



## **Liane's Vancouver Homestay**

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**Web site:** [www.LVHomestay.com](http://www.LVHomestay.com)

### **2018 Procedures for Student Councilors**

#### **Students over 19 years old & under 19 years old who have their own Guardian**

1. When you have collected the placement and/or airport pickup fee forward the student's application to LVH or fill in the student application online.
2. LVH will assign a family and send the information to the school/agent.
3. LVH will send the school/agent an Invoice for services requested.
4. The student will arrive.
5. The student will pay the first month's Homestay fee directly to the family 5 days after arrival.
6. Student will pay the family the Homestay fees the first day of their month pay period and every month following.

**\*\*If your school/agency collects the first month homestay from the student, #5 will be taken care of by the LVH office; the student will need to pay the family starting the 2<sup>nd</sup> month as described in #6**

#### **Students under 19 years old who need a Custodian**

1. Forward the student application to LVH
2. LVH will send 'Parents request of Appointment of Guardian and Custodian' document to the student.
3. LVH will also send an invoice including:
  - a. The \$200.00 fee for Custodianship
  - b. The placement fee
  - c. The Airport pickup fee (optional)
  - d. For students 16 and under \$889.00 X number of months the student has registered.  
For students 17 to 19 \$791.00 X number of months the student has registered.
  - e. Monitoring fee of \$100.00+GST X number of months the student has registered.
  - f. Allowance for student of \$300.00 X number of months the student has registered.
  - g. Emergency fee of \$500.00 for unplanned expenses. (refunded to student if not used)
4. Upon receiving the required funds and the document 'Parents request of Appointment of Guardian and Custodian' signed by the parents, LVH will proceed to notarize the 'Liane's Vancouver Homestay Acceptance of Appointment of Guardian and Custodian' document.
5. LVH will send to the student:
  - a. A notarized Acceptance of Appointment of Guardian and Custodian' document from a lawyer
  - b. Proof of received funds from the bank
  - c. A letter of received funds on LVH letterhead
  - d. Information on your homestay family
6. When the study visa is approved, the student needs to forward a copy to LVH

**\*\* Please note: If the visa is denied, LVH will refund all fees except the \$200 Custodianship fee and the bank fees. Proof of denied visa is required for refund.**