any additional paperwork will be left for the family to complete. The family will also receive instructions on how to complete a Livescan background check through the Sierra College Police Services department. At this time, we would like to take a digital picture of the family and home. When we make an initial placement, we like to send a photo of both to the prospective student.

Once a completed application has been returned to the Advisor, a family member has attended orientation and a home visit has been conducted, all prerequisites for student placement have been met.

Placement

When a possible match has been found for a host family, the homestay advisor will contact the host family to discuss the possible match. If it is agreed that the family would like the student to be placed in their home, information about the family is sent to the student. This includes the photo(s) and some information about the family.

The Homestay family will also receive information about the student. Included in the packet will be the following:

1. Basic application information.
2. Photos (if available).
3. Medical waiver if required (under 18 years of age).
4. A Culturegram of the student's country, which is a brief overview of the student's culture, customs, foods and holidays.
5. Additional information as necessary.

Student Arrival

We recommend that students fly into Sacramento International Airport. You may choose to meet your student at the airport, or the student will be responsible for getting to your home. Although airport pickup is not mandatory, we have found that this is a great way to begin your relationship with your student.

Homestay Contract

Approximately one week after the student has moved in, the Homestay Contract should be reviewed and signed by both the student and the Host Family. The contract itself is a document that simply puts into writing the details of the student and host obligations to one another during the duration of the Homestay.

20 Day Notice

If the student decides to move out, s/he must give the host 20 days notice. If the student does not give 20 days notice, s/he will have to pay a full month's stipend.

End of Semester

A month prior to the end of the semester the host family and the student should discuss the housing arrangement. It is at this time that it should be decided if the student will stay for an additional semester or if it would be best for the student to move out. Additionally toward the end of the semester the International Students Office will send out a survey for the Host family and student to complete. The survey results will assist us in making changes to improve the program.

Please Mail Application to:
 Tanya Hanrihan, Housing Advisor
 International Students Office
 5000 Rocklin Rd
 Rocklin, CA 95677

Date Received _____
Confirmation call _____
Homevisit _____
File Complete <u> </u> YES <u> </u> NO
Student Assigned _____
Placement Information Sent _____
Arrival Information _____
Airport Pick-up _____
Notes: _____

HOST FAMILY APPLICATION

APPLICANT

LAST NAME: _____

FIRST NAME: _____

ADDRESS: _____

CITY _____

ZIP CODE: _____

HOME PHONE: _____

CELLPHONE _____

EMAIL _____

DRIVERS LIC. #: _____

OCCUPATION: _____

NAME OF COMPANY: _____

WORK PHONE: _____

CURRENT RELATIONSHIP STATUS:

SINGLE _____ MARRIED _____

LIVING WITH SIGNIFICANT OTHER _____

How long have you lived in California? _____

Distance in miles to Sierra College? _____

Distance in miles to the nearest bus stop? _____

Type of Home:

Detached House _____ Duplex / Triplex _____ Apartment _____ Condominium _____ Mobile Home _____

Other _____ Number of Bedrooms _____ Bathrooms _____

SPOUSE / ROOMMATE / SIGNIFICANT OTHER

LAST NAME: _____

FIRST NAME: _____

ADDRESS: _____

CITY _____

ZIP CODE: _____

HOME PHONE: _____

CELLPHONE _____

EMAIL _____

DRIVERS LIC. #: _____

OCCUPATION: _____

NAME OF COMPANY: _____

WORK PHONE: _____

RELATIONSHIP TO APPLICANT:

SPOUSE _____ ROOMMATE _____

SIGNIFICANT OTHER _____

Children- (Please list names, birth dates, and sex of all children **living at home** with you.)

Do you have children **not living at home**? _____ If so, include names and locations (City & State)

Are there any other people living in the home, including extended family members, roommates, friends or boarders? Please list names, birth dates, sex, relationship and length of time residing in California.

Have any household members been convicted of a crime? Please give details:

Do any household members have a child protective services (CPS) history? (If so, we will need a signed release to access the CPS file.) If there is a history please give details:

Have you ever had an adoptive home study or applied for licensing?

