

RULES FOR LODGING IN A HOST FAMILY

Welcome to your French family! Your host family is delighted to welcome you and hopes that you enjoy a rewarding and fulfilling stay. You will be encountering numerous differences compared to your home country. This is part of the experience awaiting you in France. Your host family will do everything they can to ensure that your stay goes well. With this in mind, please see below some basic rules which need to be followed.

Naturally, please feel free to contact us whenever you require our help!

HELP: Don't hesitate to request help and advice from your host family. It is always easier to communicate with them directly in order to solve a problem, especially one of a material nature (noise, a tap which doesn't work properly, a creaking door, a mattress which isn't comfortable, or the content of meals, etc.). If the problem continues, please contact **the accommodation office**.

ALCOHOL & DRUGS: The consumption of drugs or alcohol is forbidden in the families and may result in the student immediately being sent home. **If you are sent home, no refund will be made.**

FRIENDS: You are not allowed to invite your friends or family over to sleep. To receive visits from them during the day, you will need to obtain prior permission from the host family.

ARRIVAL: Your arrival in the host family should be **between 6 PM and 9 PM**. After this time, you must inform your host family in order that they may organise accordingly. **It is vital** that you let them know your time of arrival at least one week before the start of the stay. It is possible to arrive from 2 PM onwards if the family has been informed of this at least one week in advance. An additional night will be billed for any arrival before 2 PM. Please bear in mind that if the family has not been informed of your time of arrival, you run the risk of finding yourself locked out and in some cases obliged to spend the night at a hotel.

INSURANCE: All students must imperatively be insured (for health and civil liability) and must be in a position to provide written proof of their insurance.

NOISE: Please be **discreet** when coming back in the evening. For those communicating by Skype, **please avoid conversations at night**.

THE BEDROOM: This is a **single bedroom** in the apartment. Your bedroom will include the following as a minimum: 1 bed, 1 bedside table, 1 desk, 1 chair and storage areas. Generally speaking, please leave your bedroom **clean and tidy**. You will be informed of the day of the week on which your bedroom will be cleaned. On that particular day, please tidy your bedroom; otherwise the housework may not be done. You should ventilate your bedroom and open the shutters each day. On hygiene grounds, please **do not store any food** in your bedroom. We respectfully request that you do not attach or tape anything to the walls in order to avoid holes or marks.

KEYS: A set of keys will be given to you for the length of your stay. You are entirely responsible for this set of keys and for any access passes accompanying them (please see the LOSS/BREAKAGE clause below).

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YOUR CONTRACT: You have signed a contract with the dates and type of stay determined in advance, which cannot be changed unless you take out a new contract. For any extension or in the case of a return at other times, you may not organise this directly with the family, subject to legal action.

TERMINATION OF THE CONTRACT: Both parties (the family and the student) are free to terminate their commitment at any time for serious reasons. If the student wishes this, the schools agree to find a family for the student in as far as the student can be replaced.

CANCELLATION OF THE CONTRACT: The student is committed for a period determined in advance (weeks, months, quarter or half year) which can only be interrupted in cases of force majeure (please see the paragraph above). Other than situations covered by this clause, once a stay has been started, **payment in full for the said stay is due**. If the cancellation occurs during the month preceding the start of the stay, the cancellation charges will be equivalent to 1 week's accommodation. If the cancellation occurs less than eight days before the start of the stay, the cancellation costs will be equivalent to 50% of the residential fees.

EXTENDING YOUR STAY: Any extensions to your stay must be notified to the school **at least two weeks in advance**.

THE KITCHEN: You may only access the family's kitchen during the evenings between **6:30 PM and 8:30 PM**. The family will provide you with a specific place to store your provisions (in the refrigerator and on shelves, etc.). You may not carry out any real "cooking" as such, but you may **heat up a meal**. Please leave the kitchen in the state in which you found it, and take good care of the kitchen utensils and household appliances.

ELECTRICITY: Please take care regarding your consumption (remember to turn off lights when you leave the room, and to turn off the heating if you open a window, etc.).

LINEN: The sheets and bathroom towels are supplied by the family. Most of the families agree to do your washing once a week. Use of the washing machine will be subject to the family's rules.

NIGHT-TIME: If you decide not to return to the host family's home to sleep, **please inform your host family of this**.

LOSS/BREAKAGE/DAMAGE: You are liable for any possible damage caused in the apartment (loss, breakage, or deterioration). **The reimbursement costs will be borne by you or your insurance company.** For this reason, it is compulsory that you take out an insurance policy.

MEALS: In general, the French eat their meals at the table. Your host family will therefore give you set mealtimes which you should abide by. Please **inform the family if you will be absent or late for a meal**. If you arrive after mealtime without having informed them, the family is no longer bound to serve you a meal at the table.

Breakfast: This meal is not "served" as would be the case in a hotel, but is taken with the family, if everyone's times are compatible. You will be offered a complete "French style" breakfast.

Dinner: You will be served a **complete meal** including a starter, a main course, cheese and/or a dessert. These meals will be varied and adapted to any particular health requirements you may have.

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THE BATHROOM: In most cases, this is shared. It is important that you avoid monopolising this room for too long and that you leave it clean after use (pay attention to hair, which can often clog up washbasins and showers). Feel free to use the cleaning products made available by the family. **However, it is the family which has responsibility for cleaning and maintaining the bathroom.** Please pay attention to your water consumption. If your family has a bath, you may take a bath once or twice a week. In the case of showers, it is recommended that you limit the length of showers to 5 minutes.

THE LIVING ROOM: The student may access the living room, with discretion.

SAFETY & SECURITY: If you are returning late in the evening, we recommend that you **take a taxi**. Do not carry too much money with you, and wherever possible leave your passport at the host family's home, **but take photocopies of your identity papers with you.**

TELEPHONE/INTERNET: You do not have access to the family's telephone, but you may **possibly** receive calls between 8 AM and 9 PM. We recommend that you purchase a mobile telephone. Don't forget to record the host family's number in your mobile telephone, and give them your own. Most families have Internet and you can access this with your own computer. We should also remind you that WiFi is free at the School.

"I have read the general terms and conditions governing lodging in host families, including the clause concerning Insurance and I agree to abide by them"

Signed in

Last name

First name

Signature