

CONTRACT BETWEEN PLUS AND HOMESTAY HOST

INTRODUCTION AND PURPOSE

This contract formalises the agreement between PLUS and the host family, outlining the responsibilities and expectations for providing safe, comfortable, and enriching accommodations for international students.

By signing this contract, you confirm that you meet the eligibility requirements and agree to fulfil the obligations outlined below.

1. ACCOMMODATION STANDARDS AND SAFETY

1.1 Room Requirements:

Hosts must provide each student with a clean, well-maintained single-occupancy bedroom equipped with:

- A bed, wardrobe, desk, chair, mirror, lamp, and storage space.
- Proper heating, blackout curtains, and internet/WiFi access.
Rooms must be cleaned weekly, with bed linen changed at least once a week.

1.2 Communal Areas and Facilities:

Students must have daily access to bathing facilities and be allowed to use communal areas, including the kitchen and dining area. Hosts must provide laundry services or facilities with clear instructions for use.

1.3 Safety Requirements:

- Conduct an annual fire risk assessment.
- Install and maintain working smoke alarms.
- Provide PLUS with evidence of fire risk assessments and valid gas safety certification.

1.4 Guest Policy:

- **Students' Guests:** Students may not have guests without prior consent from the host. Guests are not permitted in private areas such as bedrooms.
- **Hosts' Guests:** Hosts must ensure that their own guests do not access students' private areas without prior agreement.

1.5 Maximum Occupancy:

No more than four students may be accommodated at once, and no more than two per bedroom unless approved by PLUS.

2. MEALS AND DINING

2.1 Meal Plans:

Hosts must provide meals as per the agreed plan:

- **Self-Catering:** Students prepare their own meals with access to kitchen facilities and storage for their food.
- **Breakfast Only:** Provide a light continental breakfast.
- **Half-Board:** Breakfast and dinner.
- **Full-Board:** Breakfast, dinner, and a packed lunch.

2.2 Packed Lunches:

Should include a sandwich, fruit, snack (e.g, biscuit or crisps), and a drink.

2.3 Dietary Needs and Flexibility:

- Hosts must accommodate reasonable dietary restrictions and cultural preferences.
- Coordinate kitchen use and dining times to meet both household and student needs.

3. HOST AND STUDENT INTERACTION

3.1 Welcoming Students:

On arrival, hosts must:

- Provide a house tour and orientation (including fire safety).
- Share key household rules and emergency contacts.
- Introduce students to the family and local area.

3.2 Integration:

Use English as the primary language at home and encourage students to participate in shared meals and conversations.

3.3 Key Access:

Provide students aged 18+ with a key or access arrangements. For minors, hosts must ensure safe and practical access to the home.

4. FINANCIAL TERMS

4.1 Payments:

PLUS will pay hosts within one week of the student's arrival. Adjustments may apply in case of public holidays or cancellations.

4.2 Overpayments:

Hosts must report and return overpayments promptly.

4.3 Tax Responsibility:

Hosts may qualify for the **Rent a Room Scheme**, which allows them to earn up to £7,500 per year tax-free by letting furnished accommodation in their home. For more details, visit the UK Government website: www.gov.uk/rent-room-in-your-home/the-rent-a-room-scheme

Hosts are responsible for declaring any income that exceeds this threshold, and complying with all relevant tax regulations. PLUS is not responsible for ensuring tax compliance, but will provide remittance information to assist with tax reporting, if requested.

5. SAFEGUARDING AND WELFARE

5.1 Safeguarding Standards:

- All household members aged 18+ must complete the appropriate background check based on their location:
 - **England and Wales:** Enhanced Disclosure and Barring Service (DBS) check.
 - **Scotland:** Protecting Vulnerable Groups (PVG) check.
- No more than two students under 18 may share a bedroom.
- Minors must not be housed with students over 18.

5.2 Welfare Responsibilities:

Hosts must:

- Act with a duty of care, treating students as part of the household.
- Contact PLUS immediately in cases of illness, accidents, or welfare concerns.

6. DATA PROTECTION AND PRIVACY

6.1 GDPR Compliance:

PLUS securely collects, stores, and processes host data for operational purposes, including:

- Booking confirmations and payments.
- Compliance checks and emergency communications.

6.2 Data Rights:

Hosts have the right to access, correct, or request deletion of their personal data in accordance with GDPR. Requests can be sent to PLUS at plus@plus-ed.com.

7. EMERGENCY PROCEDURES

7.1 Emergency Contact Line:

PLUS provides a 24/7 emergency line for urgent matters: +44(0)2070429436 Extension 2001. If the line is busy, leave a voicemail or send a text, and a response will be provided promptly.

7.2 Absence Policy:

Hosts must inform PLUS of any planned absences and ensure students are not left unsupervised overnight.

8. INSPECTIONS AND INSURANCE

8.1 Inspections:

PLUS conducts biennial inspections or spot checks with 24 hours' notice. Refusal to accommodate these checks may result in temporary suspension.

8.2 Insurance Requirements:

Hosts must maintain comprehensive home insurance (building and contents) and inform their insurer about hosting arrangements to avoid policy issues.

9. TERMINATION AND CANCELLATIONS

9.1 Cancellations by Hosts:

Hosts must provide at least **two weeks' notice** for cancellations (or four weeks in summer). Short-notice cancellations may incur a **£50 fee**.

9.2 Cancellations by PLUS:

PLUS aims to provide at least **one week's notice** for cancellations but may not always be able to do so during events such as global crises.

9.3 Repeated Cancellations:

Repeated cancellations by hosts may lead to termination of the contract.

10. COMPLAINTS AND ESCALATION

10.1 Reporting Concerns:

Hosts can report concerns to their Booking Officer during business hours.

10.2 Escalation Steps:

If unresolved, issues can be escalated to the to the Operations Director.