

# Rangitoto College

## Homestay Application Form

Thank you for your email and interest in hosting for Rangitoto College. We are always looking for caring and supportive English speaking host families to look after our students.

The first step to becoming a host family for Rangitoto College is to fill out this document:

- **Homestay Accommodation Application**
- **Residential Caregiver Agreement**
- **Police Vetting form (for anyone 18yrs and over)**

In addition, please also send the following with your application via email:

- **Recent family photo**
- **Student bedroom(s)**
- **Your house**
- **Any pets**
- **Driver's license or passport**

Once we have received the completed documents, we will make plans to visit you in your home and introduce ourselves.

It would be good if you can please familiarise yourself with our guidelines prior to our visit so we can answer any questions you may have.

If you have any queries, please do not hesitate to contact us on [accommodation@rangeworld.co.nz](mailto:accommodation@rangeworld.co.nz) or phone 09 477 0150 xtn 668 or 664.

# International Student Homestay Accommodation Application



**Rangitoto  
College**

## CONTACT DETAILS

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Town: \_\_\_\_\_ Post Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

## HOST FATHER'S DETAILS

Dr Mr First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Known As: \_\_\_\_\_ Date of Birth: / / Occupation: \_\_\_\_\_

Work Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Religion: \_\_\_\_\_ Language/s Spoken: \_\_\_\_\_

If from overseas, how long have you lived in NZ: \_\_\_\_\_

## HOST MOTHER'S DETAILS

Miss Mrs Ms Dr First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Known As: \_\_\_\_\_ Date of Birth: / / Occupation: \_\_\_\_\_

Work Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Religion: \_\_\_\_\_ Language/s Spoken: \_\_\_\_\_

If from overseas, how long have you lived in NZ: \_\_\_\_\_

## ALL OTHER OCCUPANTS IN THE HOUSE

Name	M/F	Date of Birth	Occupation/ School Name	Mobile Number	Relationship to Main Contact

## BANK DETAILS

Name of Bank: \_\_\_\_\_ Bank Branch: \_\_\_\_\_

Name of Account: \_\_\_\_\_

Account Number: \_\_\_\_\_

## GENERAL INFORMATION

Have you ever hosted a student in your house before:  Yes  No Year(s) hosted: \_\_\_\_\_

Ethnicity of students hosted: \_\_\_\_\_

Name of organisation/s hosted with: \_\_\_\_\_

Will you be hosting students from other schools as well as Rangitoto College:  Yes  No  Maybe

Is English the first language spoken in your home:  Yes  No

Does any family member speak another language:  Yes  No

Host Mother Religion: \_\_\_\_\_ Host Father Religion: \_\_\_\_\_

Do you attend church? Yes / No If yes, how regularly: Weekly / Fortnightly / Occasionally

What time do you leave for work in the morning and return home in the afternoon:

Host Father Hours: \_\_\_\_\_

Host Mother Hours: \_\_\_\_\_

Do you own your own home or rent: Own Home / Renting

If renting, how long is your tenancy agreement for? \_\_\_\_\_

Number of bedrooms in house: \_\_\_\_\_ Number of bedrooms available for students: \_\_\_\_\_

Are the student rooms single or double size: \_\_\_\_\_ (Please note one student per room only)

Number of Bathrooms in house: \_\_\_\_\_ How many people will share a bathroom with the student: \_\_\_\_\_

Are there smoke alarms installed in the house:  Yes  No In the bedrooms:  Yes  No

Does anyone in the household smoke:  Yes  No

Does anyone in the household have a pre-existing medical condition the student should be made aware of:

Yes  No If yes, please specify \_\_\_\_\_

Is anyone in the household musical (i.e. plays an instrument):  Yes  No

Musical instruments available for the student to use: \_\_\_\_\_

Usual Dietary Practice (i.e. vegetarian / vegan / gluten free / lactose free): \_\_\_\_\_

Are you able to accommodate a student with any of the following dietary needs? Please circle if applicable  
vegetarian / vegan / gluten free / lactose free

Pets:  None  Dogs  Cat  Birds  Other (please specify): \_\_\_\_\_

## FACILITIES:

Pool  Garden  Boat  Holiday Home  Near Beaches  Near Shops

Other (please specify): \_\_\_\_\_

#### FAMILY INTERESTS:

Beaches  Cooking  Movies/TV  Music  Outdoors  Reading  Sports  Travel  Walking

Other (please specify): \_\_\_\_\_

#### INTERNET ACCESS:

*We expect host families to provide broadband internet at no extra cost to the student. Please speak to the Accommodation Manager if you are not able to do this.*

Unlimited Wireless Broadband  Other \_\_\_\_\_

#### TRANSPORTATION:

*The host family is responsible for assisting the student to get to school on time and ensure they are confident of the route to take if busing or walking.*

