# GLOBAL STUDENT SERVICES, USA, INC.

## HOMESTAY PROGRAM

***TEL. 310-612-7663***
***WEBSITE: www.global-student-service.com EMAIL: gssusa2001@protonmail.com***

*Dear Student, Parent or Agent:*

*Thank you for considering **GLOBAL STUDENT SERVICES, USA, Inc.,** for our HOMESTAY PROGRAM services.*

***HIGH SCHOOL STUDENTS – ****Rates are per 4 weeks***

| | |
|---|---|
| Application Fee | $500 |
| Security Deposit | $150-$250 |
| Monthly Fee | $2,200***$2,500**** |
| Guardianship | $175**** |

Prices are per student. The application fee is non-refundable. Homestay option is room with 2 meals on school days and 3 meals on non-school days ***or all meals inclusive ****. Transportation to & from school, if required, is an additional cost. You can request a *private bathroom (additional fees apply). Airport pick-up is an additional fee Credit card, Zelle or wire transfer (see item 18 & 19 for fees) required for application fee and security deposit, must be provided with application form. No cash or postal money orders. Prices for longer stays are available by request.

***SIGNATURES REQUIRED ON PAGE 3*** ***PRICES AND FEES SUBJECT TO CHANGE WITHOUT NOTICE***

## APPLICATION & AGREEMENT

Name and address of school you/the student will attend:_____

_____

Student's Name: Mr/Ms. _____ _____ _____ ____/____/____ ___
Family Name First Middle Date of Birth Age

Address _____ _____ _____ _____ _____ Male ____ Female ____
Street City State Postal Code Country

Arrival Date _____ Airline _____ Arrival Time _____ am/pm Flight Number / Abbreviation _____

Length of Stay: _____Weeks/Days Agents Email Address (if applicable) (please write clearly)_____

Applicant/Students Email Address (please write clearly)_____

Homestay Options: Please check one; All meals inclusive, including snacks (you provide any specialty snacks/foods you want_____

Room & 2 meals daily weekdays, 3 meals daily weekends (you provide your own snacks and any specialty foods you may want)_____

*Within *5 miles of campus_____ *Semi/Private Bathroom desired _____

*Additional fees apply. Availability not guaranteed….standard rates will apply if *additional options are not available.

In order to help us plan for you and your host, will your school course be completed in the length of time indicated or is there a possibility you might extend your host services? Please choose one: Yes may extend_____ No definitely will not extend, course will be completed _____

Parents Name _____Home Telephone _____ Home Fax _____ Business Tel. _____ Fax _____

*Do you smoke? Yes _____ No_____ Will you be getting a car during your stay in California? Yes_____ No_____

Do you have any special requirements?_____

_____

Do you have diet restrictions? Yes__ No__ If Yes, what foods do you not eat? _____

Do you have allergies to plants, animals, food or medications? If yes, please explain_____

What activities do you enjoy? _____ What languages do you speak? _____

What medication s are you taking?_____

How well do you speak and understand English? Limited/Beginner _____ Good/Intermediate_____ Excellent/Advanced_____

Students and/or parents/guardians initials are required. All items will be adhered to even if initials are not received. Initials are requested to ensure that you have read the following:

1) *If you check off 'no' for smoking and it is discovered that you are a smoker, you may have to be transferred to another host family and you will have to pay a fee of $200.00 for the new arrangements. Please initial here _____

2) If you are choosing the option with 2 meals daily, I understand that the host is responsible for providing (usually) breakfast and dinner. The host is not required to serve breakfast, but will have the food items available for you. You are responsible for purchasing your lunch items, snack foods, sodas, etc. The student does not have full access to food items in the refrigerator or the kitchen cupboards without the permission of the host. Please initial here _____

3) Contracting on the side is a breach of this contract. Please refer to item #13 in the General Information and Conditions portion of the application. If the student and the host contract between themselves for the student to extend, the student will forfeit their entire security deposit. Please initial here_____

4) It is understood that homestay and airport pick up services (if applicable) are for the student only. If your parent(s) are accompanying you to the USA, they are responsible for their own accommodations and transportation. If your parent(s) requests accommodations or transportation from the host family, it will result in the immediate termination of your contract and forfeiture of all of your fees. Please initial here_____

