

HOST FAMILY GUIDELINES FOR ADULT STUDENTS

Thank you for being an Apollo Host Family and taking the time to welcome our students into your home and family.

Below are some points of what to expect when becoming part of our team:

Meals

- Half Board is breakfast and dinner with the family.
- Sunday is a family day and the students should be part of the Sunday family meals.

Bedrooms

- Bed linen and a weekly change of towels.
- Access to a daily shower/bath.
- Student's laundry to be done once a week

Arrival/Departures

- If students have booked a transfer with the school they will be dropped to you approximately 1.5 hours after landing and picked up 3 hours before flight departure.
- If no transfer has been booked students/office will contact you with an approximate arrival time.
- Please remember that you will receive a confirmation e-mail with details of your student and flight times. Please remember to check for delays on the airport website.

Payment

- Payments are done fortnightly and by bank transfer. Please allow up to 1 working day to receive payment.
- Payments are made on a per night basis and only for the nights the student stayed.

Cancellations/moving students

- Students can be changed for a number of reasons: cancellation on their part, wanting to be closer to the city centre, allergies or not feeling comfortable in the family.
- If a student cancels we will try and replace the student where possible.
- If a student is moved payment is made for the time the student stayed with the family not the full booking.
- Payment is not made for cancelled bookings.

Long Term students

- Some students are here for 8 months or longer. Please remember that sometimes these students do not stay with a host family for the duration of their stay as they want to also experience living on their own.

Other rules

- Please do not host students of the same nationality.
- Apollo language centre does not take responsibility for breakages. Please make sure your house insurance covers damages from paying guests.
- Please exchange phone numbers with your students when they arrive.

Things to remember

- Please try to incorporate your student into your family from the first day. Remember some have travelled a long distance and it may be their first time away from their own country.
- Do not hesitate to tell the students your family rules as customs vary from country to country.
- Please try and encourage your students to speak as much English as possible while they are with you.
- Students should have access to a house key

Problems/Emergencies

- If there are any problems with you r student please do not hesitate to contact 01 9060194/ 083-8272846
- If there is an emergency out of school hours please call 085-844-1219