



## Host Family Terms of Agreement

My International Family, LLC. has created a complete language immersion experience in which international guests will stay in your home, interact with you and your family, and have the opportunity to experience a new culture in your hometown and country. We are excited about your interest to become a host family and welcome a guest into your home. We take this opportunity very seriously and want to ensure that both our guests and host families have the best experience possible. To this end, listed below are the roles and responsibilities we ask our host families to abide by in order to host an international guest through MIF. If you have any questions or need clarification on any point, please ask your Regional Coordinator. Keep in mind that these are general rules and responsibilities that apply to all of our bookings. Additional details relating to your specific guest(s) will be clearly outlined in the Host Family Contract for your approval and signature prior to placement in your home.

### Housing and Meals

- Host family is responsible for providing a shared or single private room as stated in the Contract with sufficient closet or drawer space and free access to onsite laundry. While not required, providing the guest with a desk to study at is definitely a plus as well.
- Host family is required to provide meals to the guest as outlined in the Host Family Contract.
- Due to differing morning schedules, we recommend a self-serve breakfast; however, dinner should be served family-style as much as possible.
- Your Host Profile in MIF's database should be kept current to reflect any changes in contact information, employment, persons living in the house, pets, etc. You are responsible to notify your Regional Coordinator of any changes.
- Due to the full immersion nature of our programs, during the guest's stay English must always be the primary language spoken in the home and to the guest.
- When a host family chooses to accommodate other guests or paying guests during the guest's stay, the Regional Coordinator must be notified in advance so the Host's Profile can accurately reflect all persons living the home.
- All homes should be equipped with a carbon monoxide detector, fire alarm, and a first aid kit.
- The Regional Coordinator will be in contact with both the guest and host family throughout the homestay to make certain that both parties are happy with the placement.

### Compensation

- Compensation is based on the type of program booked by the guest as outlined in the Host Family Contract provided to the host family for approval and signature prior to placement. Additional services not outlined on the Contract that the host family chooses to provide cannot be compensated without prior consent from MIF.
- Compensation checks are mailed out on the 3<sup>rd</sup> and 18<sup>th</sup> of every month for contracted services rendered.
- Compensation is prorated per payment period and sent out for the completed weeks or days of the payment period.
- If a guest's stay is cut short for any reason, the host family's compensation will be prorated based on the services rendered.





# My International Family

4403 W. Lawrence Ave., Suite 209, Chicago, IL 60630

Tel: 312-674-7117

## Misc.

- If a guest wishes to extend their stay or book a repeat trip, they must do so through MIF.
- A background check is required for all members of the host family who are 18+ and reside in the home.
- Host families are not guaranteed to receive guests and MIF has no responsibility or obligation to place guests in a host family's house. Bookings are placed according to the guest's desired location, transportation needs, preferences of room type, and any allergies or dietary restrictions that they may have.
- MIF cannot be held responsible for either intentional or unintentional damage to the family home. Host families are responsible to maintain appropriate insurance and coverage limits against personal accident, third party liability and damages. We recommend reviewing your policy with your agent for further clarification.
- MIF cannot be held responsible for unauthorized phone calls. Guests should have their own cell phone and/or computer. You are not obligated to permit use of your personal phone or computer to your guest.
- Host families should review and establish house rules with their guest within the first few days of his/her arrival.
- Host families are prohibited from discussing compensation amounts or Contract details with their guests. All questions or concerns related to payments, compensation and Contract details should be discussed with your Regional Coordinator or the MIF home office.
- Host families are responsible to notify MIF of any change to the information contained on the Host Family Profile and criminal background check. These changes may include, but are not limited to: contact information, persons living in the home, additional pets, changes to address, home construction, and any criminal activity that may be reported on a background check.

## Taxes

- I understand that I am a private contractor and will be paid on a per guest/contract basis and, as such, am not an employee of My International Family, LLC. I am responsible for all taxes and withholdings associated with any payments received from MIF. Host families in the United States will receive 1099's.
- I agree that I am self-employed in this capacity and am responsible for any taxes, Social Security payments and other State deductions.
- I understand I should speak to a tax professional in regards to specific tax questions and deductible items.

**I agree that the above duties and obligations will apply for every guest sent to me.**

Host's Printed Name \_\_\_\_\_

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

Host's Signature \_\_\_\_\_

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

Co-Host's Printed Name \_\_\_\_\_

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

Co-Host's Signature \_\_\_\_\_

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

(Rev. 3-2015)

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[www.MyInternationalFamily.com](http://www.MyInternationalFamily.com)



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This section applies only to our **Homestays with Tutoring and/or Activities Programs** and only requires a signature by tutors/host families qualified to participate in these programs.

## Lessons

- MIF does not provide a specific teaching curriculum. Our qualified tutors and teachers are responsible to develop and tailor lessons to the individual needs of the student. \*A teaching certificate OR a university degree with teaching experience is required to participate in our tutoring program. Verification of this must be provided to your Regional Coordinator. Each student's ability and goals are different so we ask that the tutor provide a customized approach to learning based on the student's needs.
- Before lessons begin, host must ask the student what kind of instruction they are looking for. The host will use this information along with the results from the initial Pre-Test to create an individualized instruction program.
- Lessons must be a seated, textbook-style lesson unless the student specifically requests that the seat-work lesson be exchanged for a fieldtrip-style lesson. We have had miscommunications in the past between student and host family that resulted in the student feeling as if they had not received their lesson hours because the lesson was not seated, classroom-style instruction. For this reason, we always ask that the lessons be seatwork-style, not activity-style instruction.
- If the student would like to exchange lessons for activities, they must indicate so on the back of the Timesheet document. The host should write up how many hours were exchanged by notifying the Regional Coordinator directly and have the student sign indicating their agreement.
- There must be a suitable space for seatwork-style lessons without distractions (TV, Children, etc.)
- One lesson hour is 60 minutes. Anything less than 60 minutes should not be recorded as an hour lesson.
- When bookings involve activities (culture, leisure or specialty programs), it is important to plan the activities in advance to ensure that the activity stipend will cover all related expenses.
- At the conclusion of the student's stay, the host will administer the Post-Test to chart the student's progress.

## Activities

- The host family is responsible to provide guided leisure activities for their guest. Immerse your guest in fun activities and popular culture of your city!
- As a host family, you will design fun tours around your guest's specific interests and hobbies. Examples include golfing, skiing, attending a sporting event, visiting a museum, enjoying a food festival, going to a concert, spending a day at an amusement park, hanging out at the beach, or any number of other popular events available in the local area. In addition to these activities, the guest will develop their language skills via daily interactions with you and your family.

## Timesheet

- The Timesheet should be signed daily for the activity or lesson hours received by the guest to avoid any discrepancies in the completion of the Contract. The Timesheet needs to be signed and sent to MIF at the end of each two week period.
- Please immediately notify your Regional Coordinator if there are any questions relating to the Timesheet or Pre/Post-Tests.

Tutor's Printed Name \_\_\_\_\_

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

Tutor's Signature \_\_\_\_\_

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

