



Homestay Application Form

Please complete the following **three** pages and email to Glass & Glazing Institute accommodation@ggi.nz

PERSONAL DETAILS – PLEASE PRINT CLEARLY if you are not using your laptop

Apprentice Name: _____

Address: _____
Street Suburb Town / City

Email: _____

Mobile: _____ Date of Birth: _____ Male / Female: _____

EMERGENCY CONTACT:

Name: _____ Relationship to Student: _____

Mobile Number: _____

Employers Details

Company Name:

Address:

Phone Number: Email:

ADDITIONAL INFORMATION – this is required to place you with an appropriate homestay host, please answer all questions and note that accommodation is not guaranteed.

How will you get around? Public transport or your own car: _____

Please note your host is not responsible for picking you up from Airport, train or bus station.

Are you a smoker? Select: Yes / No

Do you have any health issues or dietary requirements your homestay hosts should know about?

It is important you contact your host as soon as you receive the details, they will want to know when and what time you are arriving at their home. Please read the agreement as below

ACCOMMODATION REQUEST AND CHARGES

Refer to course details below to check how long your course will take you away from home*

Please indicate which option is required.

	I require accommodation for a two-week course . Sunday, the day before course begins to Friday morning, the last day of course (12 nights at \$105 per night = \$1260) <i>Prices are excluding GST</i>
	I require accommodation for a one-week course . Sunday, the day before the course begins to Friday morning, the last day of the course (5 nights at \$105 per night = \$525) <i>Prices are excluding GST</i>
	I require part accommodation nights at \$105 (<i>excl GST</i>) per night = \$

The dates required for accommodation:

_____ to _____

PAYMENT INFORMATION

PLEASE NOTE: Payment is to be made to the GGINZ. *Please do not pay the host directly.*

A day is charged if the student stays overnight. The departure day is not charged.

On departure day, the student is requested to vacate with all gear by 10.00am. If full board is requested no refund will be made for weekends or leaving early. Discuss with your host and make an arrangement if you need to leave your belongings at the accommodation till you depart on that day. Alternatively bring to the GGINZ for safe storage.

PAYMENT MUST BE MADE IN ADVANCE. Please pay by direct credit to ASB 12 3192 0037855 00

Please include the following details:

- **Particulars** - your name
- **Reference** - the GGINZ invoice number
- **Code** - course start date.

Payment must be received 5 working days in advance of the course start date.

Cancellations within 5 working days prior to the start date of the course will not be refunded.

*COURSE DETAILS:

To book your accommodation you will need to know which strand you have been signed into. If unsure, please check with your Employer or your BCITO Training Advisor.

Beginning of Apprenticeship (Stage 1)

- Core Glazing or Core Processing – 2 weeks

Middle of Apprenticeship (Stage 2)

You may be signed up into 1 or 2 strands. Please indicate which strand(s) you will be attending.

- Stage 2 Residential Glazing - one week
 Stage 2 Commercial Glazing - one week
 Stage 2 Residential and Commercial – two weeks

Final part of Apprenticeship (Stage 3)

For Stage 3 you will be at Block Course for 1 week even if you are signed into both Commercial and Frameless. There are some unit standards that are the same in these strands. Please indicate which strand(s) you will be attending.

- Stage 3 Commercial Glazing - one week
 Stage 3 Frameless – 7 working days
 Stage 3 Commercial and Frameless – one week.

APPRENTICE ACCOMMODATION AGREEMENT

CONDITIONS AND REQUIREMENTS

The following rules are taken seriously by the GGINZ.

It is important you contact your host as soon as you receive the details, they will want to know when and what time you are arriving at their home.

RULES OF CONDUCT

When staying with a GGINZ arranged homestay you must observe the following:

- Behave respectfully towards the host and family
- Respect the house rules as laid down by the host/hostess.
For example: mealtimes, tidiness, and smoking
- Give host advance notice of your movements. E.g. notify them if you will not be home for the evening meal, or if you are going out what time you can be expected back.
- Do not consume alcohol while staying in GGINZ arranged accommodation
- Do not bring any illegal substances into the home
- Pay for any damage caused by negligent or irresponsible behaviour
- Ensure you return the key on the last day of the course before you leave the premises.

CONDITIONS

- Homestay covers accommodation and meals for weekdays - breakfast and evening meal, weekends - breakfast, lunch and evening meals.
- Accommodation is available on a first in first served basis.
- On occasion students may be required to share a room when all single room accommodation has been allocated. Places will be allocated on a first booked basis.
- Should you leave your course early, it is at the discretion of the GGINZ whether a refund will be considered.
- If you request a seven day a week board but then decide to go away for the weekend, there is no refund except in exceptional circumstances and only with the approval of the GGINZ General Manager.
- Refunds will not be issued if homestay request is cancelled by apprentices less than 7 days prior to arrival.

COMPLAINT PROCESS

If during your stay, you have any matters you are concerned about regarding your homestay please contact GGINZ Accommodation Administrator Deb Paul on 021 455 515.

DECLARATION

- I agree to abide by the above conditions.
- I agree to compensate my host for any damage to property caused by my negligence or immature and irresponsible behaviour.
- I accept that any inappropriate behaviour by myself, whilst residing at the host property, may lead to my removal from the accommodation. Disciplinary action by GGINZ will include expulsion and a letter to your employer outlining the circumstance. No refund will be given.

I have read and understood the above conditions.

Apprentice signature: _____ Date: _____