



Thetford  
ACADEMY

304 Academy Road · Thetford Center, VT 05075 · USA

## INTERNATIONAL STUDENT PROGRAM HOST FAMILY APPLICATION

### *I. Family Information*

Physical Address of Residence: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing address (if different from above) : \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

First Parent's Full Name: \_\_\_\_\_ Gender: (M/F) \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Date of Birth (for background check): \_\_\_\_\_

Driver's license number (for background check): \_\_\_\_\_

Second Parent's Full Name: \_\_\_\_\_ Gender: (M/F) \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Date of Birth (for background check): \_\_\_\_\_

Driver's license number (for background check): \_\_\_\_\_

Children and Live-In Guests (If necessary, please list others on a separate sheet)

Full Name	Gender (M/F)	Age	At Home (Y/N)	School (if applicable)

**II. Other Information about Your Home**

Please describe your home:

Number of bedrooms      1      2      3      4      5      Other: \_\_\_\_\_

Number of levels      1      2      3      <finished basement>      Other: \_\_\_\_\_

Number of bathrooms      1      2      3      4      ½      Other: \_\_\_\_\_

Anything additional? (Pool, Fireplace, etc.) \_\_\_\_\_

Common family meals, special dietary practices or restrictions: \_\_\_\_\_

\_\_\_\_\_

Do you have a washer and dryer?     Yes  No

Do you have access to the Internet/WiFi at home?     Yes  No

Do you have cell service at home?     Yes  No

Is there a computer the student may use?     Yes  No

How long is the commute from your home to Thetford Academy? \_\_\_\_\_

Will you be able to provide round trip transportation for the student to school daily?     Yes  No

Please list all pets & animals (indoors and outdoors) : \_\_\_\_\_

\_\_\_\_\_

Have family members lived or traveled abroad?     Yes  No

If so, which countries? \_\_\_\_\_

Please indicate foreign language background, if any, for family members:

\_\_\_\_\_

The following questions are asked only to determine compatibility between students and host families

Do you have a religious affiliation? \_\_\_\_\_ If yes, please specify: \_\_\_\_\_

We attend services  Regularly  Occasionally  Never

Is it important for your student to attend?  Very Important  Somewhat  Doesn't Matter

Does anyone in your family smoke?  Yes  No

Is smoking allowed in your home?  Yes  No  Outdoors Only

### III. Family Interests, Hobbies and Activities

Please check all that your family might participate in during your student's stay:

<input type="checkbox"/> Swimming	<input type="checkbox"/> Football	<input type="checkbox"/> Golf	<input type="checkbox"/> Horse Riding	<input type="checkbox"/> Baseball	<input type="checkbox"/> Soccer
<input type="checkbox"/> Hiking	<input type="checkbox"/> Basketball	<input type="checkbox"/> Tennis	<input type="checkbox"/> Water Sports	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Walking
<input type="checkbox"/> Museums	<input type="checkbox"/> Camping	<input type="checkbox"/> Jogging	<input type="checkbox"/> Skateboarding	<input type="checkbox"/> Biking	<input type="checkbox"/> Photography
<input type="checkbox"/> Movies	<input type="checkbox"/> Theater	<input type="checkbox"/> Video Games	<input type="checkbox"/> Board Games	<input type="checkbox"/> Concerts	<input type="checkbox"/> Cooking
<input type="checkbox"/> Shopping	<input type="checkbox"/> Reading	<input type="checkbox"/> Computers	<input type="checkbox"/> Painting/Drawing		

Music (specify type): \_\_\_\_\_

Musical Instruments: \_\_\_\_\_

Dance (specify type): \_\_\_\_\_

Clubs/Organizations: \_\_\_\_\_

Winter Sports: \_\_\_\_\_

Other Activities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### IV. Home Safety Information

Do you have a car?  Yes  No

If yes, how many seatbelts? \_\_\_\_\_

Does your car have passenger airbags?  Yes  No

Do you have auto insurance?  Yes  No

If selected as a host family, we will require a copy of your policy.