5) Our Homestay Program is your choice. If there is a problem with the arrangement during the course of our contract/agreement, there are changes or concerns, please bring them to our attention so that we can determine what action, if any, should be taken, in the best interest of the student or the host. Please initial here_____

6) ***The application fee and any customer convenience charges are non-refundable. The late booking fee, if applicable, is non-refundable. Airport pick up fee is non-refundable if cancelled less then 5 days prior to your arrival. By initialing here and signing below, I agree that I have read and agree to all terms as stated in the General Information and Conditions portion of the application, including, but not limited to, items # 1, 2, 5, 8 & 16.*** Please initial here_____

7) Most of our communicates with you and/or your agent will be through email. So that you don't miss any important communications, due dates, etc, please check your email on a regular basis. Please respond as necessary to any email you may receive. Thank you! Please initial here_____

Please describe yourself: your personality, your family, your hobbies, what you like to do? This assists us in selecting a compatible host family.

_____

_____

_____

_____

***Please provide us with 1 passport size photos and a copy of your passport. You may email the correspondence or fax with this application.***

How did you hear about Global Student Services, USA?_____

**GENERAL INFORMATION AND CONDITIONS:**

**GLOBAL STUDENT SERVICES, USA, Inc.** hereafter called **GLOBAL** is commissioned by you to act in your best interest as your Homestay Program agent**.**

***Our Homestay Program is your choice. If there is a problem with the arrangement during the course of our contract/agreement, if there are changes or concerns, please bring them to our attention so that we can determine what action, if any, should be taken, in the best interest of the student or the host.***

**1) APPLICATION**: To apply, please fill out the Application Form in full and send it to the GLOBAL office email with your payment of $600 US. $100-250 **Security Deposit and $500 non-refundable Application Fee . Your check must be drawn on a US bank and should be made payable to **GLOBAL STUDENT SERVICES, USA, Inc.** **DO NOT** delay in sending your application, if you cannot immediately send your payment. Just write a note stating that payment is on its way. It is suggested that you apply as early as possible to ensure confirmation of the host and preferences. Your reservation is not confirmed until payment in full has been received. If you apply with less then 15 days to your requested start date, we will process payment in full, including the Late Booking Fee of $150**, so that we can immediately begin the host selection procedure. **Please DO NOT USE UNITED STATED POSTAL SERVICE FOR ANY MAIL REQUIRING A SIGNATURE. REGULAR MAIL IS OK, BUT NO CERTIFIED OR REGISTERED PLEASE. PLEASE USE FEDEX, UPS, DHL, etc.**

**2) LATE BOOKING**: If your payment is received with less than 20 days prior to your arrival, a late booking fee of $100.00 US will apply, if payment is received with less than 15 days prior to your arrival, a late booking fee of $150 US will apply. Late Booking Fees are non-refundable. ***Placements requested within 24 hours of application submission; late booking fee, $200.***

**3) CONFIRMATION OF SELECTED HOST:** If the Application Form, Application Fee/Security Deposit and Host Services fees are received on or before 45 days prior to arrival, you will receive confirmation of your selected host approximately 3-4 weeks before you are scheduled to arrive. If GLOBAL does not receive the proper information and fees as stated previously, GLOBAL will inform you as soon as your host selection has been confirmed. To the best of GLOBAL's and their agents' ability, confirmation of your host will be sent prior to your departure from your country so that you can be informed of your US address. If GLOBAL is not given the minimum of 2 weeks notice of a student's arrival, the student could be responsible for their own transportation and accommodations until such time that GLOBAL has finalized and confirmed with the student, the confirmed selected host.

**4) HOSTS:** Are people or families selected for you, located conveniently to the school/university you will attend, with a furnished bedroom. In most cases, rooms are private. In some large rooms, it could be divided into two rooms, each with their own privacy. In such rooms, the occupants will be of the same gender.

**5) AIRPORT PICK-UP OR ALTERNATE TRANSPORTATION:** Depending on your host's location from the airport and flight arrival information, either the host or GLOBAL will provide airport pick up or we will advise on shuttle service. This service is offered on arrival only. Additional fees apply. Airport pick up fee is non-refundable if the service is cancelled less than 5 days to arrival. It is your responsibility to make sure and confirm we have the correct flight information to ensure proper airport pick up.

