



Host Family Agreement

1. Parties

This agreement is made between USAXperience, Incorporated and/or successors, herein referred to as “(the) agency” or “USAX”
And

_____ and _____, herein referred to as “(the) host(s)”

The terms for participation in the agency's student exchange program, herein referred to as “(the) USAX program”, as hosts, are stipulated by, and can be altered or abolished by, the agency. Application to the USAX program constitutes the full agreement of the parties to the following terms:

2. Qualification of the host

Hosts must continuously meet the criteria for participation in the program.

Hosts shall submit a complete application which shall truly, accurately and completely describe the hosts and their personality, family lifestyle and expectations.

The hosts, and any other adult household members, give consent to the agency to perform criminal background checks and child abuse clearance checks on all household members over 18 years of age on an ongoing basis. The hosts shall be responsible to notify the agency whenever new people move into the home. The hosts understand that hosting requires all household members to have a satisfactory background.

The hosts shall maintain the appropriate auto insurance as required by the agency and its insurer. The minimum acceptable coverage is: \$100,000.00 per person – \$300,000.00 per accident and \$50,000.00 property damage

The hosts understand that hosting for USAX requires a commitment to the agency which gives the agency certain authority regarding the student in their care, such as the authority to limit the simultaneous placement of other international students from other agencies.

The hosts attest that they and their household meet the criteria necessary for participation in the USAX program as follows:

- The family as a whole, and all anticipated household members residing with the student, has the appropriate stability, character and temperament for hosting a student in the home. Each household member is capable of maintaining control of his/her emotions and behavior. No household member has undisclosed mental or psychiatric conditions, any criminal history, history of drug or alcohol abuse or any history of child or spousal abuse.
- The hosts have the financial wherewithal required to host international students and shall not be dependent upon any reimbursement for hosting as an additional income source. The hosts understand that they shall be responsible for any tax consequences due to the receipt of the reimbursement for hosting expenses.
- The hosts understand that their home and the student's bedroom must continuously meet the agency's housing criteria:
 - The home shall appear clean and structurally safe.
 - Internet access shall be available for the student in the home.
 - The student's bedroom shall be appropriate and safe – it shall have adequate heating and ventilation, adequate electricity service and lighting, a smoke detector and the bedroom shall have two means of egress, usually a door and a window.
 - The student's bedroom shall include, at minimum, a private bed and dresser or closet for the student to store his/her clothing and belongings.
 - The student's bedroom and the bathroom that the student will use shall have doors that can be closed tightly to ensure privacy.
 - Somewhere in the home, either in the prospective bedroom or elsewhere, there shall be a desk or table for the student's use in completing homework assignments.
 - The home shall have enough space so that the student will not need to share a bedroom with an adult, individual of the opposite sex, or individual older or younger than the student by 4 or more years.
 - The home shall be along the public school bus route providing transportation to the school the prospective student will attend.
- The hosts have read, understand and intend to enforce the Student Behavioral Agreement when hosting school-age students.
- The hosts have read, understand and intend to abide by the College Student Agreement when hosting college-age students.
- The hosts have read, understand and intend to abide by the terms of this Host Family Agreement.

The hosts understand that the agency shall perform an in-home inspection of the hosts' home ensuring that it meets the agency's housing criteria and conduct an in-home interview and orientation of for the hosts.

3. Program dates and commitment

Students generally arrive in the week before their classes begin and depart for the summer recess shortly after the end of the school-year. In many cases students will return in subsequent years. The agency generally requires an initial commitment to host the student for one school-year.

4. Agency Handbook

USAX publishes an Agency Handbook which shall be provided upon application to the program and which is available upon request from the agency. The Agency Handbook clarifies the agency's rules, guidelines and policies in greater detail. The Agency Handbook is intended to prepare hosts to help the student understand the USAX program, avoid abusive situations, acclimate to life in the United States and in the host home, and to succeed in the program.

Hosts are expected to consult the Agency Handbook and to learn, understand and follow the agency's rules and guidelines as written in the handbook, which includes greater explanation of this agreement.

5. Commitment to agency

The hosts shall remain in compliance with the terms of this agreement throughout the duration of the student's placement in their home under this agreement. The hosts shall not agree to host the student independent of the agency. The hosts shall not, should the student return to the United States for study in subsequent terms, agree to host the student without the agency's guardianship. The hosts shall not abandon or circumvent the agency and/or its authority.

