

2022 ACCOMMODATION APPLICATION FORM

IDENTIFICATION

Family name at birth

Given name

Date of Birth

□□□□/□□/□□
YYYY MM DD

Sex: M F X

PERMANENT ADDRESS

Street

Apartment

City

Postal Code

Province/State

Country

Phone (Residence)

Office

Student Email

Fax

MOTHER TONGUE

COUNTRY OF CITIZENSHIP

STATUS IN CANADA

Canadian Citizen Landed Immigrant Student Visa Visitor Other

ACCOMMODATION HOME STAY

0 meal per day 2 meals per day
 3 meals per day

STUDENT HOUSE

Would you live in a family with ...

Smokers? Yes No

Are you a smoker? Yes No

Please indicate any specific dietary needs or any medical concerns:

Children? Yes No

Are you vegetarian? Yes No

Pets? Yes No

Do you have any allergies? Yes No

DURATION

Start Date (dd/mm/yyyy)

End Date (dd/mm/yyyy)

of Weeks

AIRPORT PICK-UP AND DROP-OFF

Would you like us to pick you up on your arrival at the airport? Yes No

Date of Arrival (dd/mm/yyyy)

Time of Arrival (hh:mm AM/PM)

Airline and Flight Number

Would you also like to include the Drop-Off service? Yes No

TYPE OF PAYMENT Cash Check Bank Transfer

Credit Card Visa Mastercard

Number

Date of Issue

Expiry Date

I hereby declare that all the information I have provided is true and correct. I attest to having understood and accepted the service conditions (details below).

Candidate or parent/guardian signature

Date (dd/mm/yyyy)

ACCOMMODATION CONTRACT

The following regulations and guidelines are for students living in one of our home stay families or student residences.

REGULATIONS

- Students will pay the Accommodation Services Office a placement fee of \$200. This fee is non-refundable.
- Cancellations should be submitted in writing to the Accommodation Services Office at least two weeks prior to cancellation date. If the student wants to stay in the home stay or student residence after the end of their term, he or she should inform Accommodation Services as soon as possible to ensure availability of the room. If the room has already been reserved for another student, alternate accommodation arrangements will be offered.
- Students will pay the accommodation fee directly to the Accommodation Services Office using the rates indicated in its price list for the service provided.
- Airport pick-up and fees for guardianship are not included in the accommodation fee and need to be paid separately.
- Days that a student overstays his or her agreed upon term are calculated pro-rata and are payable to the Accommodation Services Office.

GUIDELINES

The Student agrees to:

- Show consideration and tolerance to all people living in the house and to house guests.
- Respect the sleep of the others in the house and keep his / her activities to a low volume after 10-11pm.
- Invite guests to the home or residence only with the knowledge and permission of the owner.
- Consult the owner before using household appliances or equipment and use them in ways approved by the host.
- Use the telephone for reasonable lengths of time, make long distance calls using collect calls or a calling card.
- Clean up after him- / herself in the home or residence and keep his / her room neat and tidy.
- Promptly reimburse the owner if he / she causes any damage in the home.
- Not to enter other bedrooms, private rooms, or the bathroom when it is occupied.
- Only use his / her own laundry powder and toiletries (soap, toothpaste, shampoo, etc.)
- Not borrow money from the host and family.
- Not resort to abusive, aggressive or inappropriate behavior. Never initiate or participate in a sexually- oriented discussion with family members.
- Always be suitably clothed and covered when in the presence of people living in the house and house guests.
- Never touch people living in the house or house guests in an inappropriate manner.
- Arrange for his / her own transportation from the house to the school.
- Abide by the laws of Canada and Quebec including the Criminal Code and Human Rights Code.
- Leave his / her room as tidy as it was on arrival at the end of his / her stay.

(For home stays only)

- Share the costs when participating in family holidays, travel or any extracurricular activities where costs are incurred. (If the student chooses not to participate in the activity, the home stay parents and the student must make alternate arrangements that are acceptable to all parties.)
- Help him- / herself to food only with the knowledge and permission of the host family.
- Leave his / her room as tidy as it was on arrival at the end of his / her stay.
- Inform the host family if he / she will not be home for a meal, will arrive home late in the evening, or stay out overnight.

SERVICES PROVIDED

The Student will get:

- A single room (unless otherwise agreed upon between the student and Accommodation Services Office).
- A room in which the furniture includes: a bed, a pillow, pillow case, bed sheets and a blanket, a towel, a desk with a desk lamp, a chair and a suitable storage area for clothes such as a closet or a dresser.
- A room with a window and a door that can be closed securely.
- A key to access the house.
- Access to the kitchen, bathroom, refrigerator and laundry facilities, etc. all shared with the other people in the house.
- Appropriate supervision and proper notification by the accommodation provider of any plans to be absent from the home during the period of the contract.
- Information to help you adjust to life in Canada, use the phone, local transportation, etc.
- **Note:** Internet access is provided with your accommodation. You should bring your own devices (laptop, etc.).

(For home stays only)

- Zero, two or three meals a day (in accordance to the services paid for), seven days a week, with breakfast and lunch ingredients to be provided and dinner to be prepared by the home stay provider.
- An English, French or bilingual (depending on the service purchased) environment.

REFUND POLICY

Cancellations should be submitted in writing to the Accommodation Services Office at least two weeks prior to the cancellation date.

- The registration fees are not refundable.
- No refunds will be made on past calendar months, nor on the calendar month in which the cancellation was received. A minimum two weeks' written notice is required before the billing period end date to cancel an accommodation, to avoid billing of the following period. In the case of a cancellation received less than two weeks before the billing period end date, two weeks of accommodation will be charged.

ACCOMMODATION CONTRACT

PLACEMENT CONDITIONS

The Accommodation Services Office reserves the right to ask a student to leave the home stay or student residence at any time if the student's behavior in the home is unreasonable or unacceptable, or if the student fails to comply with the Regulations or Guidelines.

The student is asked to discuss complaints with the home stay or student residence provider. If no suitable solution can be found, the student is asked to discuss the issue with Montreal International Language Centre, who will try to resolve the issue with the provider. The student may ask for a transfer to an alternative home stay or student residence if no solution can be found.

AGREEMENT

I understand that the Accommodation Services Office reserves the right to move me from a Homestay, Student House, or Student Residence without notice if a situation is unsatisfactory or if problems cannot be resolved between family members or roommates and myself. If I am asked to leave, because of my own fault, I understand that I may not be given a refund of accommodation fees and may have to assume costs for other accommodation.

I have read the above-stated Regulations, Guidelines, Refund Policy, Services provided and Conditions of Placement of the Accommodation Services Office and agree to abide by them. I understand that if I do not fulfill this commitment I may be asked to Homestay, Student House, or Student Residence and may not receive a refund of my accommodation fees.

Name of Student _____ Date (dd/mm/yyyy) _____

Signature of Student _____ Date (dd/mm/yyyy) _____

Signature of Parent if student is under 18 _____ Date (dd/mm/yyyy) _____