**6) INSURANCE**: GLOBAL and its representatives are not liable for damages, injuries, and violations to people or goods, whenever these may occur. Each student is responsible for providing insurance for such risks. **NOTE** Many of the schools/colleges have a policy which requires purchase of insurance upon enrollment into their educational programs. Please check with your school advisor or current insurance carrier for information regarding health and personal coverage, especially when outside your home country. It is advisable to keep a copy of your insurance plan for easy reference.

**7) VISAS**: Obtaining the proper visas and permits for your education is the responsibility of each individual. Inquiries concerning the matter should be directed to either the American Consulate in your country or through the school to which you are applying to.

**8) CANCELLATION**: Cancellations must be in writing and received by GLOBAL at least 25 days prior to your arrival in order to receive a refund (the application fee is non-refundable, please refer to item 16) as per the refund chart. If written cancellation is not received prior to your arrival into the US, you will forfeit all prepayments.

**9) JUDGEMENT:** Upon confirmation of the host, if you decide not to move in as scheduled, without giving an opportunity to get to know the host, YOU WILL NOT BE PLACED IN WITH ANOTHER HOST and YOU WILL FORFEIT ALL FEES. This is necessary to prevent students and/or their parents from judging persons without

taking the opportunity to get to know each other. You can not begin to know a person just by a profile or without giving them a chance. The hosts open their lives and hearts to you and the same is expected in return.

**10) START DATE:** In your confirmation, you are provided a start date (which was requested by you), if you postpone that start date without advising GLOBAL at least 7 days in advance, your dates of stay may not be changed and the host will be paid from the originally confirmed start date. Some exceptions apply.
**11) GLOBAL** reserves the right to terminate without compensation a student's homestay arrangement if the student is found to have behaved with gross misconduct. Gross misconduct includes (but not limited to): theft, abuse of property, abuse of persons, disrespect of host, host rules and hosts home, alcohol and drug abuse, failure to adhere to local laws, property rules and regulations. In addition, GLOBAL shall inform the student's advisor at the college he/she is attending. No refunds whatsoever will be paid to students who have been found to have behaved with gross misconduct.
**12) CHANGE OF HOST**: Students may request a change in their host placement, with a valid reason (determined on a student by student basis), subject to availability of another host. GLOBAL will attempt to resolve any issues between the student and the host prior to moving students. A minimum of 30-days notice is expected of the student., in most cases. A minimum change of host fee of $100.00, maximum, $125.00 may be charged for the first move. Subsequent changes of hosts arrangement are subject to a levy of $150.00 administrative fee.
**13) HOMESTAY EXTENSIONS**: If you wish to extend your contract with our Homestay Program, all extensions must be directed through the GLOBAL office. The additional fees must be paid in advance and directly to GLOBAL. Payments are due 15 days in advance. Due dates and late payment fees will be provided on each invoice. Once the extension has been processed, there will be no refunds allowed. **Under no circumstances, may the student or their host contract directly with one another. The student will forfeit the security deposit and the host will be removed from our list permanently. NO EXCEPTIONS.** If the student does not wish to extend in our Homestay Program, it is understood that the student is to vacate the hosts home at the end of the terms of the Homestay contract.
**14) PRICES**: SUBJECT TO CHANGE WITHOUT NOTICE.
**15) SECURITY DEPOSIT**: A security deposit of $150.00 is to be collected from each student and will be retained by GLOBAL until the completion of the student's Homestay contract. The security deposit can and will be used for a student's outstanding bills, breakage/damage and/or cleaning costs incurred by the student. To ensure return of the full amount, please be sure to settle all financial responsibilities with your hosts. Please make sure to contact the GLOBAL office with your forwarding address or to confirm credit card info. If you fail to provide this information to Global Student Services within 6 months of the departure date from your homestay, your deposit will be considered property of Global Student Services, USA, Inc. Please be aware, that GLOBAL will not pay for any bank or currency exchange charges. These charges will be deducted from your SECURITY DEPOSIT. If there are additional damages/charges, incurred by you, these fees will be charged to your credit card on file, including customer convenience charges.
**16) REFUNDS**: If Student cancels, in writing, more than 25 days before arrival in the US Student will receive: All amounts paid by the student, less the application fee, airport pick up fee (if cancellation is within 7 days of arrival, as hosts have made arrangement in their schedules to pick you up), late booking fee (if applicable) and $1,000.00 retention fee. If cancellation is requested less than 25 days prior start date, refund is same as above for all fees except retention fee, which will be determined on a case by case basis. After arrival in the US **NO REFUND POLICY .** Exception: If the student is denied their visa, we will refund all fees except the application fee, any customer convenience charges and late booking fee (if applicable), provided we are notified in writing (a copy of the denial letter is required) within 3 days of receipt of such letter.
**17) TRANSPORTATION**: It is the responsibility of the student to provide their own transportation to and from their campus. GLOBAL will assist in providing the student with local bus maps and telephone numbers of public transportation. ****NOTE**** **Please be advised that the public transportation here in the US may not be as convenient as you may presently be used to.** GLOBAL has made every effort to provide assistance to you in getting around efficiently in the area by the available local bus systems.
**18) MODE OF PAYMENT: Bill Pay** (Please note**,** Payment must be RECEIVED in our office by due date to avoid late fees). **Cash** (Cash will be taken in our office only) **Check** (Check must be drawn on a US bank ) ***Credit Card** (Visa, Master Cards & JCB**.** We will charge a *FIVE PERCENT (5%) customer convenience charge on all NON-CASH and NON-CHECK transactions. ****WIRE TRANSFER** We will charge a 3% customer convenience charge, with a minimum fee of $25, maximum $150. ***WE STRONGLY SUGGEST PAYMENT BY WIRE TRANSFER, IT CAN SAVE YOU A SIGNIFICANT AMOUNT OF MONEY IN FEES.***
**19) WIRE TRANSFER**: Account information will be provided to you in your confirmation or if requested by email. The customer convenience charge, 3% customer convenience charge, with a minimum fee of $25, maximum $150, must be included in the wire transfer.
**20)** All returned checks will incur a charge of $50.

