



# GLOBAL STUDENT SERVICES, USA, INC.

MAILING ADDRESS (ONLY) – C/O 617 BERYL ST, REDONDO BEACH, CA 90277

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WEBSITE: [www.global-student-service.com](http://www.global-student-service.com) EMAIL: [info@global-student-service.com](mailto:info@global-student-service.com)

Dear Student, Parent or Agent:

Thank you for considering GLOBAL STUDENT SERVICES, USA, Inc., for your housing requirements. GLOBAL STUDENT SERVICES, USA, Inc., was designed with you, the student, in mind.

## HOMESTAY APPLICATION

3 month minimum stay

Application Fee	\$300.00
Security Deposit	\$150.00
Monthly Fee	\$900.00

Prices are per student. The application fee is non-refundable. Homestay option is room with 2 meals on school days and 3 meals on non-school days You can request a \*private bathroom (additional fees apply). Airport pick-up is an additional fee. The security deposit will be refunded 45 days after departure. Int'l Money Order or Cashier Check for application fee and security deposit must be accompanied by application form. No cash or postal money orders. Prices for longer stays are available by request.

SIGNATURES REQUIRED ON PAGE 3

PRICES AND FEES SUBJECT TO CHANGE WITHOUT NOTICE

### APPLICATION & HOUSING AGREEMENT

Name and address of school you/the student will attend: \_\_\_\_\_

\_\_\_\_\_

Student's Name: Mr/Ms. \_\_\_\_\_  
 Family Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_  
 Address \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Arrival Date \_\_\_\_\_ Airline \_\_\_\_\_ Arrival Time \_\_\_\_\_ am/pm Flight Number / Abbreviation \_\_\_\_\_

Departure Date \_\_\_\_\_ Agents Email Address (if applicable) (please write clearly) \_\_\_\_\_

Applicant/Students Email Address (please write clearly) \_\_\_\_\_

Length of Stay \_\_\_\_\_ Weeks/Days \*Private Bathroom Requested \_\_\_\_\_ \*Shared housing/apartment Requested \_\_\_\_\_

\*Additional fee will apply. Availability not guaranteed

In order to help us plan for you and your host, will your school course be completed in the length of stay indicated or is there a possibility you might extend your stay?

Please choose one: Yes may extend \_\_\_\_\_ No definitely will not extend, course will be completed \_\_\_\_\_

Parents Name \_\_\_\_\_ Home Telephone \_\_\_\_\_ Home Fax \_\_\_\_\_ Business Tel. \_\_\_\_\_ Fax \_\_\_\_\_

Can you live with children and/or pets (please keep in mind most families in California have family pets and we would hate to pass up a wonderful host family if you really don't mind living with children and/or pets):

Children? Yes \_\_\_\_\_ (can tolerate) No \_\_\_\_\_ (cannot live with) If Yes, at what ages do you prefer? \_\_\_\_\_

Cats – Yes \_\_\_\_\_ (can tolerate) No \_\_\_\_\_ (cannot live with) Dogs - Yes \_\_\_\_\_ (can tolerate) No \_\_\_\_\_ (cannot live with)

\*Do you smoke? Yes \_\_\_\_\_ No \_\_\_\_\_ Will you be getting a car during your stay in California? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any special requirements for your housing? \_\_\_\_\_

Do you have diet restrictions? Yes \_\_\_ No \_\_\_ If Yes, what foods do you not eat? \_\_\_\_\_ Do you have allergies to plants, animals, food or medications? If yes, please explain \_\_\_\_\_

What activities do you enjoy? \_\_\_\_\_ What languages do you speak? \_\_\_\_\_

What medications are you taking? \_\_\_\_\_

How well do you speak and understand English? Limited/Beginner \_\_\_\_\_ Good/Intermediate \_\_\_\_\_ Excellent/Advanced \_\_\_\_\_

Students and/or parents/guardians initials required:

) \*If you check off 'no' for smoking and it is discovered that you are a smoker, you may have to be transferred to another host family and you will have to pay a moving fee of \$200.00. Please initial here \_\_\_\_\_

) If you are choosing the option with 2 meals daily, I understand that the host is responsible for providing (usually) breakfast and dinner. The host is not required to serve breakfast, but will have the food items available for you. You are responsible for purchasing your lunch items, snack foods, sodas, etc. The student does not have full access to food items in the refrigerator or the kitchen cupboards without the permission of the host. Please initial here \_\_\_\_\_