Do any household members have chronic physical or mental illnesses? If so please give details:

Primary language spoken at home _____ other languages spoken _____

Please list pets living at the home, and distinguish if they are inside or outside pets:

Do any household members smoke? _____

Inside/Outside? _____

Alcohol consumed in the home? Never _____ Rarely _____ Occasionally _____ Daily _____

Have you hosted a student before? _____ If so, what nationalities(s)? _____

For how long? _____

Bathroom for student: Shared _____ Private _____

Student preference: Male _____ Female _____ Either _____

Country Preference: _____

Are you willing to host minors? (Students under the age of 18) _____

Will you allow a student to smoke at your home? Yes _____ Inside/Outside _____

Will you allow a student to use alcohol in your home? Yes _____ No _____

Is there a phone in the student's room? Yes _____ No _____

May the student put in their own phone line at their own expense? Yes _____ No _____

Do you have musical instrument(s) in your home? _____ If so what kind(s): _____

What restrictions do you place on visits by student's friends?

Chores the student will be asked to perform in the home?

To help us match you with a student, please rate your family on a scale of 1 to 5 on items you value and that you feel apply to your household. (one is low, five is high)

- | | |
|----------------------------|--|
| _____ QUIET HOME | _____ BUSY HOME |
| _____ PLANNED FAMILY MEALS | _____ FLEXIBLE DINING |
| _____ NEATNESS | _____ DISCIPLINE |
| _____ INDEPENDENCE | _____ COMMUNICATION WITH FAMILY |
| _____ INDIVIDUALITY | _____ SHARE HOUSEHOLD RESPONSIBILITIES |
| _____ MANNERS | _____ FAMILY CENTERED ACTIVITIES |
| _____ PUNCTUALITY | _____ HUMOR |
| _____ PRIVACY | _____ PATIENCE |
| _____ AFFECTIONATE | _____ OTHER |

Some American families spend a lot of their time at home; others spend very little time at home, preferring activities away from the house. Some families have regular evening commitments. Which tends to describe your situation?

Please list activities that your family enjoys.

Is there any other information about yourself or your family you would like to share?

Why do you want to host an international student?

List two individuals, not related to you, who will serve as character references. (Please list name, address, phone, e-mail and relationship to you.)

Housing Categories

ROOM & KITCHEN ACCESS (For students wanting more independence)

- **No meals included**
- **Monthly stipend of \$500**
- **Refundable \$150 security deposit collected from student upon moving in. The deposit is refundable to the student within 30 days after departure, if all bills have been paid and adequate notice was given before moving out.**

Minimum stay expected is one semester. The deposit is refundable to the student 30 days after departure, if all debts and phone bills have been paid. Student must buy and prepare their food. Host may or may not include student in family activities. Host is **not responsible** for student's transportation.

TRADITIONAL HOMESTAY (For students wanting a family-like atmosphere) **most students request this option**

- **All food included, and Host provides some prepared meals per week.**
- **Monthly stipend of \$700**
- **Refundable \$150 security deposit collected from student upon moving in. The deposit is refundable to the student within 30 days after departure, if all bills have been paid and adequate notice was given before moving out.**

Minimum stay expected is one semester. The deposit is refundable to the student 30 days after departure, if all debts and phone bills have been paid. This plan includes **some prepared meals per week. All food for other meals is to be provided by the host for the student's preparation.** Host should plan on including students in their family activities. Host is **not responsible** for student's transportation.

I AM INTERESTED IN:

_____ ROOM AND KITCHEN ACCESS (\$500 STIPEND)
_____ TRADITIONAL HOMESTAY (\$700 STIPEND)
_____ EITHER

AFFIDAVIT

I CERTIFY (OR DECLARE) UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING AND ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT. I UNDERSTAND THAT I MUST ANSWER THIS APPLICATION TRUTHFULLY AND COMPLETELY. ANY FALSIFICATION OR DELIBERATE MISREPRESENTATION, INCLUDING OMMISION OF A MATERIAL FACT IN COMPLETION OF THIS APPLICATION CAN BE GROUNDS FOR DENYING HOSTING OPPORTUNITIES AND/OR TERMINATING INCLUSION IN THE HOST FAMILY PROGRAM AT SIERRA COLLEGE.

Signature of Applicant

Date

Signature of Co-Applicant

Date

HOMESTAY APPLICANT DISCLOSURE FORM
SIERRA COLLEGE - HOMESTAY PROGRAM

Please answer YES or NO below. If the answer is YES, explain in the area provided, including the charge or finding, the date and the court(s) involved.

1. Have you or anyone residing in your household ever been arrested for or convicted of any misdemeanor and/or felony? (An arrest or conviction does not necessarily disqualify a host family. However, failure to list any crime is grounds for immediate disqualification.)

