

## HOMESTAY AGREEMENT POLICY

### Purpose :

To outline the Policy for managing agreements with homestay providers, and agreements for placement into homestay accommodation. In particular the Policy provides:

- a. procedures for concluding agreements on behalf of the University with authorised homestay providers
- b. procedures for authorised homestay providers to conclude agreements with boarders
- c.

## Definitions :

"The Centre" is the Massey University Centre for Professional and Continuing Education on the three campuses i.e. Albany, Manawatu and Wellington.

"Centre Manager" means the Director or Business Development Manager who is authorised to negotiate and conclude an agreement on behalf of the University for the Provision of services within this policy.

"Homestay Provider" is a University authorised provider of accommodation for international or domestic students.

"Boarder" is an international or domestic student enrolled at Massey University, or another individual requiring homestay accommodation who has been placed by Massey University with an authorised provider of homestay accommodation.

"Homestay provider agreement" means the authorised agreement used by the University and homestay provider to clarify the arrangement.

"Homestay placement agreement" means the authorised agreement used by the student, the University and homestay provider to clarify the arrangement.

## Audience :

All Managers across the University that are involved in any way with student homestays and/or homestay providers.

## Relevant legislation :

Code of Practice for the Pastoral Care of International Students  
Privacy Act 1993  
Health and Disability Commission Act

## Legal compliance :

The Code of Practice for the Pastoral Care of International Students requires that Massey University has robust procedures for the selection and monitoring of homestay carers and homestay residences to ensure that accommodation for international students is suitable and safe.

## Related procedures / documents :

[Code of Practice for the Pastoral Care of International Students](#)  
[Procedure for Police Vetting of Homestay Providers](#)  
[Homestay \(Provider Agreement\)](#)  
[Homestay \(Placement\) Agreement for Individual Boarders](#)  
[Homestay \(Placement\) Agreement for Group Boarders](#)  
[Massey Student Accommodation website: accommodation.massey.ac.nz](http://accommodation.massey.ac.nz)

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