



# AOTEAROA CAREER AND MANAGEMENT INSTITUTE

## Accommodation Application Form

First Name: _____	Last Name: _____
Gender: Male / Female	Date of Birth: _____
Home Address: _____	
Telephone: _____	Email: _____
Country: _____	First Language: _____
Programme Name / Course: _____	
Start Date: _____	Finish Date: _____
International Flight Number: _____	Arrival date & time: _____

**Accommodation: (minimum 2 weeks booking)**

Start Date: \_\_\_\_\_ No. of weeks: \_\_\_\_\_

Accommodation:  Single Room  Shared Room

Meal Plan:  Half Board (Mon-Fri – 2 meals, Sat-Sun – 3 meals)  
 Full Board (Mon-Sun – 7 days – 3 meals) (with Lunch – Mon-Fri – NZ\$30 per week)

Would you like Internet Access Yes / No  
Are you happy to stay with a family who have pets? Yes / No  
Are you happy to stay with children? Yes / No  
Are you happy to stay with a family who smokes? Yes / No

Do you have any allergies? Yes / No (if yes, please give details):  
\_\_\_\_\_

Do you have any special dietary requirements? Yes / No (If yes, please give details):  
\_\_\_\_\_

If arrive earlier to programme start date, do you require lunch? Yes / No

Level 13, 67 Symonds Street, Auckland 1010, New Zealand  
Ph + 64 9 302 2266 Email [info@acmi.ac.nz](mailto:info@acmi.ac.nz)  
acmi.ac.nz



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## Homestay Fees:

Description of Services	Auckland Homestay
Placement Fee	NZ\$ 250
Replacement Fee	NZ\$ 110
Single Room 2 meals Mon-Fri, 3 meals Sat-Sun Internet Included	NZ\$ 280
Shared Room 2 meals Mon-Fri, 3 meals Sat-Sun Internet Included	NZ\$ 235
Lunch Mon-Fri (p/w)	NZ\$ 30
Special Dietary (p/w) (Halal Food, Gluten free, etc)	NZ\$ 25
Holding Fee (p/w)	NZ\$ 110
<b>All Prices are inclusive of GST</b>	

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** The forms needs to be completed and sent to ACMI at least 2 weeks prior to arrival date / start date of accommodation. All accommodation is subject to availability.

## MEMORANDUM OF UNDERSTANDING AND TERMS

1. I understand that Homestay is not a hotel service. I am prepared to be treated as any other member of the Homestay and respect all rules, advice and judgment. I will ensure I clearly understand the rules of the Homestay through discussion in the initial stages of my stay.

2. I will make every effort to interact with the family members and be proactive (positive and active family member) within the household. I will communicate to my homestay host foods that I cannot or prefer not to eat. I will also make an effort to try different foods.

3. I will try to behave in a manner consistent with my immediate environment and community. I will try not to be excessive in the use of electricity, water, etc. If there is any difference of opinion on this, I will discuss the issue with my homestay host. If an agreement cannot be reached, I will refer to the Dispute Resolution.

4. I am willing to accept any reasonable household rule that my homestay host sees fit to impose for my welfare. I understand that I must contribute to the household duties as other family members do. I will abide by the Homestay rules in regards to keeping my room tidy, washing dishes, laundry etc. I am aware that I am not allowed to cook, unless on special occasions.

5. I will respect the property and privacy of my host homestay host's personal belongings and affairs and acknowledge that I will be liable for all costs incurred by me during the homestay period which are not included in the homestay fee. Any excessive use of utilities will be defined as above and beyond normal usage for the household as evidenced by utility bills for comparable periods. If an

agreement cannot be reached, I will refer to the Dispute Resolution. I acknowledge and agree that I will be liable for any loss or damage I deliberately cause to my host family's property.

### Liability

I acknowledge that during the homestay period my person and my property will be at my own risk and I will not hold ACMI or my homestay host liable for any personal injury or loss of property caused by any act or omission of ACMI or my homestay host.

Please Note: ACMI seeks to ensure that the participants in the homestay program are adequately protected against injury or loss or damage to property. However, accidents do happen and property is at times lost, damaged or stolen and students will not always be totally covered for such injury, loss or damage in all circumstances. Students should consider obtaining their own insurance cover for injury, illness and loss and damage to property for the duration of their participation in the homestay program.

### Terms:

1. Students will have access to 24 hours emergency contact.
2. Students are liable for telephone charges incurred during the homestay period.
3. The minimum period of homestay available is 2 weeks for all students.
4. Students Placements can be only guaranteed for the period of the original student booking form. Extension of the original placement is subject to availability.

5. The placement fee for homestay is non-refundable once the placement has been made.

6. The homestay fee is calculated on a nightly basis. Divide weekly fee by 7 to arrive at a daily rate.

7. Homestay fees are to be paid in advance.

8. Homestay Payments are to be made to ACMI by direct deposit or cheque, If transfer from overseas, a copy of the payment receipt should be scanned and emailed to [info@acmi.ac.nz](mailto:info@acmi.ac.nz). Money is to be converted to New Zealand dollars before transfer.

### Refund and Cancellation Policy

When written notice of cancellation is received,

- 14(+) Days prior to commencement of the Homestay, the Placement Fee will be retained and the balance of Homestay fees paid will be refunded, within 14 days of receipt of written notice of cancellation.

- 13(-) Days prior to commencement of the Homestay, the Placement Fee will be retained and a Late Cancellation Fee of \$50, and the balance of Homestay fees paid will be refunded, within 14 days of receipt of written notice of cancellation.

- 7(-) Days prior to commencement of the Homestay, the Placement Fee will be retained and 1 week's Homestay fee, and the balance of Homestay fees paid will be refunded, within 14 days of receipt of written notice of cancellation.

**Applicant's Signature:**

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