ANSWER_____ **IF YES, LIST CRIME(S) AND EXPLAIN BELOW**

Notice: An inquiry will be made to Local and/or Federal Law enforcement agencies to determine whether you have been arrested and/or convicted of any offense. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. This Authority granted pursuant to the agreement with Sierra College and in consideration of the application to host an international student in my home is made contingent on (1) an acceptable response from local and/or Federal Law enforcement agencies, and (2) approval by the International Students office of Sierra College. I specifically consent to a background check for all people over the age of 18 residing in my home.

Names of Household Residents Age 18 or Over

ApplicantSignature_____

Date_____

WitnessSignature_____

(Other than spouse)

Host Family Agreement

Sierra College

In agreeing to be a Host family for the Sierra College Homestay Program, I (we) agree to be part of this program where each host will:

1. Provide a clean, safe and caring home environment with a **private bedroom** including bed and bedding; linens and towels; a desk and a chair; study lamp; adequate storage; lighting and heat; a fire exit and nearby smoke alarm. This room should be available during the student's entire stay and must not be made available to out of town visitors or guests.
2. Provide a well-balanced variety of nutritional **food for breakfast, lunch and dinner**, seven days a week for 'Traditional Homestay' students. This should include some prepared meals per week, to be served at a time that is convenient to the host, with food available for student preparation for the remainder of the meals. The host should also allow student input into the grocery list, and teach them how to use kitchen appliances. For 'Room & Kitchen Access' students, the host will provide access to the kitchen for food preparation, as well as refrigerator and cabinet storage space for student food.
3. **Welcome** the student to their home. Spend time orienting them to all aspects of living there, and allow extra time to bond with the newly arrived student.
4. Assist the student in learning how to make **long distance phone calls** using a calling card, or setting up a personal phone line. If students require on-line access for Internet use, they should set up a personal phone line at their own expense.
5. Include the student in the host's **daily life** as desired by the student, including: running errands, kids' sporting events, weekend movies or shopping, family holidays and simple household chores.
6. **Speak English at home when the student is present.** One of the reasons students choose Homestay is to improve their English speaking skills. While we respect and value multiple languages spoken in a home, international students would not have the desired English immersion living experience if the host family conversation is in a language other than English. In addition, the student could feel uncomfortable at being left out of conversations that were not in English or their native tongue.
7. Teach the student to **ride the bus** if applicable, and help them to become acclimated to the local area. If possible, assist the student with transportation to and from school until the student has learned how to use public transportation.
8. Assist the student with **medical needs**. All students will have medical insurance, and they should be referred to Sierra College's Health Center 916-781-0517 should they have questions regarding their coverage. For emergencies, dial 911 or take them to the emergency room.
9. Agree to **work out any differences** with the student(s) to the best of your ability. Program staff is available to discuss any issues or questions you may have. A second recourse will be to contact the Homestay advisor to intervene and act as a mediator, although it is understood that the Advisor is under no obligation or liability to settle disputes. You agree that neither you nor other occupants of your residence will harass or bully the student, or engage in any illegal behavior toward the student.
10. Adhere to the Sierra College guidelines regarding the **monthly stipend rate, vacation rates and security deposit**. These fees are fixed and non-negotiable, and no fees may be added. The monthly stipend covers room, food (if included), utilities, mileage, cost of normal family activities and host's time. Understand that all **utilities** except the student's long distance phone bills or personal phone line are the responsibility of the

host. It is further understood that hosts should not depend on Homestay stipends to meet ongoing financial obligations.