The hosts shall not accept any students independent of agency, USAX or otherwise. For liability reasons USAX shall not partner with hosts who host students independent of agency.

The hosts shall consult with the agency prior to accepting students placed through another organization while any student placed through the agency resides in their home. In some cases, students and/or parents expect that the student will be the only international student placed with the family. USAX shall be unable to approve of multiple placements without parental consent as indicated in the student's application or modified by later parental directive.

The hosts shall not abandon the student. Hosts are, except in the case of family emergency, expected to give 30-days' notice to the agency in the event that they require the removal of the student from their home so that an appropriate new family can be located for the student.

6. Limiting liability

Hosts shall be responsible to supervise and safeguard their property.

Hosts shall be responsible to limit their liability and risk exposure while hosting. Hosts shall maintain adequate automobile, homeowners and/or renters insurance so as to protect against any liability, property damage or loss, whether accidental or intentional, by the student.

The agency shall invoice student and his/her parents for any losses not otherwise able to be covered by any insurance policy so long as said insurance policy is in force at the time of the loss, however the agency's liability for such losses shall be limited to the amount that the agency is actually able to collect from the student or parents.

The agency shall not be liable if insurance adequate to cover any such loss is not in place and/or in the event that the hosts prefer not to make a claim with their insurance agency.

The agency may, at its discretion, should the situation be warranted, legally pursue the student and/or parents for reimbursement of any loss suffered by the hosts. In this case, hosts shall cooperate with the legal process and provide any and all supporting evidence of loss in a timely fashion.

The agency recommends that hosts do not permit the student to drive any automobile for which they are responsible to insure. The agency shall not be liable for any damages done while the student is driving.

7. Child abuse awareness and reporting

Hosts are expected to learn about the definitions of child abuse, its signs, behaviors that are likely to put the student at greater risk and the agency's reporting policy included in the agency handbook. Hosts shall understand the responsibilities the agency places upon the student to take reasonable precaution regarding inappropriate and/or abusive contact by adults.

Hosts shall take appropriate precaution to remain beyond suspicion and to avoid accusation of inappropriate conduct. The agency recommends the following:

- Interaction shall occur in the public rooms of the house and shall be limited in the student's bedroom. Whenever interaction does occur in the student's bedroom, the door shall be kept open.
- No one shall share a bed with the student.
- No one shall shower or bathe with the student.
- If ever camping or sleeping in close proximity, the student shall have an individual sleeping bag.
- It is advisable that activities involve groups of people rather than just the student and one adult.

Sexual misconduct reporting policy

Hosts fall under the state of Pennsylvania's definition of designated (or mandated) reporters. This means that hosts are obligated under the law to inform the agency or directly inform the police or child protective services in the district in which they reside, or Childline in the event that the student reports abuse to the hosts, or in the event that the hosts reasonably suspect child abuse. Childline's 24-hour telephone hotline: 800-932-0313.

Hosts shall report any suspicious activity or suspected or reported abuse to the agency immediately.

8. Maintaining a safe home environment

Hosts shall at all times maintain a safe home environment free of potentially dangerous people, situations and influences. The day-to-day wellbeing of the student is the hosts' primary responsibility. Hosts are expected to refrain from engaging in and to forbid and stop dangerous activities. The hosts shall continue to ensure that the student shall not share a home with individuals known to break the law, be prone to fits of rage or psychotic behavior, abuse alcohol or drugs, or engage in dangerous, immoral or lewd behavior.

9. Hosting school-age students

When hosting school-age students, hosts shall familiarize themselves with the behavioral expectations the agency places upon school-age students by reading the Student Behavioral Agreement or the agency handbook. Hosts are expected to enforce the agency's behavioral expectations as outlined in the Student Behavioral Agreement.

The agency's application from the student is designed to clarify the student's parents' expectations. Accepting the student constitutes agreement with the student's parents' expectations.

10. Hosting college-age students

When hosting college-age students, hosts shall familiarize themselves with the expectations the agency places upon college-age students by reading the College Student Agreement or the agency handbook. Many of the following terms, which apply to hosting school-age students, will not be applicable, since college students are in all rights adults. It is expected that hosts will modify their expectations accordingly and treat college-age students as adults.

The agency's application from the student is designed to clarify the student's expectations. Accepting the student constitutes agreement with the student's expectations.

