



# Merced College English Language Institute

3600 M Street, Mail stop #22  
Merced, CA 95348-2898  
Phone: (209) 722-9018; Fax: (209) 722-1193  
Email: [yes.program@mccd.edu](mailto:yes.program@mccd.edu)

## Class Session Schedule 2016

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*M.C.E.L.I. is an intensive English Program at Merced College and it is not the same as the Merced College English as a Second Language (E.S.L.) program, which requires a Test of English as a Foreign Language (TOEFL) score of 450 on the paper-based test/ 45 or higher on the internet-based test. M.C.E.L.I. has an open enrollment policy which allows students to start classes in the middle of each semester. Please contact us for the next year's schedule.*

<b>Spring</b>	From 1/11/2016 to 4/29/2016
<b>Summer</b>	From 5/2/2016 to 8/12/2016
<b>Fall</b>	From 8/22/2016 to 12/2/2016

**Class Description:** M.C.E.L.I preparatory courses in English consist mainly of the following:

- English Grammar
- Writing
- Reading and Vocabulary
- Listening and Speaking

The focus is on developing reading, writing, and oral communication skills for those preparing for American university or college admission. The different levels that are offered vary depending upon enrollment. Should you need further information about instruction at M.C.E.L.I., please feel free to contact our office at:

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E-mail [yes.program@mccd.edu](mailto:yes.program@mccd.edu)

Office hours are: 9:00 a.m.-5:00 p.m., Monday thru Friday.



## Your Step by Step Check list for a Certificate of Eligibility (I-20) Merced College English Language Institute

In order to stay in the United States as a full-time student, you are required to have an F-1 student visa. Please send us the following items so that the International Student Services Office may issue you a certificate of eligibility, called the I-20 form, which you will need to show to the American Embassy in your country in order to obtain your F-1 visa.

[Necessary forms & documents for I-20]

- Completed International student application form
- Enclose the application fee of \$200 (non-refundable). Please make it payable to “YES ESL International, Inc.”
- A recommendation letter from your instructor
- Financial Guarantee (Bank Statement);  
The name of the account holder must match the name of the person responsible for the tuition and living expenses of the student while in the United States. A recent bank statement (issued within the past year) must show the amount of \$17,000.00 or more.
- 2 photographs (passport size)
- High school transcript
- Merced College Health Examination Report (see the Health Examination Form).
- Signature on the prospective international student acceptance agreement form.
- Proof of Medical Insurance upon arrival

Other necessary forms:

- YES Participant’s consent form
- MCELI Policy acknowledgement form
- Educational information for MCELI student

Optional Forms and fees:

- Home stay application form (optional)
- Home stay application fee, non-refundable / U.S currency\$ 300.00 (optional)
- Transportation application form (optional)
- Transportation fee (optional) - please refer to the form for the fee.

These fees can be paid by credit card, check, or money order.

Processing time for the I-20 form is about one to two weeks. The time also depends on the mailing service of the post office in your country.

*Please send all documents to:*  
**YES ESL International, Inc.**  
**3600 M Street, Mail Stop #22**  
**Merced, CA 95348-2898 U.S.A.**



# Merced College

## English Language Institute

Attach photo here

### International Student Application for I-20 issuance

Indicate Semester Start Date: **month**\_\_\_/ **day**\_\_\_, Fall 20\_\_\_ Spring 20\_\_\_ Summer 20\_\_\_

The following information is needed for your file. Please type or print legibly as shown on your passport.

**Name** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ **Gender:** Male  Female   
**Last** **First** (as shown on your passport) **Middle** (as shown on your passport)

**Address in your country: Home number and Street name** \_\_\_\_\_, **City** \_\_\_\_\_,  
**Province/State** \_\_\_\_\_, **Zip** \_\_\_\_\_, **Country** \_\_\_\_\_

**Birth Date** \_\_\_month/\_\_\_/day\_\_\_/year **Birth City** \_\_\_\_\_

**Birth Country** \_\_\_\_\_ **Citizenship Country** \_\_\_\_\_

**Native Language** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

**Major to study (at Merced College)** \_\_\_\_\_

**Estimated number of months to complete the program** \_\_\_\_\_

**Parent or guardian's name & address** \_\_\_\_\_

Fill in the following if you have the information.