11. Families should not become involved in any banking or financial issues. Host families are not responsible for providing an allowance, monitoring spending, or lending money. Additionally, setting up cellular phone service, acquiring automobile insurance, etc. is clearly the responsibility of the student. Be aware that adding a student to any of your accounts (cell phone, car insurance, etc.) could create financial and liability issues.
12. **Respect the student's religious beliefs.** Students may be *invited* to join the family in religious activities, but not *expected* to participate.
13. **Provide instruction on emergency procedures** in the case of injuries, fire, earthquakes and other emergencies.
14. **Never ask or allow the student to baby-sit children.**
15. Agree to notify the Homestay Advisor of **any changes in the Homestay situation**, to include: persistent problems with a student; plans for the host to be out of town for an extended period; changes in the home, such as family members moving in or out, pets, divorce, career changes, etc.; when the student gives notice and plans to move out; updates on address, phone and/or e-mail addresses; etc.
16. Understand and agree that **Sierra College reserves the right to remove a student** from the host's home at its discretion and request a prorated refund of the Homestay stipend, and to accomplish removal of the student whether or not you, as host family, agree or disagree with that action. Further, you understand that Sierra College has the right to accomplish such removal with or without cause or other reason you consider sufficient. In order to persuade Sierra College to consider your application to host, you hereby **RELEASE, AND COVENANT NOT TO SUE, SIERRA COLLEGE, ITS OFFICERS AND EMPLOYEES, FROM AND FOR ANY CLAIM ARISING FROM THE COLLEGE'S DECISION OR ACTION TO REMOVE THE STUDENT FROM YOUR RESIDENCE, INCLUDING FOR ANY CLAIM OF DEFAMATION AND/OR INVASION OF PRIVACY.**
17. Agree not to have or use any **illegal substances** in the home while students are living there, and see that moderation is used when consuming alcohol around students in the home. You promise not to offer or make available any alcoholic beverage to a minor.
18. Agree to not host any **student outside of the Homestay Program or room renters** while currently hosting a student placed by the Sierra College Homestay Advisor *without prior discussion* with the advisor.
19. Waive my right to privacy under the California State Civil Code section 1798 in so far as Sierra College may reveal my address, telephone number, and/or email address for student's business purposes only. (Agencies, doctors, hospitals, etc.)
20. Consent to a criminal background check made by any local, state, or federal agency. Hosts specifically consent to a background check on behalf on themselves and all household members, and expressly consents to the acquisition and use by Sierra College of the information from that background check, including Sierra College's use of said information to deny your application to host.
21. Agree to indemnify and hold harmless Sierra College and/or its agents, employees, or officers from any and all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including attorneys' fees arising out of, connected with, or resulting from having a student live in the host's home.
22. **AGREE TO WAIVE, AND RELEASE SIERRA COLLEGE, ITS OFFICERS AND EMPLOYEES FROM, ANY CLAIM FOR PERSONAL INJURY OR PROPERTY DAMAGE, OR BOTH, ARISING FROM ACTS OR OMISSIONS OF THE VISITING STUDENT. YOU AGREE AND UNDERSTAND THAT THE VISITING STUDENT IS NOT AN EMPLOYEE OR AGENT OF THE COLLEGE, AND**

THE COLLEGE IS NOT VICARIOUSLY LIABLE FOR THE ACTS AND OMISSIONS OF THE VISITING STUDENT.

I (we) have read and understand the above agreement. I agree to fulfill the requirements outlined above to the best of my ability. If at any time I am unable to fulfill the obligation, I agree to notify the Sierra College Homestay Advisor immediately. Sierra College reserves the right to terminate this agreement if the requirements are not being met, and if negotiations are not successful in resolving issues.

Host Name (printed) **Host Signature** **Date**

Host Name (printed) **Host Signature** **Date**

PHOTO MODEL RELEASE

I hereby give Sierra College and the Sierra College Photographer permission to use photographs taken of me. I understand that Sierra College and the Photographer will determine the ways in which these photographs will be reproduced including but not limited to publications, displays, advertising, exhibitions, internet publication and other uses. I understand that I will receive no monetary payment now or in the future for the reproduction or use of these photographs.

Host Name (printed) **Host Signature** **Date**

Host Name (printed) **Host Signature** **Date**

HOMESTAY CONTACT INFORMATION

The International Students Office is open Monday through Friday, 8:30am - 4:30pm, except for holidays.
Following are various contact details you may need.

Housing Director

Jon Hamblen

(for clarification and referrals regarding rules & processes, interpersonal conflicts, emotional issues)

Office Phone - (916) 781-0435

Fax: (916) 789-2863

E-mail: jhamblen@sierracollege.edu

International Housing Advisor

Tanya hanrihan

916-624-3333 press 1 followed by ext. 3522

(for clarification and referrals regarding rules & processes, interpersonal conflicts, emotional issues)

Email: internationalhousing@sierracollege.edu

International Students Office

Pat Efseaff – International Students Office Coordinator

(for emotional issues, interpersonal or cultural conflicts, academic issues)

Jean Toussaint – Student Services Technician

Darlene Nelson - Student Services Technician

Office Phone – (916) 789-2903

Fax – (916) 789-2922

Email: internationalstudents@sierracollege.edu

Sierra College Police Services

(for emergency situations)

Security Personnel on Duty 24 hours/day
Office Phone – (916) 781-0570

rev 9/07