11. Agency guardianship of school-age students

The agency is the legal guardian of the student and, as such, bears complete responsibility for the student and has complete and final authority on all matters regarding the student, including decisions regarding placement with the hosts. The agency shall maintain the authority to remove or relocate the student if the agency deems that the safety, well-being or best interest of the student would be served in so doing, for disciplinary reasons and/or if the agency deems that the continued presence of the student in his/her current location presents too great a liability to the agency.

12. Authority reserved by the agency

The agency reserves certain authority unto itself and hosts shall not have the authority to do the following:

- Approve the Student for entry into the USAX program
- Pick the student up at the airport if the student is not approved for entry into the USAX program by the agency
- Host the student independent of agency guardianship
- Negotiate finances with the student and/or his/her parents
- Delay, deny, separate or prevent the student from contact with the agency or its staff
- Terminate coursework or tutoring mandated by agency, school or parents
- Transfer the student to a different school
- Authorize the student to participate in any activity requiring parental consent and agency approval without having first obtained necessary parental consent and agency approval
- Travel outside of the United States with the student without prior parental consent and agency approval
- Relocate the student to a new address without the prior consent of the agency – hosts shall notify the agency if ever the student's or hosts' contact information, including telephone number and/or email address, changes
- Relocate the student to a different host home
- Dismiss the student from the program

13. Authority granted to the hosts

The host represents the agency and has certain delegated responsibilities and authority. The agency authorizes hosts to:

- Pick the student up at the airport once the student is approved for entry into the USAX program

- Supervise the student knowing where and with whom the student is at all times
- Enforce the agency's rules outlined herein
- Establish and enforce their own house rules
- Establish appropriate limits on food and utility consumption, transportation, activities and peer interactions
- Supervise the student's academic performance and access the student's academic information online
- Sign school documents such as excuse cards, permission slips, etc. on behalf of the student
- Authorize any necessary physical examination, immunization or medical treatment of or for the student
- Communicate with the student's parents and ensure that the student has appropriate parental permission in place
- Pre-approve and authorize all student plans and activities
- Travel domestically with the student placed in their home so long as the student shall not miss any school or shall have an educationally excused absence while travelling and so long as the student's parents have not disallowed such travel
- Authorize, complete and sign P.I.A.A. physical forms allowing the student to participate in interscholastic athletics, if the student has parental consent to play a school sport.
- Establish and enforce behavioral modification plans upon the student.

The agency strongly recommends that hosts should not:

- Lend money to, borrow money from or hold money for the student
- cosign a bank account on behalf of the student
- Sign for cell phone service or make any other financial commitment on behalf of the student
- Allow the student to drive an automobile that they own or are responsible to insure and/or add the student to their insurance

14. Responsibilities of the host of school-age students

A. Provision for the student

The agency's guidelines regarding food:

- The hosts shall provide the same food to the student as provided to the rest of the family.
- The hosts shall provide, or make food available, for up to three meals a day for the student.
- If the student goes out to eat in a restaurant for a meal with the host family, the hosts shall cover this expense.
- Hosts shall not be expected to supervise student diets or prepare separate meals for students.

Meals that are the personal responsibility of the student:

- The student shall be responsible to pay for his/her school lunch or meal.
- If the student wishes to buy a snack while out, the student shall be responsible for the costs.
- If the student desires exceptional, ethnic or specialty food items the student shall buy these items.

The hosts are authorized to establish appropriate manners and limits around food consumption including:

- Table manners and meal eating habits expected in the host's home
- Times when food consumption is/is not appropriate in the hosts' home
- Locations where food consumption is/is not appropriate in the hosts' home
- The amounts and/or types of food consumption that are/are not appropriate in the hosts' home
- Rules regarding the student's purchase of food and how it is to be stored
- Rules for student kitchen use and food preparation and cleanup

The agency's guidelines regarding utility consumption

Hosts are expected to provide and be responsible to establish and monitor appropriate levels of utility consumption by the student, including:

- Electricity – allowing/not allowing electric blankets, lights off policies, etc.
- Heat/air conditioning usage if controlled by student – create an open window policy for the home
- Water/hot water consumption – limiting showers to a certain length/number/time per day
- Local telephone service – limiting student long distance
- Internet service (unless suspended by agency)

- Washer and dryer usage
- kitchen usage
- Any other utility or public service used by the family

The agency's guidelines regarding transportation

The hosts shall be responsible to provide for the ordinary transportation needs of the student such as:

- Airport transportation upon arrival/departure within 75 miles/120 km.
- Transportation to/from ESL or other agency activities or events
- Transportation to/from extracurricular activities
- Transportation to/from social activities
- Transportation to/from the mall or store to buy necessary goods
- Transportation due to the student's medical needs
- Transportation to/from testing centers for SAT or TOEFL

Hosts are expected to establish reasonable protocol for the student to request transportation and to teach the student to make requests in advance, as needed.