Do you have smoke detectors on each level of your home?  Yes  No

Do you have carbon monoxide detectors in your home?  Yes  No

Do you have a fire extinguisher installed in your home?  Yes  No

Do you own any firearms?  Yes  No      If yes, please describe how they are stored: \_\_\_\_\_

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Do you have homeowners insurance?  Yes

*If selected as a host family, we will require a copy of your policy.*

Do any members living in your house have a criminal record or have a case pending?  Yes  No

If yes, please explain on an additional sheet of paper, including charge and date of conviction.

***V. Hosting Information***

Have you ever hosted an international student before?  Yes  No

If yes, please specify the organization for which you hosted students, as well as the dates OR any other hosting experience:

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May we contact the program coordinator for a reference?  Yes  No

Why do you want to host an international student? \_\_\_\_\_

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*Please use an additional sheet if necessary*

Do you prefer:       Female Student               Male Student               No preference

How many students would you like to host?              1              2              Other: \_\_\_\_\_

In which capacity would you be interested in hosting an international student?

- Full Academic Year (Mid August – Mid June)
- One semester (Mid August – Mid January) OR (Mid January – Mid June)
- 8-week Program (Guatemala or Brazil)
- Support Family (Occasional weeks or weekends)

What would your ideal student be? (Ex: Cooks own meals, enjoys spending time with family, etc.)

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*Please use an additional sheet if necessary*

## **VI. References**

Please give the names, telephone numbers and addresses of two references who would be prepared to support your application. Indicate their relationship to you.

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

## **General Rules and Responsibilities**

### *Family Environment*

1. Provide a safe, clean, and welcoming environment for the student for the duration of the student's stay. A designated Thetford Academy official has successfully completed a site visit to the Host Family's residence. Notify Thetford Academy promptly if conditions materially change.
2. Treat the student with respect and kindness and expect the same in return.
3. Advise the student of any reasonable "house rules" or other expectations and expect the student to adhere to those rules.
4. Be aware of the student's whereabouts at all times.
5. Interact with the student on a daily basis and include the student in appropriate family activities.
6. Speak English with the student.
7. Provide a general orientation to the surrounding community.
8. Provide cultural experiences after school and on weekends to the extent possible.
9. Never leave the student alone overnight. Inform Thetford Academy as soon as possible if you need to be away overnight and are unable to bring the student so that a short-term host family can be arranged.

### *Personal and Shared Spaces*

10. Provide each student with a bed and linens in a room with a door and necessary furniture such as a desk and a bureau, which no other family member will use for the duration of the program.

11. Provide a bathroom, including shower facilities, where the student is permitted to store toiletries. Provide basic toiletries and supplies for everyday use, such as toilet paper, hand soap, towels, etc.
12. Provide each student with a key to the house and the code for a residential alarm if applicable.
13. Provide access to laundry facilities and detergent at no additional charge.
14. Ensure that the student has a place to safely store important records (health records, insurance information, identification, passport, visa, I-20, etc.).
15. Never move, take, handle, or destroy the student's personal belongings without his or her consent. (You may carefully place the student's personal belongings in his or her room if the student has left them in an open common area).
16. Always respect the student's privacy and establish boundaries to respect the privacy of others in the home.
17. Host Families are under no obligation to provide accommodation for students' natural family members or other visitors. Natural family will be advised to arrange hotel or other private accommodations during any visits.

#### *Meals*

18. Ensure that the student is provided three nutritious meals per day, seven days a week. Evening meals shall be prepared and left if the family is not home for dinner or if the student comes home late from classes unless otherwise agreed to by the parties concerned. International students are provided the standard school lunch daily while school is in session.
19. Host Family will meet specific food requirements as previously notified and agreed upon.

#### *Chores*

20. Ensure the student is not required to baby-sit or perform tasks beyond common cleanup. Do not allow the student to take on a paid job, even in your home.

