



The Canada Homestay Network Inc.

incorporating Canada Homestay International (CHI)

Bringing international students and Canadian host families together™

International Student Homestay Program (ISHP) Payment Policy and Procedures

This document is to be read in conjunction with the CHN Student Homestay Application; CHN Student Participation Agreement and Permission to Travel documents; CHN Parental Consent to Custodianship; CHN Declaration of Custodianship and the CHN Invoice applicable.

1. Canada Homestay International is a division of The Canada Homestay Network Inc., (CHN).
2. (i) **To be considered for admission to the CHN ISHP, each Student is required to submit payment in full of the CHN Invoice applicable and two copies of the following duly completed CHN documents:**
 - (i) **Student Homestay Application (SHA);**
 - (ii) **Student Participation Agreement (SPA) and Permission to Travel (SPT);**
 - (iii) **Parental Consent to Custodianship, in English and the first language of the Student's parents, duly notarized.**
- (ii) Students are admitted to the CHN ISHP for periods of 10 months, maximum. Students may apply to extend their participation in the CHN ISHP, subject to the approval of CHN, the timely completion and receipt by CHN of the documents listed in paragraph 2 (i) above; availability of a Homestay Host selected by CHN; and the receipt by CHN of a re-registration fee of \$150.
- 3 (i) CHN accepts payments by wire transfer directly to The Canada Homestay Network Inc. c/o the Royal Bank of Canada,
436 Summerhill Avenue, Toronto, Ontario, Canada M4W 2E4: Branch transit # 05302, Institution # 003, Account # 1006006;
Swift # is ROYCCAT2. **Please note the student's name on wire transfer documentation.**
- (ii) CHN is not liable for any damage or costs incurred by the Student for failing to make payment strictly in accordance with these Payment Policy and Procedures. In addition, such failure to make payment will disqualify a student from the CHN International Student Homestay Program and from academic certification.
- (iii) **Confirmation of the Homestay Host and other CHN services on the CHN Invoice applicable (including the CHN Declaration of Custodianship, if applicable) will be provided to Student and the Student's Agent (if applicable), following receipt by CHN of payment of the CHN Invoice applicable.**
4. (i) The CHN Invoice applicable may include amounts for the following services:
 - (a) Standard CHN Services which include CHN Standard Registration and Placement Services; periodic monitoring services, for each period the Student is in the ISHP; Airport transfers; and Re-registration and Relocation fees, *if applicable.*
 - (b) Standard Homestay Host Hospitality Allowance, including periodic Host Hospitality Allowance; extra nights before the beginning of the first calendar month that the Student is in the ISHP; and Elementary and Middle School premium, if applicable.
 - (c) Probation Letter and/or Relocation, which CHN reserves the right to determine, in its absolute discretion and without recourse.
 - (d) Other (Optional) CHN Services which include CHN Custodianship Services, if applicable.
 - (e) Refundable Security Deposit of \$500.
 - (f) Finance Charges, which include Bank Charges and deferred payment charges, if applicable.
- (ii) **All fees in CHN Invoice applicable are unconditional and non-refundable, except as described in paragraph 5 below.**
- 5 (i) CHN will refund the Student the fees prepaid according to Section 2 above *less a cancellation fee of \$175, if and only if* written notice is received by CHN 30 days in advance of (1) the arrival date specified in the Student Homestay Application or (2) the first day the Student's course of studies is scheduled to begin (whichever date is earlier).



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- 5 (ii) Written notice received by CHN from the Student less than 30 days in advance and before (1) the arrival date specified in the Student's Homestay Application, or the first day the Student's course of studies is scheduled to begin (whichever date is earlier) or (2) after the Student's arrival but before the departure date specified in the Student's Homestay Application (if the departure date is more than two months after the arrival date) will result in the refund of fees prepaid by the Student according to Section 2 above, *less a cancellation fee of \$975* (including one month of Homestay Host hospitality fees). Re-registrations are subject to availability, additional CHN Service fees and changes in CHN Service Fees, without notice.
- 5 (iii) CHN reserves the right to relocate the Student to another CHN Homestay Host at the Student's expense, or to expel any Student from the CHN ISHP, according to the terms of the SPA. Students expelled from homestay receive no refund of any fees paid to CHN.
- 6. All CHN fees are for the introduction of the Student to selected independent service providers, including but not limited to accommodation services provided in homestay(s) by homestay host(s) (hereinafter called "service provider(s).") CHN makes no claims or warranties concerning such service providers and assumes no liability for any losses, injuries or damages however caused. All parties to the Student Homestay Application and the Student Participation Agreement (including but not limited to the Student, the Student's family and Agent, if any) accept the introduction by CHN to such service providers at their own risk and hereby undertake to hold harmless CHN, its Officers and Directors and Agents and such independent service providers, from any and all claims and, without limiting the generality of the foregoing, to arrange at their expense sufficient personal injury, liability and health insurance.**