The student shall be responsible to communicate plans requiring transportation according to the host's protocol, otherwise transportation will not be available.

At times, it might be necessary for the host to provide for taxi service if unable to transport.

The agency's guidelines regarding student activities

The hosts are expected to provide for the expenses of the student associated with the activities in which the hosts regularly engage such expenses as meals out, additional transportation or travel to a place or event, ticketing or admissions, et cetera.

If the hosts plan to travel or participate in an uncommon or not regularly occurring activity or an unusually expensive activity beyond what the reimbursement for hosting expenses is intended to cover, the hosts shall, if they so desire, offer to the student the opportunity to participate if he/she is willing and able to cover his/her own expenses.

The agency's guidelines regarding medical situations

The student is expected to have necessary money to cover any medical situation that might occur, however, it is expected that hosts will understand how to use the student's insurance, make necessary appointments as needed and provide transportation for medical treatment.

B. Supervision of the student

Hosts are expected to know and enforce the agency's rules and guidelines as outlined in the Student Behavioral Agreement or in the Agency Handbook.

Hosts are expected to directly supervise the student in their care ensuring that the student is safe. Hosts shall ensure that the student has adequate adult supervision and shall use good judgment in determining whether or not, and for how long, the student has the necessary maturity and ability to care for themselves without adult supervision. Students should never be left overnight unattended.

The host should always know the student's whereabouts and who he/she is with.

Hosts shall use discretion and good judgment regarding who shall supervise the student in their absence, including the adult in charge when the student is spending time in the home of peers or friends. At minimum, the hosts shall know the name, address and telephone number of the supervising adult and shall have had a conversation with that individual ensuring that they will be present when the student is visiting.

Hosts are expected to monitor the student's behavior applying discipline as required and in accordance with the agency's guidelines regarding host parents' discipline outlined below.

Hosts have the authority to search for and remove prohibited items from the student's possession

C. Establishment of home rules

The agency recommends that, from the beginning of the student's placement in the hosts' home, the hosts exercise good judgment to establish written house rules which fit the hosts' home, schedule and lifestyle in accordance with the agency's behavioral expectations and guidelines and parental expectations found in the student's application and then enforce them.

Hosts need to communicate their rules and preferences with the student regarding planning, obtaining transportation, obtaining permission to participate in activities, et cetera.

Hosts are encouraged to expect interaction from the student. Students are expected to interact with host family members and participate in the family's activities – not seclude themselves in their bedroom. Students are expected to budget their time so that homework does not regularly interfere, allowing for participation in regular family activities such as meals and church.

The agency will not overrule hosts' decisions about rules, discipline, permitted activities or the like so long as the hosts do not violate agency guidelines. The agency shall rely upon hosts to use good judgment in determining the appropriate boundaries for the students they host.

D. Academic supervision

In keeping with the purpose of the program, hosts are expected to ensure that the student attends school on time and on a daily basis and to provide the school with a valid excuse if the student is tardy or absent.

Hosts shall excuse only legitimate absences. Minor conditions such as headaches, periods, stiffness, allergies, et cetera shall not be considered reasonable excuses for absence from school.

Hosts shall ensure that the student is adequately dressed for school.

Hosts shall continuously make themselves aware of the student's academic performance offering help when necessary.

E. Supervising peer interactions

Hosts are expected to monitor the student's peer interactions in accordance with the agency's guidelines regarding peer interactions outlined in the Agency Handbook.

Hosts shall expect students to obtain permission from the hosts prior to planning or engaging in any peer interaction outside of school.

Hosts shall expect students to interact with their peers in public or supervised situations. Hosts are authorized to monitor the student's whereabouts, interactions and relations.

Hosts shall expect students to refrain from any sexual relationship or in any behavior that suggests in any way that it might permit or lead to a sexual relationship.

The agency and hosts are authorized to restrict or forbid contact with friends based upon suspicious activity, questionable character or lack of trust in the situation.

Unless otherwise disapproved by the student's parents, hosts may permit visits, including overnight visits with same-sex friends in the host home, or elsewhere so long as the hosts are certain that there will be adequate adult supervision and have the name, address and telephone number of the responsible adult. Plans should be made at least 24 hours in advance in case the hosts have questions for the agency.

