

Host family Agreement and Handbook

Dear Host Family,

Thank you for hosting students with Griffith Institute of Language. We hope this will be an enjoyable and rewarding experience. Please keep this guide handy for quick reference.

Please remember:

- You are the student's first impression of Ireland – a safe, friendly, and welcoming home is essential.
- Students should be treated as part of the family.
- English must be the main language spoken at home.
- Only one student per language at a time (unless friends/couples request otherwise).
- A maximum of 3 students can stay in one household. Ideally, only 1 student per native language should be hosted.
- No more than 2 students may share a bedroom (individual rooms preferred).
- Students must be given a house key or another way to access the house. Room keys can be given if requested, but students should not lock their doors while inside for safety reasons.

House Rules

- Host families should clearly explain rules about:
- Use of the kitchen (storing food, making snacks/drinks)
- Meal times
- Using the family phone
- Bath/shower and laundry use
- Cleaning their room
- Having friends over
- Fire safety procedures

Arrivals and Departures

- Students may arrive weekdays or weekends depending on flights.
- Airport/bus station pickup is encouraged but optional (to be agreed with Griffith College).

Arrival Communication

- Griffith College will send both the student and the host family confirmation letters with: flight details, contact numbers, address, and any dietary needs.
- Students should contact families before arrival to introduce themselves.

Meals

- Special diets will be discussed in advance.
- Hosts must provide:
- Breakfast & dinner (Monday–Friday)

- Breakfast, lunch & dinner (weekends)
- Students must inform hosts if they'll miss dinner or be late.

Bedrooms

- Rooms must include: a comfortable bed, weekly clean linen/towels, storage space, heating, lighting, desk/table, chair, and lamp.
- Bedrooms must be cleaned weekly (either by the host or agreed with the student).

Laundry

- Students must have reasonable access to washing facilities or hosts may wash their laundry.
- Heavy or excess laundry can be sent to a laundrette (student's expense).
- Hosts are not required to iron clothes.

Bathrooms

- Students must have daily access to a bath/shower and hot water.
- Provide fresh towels weekly.
- Hosts should keep the bathroom clean but can ask students to clean up after themselves.

House Use

- Students may use shared spaces (living room, TV room, etc.) for relaxation and interaction.
- Students should not be restricted from being at home during the day.
- The house should be warm and comfortable when students are present.

Phone & WiFi

- Hosts can set rules for using the family phone.
- WiFi must be provided free of charge.

Cancellations

- If the host does not provide what was agreed, a refund of unused weeks must be returned.
- If a host takes a booking but has a holiday planned, Griffith College must be informed before placement.

Inspections

Host families will be inspected

Issues with Students

Please refer to the host family grievance policy

Payments

- Payments are made 2–4 weeks after student arrival, by bank transfer.

- Hosts are paid for the exact number of nights the student stays.
- If the student leaves early, excess payment must be refunded (with one week's notice).
- If the host asks the student to leave early, a full refund is required for unused weeks.

Date: _____

Host Family: _____

Griffith College Witness: _____