



**Inner Circle Education Center**  
*International Education: A Turning Point in Life*  
Shanghai, Beijing & Los Angeles

## **Student-Host Family Contract**

This form *must* be completely filled out and signed upon the arrival of your ICEC student to your home. It is of utmost importance for both the student and the family to discuss each issue and come to a mutual understanding of what is expected in your home. The host parents are responsible for keeping this contract and it may be referred to in the occasion that a misunderstanding arises.

**The student will face severe consequences for neglecting to obey any of the rules agreed upon in this contract, including dismissal from the program without refund.**

### MEALS

- On weekdays, the host family is responsible for providing breakfast and dinner. There should be food available for the student to make their own lunches or the appropriate amount of money given for a school lunch.
- On weekends or days when the student is home during lunch time, the host family is responsible for providing all three meals.

Weekdays			Weekends		
	Time	Together?		Time	Together?
Breakfast			Breakfast		
Lunch			Lunch		
Dinner			Dinner		
Snacks			Snacks		

Is the student allowed to take what they want from the kitchen?

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Which areas of the home are suitable for eating?

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Is the student allowed to keep food and drinks in places other than the kitchen?

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What snacks is the student responsible for buying?

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### TIMES

- The student is expected to wake up at the appropriate time each weekday in order to arrive to school on time.
- The student is expected to abide by the curfew and bedtime provided by the host family.

Time Rules			
Weekdays:	Acceptable times:	Weekends:	Acceptable times:
Wake up		Wake up	
Be ready for school		Be ready for school	
Be home at night		Be home at night	
Shower		Shower	
Turn off TV		Turn off TV	
Turn off computer		Turn off computer	
Go to bed		Go to bed	

Does the student have a time limit for using the bathroom/shower in the morning/evening?

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Does the student have a time limit for using the internet?

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### CHORES

- As the student is a member of the host family, it is appropriate to designate chores for them at the host parents' discretion.
- The student is expected to make a contribution to the host family by completing assigned chores in a timely and thorough manner.
- It is the host family's responsibility to clearly describe nature of the chores and to demonstrate as many times as necessary in order to convey their expectations.
- **Continually neglecting to complete family chores is punishable by elimination from the program.**

- The student is expected to always maintain a clean living space (bedroom and bathroom) and clean up after himself/herself in all circumstances.

Chore	How Often?

### PERSONAL HYGIENE

- The student is required to shower every day, without exception. In warm weather, more than one shower is often necessary.
- The student is required to brush his/her teeth twice a day, without exception.
- The student is required to wear deodorant every day, without exception.
- The student is required to clean all clothes on a regular basis, without exception.
- The student is required to maintain hygienic living and bathroom spaces, without exception.
- **Failure to abide by these rules will result in severe consequences, including dismissal from the program.**
- The host family is expected to bring the student to the store when necessary in order to buy hygienic products.

### WASHING CLOTHES

- It is at the host family's discretion to dictate who is responsible for washing dirty clothes.
- It is the host family's responsibility to show the student how to use the washer/dryer and demonstrate as many times as necessary in order to ensure full comprehension of both machines.
- The student is expected to use the family dryer and to not hang damp clothing in the home.
- It is the student's responsibility to maintain clean clothes and to wash them on a regular basis.
- The student is required to wear clean clothes on a daily basis and is not allowed to wear the same clothes repeatedly without washing them.

Where should the student put dirty laundry?

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On what days is laundry done?

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How often should the student change his/her bed linens?

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### PAYING

- From the very beginning, it is extremely important to discuss monetary issues in order to avoid any misunderstandings.
- The students are responsible for all personal items, clothing, entertainment, personal transportation, excessive groceries, and school field trips.
- The student must take sole responsibility for their spending habits and money supply.
- The student is solely responsible for contacting the biological parents for all monetary issues. ICEC will not take any responsibility for contacting the students' parents in order to discuss insufficient funds.
- The host family is not under any circumstances allowed to loan the student money or co-sign on a loan/credit card/etc.
- It is the host family's responsibility otherwise to discuss clearly who is responsible in the following (or similar) circumstances, or if it is to be decided on a case by case basis:

Item or Activity	Who Pays?
Eating at a restaurant	
Going to the movies	
Admissions fees (parks, sites, etc.)	
Special events (sporting events, fairs, etc.)	
Snacks or special groceries	
During travel	
(Other)	

### MISCELLANEOUS

- When present, the student is required to keep his/her bedroom door open unless sleeping or dressing.
- Both the student and host family are required to show the appropriate due respect to the other culture.

- Should a misunderstanding/problem arise, both parties are requested to calmly and rationally talk through the issue in order to regain understanding and devise a solution.
- There is no circumstance where shouting or raising one's voice in emotion is appropriate.
- Both parties are required to respect the other's personal property.
- The students are required to treat all members of the host family (including pets) with due respect. The student is to recognize the pets as members of the family.
- The family is responsible for showing the student appropriate care of family pets by explicit explanation.
- When applicable, the student is required to attend religious activities with the host family and maintain an open mind as they observe the foreign culture and practices.
- Proselytizing is strictly forbidden.
- The students are required to participate in all family activities and events. It is not acceptable for the host students to remove themselves from family obligations, outings, or activities.
- The students are responsible for providing their extracurricular activity schedule and allowing sufficient notice before scheduled obligations.
- **Both students and host parents are under strict obligation to contact ICEC as soon as possible if contacted by an ICEC representative. If contacted, the appropriate party should contact ICEC within 48 hours (by phone or email) without exception.**

I have read through all rules, regulations, policies and expectations in this document and agree comply with each.

\_\_\_\_\_  
Host Parent's signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

I have read through all rules, regulations, policies and expectations in this document and agree comply with each.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date