F. Supervising the student's use of personal electronics

The term "personal electronics" refers to computers, cell or smart phones, translators, cameras, games and game systems, I-pods, MP3s and other music devices.

Hosts are expected to monitor student computer and personal electronics use in accordance with the agency's guidelines regarding personal electronics outlined in the Agency Handbook.

Students who plan to use computers at the hosts' home should bring their own computer – hosts shall not be expected to provide computers for the student's personal use.

Personal electronics probation

All first-year students and any prior student with any final grade below a C in the previous academic year shall begin the program on "personal electronics probation" for the first academic term.

While on probation, all personal electronics shall be:

- Used and stored in public areas of the house outside of the student's bedroom
- Limited to a maximum of 2 hours per day
- Not used intrusively, during mealtimes, short car-rides, after bedtime or otherwise rudely, excessively or inappropriately, as defined below

Students shall remain on probation until they adequately perform up to the agency's expectations academically and socially.

Students who fail to meet expectations in subsequent terms shall be placed back on probation.

Student violation of the probationary rules shall result in agency intervention.

Students who have a history of computer problems will be expected to allow their hosts to assist with appropriate use measures.

Rude, intrusive, excessive or inappropriate use of personal electronics

The following rules shall be observed by all students:

Students shall use personal electronics in an inappropriate location according to house rules

Students shall limit their personal electronics use to studies and to a maximum of 3 hours per day.

Students shall not use personal electronics at impolite times such as at mealtime, during conversation, in church, et cetera.

Students shall shut down all personal electronics before bedtime.

Students shall not attempt to gain computer or internet access afterhours and/or without Host permission.

Students shall limit social networking, gaming, chatting and other forms of electronic entertainment until after study is complete.

Students shall avoid excessive or intrusive chatting with friends.

Students shall avoid inappropriate, violent, pornographic or otherwise dangerous images, websites and downloads.

Students shall not share personal information online or engage in online solicitation of relationships or sex.

Students shall avoid streaming video downloads, such as movies – these should be extremely limited.

Students shall avoid internet piracy or taking copyrighted files without license or payment which is illegal.

Remedial measures

Hosts are authorized to monitor student personal electronics usage, to establish rules for the student to follow, and to remove problem electronics – those used impolitely, excessively, to the detriment of the student's school-work or real socialization, inappropriately and/or when otherwise prohibited.

The agency shall have the authority to place the student under probation and/or remove chronically problematic devices from the host home.

The agency shall have the authority to shut down the student's data and require that the student's parents purchase a hot spot to limit and monitor the student's personal electronics usage.

G. Supervising student activities

Hosts are expected to supervise student activities.

Hosts shall determine the suitability of student activities at their discretion, in most circumstances. Outside of safety concerns, the primary measure the hosts shall consider when determining suitability of a student activity for which parental consent exists, if needed, is whether or not they would allow their own child to participate in the activity and/or whether or not the activity is within cultural expectations commonly held of an American Christian high school student.

Prohibited activities

The following activities are always prohibited; even the student's parents cannot authorize participation, since any injury related to participation in these activities would not be covered by the student's health insurance:

- Aviation (except when traveling as a passenger in a commercial aircraft)
- Hang gliding, parachuting or skydiving
- Skiing or snowboarding in violation of any laws or away from prepared trails or ski jumping
- BMX, motocross or racing of any kind
- Bobsledding or snowmobiling (except as passenger)
- Caving or spelunking
- High diving, jet skiing white-water rafting or SCUBA diving
- Rappelling, bungee jumping or BASE jumping
- Rodeo

Hosts shall not, under any circumstance, approve student participation in any activity that is not permissible due to the student's insurance limitations.

Activities requiring agency and parental consent

No student shall participate in any of the following activities without parental consent and the direct consent of the agency:

- Student participation beyond the scope of the parents' preapproved preferences at the time of application
- Student participation in interscholastic sports
- Student participation in certain school-sanctioned or youth group activities
- Student staying overnight with friends in their home

- o Student riding with teenage drivers
- o Student bicycling/skating/skateboarding
- o Student swimming, water sports, boating, canoeing
- o Student downhill skiing/snowboarding
- o Student participation in Airsoft, laser tag or paintball
- o Student horseback riding
- o Student camping, backpacking, mountain climbing or other adventure sports
- o Student use of weapons or firearms for sports, hunting, shooting, target-shooting
- o Student riding on or operating off-road vehicles including 4-wheelers, motorcycles, snowmobiles (riding only), et cetera
- o Student operation of potentially dangerous equipment such as power tools, mowers, tractors et cetera
- o Student participation in any previously disallowed activity
- o Any other student activity not specifically enumerated that is outside of "expected normal day-to-day activities" where there is possibility of student injury.