How will the student be transported to school:  Walk  Bus  Host Parent Vehicle

Are you on a bus route:  Yes  No If yes, time by bus to Rangitoto College: \_\_\_\_\_

Distance/time if walking to Rangitoto College: \_\_\_\_\_

#### PREFERENCES

Age of student:  12-13 yrs  14-15 yrs  16+ yrs Gender:  Male  Female  Either

No of students:  1  2  3 Length of stay:  Any Length  1 Term  2 Terms  3+ Terms

We are happy to host students from any country:  Yes  No

We would prefer to host students from: \_\_\_\_\_

Are you available over the Christmas holidays to host:  Yes  No

#### HOST INTRODUCTION

Please provide us with an introduction of your family, hobbies and interests, household environment and home features. This will help us to create a homestay profile for you, and will be sent to the student and agent once a placement is confirmed.

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#### PHOTOS

Please email through:

1. A family photo
2. A photo of the student's bedroom
3. A photo of the outside of the house. Photos can be emailed to [accommodation@rangiworlworld.co.nz](mailto:accommodation@rangiworlworld.co.nz)

These photos go on your homestay profile and will be sent to potential students. If you are not able to email us photos, we will take them when we visit. These

**PLEASE BRIEFLY STATE WHY YOU WOULD LIKE TO HOST AN INTERNATIONAL STUDENT**

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**REFERENCES**

To become a Rangitoto College homestay, the Ministry of Education requires you to provide two referees who can provide information on your suitability to care for an international student.

A referee can be a colleague or friend, but not a family member. If you have hosted for another organisation or school recently, please use them as one of your referees. Please include the referee’s email address as communication is generally via email.

Reference 1: First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to you (i.e. colleague/friend): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Reference 2: First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to you (i.e. colleague/friend): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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**DECLARATION**

I / We:

- Declare that the above information is correct.
- Agree to have a representative of Rangitoto College visit my home as part of the pre-approval process.
- Agree to all persons aged 18 years and over residing in my home to undergo the NZ Police vetting process, and provide the school with two forms of identification for each person being vetted.
- Agree to provide a safe, supportive and welcoming environment for an international student.
- Agree to Rangitoto College providing International Students/Agents/Parents with a description and photos of my household for the purpose of matching me with a student.
- Agree to have a representative of the school visit my home twice yearly, as a requirement of the Code of Practice.
- Have read the Homestay Guidelines Booklet and understand my obligations as a host parent.
- Have read and signed the Residential Caregiver Agreement.
- Accept that Rangitoto College reserves the right to decline my hosting application.

Host Father Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Host Mother Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Person being vetted to complete and return to agency

*\* Denotes a mandatory field*

### 2.1 Personal Information

*Note the name you are most commonly known by is your primary name*

* Family name (Primary)	
* First/Middle name(s)	
* Gender	
* Date of birth	
Place of birth (Town/ City/ State)	
* Country of birth	
NZ Driver Licence number	

### 2.2 Previous names if applicable

*Please include other alias or alternate names; married name if not your primary name; previous/ maiden/ name changed by deed poll or statutory declaration. Please include ALL names (first, middle and last) for each alias/previous name.*

Family name	First name	Middle names

### 2.3 Permanent residential address

* Flat/ Number/ Street			
* Suburb		Post Code	
* Town/ City			

## Section 3: Person being vetted to complete and return to agency

### 3.1 Consent to release information

1. The New Zealand Police may release **any** information they hold if relevant to the purpose of this vetting request. This includes:
  - a. Conviction histories and infringement/demerit reports.
  - b. Active investigations, charges and warrants to arrest.
  - c. Charges that did not result in a conviction including those that were acquitted (not guilty), discharged without conviction or withdrawn.
  - d. **Any** interaction I have had with New Zealand Police relevant to the role being vetted, including investigations that did not result in prosecution or were resolved by an alternative resolution programme.
  - e. Information regarding family violence where I was the victim, offender or witness to an incident or offence. This is particularly relevant where the role being vetted for takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
  - f. Information subject to name suppression where that information is necessary for the purpose of the vet.
2. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:
  - a. Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime).
  - b. Section 31(3) of the Children’s Act 2014 applies to this request (safety checks of core children’s workers).
  - c. The vetting request is made for the purpose of an overseas visa/work permit and authorises the vetting report to be provided directly to the relevant embassy, high commission, or consulate.

Please see the [vetting website](#) for more information regarding the Clean Slate legislation and what may be released.

3. The Police Vetting Service may disclose newly obtained relevant information to the requesting agency after the completion of the Police vet in the following circumstances:
  - a. The disclosure of the newly obtained information is justified under the Privacy Act 2020 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
  - b. The Police Vetting Service has taken steps to confirm that the purpose for the Police vet still exists – e.g., that I am employed or engaged in a role that required a Police vet.

