**HOMESTAY STIPEND AGREEMENT**

The following stipend agreement shall exist between designated host families and the Qualicum International Student Program (QISP) in School District 69 (Qualicum).

1. Homestay payments will be made to the Homestay Family by the School District from funds held in trust for the student. Families are paid by direct deposit by the 15th of each month or picked up from the School Board Office, 100 East Jensen Avenue, Parksville, BC, V9P 2G5. Homestays must ensure that QISP has up to date banking information and must bring in either a void cheque or a letter from the back with direct deposit information.

2. Homestay payments for partial months, excluding holidays during the school term, shall be made at the daily rate.

3. Homestay payment for students attending summer programs approved by School District 69 (Qualicum) during July and August will be based on the daily rate for the nights that the student is in the home.

4. No payment adjustment will be made for holidays during the school term (e.g., Christmas, Spring Break) when the student is absent from the home, when a student is away with family or school activities.

5. Students are normally expected to arrive on the weekend prior to the start of their semester. There will be no additional fee paid to the family for these 2 nights in August or these 2 nights in January. The homestay family will be paid the daily rate for a student who arrives any earlier than these expected arrival dates. For a student who enters a new homestay after the first day of the month, the first payment will accrue from the first night of the homestay.

6. Students are expected to depart on Saturday following the last day of their semester/school year and **no later than June 30th** as District Custodianship ends on June 30th.

7. Students may be moved without notice, so homestays **must not** rely on income received for the student's care. (This can happen for a variety of reasons and must not be taken personally). Students who are moved to a different homestay are moved at the discretion of the Homestay Coordinator in consultation with the District Principal of QISP. Each homestay will be paid for a half day on the day of the move, no matter what time of day or night the move takes place. *In the event that a student should leave the home prior to the completion of the calendar month, the host family will refund the school district the balance of the homestay fee paid for that month.*

8. If the Homestay Coordinator has concerns regarding a student's safety in the home, the student may be moved immediately.

9. The Homestay must notify their home insurance carrier that they will be hosting an international student and ensure that they have the appropriate insurance to have an international student(s) in their home.

10. The Homestay submit a Criminal Record Check for all family members over the age of 18 and ensure that QISP is given an updated CRC every 3 years. The Homestay must advise the QISP office and submit a Criminal Record Check of any new household member over the age of 18 years.

11. The homestay must notify QISP of any changes in family dynamics (ie. Child over 18 returns home/leaves, A new person in the home, separation/divorce etc).

12. The homestay monthly rate shall be $1000 (@ July 2024) and may change as set by the School District for the given year. The daily rate is based on a pro-rated monthly stipend based on the days of that month. At no time shall a host family member ask the student for money unless the student has been directed by ISP. This request should be confirmed by email.

Homestay Parent 1 Name: _____  _____ Homestay Parent 2 Name: _____  _____
                                      Date (mm/dd/yy)                                                                                                    Date (mm/dd/yy)

By signing below I understand that all of the requirements stated above are applicable during my time providing host family services. Currently, and for any future homestay services. Should my active status change to inactive, it will be required that I sign a new agreement prior to becoming active. It is also understood that I must provide a signed copy of this form electronically or by hand to the office before I will be accepted into the ISP program.

_____
Signature - Homestay Parent 1

_____
Signature - Homestay Parent 2

_____
Signature - District Principal, ISP

_____
Date (mm/dd/yy)