**Visa Type** \_\_\_\_\_ **Visa Number** \_\_\_\_\_ **Visa Issue date** \_\_\_\_\_

**Visa Expiration date** \_\_\_\_\_ **Visa Issuing country** \_\_\_\_\_

**Admission Number** \_\_\_\_\_ **Passport Number** \_\_\_\_\_

**Passport issuing country** \_\_\_\_\_ **Passport Expiration date** \_\_\_\_\_

**Port of Entry in U.S.** \_\_\_\_\_ **Country Entry date** \_\_\_\_\_

**U.S. Driver License Number** \_\_\_\_\_ **Driver License State** \_\_\_\_\_

Are you currently in the United States? Yes  No

**IF YES, PLEASE ANSWER**

What is your current address in the USA? \_\_\_\_\_

If you have an F-1 visa, which institution issued the Form I-20 to you? \_\_\_\_\_

Which institution are you currently attending? \_\_\_\_\_

Will your spouse and/or children be accompanying you? Yes  No

If yes, please complete and submit a separate application for each person.

INS requires that a separate I-20 Form be issued for each person. (Continued on other side)

High School Attended: \_\_\_\_\_ Graduation date: \_\_\_\_\_

List all prior institutions attended \_\_\_\_\_

Degree(s) completed \_\_\_\_\_

WHO RECOMMENDED MERCED COLLEGE TO YOU?

Please check one      Friend                       Relative                       Other  (School, Organization, etc.)

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone number (        ) \_\_\_\_\_ Fax (        ) \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

WHY DID YOU CHOOSE MERCED COLLEGE?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and address where the visa requests form I-20 should be mailed to (as it would appear on an envelope).  
Please print clearly:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Confidential Financial Information

1. *Approximate costs for one year, excluding summer session: foreign student tuition enrollment and other student fees (24 unit minimum) of \$6,150.00; health insurance at a cost of \$ 1600.00; textbooks and supplies average \$ 800.00; room and board typically \$ 7,800.00 - \$ 9,000.00; total approximate cost of one year \$ 16,000.00 to \$ 17,000.00. These fees are subject to change depending on State and Board Policy and will vary according to individual student desires and needs. Personal purchases are not included.*
2. *Please be prepared to show the funds available to you during each of the two years you expect to attend this college. Consider the exchange and currency regulations and report the funds in terms of U.S. dollars.*
3. *An affidavit or financial guarantee is required from the applicant or parent. This statement may be in the form of a letter from a financial institution, government agency, etc.*

SOURCE	FIRST YEAR	SECOND YEAR
From family		
From personal savings		
From government or sponsor		
From scholarships or other source		
<b>TOTAL \$</b>		

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

# *Recommendation letter*

To Whom It May Concern:

This is a letter of recommendation for \_\_\_\_\_.  
\_\_\_\_\_ is enthusiastic and courteous. I have always been impressed with this student's positive attitude toward studying English in the United States.

I highly recommend \_\_\_\_\_ for your school since this student will be a good asset to your school.

Sincerely yours,

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# SPONSOR'S AFFIDAVIT OF FINANCIAL SUPPORT

(Please Print or Type)

I hereby certify that I am willing and able to provide
_____
Full name of student (first, middle, family name) with no less than
_____
in cash Amount in <b>U.S.</b> Dollars
for each year of study at Merced College.

The following person(s) are dependent upon me for their housing, food, or financial support. (Do not list any adult members of your family who are supporting themselves. Do not include the student named above.)

Name	Relationship	Age

**My Documentary Evidence of Financial Ability is attached. (Please check which documents you are enclosing.)**

- Letter from my employer, on business stationery, stating my annual salary.
- Letter from an officer at a bank or other financial institution stating the date my account was opened, total amount deposited for the past year, and present balance.
- Income tax receipts and forms.
- Other (Please explain):

**The sponsor must sign below in the presence of a notary public or official. The notary public must sign and put the official seal on the affidavit. Any erasure or changes must be signed by both the sponsor and notary.**

<i>Affirmation or Oath</i>	
I hereby affirm or swear that the information I have given above is true and correct:	
_____	_____
<b>Signature of Sponsor</b>	<b>Print Name of Sponsor</b>
Sworn and Subscribed Before Me	
This ____ Day of _____ 20____	
<b>Stamp Above</b>	<b>Affix Notary</b>

**MERCED COLLEGE**

**HEALTH EXAMINATION REPORT**

(Please Print Clearly)

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
          LAST                  FIRST                  MIDDLE

A physical examination by a medical Doctor (M.D.) is required.  
Current immunizations (with dates specified) verified Tuberculosis clearance must be completed before your arrival at Merced College.

