

Homestay Accommodation Booking Form

Please complete EACH section in BLOCK CAPITAL LETTERS

PART A – PERSONAL DETAILS

Family Name (Surname):

Other / Given (Names):

Nationality: Male / Female

First Language:

Date of Birth: / / Pro / Dr / Mr / Mrs / Miss / Ms

Home Address:

.....

.....

Address for CORRESPONDENCE (if different from above)

.....

Telephone: Fax:

Email Address:

Title of Course Registered For:

Course From: To:

Arrival date with host family:

(Please note your host family accommodation will be booked from this date)

Departure date from host family:

(Minimum 4 weeks. We are unable to arrange accommodation if your departure date is not known)

Arrival time with host family:

(Students are expected to make their own way to their host family's house unless special arrangements have been made with Excel College).

Flight Details (if known):

Please give details of any medical problems or allergies

.....

Do you smoke? YES / NO Do you mind if the family has a cat / dog? YES / NO

Do you mind if the family has children under 12? YES / NO

Any special dietary requirements: (e.g. vegetarian / halal etc)

.....

Please turn over

Please
attach a recent
passport sized
photograph

Do you consider yourself to have a Disability / Special Needs? YES / NO

If yes, please give details:

.....
The information you provide will be used in the processing of your application to assess whether we have the facilities to support your needs. Such details will only be disclosed to those having legitimate need to see them. A doctor's letter should be attached where appropriate.

Any additional information which would help us when selecting homestay accommodation for you:

.....
.....
.....
.....

Please note that we cannot guarantee to meet every request.

PART B – ACCOMMODATION PAYMENT:

Payment to Excel College to book your accommodation:

| No. of Weeks | Start Date (dd/mm/yy) | Finish Date (dd/mm/yy) | Total (£) |
|--------------|-----------------------|------------------------|-----------|
| 4 | | | 435 |
| | | | |
| | | | |
| | | | |

- ▶ Students must book a minimum of 4 weeks homestay.
- ▶ Students must pay full fees in advance (four weeks homestay (£400) plus a booking fee (£35)).
- ▶ Payment must be made in full at least one week prior to the tenancy starting date.
- ▶ If students want to extend their homestay for more than 4 weeks they can make a private arrangement with their homestay provider.

Payment Methods:

- ▶ **Cash**
- ▶ **Debit / credit cards:** Solo, Maestro, Visa Debit, Switch, Visa, Master
- ▶ **Cheque/bankers drafts:** Please make cheque/bankers drafts payable to 'Excel College'. Cheques must be issued by a UK bank. Bank Card No. should be written at back of the cheque.
- ▶ **Bank transfer:** Please use the Excel College Bank Account Details below to pay by bank transfer. Please note your full name detailed on your offer of admission as a reference on the transfer so we can allocate the funds easily.

Bank Name: **HSBC University Branch**
Bank Address: **348 Oxford Road, Manchester M13 9NG**
Account Name: **Excel College**
Sort Code: **40 - 31- 30**
Account Number: **91482165**
IBAN Code: **GB38MIDL40313091482165**
SWIFT Code: **MIDLGB22**

PART C – TERMS AND CONDITIONS:

I wish to reserve homestay accommodation and enclose **full payment**
(Cheques should be made payable to Excel College)

I have arranged my payment by bank transfer.
(Please enclose a copy of your bank transfer)

Please read the attached Terms and Conditions.

By signing this form, I confirm that I have read and accepted the Terms and Conditions attached.

Student Signature: _____

Date: _____ / _____ / _____

CHECKLIST:

Please check if you have included the following documents when you return this form:

- ▶ **Completed Homestay Accommodation Booking Form**
- ▶ **Signed copy of the 'Excel College Home-Stay Accommodation Terms and Conditions'**
- ▶ **Payment of Accommodation Fees in full**

Excel College, 2 Fairfield Street, Manchester, M1 3GF, UK
Tel: 0044 161 236 5551
Fax: 0044 161 236 0684
E-mail: info@excel-college.com

TERMS & CONDITIONS

- HOMESTAY ACCOMMODATION

Homestay accommodation can only be reserved for students registered on Excel College courses and where course fees have been received.

Homestay accommodation will only be reserved on receipt of a fully completed application form and the full payment of £435.00 (which includes an admin fee of £35).

If the student pre-pays but then cancels before arrival, the student will receive a refund minus one week Accommodation Fee and the Admin Fee (i.e. £135)

If the student arrives a few days later than the agreed date with no notice, then the booking cannot be deferred after the fact.

After arrival there will be no refund of accommodation fees paid by the student.

The minimum period of stay is **four weeks**.

One week's advance notice must be given to the host family and Excel College if leaving the accommodation earlier than the date specified on the homestay application form. Excel College will not assist students with future accommodation arrangements if they move out without advance notification.

Homestay accommodation is only reserved for a period of 4 weeks. If the student wishes to extend their homestay with the provider they can make a private arrangement. If the student wishes Excel College to find another homestay the student will have to pay an additional booking fee (£35).

Excel College does not guarantee homestay accommodation. If Excel College cannot arrange homestay accommodation, the Admin Fee and any accommodation fees paid will be fully refunded.

Students should arrange their own insurance to cover:

1. Medical treatment and personal risks (EU Nationals are covered under the British National Health Service)
2. Damage to and loss/theft of personal property.

Excel College reserves the right to cancel / change arrangements without prior notice.

Living with your Homestay Host

Students must agree to:

- Inform Excel College on the *Homestay Booking Form* of any special dietary requirements or any medical conditions.
- Inform Excel College, in writing, seven days before arrival of all flight details and transport arrangements to the homestay.
- It is important to understand that a host family does not always consist of two parents with children. Your host could be a married couple with children, a single parent or single person or two partners living together.
- Britain is a multi-cultural country and our hosts have a range of cultural backgrounds.
- Hosts may not live in the city centre. Please allow 30-60 minutes travelling time by public transport from your accommodation to the school.
- Observe all rules of the host family: upon your arrival, your host will show you how to use household appliances such as washing machine, microwave oven, toaster and bathroom facilities. At this stage, to avoid misunderstandings, you should ask your host any questions you might have, including house rules (e.g. dinner time, shower time, when and how to wash clothes, etc).
- You will be given your own private bedroom, which is not shared with any other person. The room should contain a comfortable full size single or double bed, wardrobe space, a mirror, and a window with curtains or blind. A desk or table and a chair for study will also be provided in the room or common space in the house. If there are any problems with your accommodation, please do not hesitate to inform your host or the College.
- You are not allowed to smoke indoors in any accommodation.
- Let your host know if you are going to be late for a meal or inform them by 12:00pm if an evening meal is not required.
- Inform host family in advance if planning to stay out late or out overnight.
- Do not disturb your host by making noise after 10:30pm or when returning late.
- Not disturb host family when returning home late.
- Look after house keys during their stay and to return them at the end of the stay. Let your host know if you lose your door key.
- Let the host know if you break anything. If you break anything belonging to the host, you must pay for it.
- Please try to keep your bedroom, the bathroom and other shared areas of the house clean and tidy. Offer help with shared household duties
- Ask permission each time to use the telephone or computer.
- We do not guarantee internet access availability in any accommodation.
- If allowed to use a phone, students should buy an International Calling Card (dial 0800 number) to make overseas calls.
- Always be friendly and treat your host with respect and they will do the same.
- Do not forget to say “**Please**” and “**Thank you**” when you ask your host something.