Dear host,

We hope you are having a great summer! As we get closer to Fall quarter 2009 I would like to update you on some changes in our homestay program. My overall goal is to make the program more consistent and to eliminate any extra fees for students. With the help of a few experienced hosts, we have evaluated and updated the homestay program and the handbook. Below are a few adjustments we made:

**HOMESTAY FEES:**
Based on the survey held in Fall quarter 2008 and research of other homestay program fees in the area, we have decided on the following monthly fees starting September 1, 2009

<table>
<thead>
<tr>
<th></th>
<th>Complete Homestay:</th>
<th>Bed &amp; Breakfast Homestay:</th>
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</thead>
<tbody>
<tr>
<td>Including internet access in the student’s bedroom</td>
<td>$550</td>
<td>$420</td>
</tr>
<tr>
<td>Excluding internet access in the student’s bedroom</td>
<td>$530</td>
<td>$400</td>
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Dial up connections do not count for internet access in the bedroom. If you do not have internet access in the student’s bedroom, you must charge the “excluding internet access” fee. *(Host families are not allowed to charge students for anything other than the homestay fee.)*

**VACATION FEES:**
To make the program more consistent, I will calculate the vacation fees for you and the student if they go on vacation for at least ten days or more in a row. The student will be required to give the host and the coordinator at least 2 weeks’ notice before going on vacation, and to sign a contract which states the total fee, consequences if he or she fails to return, etc. An example contract can be found in the handbook. **Hosts are not allowed to make their own agreements with their students regarding vacation fees.** After creating and signing the contract with the student, the housing coordinator will send the host a copy by email (or by mail if the host has no email address). For more details regarding the vacation fees, please check our handbook online.

**OTHER REMINDERS:**
I would like to remind you to contact me if:
- you or your student is planning to go on vacation
- your student is planning to move out at the end of a quarter
- you would like to stop hosting or take a break from hosting at the end of a quarter
- there are any other changes in your homestay situation (birth of baby, people moving in or out, addition or loss of pets, change of phone number or email address, etc.)
ONLINE LOCATION OF THE NEW HANDBOOK:
For the complete update of the homestay procedures, please refer to our new homestay handbook which is posted on our Housing website at the following link:

1. Go to: www.tacomacc.edu
2. Click on ‘International Student’ on the left hand side

If you have a paper version of the homestay handbook, please recycle it. Starting September 1, 2009 we will follow policies and procedures as stated in the online handbook. We will not send out paper copies, unless you specifically request one.

GOALS FOR 2009-2010:
- This summer we will be working on contracts for students and hosts. We hope to be able to use these contracts starting Fall quarter 2009. We will send you a copy to sign and return.
- My goal for this year is to be able to do all communication by email with hosts and students and avoid paper mail unless necessary. Communication by email is more time efficient and leads to a quicker turn-around time. It will also eliminate costs of paper and stamps.

I hope that these changes will clear up some policies and make it easier for the hosts and students. Please read the new handbook carefully so you are aware of all the changes.

To show our appreciation and to celebrate the 30-year anniversary of Tacoma Community College’s Homestay Program, we have a small gift waiting for you in the international office. Please stop by (or send one of your students to) the International Front desk on the second floor in building 11 to pick up your gift.

Thank you for being part of our homestay program!

Sincerely,

Annemarie Martin

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