1. TETANUS (must be within the past 9 years): DATE: \_\_\_\_\_
2. MEASLES, RUBELLA (must be given after 1970 and after 12 months of age)  
MEASLES (RUBEOLA) DATE: \_\_\_\_\_ RUBELLA DATE: \_\_\_\_\_
3. TUBERCULOSIS CLEARANCE DATED within the past 3 months of this physical exam:  
Monteux skin test date: \_\_\_\_\_ Result: \_\_\_\_\_  
(if mantoux test is positive, chest X-ray is required)  
  
Chest X-ray           Date: \_\_\_\_\_ Result: \_\_\_\_\_

Does student have any condition with prevents participation in physical education?

If yes, explain: \_\_\_\_\_

Current prescription medication: \_\_\_\_\_

Special health problems? \_\_\_\_\_

I have examined \_\_\_\_\_ and find him/her in good health and able to attend college.

SIGNATURE OF PHYSICIAN \_\_\_\_\_

NAME OF PHYSICIAN (PLEASE PRINT) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_



# Merced College

MERCED COMMUNITY COLLEGE DISTRICT • INTERNATIONAL STUDENT SERVICES 3600 M Street, M stop#23

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## PROSPECTIVE INTERNATIONAL STUDENT ACCEPTANCE AGREEMENT

Merced College International Student Services requires that all students remain enrolled in Merced College for a period of at least one semester in college credited courses before requesting a transfer to another institution. Students attending the Merced College English Language Institute (MCELI) must complete the program and enroll in Merced College credit courses for at least one semester after completing the MCELI program before a transfer will be considered. No request for transfer will be considered until the specified conditions have been met. The Director/PDSO of International Student Services will review transfers for approval. If student who is enrolled in the MCELI did not pass the TOEFL by the end of the spring session, the student must be enrolled in the following summer session.

By signing below you acknowledge that you have read the following and agree to the conditions of acceptance.

\_\_\_\_\_  
Prospective Student Signature

\_\_\_\_\_  
Date





# Merced College

MERCED COMMUNITY COLLEGE DISTRICT • INTERNATIONAL STUDENT SERVICES 3600 M Street, Mail Stop 23

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## MERCED COLLEGE ENGLISH LANGUAGE INSTITUTE

### REFUND POLICY

Students may be eligible for a tuition refund, not including application fee and/or homestay arrangement fees, overseas fee or courier fees. Airport transportation fee could be considered for refund if Y.E.S. receives a ten (10) days advance notice from the student prior to the transportation date.

Refund of the MCELI tuition fee will be calculated on the following basis:

- 100 percent of the tuition payment will be refunded if the withdrawal is initiated before the first day of the class.
- If the withdrawal is initiated within 14 calendar days of the first day of attendance, the refund consideration will be based on number of weeks completed.
- 50 percent of remaining tuition fee is considered for a refund if the withdrawal is initiated during the period between 15<sup>th</sup> and 28<sup>th</sup> calendar days of the first day of attendance.
- No refund will be considered if withdrawal is initiated after 29<sup>th</sup> calendar day of the attendance.

To be in compliance with F-1 status, all new students who are starting summer term must complete the summer term in good standing. Only MCELI students who are enrolled in the current Spring term will be allowed to take the TOEFL test which usually occurs at the end of May or beginning of June, prior to the Merced College Summer session starting date. Students who pass the TOEFL test will be allowed to register for Merced College regular credit classes if seats are available. Their MCELI prorated tuition will be considered for refund. If no seats are available the student needs to continue the MCELI. Those who fail the TOEFL will be required to continue MCELI program through the summer term.\*\*\*

\*\*\*Under F-1 Regulations, 8CFR#214.2(f)(5)(i), the student is considered to be maintaining status if she or he is making normal progress toward completing a course of study (passing TOEFL). An F-1 student authorized by the DSO/PDSO to withdraw from classes will be allowed a 15-day period for departure from the United States. However, an F-1 student who fails to maintain a full course of study without approval of the DSO/PDSO or otherwise fails to maintain status is not eligible for an additional period of departure 8CFR#214.2(f)(5)(iv).

It may take up to 3 weeks for the student to receive a refund after the date of withdrawal. In any above cases, MCELI will withhold any administrative fees incurred.

By signing below you acknowledge that you have read the above statements and agree to the conditions of refund.

\_\_\_\_\_

\_\_\_\_\_

Prospective Student Signature

Date

# YES ESL International, Inc.

3600 M Street, Mail Stop #22

Merced, CA 95348-2898

Phone: (209) 722-9018; Fax: (209) 722-1193

Email: [yes.program@mccd.edu](mailto:yes.program@mccd.edu)

## Participant's Consent Form

Participant's name: \_\_\_\_\_

From (date): \_\_\_\_\_ To (date): \_\_\_\_\_

Participating in MCELI

I, \_\_\_\_\_, the undersigned, renounce any claim against Y.E.S., its employees, agents, instructors and the family(ies) with whom the participant lives that may arise due to injury, sickness, accident, death, property damage or any unusual circumstances during my participation in Y.E.S., including outside activities through the MCELI program.