Hosts shall not permit participation in any activity requiring agency and parental consent without first obtaining said consent:

H. Permitting student travel

Hosts are expected to monitor student travel in accordance with the agency's guidelines regarding student travel outlined in the Agency Handbook.

Hosts shall expect students to coordinate transportation needs with hosts at the time that they are planning an activity, giving a minimum of 24 hours notice to allow for hosts to efficiently plan their driving.

The agency should be viewed as the "option of last resort" when considering transportation needs. There is no guarantee that the agency will be available to provide student transportation unless the agency has been specifically involved in the planning process. Should the agency provide transportation, the student shall be responsible to pay to the agency the costs associated with the transportation in accordance with the terms of the Financial Agreement prior to the provision of transportation by the agency.

Travel safety policy

Students shall always use seatbelts while riding – it is expected that the student will not need to be reminded to follow the law.

Students shall not litter. Throwing trash from a car is illegal and students are responsible for any fines incurred for littering.

Students shall obtain consent from their hosts prior to riding with any non-family drivers.

Hosts may only permit the student to ride with teenage drivers with prior parental permission.

Hitchhiking, riding with strangers and riding without host approval are strictly forbidden.

Whenever traveling, students shall inform hosts of their anticipated itinerary and schedule.

Hosts shall use their own discretion as far as safety to travel and shall have the authority to deny transportation which they believe to be unsafe due to weather or other reasonable conditions even if this decision causes the student financial loss or hardship, such as the a missed flight or cancelation of a test like the TOEFL or SAT, or if it causes the student an academic penalty, such as a lowered grade. In this case, neither the Host nor the Agency shall be liable for any financial loss suffered by the student or parents.

Students shall not drive any motorized vehicle on a public roadway in the United States without prior agency approval; even if licensed to drive in The United States or their home country.

Independent travel policy

Students shall not independently travel away from the local area in which they are placed – students may travel:

- o With their hosts or the hosts of other USAX students
- o On school or youth group sponsored trips.
- o On agency sponsored trips
- o To visit a college (with parental permission and verification from the institution)
- o To verifiably visit family members in the United States

Students shall travel directly to and from the USAX program unless they are traveling in the care of their parents. Students shall not arrive in the United States early or depart from the United States later than their discharge from the USAX program. Students shall not plan to independently travel in the United States before or after their enrollment in the program.

I. Medical situations

Hosts shall familiarize themselves with the agency's medical guidelines outlined in greater detail in the agency handbook and shall ensure that these guidelines are followed.

In the event of injury or illness requiring medical attention, or in the event that the school requires some form of medical attention such as immunization, or in the event that the student desires a physical evaluation in order to participate in sports or some other activity, the hosts shall contact the agency, service provider or insurance provider to ensure that the student shall be seen by an "in-network" service provider.

Hosts shall avoid using ambulance services and/or hospital emergency rooms except in the event of a true emergency and shall be responsible to transport the student to, whenever safely possible, a regularly scheduled appointment or a walk-in appointment with a doctor in his/her office or at an urgent care center.

15. Communication with the agency

Hosts shall participate in periodic check-ins with the agency and communicate with the agency regarding the student's adjustment, problems, needs, desires, plans, et cetera, or report any other problems to the agency.

Hosts shall, when necessary, initiate the communication process with the agency regarding:

- Any questionable student activities to ensure that parents are aware and give parental consent.
- Any situation that could present a liability on the student's behalf, such as a medical or legal situation

Hosts shall engage in the communication process with a positive attitude towards remedying any problems.

Hosts shall voice any complaints which might arise, regarding the student's placement, school or agency, through appropriate channels as follows:

- First, the host shall address problems directly with the student, whenever appropriate
- Second, the host shall contact the agency representative at the school, if any.
- Third, the host shall communicate by telephone, email, or text in some fashion or meet with the agency Director. In the case that there is no agency representative assigned to the school, the agency Director is the next line of communication.
- As a last resort, and only in the case of abuse or emergency, the host shall reach out to school personnel or others outside of the agency.

