

F.A.Q.

What is the housing deposit? **The housing deposit is \$100 that is collected from students prior to being placed in a host family. Host families will receive a \$100 check for every new student placed in your home. This should arrive about the same time as your student. If your student cancels at the last-minute, this is yours to keep.**

How much do I charge the student for the 1st month? **\$450 (the \$100 deposit is applied to the 1st month's shared living expense.)**

What about the 2nd 3rd and 4th months? **\$550**

What if my student says he/she or the agent paid the school their rent money already? **Believe them!!! Call us to verify that this is correct, and have the student come to the office to request their refund check.**

What paperwork do I need to turn in to be paid the \$100 airport greeter fee?

Client Services Agreement

W-9

Airport Greeter Invoice signed by student

When is the paper work deadline? **Two weeks after arrival**

What extras can I charge my students for? **Nothing**

What if my student has a friend that wants to move in? What do I do? **Contact the housing office first. There may be a reason why they don't have housing, and we want to keep you informed. If everything is cleared, the student may move into your home. At no time should a student move into your home without our knowledge.**

What do I do when my student moves out? **Fill out an exit interview to inform us of the student's move.**

How do I get a new student? **Fill out an exit interview to let us know of your availability. In addition you may contact us via e-mail.**

Who do I call if there is an emergency? **The emergency housing number is 253-740-8422**