) Contracting on the side is a breach of this contract. Please refer to item #13 in the General Information and Conditions portion of the application. If the student and the host contract between themselves for the student to extend, the student will forfeit their entire security deposit. Please initial here \_\_\_\_\_

) It is understood that homestay and airport pick up services (if applicable) are for the student only. If your parent(s) are accompanying you to California, they are responsible for their own accommodations and transportation. If your parent(s) requests accommodations or transportation from the host family, it will result in the immediate termination of your contract and forfeiture of all of your homestay fees. Please initial here \_\_\_\_\_

) **The application fee and any customer convenience charges are non-refundable. The late booking fee, if applicable, is non-refundable. Airport pick up fee is non-refundable if cancelled less than 5 days prior to your arrival. By initialing here and signing below, I agree that I have read and agree to all terms as stated in the General Information and Conditions portion of the application, including, but not limited to, items # 1, 2, 5, 8 & 16.** Please initial here \_\_\_\_\_

Please describe yourself: your personality, your family, your hobbies, what you like to do? This assists us in placing you with a compatible host family.

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**Please provide us with 2 passport size photos and a copy of your passport. You may email the correspondence or fax with this application. If it is not legible, we will advise and you may have to mail it to us if necessary.**

How did you hear about Global Student Services, USA? \_\_\_\_\_

**GENERAL INFORMATION AND CONDITIONS:**

**GLOBAL STUDENT SERVICES, USA, Inc.** hereafter called **GLOBAL** is commissioned by you to act in your best interest as your agent.

**1) APPLICATION:** To apply, please fill out the Application Form in full and send it to the GLOBAL office via air mail with your payment of \$450.00 US. \$150.00 Security Deposit and \$300.00 non-refundable Application Fee. Your check must be drawn on a US bank and should be made payable to **GLOBAL STUDENT SERVICES, USA, Inc.** Please include two (2) photographs with your application. **DO NOT** delay in sending your application if you cannot immediately send your payment. Just write a note stating that payment is on its way. It is suggested that you apply as early as possible to ensure confirmation of accommodations and preferences. Your reservation is not confirmed until payment in full has been received. Please **DO NOT USE** United States Postal Services for anything requiring a signature. Please use FEDEX, UPS, DHL, etc.

**2) LATE BOOKING:** If your payment is received with less than 20 days prior to your arrival, a late booking fee of \$100.00 US will apply, if payment is received with less than 5 days prior to your arrival, a late booking fee of \$150.00 US will apply. Fees are necessary to cover extra courier and communication expenses. Late Booking Fees are non-refundable

**3) CONFIRMATION OF HOUSING:** If the Application Form, Application Fee/Security Deposit and housing fees are received on or before 45 days prior to arrival, you will receive confirmation of your placement approximately 2-3 weeks before you are scheduled to arrive. If GLOBAL does not receive the proper information and housing fees as stated previously, GLOBAL will inform you as soon as your placement has been confirmed. To the best of GLOBAL's and their agents' ability, confirmation of housing will be sent prior to your departure from your country so that you will be informed of your US address. If GLOBAL is not given the minimum of 2 weeks notice of a student's arrival, the student could be responsible for their own transportation and accommodations until such time that GLOBAL has finalized and confirmed with the student, homestay arrangements.

**4) HOUSING:** GLOBAL offers: **HOMESTAYS:** Selected for you, with local hosts, in a furnished room. In most cases, rooms are private. In some large rooms, it could be divided into two rooms, each with their own privacy. The occupants will be of the same gender.

**5) FLIGHT INFORMATION:** It is suggested that you book your flight well in advance. It is the responsibility of the student to communicate and verify your flight details at least two (2) weeks before your arrival so that the transportation arrangements may be made on your behalf, if available.

**6) AIRPORT PICK-UP OR ALTERNATE TRANSPORTATION:** Depending on your homestay host's location from the airport and flight arrival information, either the host or GLOBAL will provide airport pick up or we will advise on shuttle service. This service is offered on arrival only. Additional fees apply. Airport pick up fee is non-refundable if the service is cancelled less than 5 days to arrival.

