

Host Reimbursement Policy

This Host Reimbursement Policy outlines the terms and procedures for reimbursing host individuals or families who provide accommodation to international students participating in the SCOTS English College accommodation hosting program. SCOTS English College recognizes the important role of hosts in providing a welcoming and supportive environment for students and is committed to ensuring that hosts are fairly compensated for their contributions.

1. Purpose

The purpose of this policy is to clearly define the process by which host families will be reimbursed for accommodating students, including the payment structure, timelines, and conditions under which reimbursements will be made.

2. Eligibility for Reimbursement

Host families are eligible for reimbursement under the following conditions:

- The host has been approved by SCOTS English College after successfully passing all vetting procedures, including background checks and home inspections.
- The student has been officially placed with the host by SCOTS English College.
- The host family complies with the program's expectations, including providing a safe, clean, and supportive living environment as outlined in the host agreement.

3. Reimbursement Rates

Reimbursement rates for hosting international students are determined based on the type of accommodation provided and the location of the host home. SCOTS English College will provide a detailed breakdown of the rates at the time of the host agreement, which may be based on the following factors:

- **Single room or shared room**
- **Full meals, some meals or no meals**
- **Proximity to CBD, transport and amenities**

The rates are reviewed annually and may be adjusted based on factors such as inflation, cost of living,

and market conditions.

4. Payment Schedule

Reimbursement payments to hosts will be made on a **fortnightly** basis. Payments will be processed via bank transfer, and hosts are required to provide accurate bank details to ensure timely payment. The payment schedule is as follows:

- Hosts will receive payment every two weeks, starting from the student's official move-in date.
- Payments will be calculated based on the number of nights the student has stayed during the payment period.
- Should the student vacate the accommodation early or unexpectedly, payments will be prorated to reflect the actual number of days the student resided with the host family.

5. Host Responsibilities for Reimbursement

To be eligible for continued reimbursement, hosts must:

- Provide the agreed-upon level of service and accommodation as outlined in the host agreement (e.g., meals, cleanliness, safety, and support).
- Notify SCOTS English College immediately of any changes to the living arrangement or if the student moves out before the agreed-upon end date.
- Maintain communication with SCOTS English College regarding the student's well-being and any potential issues related to their stay.

Failure to meet these responsibilities may result in delayed or withheld payments, and in serious cases, termination of the host agreement.

6. Student Early Departure or Withdrawal

In the event that a student departs from the host accommodation earlier than the agreed-upon stay or withdraws from the program:

- **Notice to Host:** Hosts must notify SCOTS English College immediately if the student plans to leave early.
- **Prorated Payments:** Reimbursement will be adjusted based on the actual number of days the student stayed with the host family. Any overpayments made for the remaining period will be recovered by SCOTS English College from future payments or refunded by the host family if necessary.

SCOTS English College will make every effort to find a replacement student should an early departure

occur, depending on availability and timing.

7. Temporary Absence of the Student

If a student leaves the host accommodation temporarily (e.g., for a holiday or short trip), hosts may still be eligible for partial reimbursement, provided that:

- The student leaves their belongings in the room.
- The absence does not exceed a mutually agreed upon period (e.g., up to 7 days).
- Hosts must notify SCOTS English College of such absences in advance, if known.

Payment during the student's temporary absence may be prorated depending on the length of time and services provided.

8. Cancellation of Hosting Arrangement

In cases where the hosting arrangement must be cancelled (either by the host, the student, or SCOTS English College), the following will apply:

- Hosts must provide **at least two weeks' notice** if they need to terminate the arrangement early. SCOTS English College will assist in relocating the student as quickly as possible.
- SCOTS English College reserves the right to terminate the hosting arrangement immediately if there is a breach of the Host Agreement or in the event of misconduct or failure to comply with the program's standards.

In cases of termination, the final payment will be prorated based on the number of days the student stayed with the host family.

9. Tax Implications

Host families are responsible for understanding their tax obligations related to the income received from hosting students. SCOTS English College advises hosts to consult with a tax professional to determine any potential liabilities or requirements, as the reimbursements may be considered taxable income under Australian tax laws.

10. Disputes and Issues

If a host family has a concern or dispute regarding reimbursement payments, they should contact SCOTS English College's Student Accommodation Team. The team will work with the host to resolve the issue in

a timely and fair manner. In cases of dispute:

- Hosts should provide any relevant documentation, including payment records, receipts, or communication related to the matter.
- SCOTS English College will review the case and, if necessary, provide a written response outlining the resolution.

11. Review of the Policy

This Host Reimbursement Policy will be reviewed annually to ensure that it reflects current market conditions, legal requirements, and the best interests of both students and host families. Any changes to the policy will be communicated to host families in advance.

This policy ensures transparency, fairness, and a positive experience for both students and host families participating in SCOTS English College's accommodation hosting program. SCOTS English College is dedicated to maintaining strong, supportive partnerships with its hosts and values the vital role they play in helping international students succeed during their stay in Sydney.