16. The agency's guidelines regarding host parents' discipline of school-age students

The agency may require, or the hosts might desire that the student's behavior might be restricted or altered in some way. In this situation, hosts shall have the authority to apply appropriate discipline techniques when necessary.

Hosts shall apply reasonable and age-appropriate discipline techniques suited to the situation such as:

- Discussing problems directly with the student
- Expecting help with clean-up
- Supervising homework more closely
- Limiting or structuring unsupervised free time
- Limiting or structuring contact with inappropriate peers
- Removal of inappropriate items, or items the student is using inappropriately, from the student's possession
- Limiting offensive personal electronics use by turning off the router and/or removing the offending device from the student's possession overnight or for a period of time
- Requiring student computer use in a public part of the house
- Denying transportation to an unplanned event or when safety is a concern
- Requiring the student to remain silently in his/her bedroom after hours
- Requesting intervention from the agency

Hosts shall not apply the following inappropriate discipline techniques:

- Depriving the student of food, beverage, clothing, shelter, privacy or warmth
- Providing different food for the student than the rest of the family for punishment
- Depriving the student of adequate privacy to bathe and/or dress
- Withholding medicine or medical attention
- Withholding, delaying or otherwise preventing contact with parents and/or natural family
- Withholding, delaying or otherwise preventing contact with agency staff

- Withholding, delaying or otherwise preventing contact with school personnel
- Requiring a student to miss school or an extracurricular activity in which the student might participate or be detrimental to the student's academic performance – hosts may not destroy student homework assignments as punishment
- Requiring the student to miss a significant or unique event or experience, such as the prom
- Permanently or in an on-going fashion excluding the student from other educational or social activities such as sports, school-sanctioned activities, youth group or scouting
- Assigning the student inappropriately difficult, tedious or dangerous labor
- Threatening the student with and/or employing a monetary punishment beyond the legitimate costs of repair or replacement
- Creating a group punishment involving peers blamed on the student's behavior
- Forcing a student to get out of the car to walk home or to another destination
- Destroying or throwing out the student's personal property or belongings (except forbidden items)
- Isolating a student in his/her bedroom for an excessively long period of time
- Locking a student in a bedroom or confined space
- Emotionally abusing or demeaning the student
- Threatening the student with expulsion from the USAX Program and/or return to their home country; however, it is appropriate to remind students that certain behaviors could result in such a consequence
- Using ethnic derision when dealing with a student
- Threatening the student with bodily harm
- Brandishing firearms or any other sort of weapon or to threaten and/or induce fear in the student with a weapon
- Employing any form of corporal punishment which includes:
 1. Hitting, slapping, punching or kicking the student or in any way striking the student with a hand or any other object
 2. Pulling hair, burning, washing mouths out with soap, pricking with a pin or needle or in any way inducing physical pain upon the Student's body
 3. Forcing or tacitly allowing the student to engage in physical altercation with another person
 4. Forcing a student to eat or drink
 5. Forcing a student to stand, kneel or sit still for an excessively long period of time
 6. Tying a student down

17. Reimbursement of hosting expenses

The agency shall provide \$_____ per month or \$_____ per day for each day of a partial month that the student resides with the hosts. This money is intended to reimburse the costs actually incurred by the hosts in the course of their provision for the student in accordance with this agreement.

The reimbursement for hosting expenses is not intended to provide an additional income source to the hosts, but is strictly intended to provide for the cost of the day-to-day living expenses of the student and it is expected that the hosts shall use it entirely for that purpose.

The agency shall issue checks or electronically deposit the reimbursement of hosting expenses upon the arrival of the student and during the first week of each subsequent calendar month for the number of days the student will reside in the hosts' home during that month.

Hosts shall be responsible to return to the agency the reimbursement for hosting expenses on a prorated basis in the event that the student shall have moved out of the hosts' home for a period of time for which the hosts have received advanced reimbursement for the student's living expenses.

Hosts shall not assess the student any further fees for the provision of his/her day-to-day needs. Hosts shall place appropriate limitations upon the expenses the student incurs in accordance with the guidelines outlined in the agency handbook. If the student is unable to comfortably live within the limitations of the reimbursement, the hosts may request additional money from the agency which shall negotiate with the parents regarding increasing the hosts' reimbursement for hosting expenses.

Hosts shall, however, have the right to request additional money from the student for extraneous incidental and voluntary activities in which the student might participate or accompany the hosts' family (such as a family vacation with the hosts' family).