**7) INSURANCE:** GLOBAL and its representatives are not liable for damages, injuries, and violations to people or goods, whenever these may occur. Each student is responsible for providing insurance for such risks. **\*\*NOTE\*\*** Many of the schools/colleges have a policy which requires purchase of insurance upon enrollment into their educational programs. Please check with your school advisor or current insurance carrier for information regarding health and personal coverage, especially when outside your home country. It is advisable to keep a copy of your insurance plan for easy reference.

**8) VISAS:** Obtaining the proper visas and permits for your education is the responsibility of each individual. Inquiries concerning the matter should be directed to either the American Consulate in your country or through the school to which you are applying to.

**CANCELLATION:** Cancellations must be in writing and received by GLOBAL prior to your arrival in order to receive a refund (the application fee is non-refundable) as per refund chart. If written cancellation is not received prior to your arrival into the US, you will forfeit all prepayments.

**JUDGEMENT:** Upon confirmation of the host, if you decide not to move in to their home without giving them a chance, YOU WILL NOT BE PLACED IN ANOTHER HOMESTAY and YOU WILL FORFEIT ALL FEES. This is necessary to prevent students and/or their parents from judging persons without taking the opportunity to get to know each other. You can not begin to know a person just by a profile or without giving them a chance. The hosts open their homes and hearts to you and the same is expected in return. This company is in compliance with the Fair Housing Act and its amendments and does not discriminate on the basis of race, color, religion, sex, national origin or sexual orientation.

**START DATE:** In your confirmation, you are provided a start date (which was requested by you), if you postpone that start date without advising GLOBAL at least 7 days in advance, your dates of stay will not be changed and the host will be paid from the originally confirmed state date.

**GLOBAL** reserves the right to terminate without compensation a student's housing arrangement if the student is found to have behaved with gross misconduct. Gross misconduct includes: theft, abuse of property, abuse of persons, disrespect of host, host rules and hosts home, alcohol and drug abuse, failure to adhere to local laws, property rules and regulations. In addition, GLOBAL shall inform the student's advisor at the college he/she is attending. No refunds whatsoever will be paid to students who have been found to have behaved with gross misconduct.

**CHANGE OF HOMESTAY:** Students may request a change in their homestay, with a valid reason (determined on a student by student basis), subject to availability of another homestay. GLOBAL will attempt to resolve any issues between the student and the host prior to moving students. A minimum of 30-days notice is expected of the student. A minimum customer convenience move fee of \$75.00, maximum, \$100.00 may be charged for the first move. Subsequent changes of homestay arrangement are subject to a levy of \$150.00 administrative fee.

**HOUSING EXTENSIONS:** If you wish to continue your stay, all extension must be directed through the GLOBAL office. The additional fees must be paid in advance and directly to GLOBAL. Payments are due 15 days in advance. Due dates and late payment fees will be provided on each invoice. Once the extension has been processed, there will be no refunds allowed. **Under no circumstances, may the student nor their homestay host contract directly with one another.** If the student does not wish to extend their stay in the GLOBAL homestay, it is understood that the student is to vacate their homestay at the end of the terms of the housing contract.

**PRICES:** GLOBAL has the right to change prices due to tax increases or other unforeseen increases in costs, without notice. Compensation will not be made for US public holidays during your placement.

**SECURITY DEPOSIT:** A security deposit of \$150.00 is to be collected from each student and will be retained by GLOBAL until the completion of the student's housing contract. The security deposit can and will be used for a student's outstanding telephone bills, breakage/damage and/or cleaning costs incurred by the student. To ensure return of the full amount, please be sure to settle all financial responsibilities with your hosts/roommates. GLOBAL will return the security deposit after confirming with your host to verify the amount of refund due to you after 45 days from your departure from your homestay. Please make sure to contact the GLOBAL office with your forwarding address.

Please be aware, that GLOBAL will not pay for any bank or currency exchange charges. These charges will be deducted from your SECURITY DEPOSIT REFUND

**REFUNDS:** If Student cancels: 45 days or less, before arrival in the US Student will receive: All amounts paid by the student, less the application fee, airport pick up fee if cancellation is within 7 days of arrival, as hosts have made arrangement in their schedules to pick you up), late booking fee (if applicable) and \$1,000.00. After arrival in the US **NO REFUND POLICY.**

**TRANSPORTATION:** It is the responsibility of the student to provide their own transportation to and from their campus. GLOBAL will assist in providing the student with local bus maps and telephone numbers of public transportation. **\*\*NOTE\*\* Please be advised that the public transportation here in the US may not be as convenient as you may presently be used to.** GLOBAL has made every effort to provide assistance to you in getting around efficiently in the area by the available local bus systems.

