

# Homestay & Airport Reception Application Form

Institute of Continuing & TESOL Education (ICTE-UQ) CRICOS Provider No: 00091C



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

## INSTRUCTIONS

- ▶ Please complete this form in BLOCK LETTERS in English
- ▶ Return to: **TESOL Enrolments Officer**  
**Institute of Continuing & TESOL Education**  
**The University of Queensland**  
**Brisbane QLD 4072 Australia**  
  
**Tel: +61 7 3346 6770 Fax: +61 7 3346 6771**  
**Email: [tesol.enrol@icte.uq.edu.au](mailto:tesol.enrol@icte.uq.edu.au)**  
**Web: [www.icte.uq.edu.au](http://www.icte.uq.edu.au)**

My application is through an ICTE-UQ representative No  Yes

Representative

Representative Contact

Representative Email

## 1 PERSONAL DETAILS

Title Mr  Mrs  Ms  Other

Family Name

Given Name

Date of Birth  /  /  Male  Female

Nationality

ICTE-UQ Student Number (if known)

Email

Do you smoke? No  Yes   
\* If yes, you may still be placed in a non-smoking home

Do you like children? No  Yes

Do you like pets such as dogs and cats? No  Yes

Do you have any special dietary needs (eg vegetarian)? No  Yes

Details

Do you have any allergies? No  Yes

Details

Do you take medication or have a medical condition? No  Yes

Details

## 2 ARRIVAL DETAILS

Date of arrival  /  /

Airport Brisbane International  Brisbane Domestic   
Gold Coast (Coolangatta)

Flight arrival time  Flight number

Do you require an airport pickup on arrival?

No

Yes

Please describe your family and include something special about yourself /your hobbies/interests which will help match you with a suitable host family.

## 3 HOMESTAY APPLICATION

Date I will start my studies at ICTE-UQ  /  /

Date I would like to move into homestay  /  /

Date I would like to move out of homestay  /  /

What is your level of English? Beginner  Elementary   
Intermediate  Advanced

What other languages do you speak?

Religion

## HOMESTAY POLICY

- Homestay 'check in' is only available the weekend prior to course commencement.
- Students who arrive on flights after 8pm will need to make alternative accommodation arrangements for the night of their arrival and check into Homestay the next day.
- Homestay is available for a minimum booking period of five (5) weeks. Refunds will not be considered for early departure except in exceptional circumstances.
- Homestay fees must be paid to ICTE-UQ in full and in advance.
- Students who extend their original booking and who are able to remain with the same family must provide full payment for the extension before their original check out date.
- Each payment not made by this deadline will incur a late payment fee.
- Students who extend their original booking and who are not able to remain with the same family must pay the Homestay Placement Fee to be placed with a new family.
- Students who leave homestay early are required to provide their homestay family with a minimum of one week notice. Unused homestay fees will be refunded in full (the first five (5) weeks are non-refundable).
- Homestay accommodation is only available while a student is enrolled in an ICTE-UQ course.
- ICTE-UQ may remove a student from homestay with no notice for misbehaviour, wilful damage, or failure to comply with agreed homestay regulations.
- Where a student has requested an airport transfer and fails to advise of a delay or change of flight, a \$30 - \$60 additional 'no-show' fee will be charged.

### Privacy Information

The information on this form is collected for the primary purpose of placing you with an ICTE-UQ Homestay host. Other purposes of collection include the creation or modification of a record on a student database, attending to administrative matters, corresponding with you, informing you of future activities or events and de-identified statistical analyses. You have a right to access personal information that the University holds about you, subject to any exceptions in relevant legislation. For information on how ICTE-UQ manages student information, please consult the UQ Privacy Management Policy <http://ppi.app.uq.edu.au/content/1.60.02-privacy-management>