#### *Technology & Media*

21. Provide basic internet and telephone access at no additional charge.

#### *Alcohol & other drugs*

22. Notify Thetford Academy of any suspected or confirmed drug or alcohol use. [Note: international students must abide by all rules and regulations in the [Thetford Academy Student Handbook](#) during their entire homestay.

#### *Financial matters*

23. Use stipend for all direct and incidental costs of hosting the student such as meals, utilities, meals out, tickets for family or cultural activities, etc.
24. Ensure that family members do not borrow money from the student and that the student does not borrow money from family members.
25. Refrain from opening a joint bank account with the student. Any local bank account that the student maintains should be private.

#### *Transportation*

26. Maintain a valid driver's license.
27. Ensure that the student's transportation needs to and from Thetford Academy are arranged such that the student can fully comply with Thetford Academy's attendance policy.

28. Do not permit the student to drive your vehicle(s).

#### *Health & Safety*

29. Promptly notify Thetford Academy staff of any significant change in the student's overall physical or mental health.
30. Ensure the student receives proper medical attention in case of emergency and provide transportation to and from standard/required medical appointments. [Note: Payment of all medical expenses is the full responsibility of the International Student. Students are required to purchase medical insurance in advance of their period of study.]
31. Own your home or advise your landlord of your plan to host an international student.
32. Inform Thetford Academy of all other students or house guests living in the house, including those who take up residence after the student arrives.
33. Authorize Thetford Academy to conduct background checks on every adult of 18 years of age or older who will live within the home and/or supervise the student during his/her stay.
34. Ensure that guns in your home are always securely and safely stored where they are inaccessible to the student and other unauthorized persons.
35. Never resort to physically or verbally abusive, aggressive, or otherwise inappropriate behavior.
36. Never initiate or participate in a sexually-oriented discussion or the viewing of sexually-explicit photographs, written materials or films with the student.
37. Be suitably clothed and covered in the presence of the student at all times.
38. Never touch the student inappropriately.
39. Instruct the student on and require the student to use appropriate safety gear, such as seatbelts and helmets.

#### *Cultural Sensitivity & Awareness*

40. Be sensitive to the cultural beliefs, values, and differences of the student. Inviting the student to join in attending faith services is welcome, but should never be required, nor should religious or political beliefs be forced upon the student.

#### *Communication*

41. Contact Thetford Academy if problems arise between student and family members, cooperate with Thetford Academy staff in trying to reach a reasonable, equitable solution.
42. Cooperate with Thetford Academy in relaying information and provide regular updates on progress for purposes of updating the natural parents.
43. Communicate via Thetford Academy with the student's natural family to ensure proper translation and to avoid miscommunications.
44. Always respond to Thetford Academy in a timely manner when contacted by phone or e-mail.
45. Only use or disclose the student's personal information for the purpose for which it was provided or otherwise with the consent of the student.



## Termination of Agreement/Relocation of Student

If the Host Family is unwilling or unable to continue to care for the student, he or she should notify Thetford Academy as soon as possible in writing and shall include the reasons for the decision to terminate the Agreement. Thetford Academy shall immediately make reasonable efforts to find new housing for the student but the Host Family shall continue to provide housing for at least 14 days to provide Thetford Academy sufficient time to find a suitable placement.

Thetford Academy reserves the right to move a student to a different home without advance notice if a situation is unsatisfactory or if problems cannot be resolved between family members and student, or if any of the foregoing list of responsibilities is neglected. Should an emergency relocation be required due to the Host Family's violation of State or Federal Law, or neglect of the responsibilities as stated in this Host Family Agreement, the Host Family's approval to host any student will be subject to immediate termination, financial compensation will end immediately, and legal or other action will be taken if warranted.

I/We have read and understand the information provided in the Host Family Application, Rights and Responsibilities, and I agree to abide by the terms of the information. I declare that all the information provided in this application is accurate, and understand that any misinformation will invalidate this application. I/We agree to have a criminal background check for each household member over the age of 18 years and a Child-Abuse Registry check if required.

Host Parent (Print & Sign) \_\_\_\_\_

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

Host Parent (Print & Sign) \_\_\_\_\_

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