**MODE OF PAYMENT:** Cash (Cash will be taken in our office only) Check (Check must be drawn on a US bank) Credit Card (Visa, Master Cards & JCB) or Wire Transfers. We will charge a THREE AND ONE-HALF PERCENT (3.5%) customer convenience charge on all NON-CASH and NON-CHECK transactions.

**WIRE TRANSFER:** Wire transfer account information will be provided to you in your confirmation or if requested by email.

**AGREEMENT AND RELEASE:**

1) I, the undersigned have read, understand and accept all the terms and conditions of this contract. I fully accept the terms of the responsibility, refunds, extensions and charges as stated under the heading, "General Information and Conditions," and its suppliers in the USA for any loss, injury, damage, accident, delay or expense resulting from events beyond our control, including (without limitation) acts of God, wars, strikes, incidents of politically motivated violence, sickness or quarantine, government restrictions or regulations, or in the absence of its own negligence, arising from the use of any vehicle from GLOBAL or selection of or from any act or omission by any homestay host, bus company, landlord, taxi service, hotel, restaurant, school or other firm, agency, company or individual.

2) I understand that I am responsible for exercising due caution and common sense at all times, if I become ill GLOBAL may take action as it considers necessary. I indemnify GLOBAL, its agents and employees, and hold them harmless for any financial liability or obligation which I personally incur, or injury or damage to the person or property of others. GLOBAL reserves the right to make changes in my housing arrangements. I acknowledge acceptance of the terms of the refund policy as stated in the "General Information and Conditions". I authorize GLOBAL to disburse moneys to my homestay or for housing and other services as periodically needed. I understand and agree with the extension procedure as stated in Item 13.

3) This agreement becomes effective upon execution of this confirmation and shall be governed by the laws of the State of California.

If payment is by means other than cash or check, please note item #19 (regarding customer convenience charge).

**CREDIT CARD INFORMATION MANDATORY:** Current (student or parent) credit card must be kept on file at all times to cover additional homestay fees incurred by remaining beyond any pre-paid final dates) or for any damages or bills incurred by the student that exceed the security deposit remaining on file.

CARDHOLDERS NAME: \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

digit code on back of card \_\_\_\_\_ BILLING ADDRESS & ZIP CODE \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

*I have read, understand and accept all the terms on pages 1, 2 & 3, which includes the General Information and Conditions and Agreement and Release, and agree to be bound therein.*

Applicant's Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

*All applicants under 18 years of age must have the following section completed: I am the parent or legal guardian of the above (minor) applicant. I have read, understand and accept all the terms on pages 1, 2 & 3, which includes the General Information and Conditions and Agreement and Release, and agree to be bound therein.*

Parent or Legal Guardian: X \_\_\_\_\_ Date: \_\_\_\_\_

*This company is in compliance with the Fair Housing Act and its amendments and it does not discriminate on the basis of race, color, religion, gender, national origin, disability or sexual orientation.*

## ***FREQUENTLY ASKED QUESTIONS***

### **Can I request that my host be a particular race or color?**

No. Global Student Services, USA has a policy of non-prejudice with regard to race, creed, color or religion. In coming to Los Angeles, you must remember...LA is one of the most diverse cities in the United States. Therefore, our hosts are also of varying backgrounds, race, color and religion and each host is equally respected. You must be open-minded and accepting in order to have the most enjoyable homestay experience.

### **How close to the school does the Homestay live?**

We have many hosts to choose from throughout the Los Angeles area. Students are placed within 1-10 miles of their school campus and have access to public transportation. In order to ensure that you have one of our more preferable locations, it is on a first come – first served basis. That means you would need to apply as soon as possible to Global Student Services, USA.

### **Is there public transportation nearby?**

Yes, the majority of students rely on public transportation to get to and from school each day, it is very rare to be within walking distance of school. We do try to keep students as close to school as possible.

### **How long will it take to commute to the school?**

The commute should be no longer 40 minutes bus ride, usually less, again, we try to keep you as close as possible. Of course, traffic affects the travel time. Flexibility in your preferences can play a big part in the distance to school.