\_\_\_\_\_  
Signature of Participant or/and Guardian if minor

\_\_\_\_\_  
Date



# Merced College English Language Institute

## MCELI Policy

The Immigration Office (INS) has placed renewed emphasis and energy into making sure that students on F-1 visas are maintaining full-time student status. All schools are now required to report each academic quarter on each of the international students to whom they have issued an I-20. To comply with the above mentioned regulations from the Immigration Office, M.C.E.L.I. requires that students:

1. Maintain their full-time status.  
**To maintain full time status, the student has to complete the semester he/she enrolled. If the student withdraws class during the semester without legitimate reason, his/her legal status will be immediately lost regardless of the expiration date on the Form I-20.**  
\* Exception may apply to summer semester.
2. Attend classes. The law requires students to attend more than 80% of their classes. They must commit to:
  - Arrive at school on time every day.
  - Participate in class.
  - Complete all assignments.
3. Speak English at all times while they are in school.
  - This is not only M.C.E.L.I.'s policy but also a matter of courtesy for your fellow students who are here to learn English as well as for your own benefit.
4. Stay away from any possession and/or use of drugs.
  - If you are caught, you may go to jail and face deportation.
5. May not be allowed to attend M.C.E.L.I. classes without paying the tuition in full.
  - Beginning on the second week of the term, a **5% late charge** will be added to the payment due.

**Please send back below this line with your application**

### ACKNOWLEDGEMENT

I hereby acknowledge that I have received, read and understood all the pages, from one through thirteen and have no objection to any of which I read.

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

## Educational Information for M.C.E.L.I. Student

Anticipated date of arrival in Merced \_\_\_\_\_  
Month/Day/Year

How long do you plan to study at ESL class? \_\_\_\_\_  
Months

What is your present occupation? \_\_\_\_\_

How much English do you know now? ( ) none ( ) a little ( ) some ( ) lots

Number of years of formal education: secondly \_\_\_\_\_ years, college/university \_\_\_\_\_ years

Have you taken TOEFL (Test of English as a Foreign Language)? Yes \_\_\_ No \_\_\_

If yes, When? \_\_\_\_\_ Where? \_\_\_\_\_ Score: \_\_\_\_\_

city and country \_\_\_\_\_ month/year

Have you already applied to Merced College for a degree program? Yes \_\_\_ No \_\_\_

If yes, which semester? : \_\_\_\_\_

If you have any physical handicap, please describe: \_\_\_\_\_

What are your plans after studying at Y.E.S.?

Go back to your country ( ) Study at a U.S. college or university ( )

Degree goal: \_\_\_\_\_

Person to contact in case of emergency: \_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Fax number

### Signature

I have read and understood, and certify that all statements contained in this form are true and accurate to the best of my knowledge. I understand further that the submission of inaccurate information can be considered sufficient cause of terminating my application or enrollment in YES.

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

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## Standard School Expenses

Application fee (non-refundable)	200.00
Tuition fee per Semester	3,350.00
Tuition fee per week	250.00
Monthly Homestay fee (16 meals a week)	750.00
Monthly Homestay fee without meals	650.00
Monthly Homestay fee for athletic student (16 meals a week)	800.00
Typical expenses for a shared apartment (Food and utilities are not included)	370.00
Typical expenses for private apartment (Food and utilities are not included)	600.00
Miscellaneous (lunch, notebook, personal expenses, etc.) each month	300.00

### Optional Extra-Expenses

<b>Housing request application fee* (optional)</b>	300.00
<b>Ground transportation fee* (optional)</b>	
From San Francisco	375.00
From Fresno airport	275.00
From Modesto airport	200.00
From Merced airport	Free

*Note: \*Application fee and Homestay application fees are non-refundable. However, a refund for the airport transportation fee is available if Y.E.S. receives 10 (ten) days advance notice from the student, and a refund for the monthly homestay fee is available with 30 (thirty) days advance notice from the homestay start date of the student.*

*(Homestay Fee is not refundable if student cancel or change 30 days prior to his/her arrival date.)*

*Payments including Homestay fee should be made by a U.S. check, money order, travelers check, or credit card in U.S. dollars and payable to the **Y.E.S. ESL International, Inc.** All fees are subject to change.*



YES ESL International. Inc

## MCELI application/ YES Homestay/ Transportation Service fee

Credit Card Payment Authorization Form

Visa / Master Card/ JCB / American Express

Credit Card Holder's name: \_\_\_\_\_

Amount:\$ \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date (month/year): \_\_\_\_/\_\_\_\_

Code number (on the back of card): \_\_\_\_\_

Signature: \_\_\_\_\_

\*Credit card payment with Visa, Master, JCB will be added 5%, or Amex 7% processing fee.

