



International Housing Placement Service, Inc.

600 N. Rosemead Blvd., Suite 225 Pasadena, CA 91107

Tel: 626-798-0209 Fax: 626-795-5198

info@ihpshomestays.com www.IHPShomestays.com

GENERAL INFORMATION AND CONDITIONS:

Participant Contract

REVISED 2022-2023 International Housing Placement Service hereafter called IHPS is commissioned by you to act in your best interest as your agent.

1) APPLICATION PROCESS: Application Placement Fee is Non-Refundable. All Participants must fill out the Application Form in full. Reservations are not confirmed until the Application, and Housing Deposit has been received.

- College level Student or Visitor: \$385.00 Application Fee plus Deposit of \$100 (Total \$485)
- Interns & High school level Students: \$475 Application Fee plus \$100 Deposit (Total \$575).
- **Late Fee:** A late fee of \$75 will apply if the Participant applies to our housing program less than 2 weeks prior to arrival.

MODES OF PAYMENT: Wires, Credit Cards, Personal Check (if drawn on a US bank account) and Zelle accepted

- All Credit Card paying Participants are required to pay an additional 3.7% fee •
- \$20 Wire Fee

2) HOUSING FEES: Once housing placement is confirmed, IHPS will send an invoice to Participant listing housing fees. **12 weeks of housing fees must be paid before Participant's check-in to Homestay.**

- Long-term Participants are billed every 12 weeks, or in full if requested. Students paying their housing fees every 12 weeks **MUST LEAVE A CREDIT CARD ON FILE WITH IHPS.**

STUDENTS' CREDIT CARDS WILL BE BILLED AUTOMATICALLY. It is the Participant's responsibility to keep IHPS updated with their current credit card information. IHPS will charge a late fee for payments that are not paid on time.

3) CONFIRMATION OF HOUSING: IHPS Homestays will make every effort to confirm housing placement within 2-3 weeks of a Participant's arrival if the Application Form and Application Fees are received 45 days before arrival. If IHPS does not receive the proper information and housing fees as stated previously, IHPS will inform the Participant as soon as placement has been confirmed. IHPS will not be held responsible for any motel/hotel housing and meal charges that a Participant incurs while waiting for their housing placement to be confirmed by IHPS.

4) HOUSING and Options: Participants are placed in a private room unless otherwise requested. Housing is with Hosts who speak English; a one or two-member head of household; with or without children, and

animals. Participants can choose either a Homestay with meals or a Home Share without meals. **All rooms are for single use only. At no time is a Participant allowed to have any overnight guests without prior permission from IHPS and their Host.** All Participants will be placed in housing less than a 9 miles radius of the intended school or internship.

Option #1 Homestay with Meals: Breakfast is Participant prepared. Breakfast is continental breakfast which usually includes cereal, toast, fruit, coffee/tea. IHPS Host(s) is required to cook dinner at least 4 nights of the week. For the other 3 nights, Participants will prepare their dinner from a left-over or with other food the Host purchases.

****IHPS encourages Participants to purchase additional “snack” or lunch items for themselves. Lunch is not included and if desired, shall be at an additional cost to the Participant.**

Option #2 Home Share: No Meals included. Participant must purchase their food. Kitchen privileges and “light cooking” is allowed. Light Cooking is considered microwave use, rice cooker, or toaster oven. Some hosts may not allow the use of stoves while they are not in the home.

5) FLIGHT INFORMATION: It is the responsibility of the Participant to communicate and verify anticipated arrival flight details with IHPS at least two (2) weeks before arrival

6) Optional AIRPORT PICK-UP: Private driver. “Meet and Greet.” Additional fee and dependent on arrival airport. Please email for more information.

7) INSURANCE: By signing this Agreement, you agree that IHPS and its Representatives/ Housing Coordinators and Hosts are not liable for any damages, injuries, and death to people or goods. Each Participant is responsible for providing insurance for such risks. ****NOTE**** Many of the schools/colleges have a policy that requires the purchase of insurance upon enrollment into their educational programs.

8) VISAS: Obtaining the proper visas and permits for your education/internship is the responsibility of each Participant.