### **What are the household rules?**

Hosts are asked to be specific regarding their particular house rules. The guidelines should be fair and reasonable.

### **May I have overnight guests?**

Each host is different with regard to house rules. Some do not mind overnight stays as long as they are of the same gender. Some allow an occasional visitor or study group. You should always check with your host for their permission.

### **Am I expected to do any chores?**

The only chore most hosts require is that you pick-up (clean up) after yourself. The host will provide clean linen. Personal laundry is your responsibility. The cleaning up of your room is your responsibility. You will discuss this topic with your host once you have arrived.

### **Will I have internet access/service?**

It is not the hosts responsibility to provide internet access. Internet access/services are negotiated once you arrive. Some homestays already have internet access with wireless capability that you can use, of course compatibility with your computer may vary. If internet access is not readily available, you can discuss your options for installation with the host. Of course, you would be responsible for all expenses.

### **Will I have a private phone line?**

Private phone lines are negotiated once you arrive. Some homestays already have a line that you can activate and put in your name, (which you will be solely responsible for, with regard to payment), others may not.

### **What is the latest that I may receive phone calls?**

Phone usage will be discussed and negotiated with your host once you arrive.

### **Will I have a private bathroom?**

Some homestays have private bathroom and others have shared bathrooms. Additional fees apply for requested private bathrooms. Availability not guaranteed (additional fees would be refunded if no availability).

### **What Types of Rooms are available?**

HOMESTAYS: Selected for you , with local hosts, in a furnished room. In most cases, rooms are private. In some large rooms, it could be divided in two rooms, each with their own privacy. The occupants will be of the same gender.

**Are there other students in the household?**

In many homestays, there are no other students in the same household. Some of our homestays do host other students. If being the only student in the household is a requirement of yours, please state that on your application. Global Student Services, USA will do our best to accommodate you.

**Is there a curfew?**

Curfew will be discussed with your Homestay once you arrive. If you are under 18 years old, curfew by law is 10:00pm, but may be earlier for your host.

**Are there any pets in the house?**

Most American families have one or two pets as part of their household. Again, if you do not mind pets, or if you specifically do not want a Homestay with animals, you must specify your preference on your application. (Global will do our best to oblige you, but again, it is on a first come first served basis.)

**Why does the host wish to house a student?**

All of our homestays are carefully screened. My opinion is, that our homestays appreciate the cultural exchange and enjoy having students in their home.

**What is the primary language spoken in the house?**

We request of our homestays that only English be spoken to our students while in their home. (Most of our students come to the United States to improve their English skills and speaking their own language or another language, would defeat that purpose.) Many hosts do speak other languages and that should be respected as well, but we do expect it to be kept to a minimum in front of the student.

**What is the religious orientation of the household, and will the hosts have any expectations of my own religious activities?**

As most Americans are of varying Ethnicity their religious orientation is a question that we do not ask. Global Student Services, USA has a policy of non-prejudice with regard to race, creed, color or religion. Should the issue of religious practices come up, it should be discussed with your Homestay upon your arrival or with a representative of Global Student Services, USA prior to your arrival. We feel that religion should play no part in homestay.

**Does the household observe any dietary practices or restriction?**

Global Student Services, USA makes a concerted effort to match our students as close as possible to their Homestay. With regard to any dietary practices or restrictions, if this is a requirement, you must specify what your needs are on your application.

**If meals are included in the monthly fee, and if I don't like the food, may I get a rate adjustment and cook my own meals?**

Meal rate adjustments are done on an individual basis. If Global Student Services, USA deems that an adjustment should be made, and is accepted by the host, an adjustment will be made.

**What will the Homestay company do if I am not happy with the family with whom I have been placed?**

If there is a problem with the host, we require an attempt, between you and the host, to resolve the issue. Communication between you and the host can usually resolve any issues that may arise. If you wish to have Global Student Services assist you in a resolution, we would be happy to do so...just contact our office and we can discuss the matter. If the matter can not be resolved, then we will move you to another host, upon availability. Students should only request to move if absolutely necessary. There may be a charge for the move.

**Is smoking allowed in the house?**

Most homestays do not allow smoking in the home, some allow outside only, and some, not at all. Please specify on your application whether or not you smoke.

**Will someone meet me at the airport?**

Arrangements for pick up or alternate transportation will be made by our office. You and the host will be advised as necessary.