

1. If a student books a shorter homestay period than tuition period, and later decides to extend their homestay, an extension fee will apply. If they do not give a minimum of 4 weeks advance notice of their plan to extend, IGK cannot guarantee their host family will be available and relocation may be necessary. When their classes at IGK finish, the student must move out of the homestay. All payment for homestay must be made through student advisors or marketing managers. **Direct payments to their host family are not allowed.**
2. If a student has any questions or problems, or if they need to make a change, they must talk to homestay coordinator and student advisors or sales managers.
3. If a student wishes to leave their homestay early, they must tell student advisors or marketing managers 4 weeks before they leave. If the student does not, they will have to pay for the following month even if they have moved out. Please note that checkout time is no later than 11:00 am on the move-out date.
4. The student will take part in the family's daily life and should help when possible. The student must follow the house rules, for example, by keeping their room clean, helping to clean up after meals, following smoking rules, and so on. Students must notify their homestay family if they cannot be home for dinner or plan to be out late. Also, when making plans for the evening or weekend, students must tell their homestay family where they will be and what time they will come home. It is very important to communicate clearly with their host family.
5. If a student breaks or damages any property of the host family, the student must pay for any repair or replacement of that property. IGK will not be responsible for any lost, damaged or stolen property of the student or host family during the homestay period.
6. If a student cancels their homestay placement within 4 weeks of the homestay move-in date, he/she will be required to pay 25% of the first month's homestay fees no matter what the reasons are.
7. If a student is caught with drugs at their homestay, they will be charged \$500 and will be immediately kicked out of the homestay. In a homestay with no smoking policy, if a student is caught smoking, they will be charged \$500 and will be immediately kicked out of the homestay.