**AGREEMENT AND RELEASE:**

**20)** I, the undersigned have read, understand and accept all the terms and conditions of this contract. I fully accept the terms of the responsibility, refunds, extensions and charges as stated under the heading, "General Information and Conditions," I indemnify GLOBAL STUDENT SERVICES, USA INC and its suppliers in the USA, and hold them harmless for any loss, injury, damage, accident, delay or expense resulting from events beyond our control, including (without limitation) acts of God, wars, strikes, incidents of politically motivated violence, sickness or quarantine, government restrictions or regulations, or in the absence of its own negligence, arising from the use of any vehicle from GLOBAL or selection of or from any act or omission by any host, bus company, taxi service, hotel, restaurant, school or other firm, agency, company or individual.
**21)** I understand that I am responsible for exercising due caution and common sense at all times, if I become ill GLOBAL or the host, may take action as it considers necessary. I indemnify GLOBAL , its agents and employees, and hold them harmless for any financial liability or obligation which I personally incur, or injury or damage to the person or property of others. GLOBAL reserves the right to make changes in my host service arrangements. I acknowledge acceptance of the terms of the refund policy as stated in the "General Information and Conditions". I authorize GLOBAL to disburse moneys to my host for services as described in our Homestay Agreement. I understand and agree with the extension procedure as stated in Item 13.
**22)** This agreement becomes effective upon execution of this confirmation.

*If payment is by means other than cash or check, please note item #18(regarding customer convenience charge) and please provide the following:*

***CREDIT CARD INFORMATION MANDATORY: Current (student or parent) credit card must be kept on fill at all times to cover additional Host Service fees (incurred by remaining beyond any pre-paid final dates) or for any damages or bills incurred by the student that exceed the security deposit remaining on file. **If you do not have a credit card, the security deposit required will be $250, refundable as stated above.***

PRINT STUDENTS NAME:_____

*Cardholders Name:* _____ *Credit Card Number:* _____

*Expiration Date:* _____ *3 digit code on back of card*_____ *Daily Maximum (if applicable)*_____

Cardholder's Signature: _____

***I have read, understand and accept all the terms on pages 1, 2 & 3, which includes the General Information and Conditions and Agreement and Release, and agree to be bound therein.***

Applicant's Signature: X_____ Date: _____

***All applicants under 18 years of age must have the following section completed: I am the parent or legal guardian of the above (minor) applicant. I have read, understand and accept all the terms on pages 1, 2 & 3, which includes the General Information and Conditions and Agreement and Release, and agree to be bound therein.***

Parent or Legal Guardian: X_____ Date: _____

*Global Student Services, USA, Inc does not discriminate on the basis of race, color, religion, gender, national origin, disability or sexual orientation.*