# Y.E.S HOMESTAY REQUEST FORM

NAME:

*Family*

*First*

*Middle*

ADDRESS IN HOME COUNTRY: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

SEX: \_\_\_\_\_

NATIVE LANGUAGE: \_\_\_\_\_

HOBBIES or INTERESTS: \_\_\_\_\_

PARENT'S OCCUPATION: \_\_\_\_\_

PERSON TO CONTACT IN CASE OF EMERGENCY:

NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-mail (Computer): \_\_\_\_\_

PLEASE CHECK YOUR ANSWERS TO THE FOLLOWING QUESTIONS.

Please choose one of the following:

What kind of accommodation would you prefer?

\_\_\_\_\_ Including meals/2 meals a day, 3 meals on weekends(\$750)

\_\_\_\_\_ Excluding meals?(\$650) student must buy own food and cook.

\_\_\_\_\_ Athletic Student who is planning to play college sports, with meals (\$800)

(Please read homestay program information sheet)

Please circle YES or NO

Do you smoke? YES or NO

Are you allergic to any food products? YES or NO

If yes, please explain:

Are you allergic to any medication? YES or NO

If yes, please explain:

Are you taking any medication now? YES or NO

If yes, please explain:

Please list medicines:

Are you comfortable staying in a household with small children

between the age of 0 to 8?

YES / NO / DOESN'T MATTER

Do you have any **allergy to pets**? If yes, what kind of animal? YES / NO

Do you have any dislikes or things that you cannot live with? \_\_\_\_\_

**Attention: Housing request application fee \$300 is non-refundable. Monthly homestay fee is due on 25th of each month payable to the YES office.** Please make a check or money order payable to the YES ESL International, Inc. Note: In case of an emergency please plan on staying in a hotel/motel for your first week of arrival so accommodations can be arranged.







YES ESL International, Inc

7920 Arjons Drive, San Diego, CA92126 [TEL:\(619\) 501-7953](tel:(619)501-7953) FAX(619)450-6963 Email:Info@yesesinternational.com

## **Home Stay Information/Agreement**

### **For Students**

#### **Y.E.S. ESL International, Inc.**

Y.E.S. ESL INTERNATIONAL, INC. ("Y.E.S.") provides a quality home stay program. Our host families are chosen after interviews and screening by our staff, but not every host family/student connection can be a perfect match. A positive experience in the Home Stay Program requires effort, cooperation, and patience by both you and your host family. To increase the likelihood of a positive experience, please read the following carefully.

#### **HOME STAY FEE**

Your Home Stay fee includes your room and utilities, your meals (two meals per day on weekdays, three meals per day on weekends, holidays, and during school breaks). There is \$100 monthly deduction from your Home Stay fee if you choose the non-meal option. Please let your host family know of any food allergies or foods you do not like, as Y.E.S. will not provide this information to the host family. Please inform your host family if you will not be home for a meal or if you would like to have your meal at a different time than the family so that a plate may be set aside for you if desired. You will not be entitled to a full or partial refund of your Home Stay fee for any missed meals or days spent away from your host family's home, regardless of the reason. Y.E.S. does not guarantee that you will like all meals or food options prepared by the host family. You must pay your monthly Home Stay fee to Y.E.S., not to the host family. There should be no direct payments by you to the host family. If there are consistent issues with meals prepared by the host family or any confusion regarding payment or demand for payment from the host family, contact Y.E.S. immediately.

#### **HOMESTAY ARRANGEMENT**

The housing arrangement assigned to you is based on a **two-month contract with the initial two-week grace period**, where you are required to stay with the host family for at least two months after the two-week trial period. During the first two weeks, both you and your host family have time to decide if this is a good match. By the end of two weeks, if for some reason you are not happy with the placement, please contact the housing coordinator at Y.E.S. so that we can make other arrangements if necessary. All placements are under the condition that you may choose to extend your contract for other months or choose other housing arrangements only at the end of the two-month period. When you choose other housing options after the two-month period, a written notice is required; otherwise the contact automatically extends and Y.E.S. assume you will continue living with your current host family.