The student's personal expenses

Students are expected to have enough spending money to cover their personal expenses. It is not anticipated that the hosts shall provide, and the reimbursement does not provide for:

- o Lunch money, meals away from home when not eating out as a family meal with hosts, exceptional or specialty food items
- o Personal toiletries, cosmetics, deodorants, colognes, etc cetera
- o Haircuts
- o Immunizations
- o Medical or dental co-pays and/or deductibles and/or expenses not covered by insurance (usually \$50.00 per visit)
- o Eye exams and glasses and the like
- o School supplies, clothing, uniforms, books, calculators, sports or other equipment, et cetera
- o Participation in school activities, social events, school events, class trips, sports, music lessons, art classes, et cetera
- o Ancillary educational expenses such as tutoring, drivers' education, mentorship programs, et cetera
- o Postage and telephone expenses, recurring expenses for student cell phone plans, et cetera
- o Unusual, long-distance or excessive transportation needs, train, bus or airline tickets, agency-provided transportation
- o College application fees, testing fees for the TOEFL, SAT, et cetera
- o Legal liabilities, licensure expenses, fees, visa/passport issues, et cetera

Additionally:

- o Students shall be responsible for any personal expenses incurred on their behalf by either the agency or hosts.
- o Students are expected to have adequate funds to cover these expenses at the time the expense is incurred.
- o Students shall not borrow money from their friends or hosts or expect hosts to pay personal expenses for them.
- o Students shall not expect hosts to cosign for student bank accounts, cell-phone accounts, et cetera.
- o Students shall not expect hosts to add the Student as a rider on any Host owned insurance contract.

When hosting college-age students, any provision the student has not specifically requested of the host and agreed to include in the hosts' reimbursement of hosting expenses shall be the personal responsibility of the student.

Potential tax consequences

The agency is required to issue a Form 1099 MISC to the hosts and to the I.R.S. on a tax-year basis. It is advisable, therefore, that hosts should keep careful records documenting the expenses actually incurred due to hosting so that those expenses can be used to offset the income received from hosting. The agency shall not be liable for any tax consequences due to reimbursement for hosting on the part of the hosts.

The agency cannot give tax advice.

18. Breach of contract

In the event that the hosts shall have failed to meet any of the obligations or to support and enact any policies or guidelines which pertain to the student outlined in this agreement or the agency handbook, or if the hosts engage in any other sort of activity or behavior that poses a risk to the health or safety of the student, places the agency at greater risk of liability, does not represent the values of the agency, or could, in any way, possibly negatively affect the reputation of the agency, the hosts shall be considered to be in breach of this agreement.

In the event of breach by the hosts, the agency shall have the authority to initiate any remedial action which it deems appropriate to the circumstances in order to correct the breach, if reasonable, or to remove the student from the hosts' home and terminate this agreement.

In the event that the Student is relocated from the Hosts' home in the middle of a period for which the hosts have received advanced reimbursement of hosting expenses, whether or not the hosts agree with the decision to relocate the student, the hosts shall be obligated to return to the agency the prorated daily reimbursement of hosting expenses for the days the student will no longer reside in the hosts' home.

19. Disclaimers

Participation in the USAX Program as a student, hosts or in any other fashion, shall entitle USAX to use and/or publish personal stories of experiences in the program and/or photographs or images of your person and/or property in agency literature and/or on the internet, including for the purposes of advertising.

USAX cannot guarantee against potential financial loss. While participation in the USAX program as a host is intended to be a financially neutral experience, and the agency will pursue remuneration for damages suffered in the ordinary course of hosting,

the agency cannot guarantee that there will not be financial loss in every situation. The hosts accept the risk of financial loss inherent with participation in such a program.

USAX makes no guarantee that there will be or for how long there will be a student placed with the hosts.

USAX is responsible to maintain control of the program and has the authority to revise its rules and policies, including this agreement, as the agency deems appropriate.

20. Agreement

We, the designated hosts, certify that we have read and fully understand the expectations that USAX places upon hosts contained in this Host Family Agreement. We certify that we are capable of, and intend to fully follow, the rules and guidelines enumerated herein. We understand that application for participation as hosts in the USAX program constitutes full acceptance of this agreement.

Signature of host

Date

Signature of host

Date



717-431-8181

717-431-8879



info@usax.us

www.usax.us



usaxexperience

usaxexperience



usaxexperience

usaxexperience



1745 Furnace Hill Road

Denver, PA 17517 USA