9) CANCELLATION: Cancellations must be in writing and received by IHPS. If the Participant cancels less than 2 weeks before they arrive in the US, the Application, Deposit, and first month’s housing fee are nonrefundable. Refunds of any housing fees minus a 10% administration fee will only be given if the student cancels 45 days before leaving their home country. **The Application and Deposit are Non-Refundable.**

10) TERMINATION “Termination” refers to any cancellations made once you have arrived and begun your 12 week housing contract. Termination notices must be in writing and received by IHPS. ALL Participants have the right to terminate their housing after their initial 12 weeks of housing.

If a Participant would like to extend or move out of housing, they must notify IHPS and their host in writing on their 8th week of housing. **Application and Housing Deposit Fee are non-refundable.**

11) CHANGE OF HOME STAY: IHPS reserves the right to change a Homestay for any reason. If IHPS finds a family to be in violation of their “Host Family Standards of Conduct”, IHPS will move the Participant to another suitable home once one has been located, and the Participant will not be charged another application fee.

12): COMPLETION OF HOMESTAY Due to the need to facilitate arrangements for new placements and for the planning associated with our housing process, **Participants are required to give a 4 week's written notice to IHPS if they intend to check out of their Homestay.** Notice can be accepted if the Participant has completed or will complete their 12-week initial contracted commitment. If the Participant does not give a 4-week notice, a full month's housing will be charged to the Participant's account.

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13) MODIFICATION OF MEAL/NO MEAL PROGRAM If Participants wants to change their meal program option, a 30-day notice is required. Please note: IHPS cannot guarantee that the Host will be in agreement with the change. If the Host is not in agreement and IHPS needs to move the Participant to another Home, the Participant will be charged a \$200 Transfer Fee.

14) HOUSING EXTENSION **All housing extensions must go through IHPS Homestays.** If Host and Participant are in agreement on an extension, IHPS will bill the Participant for the extended period and continue making payments to the Host on Participant's behalf.

****At no time whatsoever is a Participant to pay his or her Host family directly or enter into their own financial agreement with the Host family. If IHPS finds out that such an agreement has been made, both Host and Participant will be removed from our Homestay program, and no refund will be expected.**

15) Vacation Rate: Participants who choose to go back to their country or vacation during winter or summer break and choose to leave their belongings in the homestay are required to pay a vacation rate. This rate is typically the no meal rate listed; however, some hosts may agree to a lower rate. Participants are required to negotiate their rate on their behalf. No expectation of returning to the same homestay if a vacation rate is not paid for by the Participant. If Participant requires a new homestay when they return, they will be charged another homestay placement fee.

16) IHPS HOUSING PRICES: IHPS has the right to change prices due to housing or tax increases or other unforeseen cost increases. Compensation will not be made for US public holidays during your placement.

17) SECURITY DEPOSIT: A security deposit of \$100.00 is to be collected from each Participant by IHPS, and can be retained for up to 45 days after departure. **The security deposit can and will be used for any additional days a Participant stays in a host's home, outstanding telephone charges, breakage/damage and/or cleaning costs incurred by the student. It can also cover any bank charges, credit card fees AND late payment fees accrued. For Participants who stay in housing for over three months, the security deposit is used to clean the room.** To ensure the return of the full amount, please settle all financial responsibilities with IHPS and hosts directly. Please make sure to contact the IHPS office with your forwarding address and request in writing the deposit to be refunded and forwarded.

18) REFUNDS: Please see items #9 and #10

19) TRANSPORTATION: It is the responsibility of the Participant to provide their own transportation throughout the duration of their stay.

20) AGREEMENT AND RELEASE: I, the undersigned, have read, understand, and accept all the terms and conditions of this contract which are listed above on this Application Form. I fully accept the terms of the responsibility, refunds, extensions, and charges as stated under the heading, "General Information and Conditions," and I agree to assume any and all risk for any loss, injury, damage, accident, delay or expense resulting from my housing placement. I acknowledge that I do not hold IHPS responsible for loss of any

type or nature from any cause, including (without limitation) acts of God, wars, strikes, incidents of politically motivated violence, sickness or quarantine, government restrictions or regulations, except in the case of willful or gross negligence of IHPS including any claim regarding or concerning the selection of or from any act or omission by any homestay host family, bus company, landlord, taxi service, hotel, restaurant, school or other firm, agency, company or individual..

