



International Student Services

Level 6, 23 Berry Street NORTH SYDNEY NSW 2060 Australia

Tel: (02) 9955 9672 Fax: (02) 9955 7183 Email: accommodation@acuiss.com

ACCOMMODATION PLACEMENT / AIRPORT TRANSFER

TERMS & CONDITIONS

- **Once accommodation booking is made by students, the placement fee is immediately applicable and not refundable under any circumstances.**
- Full payment for each booking is required at least fourteen (14) days before the student arrives in Australia. If payment in full is not received, homestay and/or airport transfer may be cancelled by International Student Services.
- 1. Cancellation received two (2) weeks prior to Homestay commencement will be refunded fully. 2. Cancellation received one (1) week prior to Homestay commencement will incur a charge of two (2) weeks fees unless in the case of serious illness in which case a doctors certificate will be required. 3. Cancellation received after Homestay commencement will incur a charge of four (4) weeks fees. In the case where the student is unsuccessful in obtaining a student visa, a full refund of the Homestay fees will be made upon receipt of a letter from the Australian Embassy.
- It is not possible to change host families or cancel the homestay booking within the first four (4) weeks of homestay.
- **Students wish to terminate and/or extend homestay arrangements after the first four (4) weeks of stay, minimum two (2) weeks notice should be given to International Student Services and host family. After International Student Services receives request of termination or extension, International Student Services will officially confirm the termination or extension with homestay family.**
- If students go away on holiday and wish to keep their room, payment of a half of one (1) week homestay fee should be made to hold the room. Homestay (Room keeping) fees are calculated weekly.
- Students will accept full responsibility for any other expenses (eg. telephone or internet) they may incur whilst in Homestay.
- Cancellation or rescheduling of airport transfer bookings require at least forty-eight (48) hours notice during work days Monday to Friday within working hours 9:00am to 5:00pm in Sydney local time in writing by students or agents. Any cancellation or rescheduling needs to be confirmed by International Student Services in order for it to be valid. Cancellation or rescheduling with less than forty-eight (48) hours notice under any circumstances will incur a full charge of airport transfer booking fee.

IMPORTANT:

International Student Services is not legally liable or responsible for any damages or loss of property sustained or any other expenses incurred while residing in the listed Homestay. If students wish to have any form of insurance for their property or personal injuries, they need to make their own arrangements.

It is strongly advised that students should undertake appropriate forms of insurance before arrival.

Name in Print

Signature

Date