Initial \_\_\_\_\_



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## **TELEPHONE CALLS**

Local calls: As a courtesy, please limit your phone conversations with your friends to fewer than 10 minutes so your host family may make and receive calls unless you receive permission from your host family to make longer calls. Helpful hint: For long-term students (more than 4 months), you may consider getting your own telephone line or cellular telephone **at your own expense** so that you can use the telephone any time you wish, and your host family does not have to worry about the bill or receiving your calls. The use of the telephone should be discussed by you and your host family at the beginning of your stay to avoid confusion. Y.E.S. does not provide any telephone service, and your monthly Home Stay fee does not include use of a telephone. This matter is strictly between you and your host family, and each host family will have different policies regarding use of the home telephone (if any).

## **WATER AND ENERGY**

Please attempt to conserve water and energy. It is preferable for you to take short showers and often customary to turn the light off when you leave a room. You must provide your own bathroom supplies. Please discuss the use of water and energy with your host family at the beginning of your stay.

## **PERSONAL LAUNDRY**

Keep your dirty clothes in a basket or plastic bag that will be provided in your room. *Your host family does not have to do your laundry.* Please ask which day of week you can do your laundry. It is also your responsibility to wash your bed linens. You may have to buy soap for yourself depending on your host family, so please ask your host family. Be sure to get instructions from your host family as to the types of soap permitted or compatible with the host family's laundry facilities, and get instructions as to how to use any washing machines, dryers, etc. that your host family will permit you to use at the beginning of your stay. If you need help, do not hesitate to ask your host family for assistance as these machines may be expensive to replace if operated incorrectly.

## **MAINTENANCE**

Keeping your room and bathroom clean and orderly is your responsibility. Your toiletries should be kept neatly in the bathroom. Do not throw foreign objects into the toilet bowl. If there are any questions, please discuss them with your host family. Please ask your host family when trash should be removed from any trash cans in your room or bathroom for removal from your host family's home. Do not throw away food or other items which may spoil or be unpleasant in your trash can. Instead, ask your host family where they would like such items disposed of at the beginning of your stay.

Initial \_\_\_\_\_



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## **SMOKING AND ALCOHOL**

*Smoking, drinking alcoholic beverages and use of illegal drugs are strictly prohibited in the house. If you are found engaged in above activities, the host family and/or Y.E.S. have a right to terminate the agreement immediately. Your host family may have additional rules regarding these activities. As always, if you have questions, please ask your host family for guidance.*

## **MUSIC**

If you wish to listen to loud music in your room, please use headphones unless your host family allows otherwise.

## **ELECTRONICS**

Please ask your host family about rules for the usage and permitted hours of operation of the T.V., VCR, DVD player, DVR, any available computers, wireless internet systems, dishwashers, home audio or stereo equipment, any outdoor equipment such as spas, Jacuzzis, pools or barbeques, and similar types of equipment. Please get instruction from your host family before using any such equipment. Your host family may not have any or all of the above listed items, as each host family is different. Y.E.S. will not provide any equipment and will not be responsible for any use of such equipment by you.

## **VISITORS**

When you wish to invite a friend for a visit, ask your host family first. Please do not bring friends home for dinner without the permission of your host family. Please do not invite friends into your bedroom or to spend the night without the express permission of your host family. If your friend is visiting for the evening, please make sure that he/she leaves by 10:00 p.m. at the latest. Your host family may have additional rules regarding visitors.

## **HOUSE RULES**

The host family will discuss the house rules with you at the beginning of your stay. It is your responsibility to understand, agree to, and follow the house rules. If you have any questions or do not understand any of the house rules as they are explained to you by your host family, please ask your host family for clarification. If you still do not understand a particular house rule after requesting additional clarification, please contact Y.E.S. for assistance.

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### **DURING VACATION TIME**

If you wish to go out of town for more than two weeks (14 nights) during any school break or vacation period, you will be required to pay \$10.00 a day to your host family to keep your room. This daily fee should be paid to Y.E.S. directly and prior to your departure. This daily fee is in lieu of your monthly Home Stay fee, which will be pro-rated for the portion of the month you are on vacation (based on a 30 day month). If this daily payment is made, the host will not make the room available to a different home stay student or family member during your vacation. If you will be gone less than two weeks (14 nights), there is no discount for vacation. You and your host family must discuss vacation plans in advance. The arrangements must be agreeable to both parties. Please allow enough time to make arrangements.