The Police Vetting Service will take reasonable steps to notify you prior to the disclosure.

4. Information provided in this consent form may be used to update New Zealand Police records.
5. I am entitled to a copy of the vetting report released to the agency (to be provided by the agency) and can request a correction of any personal information by contacting the Police Vetting Service.
6. Please notify the agency or the Police Vetting Service if you wish to withdraw your consent.

For further information about the vetting process, please see the [vetting website](#).

#### Authorisation of person being vetted:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information relevant to my application (as described above) to the agency making this request for the purpose of assessing my suitability.

Name:		Date:	
Signature:		Electronic signature	<input type="checkbox"/>

# RESIDENTIAL CAREGIVER AGREEMENT

(For use when placing a student in a School approved Homestay)



**Rangitoto  
College**

This is an agreement between the Host Parent/s and the School (the **Agreement**).

**NAME OF SCHOOL:** Rangitoto College (**the School**)

**HOST PARENTS FULL NAME:** \_\_\_\_\_  
(together the **Host Parents**, each a **Host Parent**)

**HOST PARENTS ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (**the Residence**)

## AGREEMENTS

1. The Host Parent/s agree to support all students in their care to abide by all rules, expectations and curfews set by the School.
2. The Host Parent/s have read and understand the requirements contained in the Information for Residential Caregivers booklet and agree to act as Residential Caregiver to the Student in accordance with these requirements.
3. The School has provided, and the Host Parent/s have read and understood, the sections of the Education (Pastoral Care of International Students) Code of Practice 2016 (**the Code**) relevant to residential caregivers.
4. The School agrees that all information regarding the Residential Caregiver relating to the Accommodation will be kept confidential, except disclosure to students or their parents or legal guardians, to any professional consultant or such person where it is in the interests of the students to provide the information or pursuant to any statutory or other legal duty.
5. The Host Parent/s agree that the accommodation provided is safe, positive and is a healthy environment for students and complies with the relevant sections of the Code.
6. The School may take such measures as it considers appropriate (acting reasonably) to monitor compliance with the Code. This may include, without limitation, regular visits to the Residence and meetings with both students and the Residential Caregiver.
7. The Host Parent/s will immediately inform the School if they become aware of, or have any reason to believe that any student in their care is engaging in any at-risk behaviours.
8. The Host Parent/s will provide the School with no less than fourteen days (14) days prior notice of any circumstances that may affect the Agreement. This includes any change of Residence or any change to the number of adults over eighteen (18) years of age living at the Residence.
9. When at any time, the Host Parent/s have a student from the School in their care, they agree not to act as a residential caregiver for any student from another signatory without prior approval from the School.
10. Failure by the Host Parent/s to provide the residential care required may result in the termination of the Agreement.
11. The School may remove a student from the Residential Caregiver at any time without prior notice or agreement at the sole and absolute discretion of the School and this shall terminate the Agreement.
12. This Agreement may be cancelled by the Host Parent/s giving fourteen (14) days notice to the School.



13. Contact information for the Residential Caregiver may be shared with the School's host parent community for the purposes of communicating with other host parents and will not be passed on to any other parties or used for any other purpose without written agreement from the Host Parent/s.
14. The School may use photographs and/or video of the Host Parent/s for the purpose of sharing and promoting international education at the School.
15. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the school policies.
16. The Host Parent/s agree that as a person contracted to the school to provide accommodation that if they are required to be fully vaccinated as outlined by a Public Health Order they will do so. The Host Parent/s agree to provide the school with satisfactory evidence of vaccinations against Covid-19 as required.

## EXECUTION

### HOST PARENT/S:

By signing below, the Host Parent/s confirm that they have read the Agreement and agree to be bound by it in all respects:

Name: \_\_\_\_\_  
(Host Parent)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(Host Parent)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_

### SCHOOL:

By signing below, the authorised signatory of the School confirms that they are authorised to sign on behalf of the School and confirms that the School will be bound by the Agreement in all respects:

Name: **Lynda Lidgard**

Date: \_\_\_\_\_

Signature:



## APPLICATION CHECKLIST:

- Rangitoto College Homestay Application form (Filled Out and Signed)
- Rangitoto College Residential Caregiver Agreement - Signed
- Police Vet Form (for all 18yrs and older living in the house)
- Have read the Accommodation Guidelines for Homestays Booklet

In addition to the above, I have also included the following in my email application:

- Photos of the Outside of house and living area
- Photo - Recent family photo
- Photo - Student(s) bedroom
- Photo of any pets
- Photo of Driver's License
- Passport Photo of Homestay parent(s)

Once completed, please email all the above documents and photos to: [accommodation@rangeworld.co.nz](mailto:accommodation@rangeworld.co.nz)

When you have emailed the above, we will be in touch with you via email.

Thank you!!