I understand that I am responsible for exercising due caution and common sense at all times if I become ill IHPS may take action, as it considers necessary. I indemnify IHPS its agents, employees, and its Host(s) and hold them harmless for any financial liability or obligation which I personally incur, or injury or damage to myself and the person or property of others. IHPS reserves the right to make changes in my housing arrangements. I acknowledge acceptance of the terms of the refund policy as stated in the "General Information and Conditions.

21) I agree that any dispute under this Agreement will be filed in the Northwest District of the Superior Court for the County of Los Angeles and will be determined under California law.

Participant's Signature Date: _____ Signature: _____ Printed Name: _____	Parent/Guardian Signature if applicant is under the age of 18 years of age: Date: _____ Signature: _____ Printed Name: _____
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Student Standards of Conduct

IHPS expects Participants to adhere to the following rules while living with their Host. Hosts can and are encouraged by IHPS to add additional house rules at any time.

The undersigned accepts and agrees to the following **Standards of Conduct** while living with their Host:

- 1) I agree to abide by my Host's house rules at all times.
- 2) I agree to communicate openly with my Host, especially in regard to any issues I have with my placement.
- 3) I will respect the privacy and personal belongings of my Host at all times.
- 5) I will not smoke inside or outside my Host's home. Failure to follow this policy can be grounds for dismissal from IHPS's Housing program and no refund will be expected.**
- 6) I will not use my Host's telephone, computer, Internet Service, or any telecommunication device without permission from my Host(s) and the use of an international phone card or equivalent type card if needed
- 7) I will be financially responsible for any damage to the Host's property arising or resulting from my stay in the Host's home.
- 8) I will not use illegal drugs or drink alcohol while staying with my Host.
- 9) I will not borrow anything that belongs to the Host unless I have prior permission to do so. 10) I agree to be professional, courteous, and respectful in all my communication with my Host or their invitees at all times.
- 11) I agree to keep my room and bathroom tidy and clean up after myself in the kitchen and other living areas of my host's home
- 12) I also understand that I am not allowed to bring any overnight guests (including family members) to my Host's home before or during my stay without prior permission from my Host and IHPS Homestays.**

IHPS reserves the right to terminate without compensation a Participant's housing arrangement if the student is found to have behaved with gross misconduct, violated "Standards of Conduct", or misrepresented themselves on their housing application in any way. Gross misconduct includes theft, abuse of property, abuse of persons, alcohol and drug abuse, and failure to adhere to local laws, property rules, and regulations. Also, failure to disclose mental illness or other pertinent medical conditions that may have an adverse effect on the host family will also result in termination without compensation.

Accepted and Agreed: Date: _____

Student Name: _____ **Signature:** _____

Parent Signature if under the age of 18 years old:

Parent/Guardian Name: _____ **Signature:** _____



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IHPS Credit Card Authorization Form

For Participants who wish to pay for their housing by credit card, there is a 3.7% processing fee.

I _____ hereby allow International Housing Placement, Inc
Cardholder's Name

(IHPS Homestays) to charge my credit for the below fees. I understand that a 3.7% charge applies.

\$385 Application/Placement fee \$100 Deposit

\$175 Airport Transfer *NYC, NJ, LAX to Santa Barbara additional

\$75 late fee (applicable if applying less than 14 days prior to arrival)


Housing Fees (Due prior to check-in.)

Arrival Date: _____ / _____ / _____ Departure Date: _____ / _____ / _____
mm day year mm day year

Please bill this card every 12 weeks for weekly housing fees

Credit Card Number: _____

Expiration Date: ____/____ (mm/year)

Card Security Code: _____  (Last 3 digits on the back of the card. AMEX users, the security code is 4 digits and listed on the front of the card)

Credit Card Billing Address:

Country: _____

Street Address: _____

City: _____ Prefecture: _____

State: _____ Postal Code: _____

Cardholder's Name (Please Print)

Cardholder's Signature

Participant Name