### **CONSIDERATION**

Your host family is under no obligation to drive you around. If it is convenient and your host family can take you to where you want to go, please offer to pay for gas (about \$1.00 for every 5 miles would be a good estimate). You are strictly prohibited from operating host family vehicles or any other vehicles without express permission from the host family or vehicle owner and without the appropriate licenses, insurance, and other necessary documents which may be required. Y.E.S. is not responsible for obtaining any of these documents and has no responsibility for any use of host family or other vehicles by you. Violation of this policy could lead to serious civil liability or criminal consequences for you and your host family or vehicle owner.

### **ARRIVAL TIME**

Y.E.S. is only responsible for your placement on the day of your arrival when you will arrive at the host family's house earlier than 6:00 p.m. local time. If your host family cannot accept you after 6:00 p.m. local time, you may need to stay at a hotel for the night at your own expense. If you plan to arrive after 6:00 p.m. local time, please contact your host family and Y.E.S. ahead of time to determine whether a hotel stay may be required. \*Exception will apply when the flight is delayed.

### **DEPARTURE TIME**

On the day of your departure, please have all of your bags packed and *your room and our bathroom cleaned*, so that the room is available for a new student. If it is necessary for you to stay an extra night or two and your host family has room, you may be required to pay your host family per night. If a room is not available for you, you

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need to make your own arrangements with a hotel or friends. Y.E.S. is not responsible for your accommodations during these times. When you plan on leaving your host family, 30 days advance notice is required. If you decide to move out without any notice, you are responsible to pay for any remaining balance of the monthly Home Stay fee for the month of your departure.

### **PRORATION OF HOMESTAY FEE**

If you move in/out in the middle of a month and assuming you have provided the appropriate notice, Y.E.S. prorates the Home Stay fee for that month by using a 30 day method, where all months are prorated to 30 days regardless of the number of days in the actual month. For example, if you were to move out on February 21st, the Home Stay fee for February will be prorated as follows: (Monthly Home Stay Fee/30) times the number of days the student stays (21days) = February's Home Stay fee. \* This is based on CA Real Estate Regulation as of 2012.

### **PAYMENT AND PENALTY FEE**

Payments can be made by cash, US checks, traveler checks, wire transfer (additional wire transfer fee will apply), and credit cards (additional card charge fee will apply). There is a \$20 penalty fee for returned (bounced) checks. All students must pay the next month's Home Stay fee by the end of each month, meaning, for example, that February's Home Stay fee must be paid no later than January 31. There is additional \$20 if the fee is not paid in full by 5th of each month, and an additional \$50 fee if paid after the 5th of the month. When the host family and/or Y.E.S. recognize that you have no intention to pay the monthly Home Stay fee, the host family and/or Y.E.S. has a right to terminate the contract in their sole discretion and you must immediately vacate your host family's home.. If you do not voluntarily vacate your host family's home, legal proceedings will be brought against you.

### **PROBLEMS, COMPLAINTS**

If, for any reason, you feel that the host family is not doing what you expected or you feel confused, talk it over with your host family first. If you still need help to resolve the problem, please contact the housing coordinator at Y.E.S.

### **MANAGEMENT FEE**

There is a possibility you will be charged an additional management fee in addition to your monthly Home Stay fee in the following circumstances, at Y.E.S.'s discretion: Due to increasing disputes between you and your host family, Y.E.S. may become responsible for collection and delivery of Home Stay fees and may take a more active role in the relationship between you and the host family. In consideration of Y.E.S. undertaking additional responsibilities for financial transactions and mediating disputes between you and the host family, which Y.E.S.

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deems necessary to maintain healthy relationships, you might pay a monthly management fee in amount to be determined by Y.E.S. depending on the circumstances, but in no event less than \$50.00 per month.

### **HOST FAMILIES AND Y.E.S. ARE NOT RESPONSIBLE FOR:**

- Host families and Y.E.S. are not responsible for providing you an allowance, monitoring your spending, or lending you money.
- Individual items- you are responsible for purchasing your own toiletry items, school supplies, club memberships, clothing, social events, etc. However, if your host family takes you to dinner or a social event, then the host family may choose to cover the cost for you.
- Monitoring food – neither your host family nor Y.E.S. are responsible for ensuring that you maintain any particular kind of diet, including one for personal or religious beliefs. Your host family will, however, be responsible for providing you healthy meals and snacks.
- Damages – You are strictly and solely responsible for any damages (personal or property) that you cause, whether intentionally, negligently, accidentally, or otherwise.

