

# International House London

## CRITERIA FOR SELECTION

Our selection of host families is based on the following criteria:

Location	No more than 50 minutes total travel time from Stukeley Street (Holborn/Covent Garden/Tottenham Court Road tube stations)
Keys	Students should have a house key so that they have free access to come and go as they wish.
Atmosphere	<ul style="list-style-type: none"> <li>• Good level of general decor and upkeep.</li> <li>• Family atmosphere, shared family meals, evenings at home, etc.</li> <li>• Lots of spoken contact with the host and family</li> <li>• Privacy in the bathroom.</li> <li>• Freedom of access to main living areas.</li> <li>• Access to TV, music.</li> <li>• Permission to listen to music till 11.00 p.m.</li> </ul> <p>NB: No building works should be in process during the student's stay.</p>
<b>Bedroom</b>	<ul style="list-style-type: none"> <li>• Pleasantly decorated, light, ventilated, spacious, centrally-heated and well-equipped.</li> <li>• Full sized bed (e.g. not bunks or sofa beds).</li> <li>• Good-sized wardrobe, desk, drawers, study chair, easy chair, reading lamp, mirror, bin, bedside cupboard and lamp.</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>• Freedom of access according to family routines.</li> <li>• Shower facility essential.</li> <li>• Secure lock on the bathroom door.</li> </ul>
<b>Laundry</b>	<ul style="list-style-type: none"> <li>• Provision of weekly laundry of bed linen and bathroom towels.</li> <li>• <b>Either</b> access by student to washing machine (once per week) <b>or</b> provision of one laundry load per week by <b>host</b>.</li> <li>• Access to iron and ironing board.</li> </ul>
<b>Meals</b>	<p>Dependant on board type offered, either:</p> <ul style="list-style-type: none"> <li>• Breakfast only, <b>or</b> breakfast and evening meal</li> <li>• Varied, substantial and nutritious</li> <li>• Alternative provision when student needs to be absent or will be late for the evening meal</li> </ul>
<b>Internet Access</b>	The provision of free Wi-Fi
<b>Students from other schools</b>	It is a condition of British Council Accreditation that we do not place two students of the same language background in the same household, unless the student requests it. Please ensure that you advise the IH Accommodation Office about any students hosted from other sources so that nationalities will not be duplicated.

<p><b>Under 18s</b></p>	<p>All homestay providers for students under 18 must provide 7 evening meals. The main care giver in this homestay will have an enhanced DBS check and the DBS check (box 66) will be completed on the hosts address. International House London will pay for this check to be completed.</p> <p>Under 18s are asked to exchange phone numbers with their hosts when they arrive. If necessary Students are required to inform their hosts if they are going to be late for their evening and they must not return after 11.00pm. If they confirm that they are not going to eat their meal that day, we ask that the hosts check in with them in the early evening to ensure all is OK.</p> <p>Under 18s cannot be hosted with over 18 students within the same homestay.</p> <p>If this curfew is not adhered to or the student does not return as expected, we ask that hosts contact the Designated Safeguarding Person at International House on our emergency number: <b>07808789541</b></p> <p>Under 18s are considered children and written permission, in the form of a Parental Permission Form, is sought from the student's parents to:</p> <ol style="list-style-type: none"> <li>1) Stay with friends / relatives / guardian or in a hotel during their studies</li> <li>2) Arrange their own transfer from / to the airport</li> <li>3) Go on trips or excursion (within the UK or abroad)</li> <li>4) Stay overnight with friends (the address and location is recorded by our Welfare Officer)</li> </ol> <p>We ask hosts who have any concerns about any aspect of the student behaviour or their welfare to contact us:</p> <ol style="list-style-type: none"> <li>a) Main Reception – 020 7611 2400</li> <li>b) Accommodation Office – 020 7611 2409</li> <li>c) <b>After hours (in an emergency) - 07808789541</b></li> </ol>
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**Acceptance as a Host**

These criteria are intended to provide a guide as to the level of service we are looking for. Not all hosts that apply to work with us are accepted, but if accepted we are keen to work in partnership with our hosts to provide an amazing experience for our students living and studying in London.

**Further Information:**

- Tax** : It is your responsibility to declare all earnings from hosting students and ensure you have paid the correct level of tax
- Insurance** : It is the responsibility of hosts to have adequate insurance to cover damage including fire damage. Ordinary wear and tear cannot be charged to students.
- Payment** : By bank transfer every second week from International House.
- Notice** : Any student is entitled to give one week's notice of intention to leave your accommodation without necessarily giving a reason. In case of dissatisfaction from either student or host, the notice period can be waived at the discretion of the accommodation office. Similarly you, the host, have the right to give a student one week's notice.

**Cancellation policy:**

**If bookings are cancelled with less than one week's notice, you'll get paid for one week.**

**No payment will be made for bookings cancelled with at least one week's notice.**