### **EXCLUSION OF LIABILITY**

1. By signing below, you understand and acknowledge that Y.E.S. must rely to a great extent on the information provided by the host family and their family members in determining whether they will make an appropriate host family. Y.E.S.'s screening of potential host families is limited to the information provided by the host family in their application process and subsequent interviews. While Y.E.S. will not knowingly retain as a host family any individual or family it knows to be inappropriate, ultimately the behavior of the host family cannot be guaranteed or warranted by Y.E.S. in any way. By signing below, you waive all claims of any kind against Y.E.S. based on the behavior or actions of your host family or any other third parties, and further waive any and all claims against Y.E.S. arising out of or relating to your stay, except to the extent such claims are a direct result of intentional conduct on the part of Y.E.S. You also agree to reimburse, indemnify, and hold harmless Y.E.S., its owners, successors, and assigns from any damage, loss or expense incurred or suffered by them as a result of any breach of this agreement or any matter relating to or arising from your stay, your host family, or the terms of this agreement. You also agree to reimburse, indemnify and hold Y.E.S., its owners, successors, and assigns harmless from all liability from loss, damage, or injury to persons or property resulting from any actions or inactions taken by you, whether they be intentional, negligent, or accidental in nature.
2. You acknowledge and accept full risk and responsibility for any injury you may incur, or any damage to your property arising from your participation in the Home Stay Program. To the greatest extent permitted by law, you release and forever discharge Y.E.S., its respective owners, agents and employees, from all actions, causes of actions, suits, claims, or demands whatsoever that may arise from your participation in the Home Stay Program.
3. You shall maintain third party liability insurance at all times during your stay.
4. Y.E.S. is not responsible for charges relating to long-distance phone calls made by you (which may run several dollars per minute), or for any other expenses or damages incurred or caused by you during your stay.
5. You represent and warrant that all of the information in your Home Stay application is true and complete to the best of your knowledge.
6. You agree to respect your host family's privacy, personal property, and individual rights and make every effort to understand your host family's culture.

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7. Y.E.S. shall not be responsible for any damages – personal property or otherwise – caused by you or your host family, regardless of the level of involvement Y.E.S. staff may devote to selecting qualified host families.
8. Abuse toward the host family causing them to be upset or have unnecessary expense(s) may result in an immediate termination of your home stay with a part or all of the refundable room fees withheld, in Y.E.S.'s sole and absolute discretion. Y.E.S. will attempt to work out problems before a termination occurs if possible.

### **TERMINATION OF HOMESTAY AGREEMENT**

You are advised to call the police if you experience emotional, physical, or sexual abuse, or are subjected to any other type of criminal conduct. Y.E.S. is not a substitute for the police in such situations. If you report emotional, physical, or sexual abuse or discomfort with the assigned host family to Y.E.S., a Y.E.S director will take remedial steps as appropriate. Such steps may include but are not limited to the following: 1. Counseling, 2.Relocation, 3. Referral to the local police or sheriff's department; 4. Immediate removal from the host family; 5. Immediate return to your home country. All parties, including you, the host family, and Y.E.S., have the right to terminate this agreement immediately under the following conditions:

- 1) You are guilty of a serious breach of the house guidelines, and are unwilling to cooperate with your host family and housing coordinator.
- 2) You are drinking alcohol or smoking cigarettes without having permission from host family or using or abusing illegal drugs.
- 3) You or the host family is using, selling, or distributing illegal drugs.
- 4) The housing coordinator knows or has reason to believe that your rights are being abused or your well-being is jeopardized for any reason.
- 5) You may be a physical danger or pose a threat to other members of the household or to yourself.

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## **STUDENT AGREEMENT**

Y.E.S. ESL International, Inc.

I have read the home stay information and agreement and I understand Y.E.S. will not be responsible for any damages, personal, property or otherwise, caused by the host family. I hereby release Y.E.S. from any such liability. I accept full responsibility for any expenses incurred. I also certify that the information given is complete and accurate. If, as a result of inaccurate information reported to Y.E.S., I am expelled from my host family's home, Y.E.S is not responsible for finding me new housing. I understand that I may have an attorney review this document prior to signing it, and acknowledge that I have had an opportunity to do so before signing. I fully understand each term of this agreement, and have had an opportunity to have any term I do not understand explained to me in full. I hereby submit myself to the exclusive jurisdiction of the courts of the State of California, United States of America, with regard to any issue arising out of or relating in any way to this agreement or my participation in the Home Stay program, and understand and agree that any such legal action will take place solely in the State of California pursuant to the laws of the state of California, without regard to the conflicts of law provisions of California or any other state or country. This document is executed and is to be performed in all material respects in San Diego County, California, and is the whole and complete agreement between the parties.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If the student is under 18 years old)

Updated 2013

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