



The Canada Homestay Network

Bringing International Students and Canadian Host Families Together SM

Payment Policy and Procedures

This document is to be read in conjunction with the CHN Student Homestay Application; CHN Student Participation Agreement; and the CHN Invoice applicable.

1. To be considered for admission to the The Canada Homestay Network (CHN) International Student Homestay Program (ISHP), each Student is required to submit payment in full of the CHN Invoice applicable and the following duly completed CHN documents:
 - a. Student Homestay Application (SHA) and Student Participation Agreement (SPA);
 - b. Minor students (under the age of 18, or 19 in British Columbia and New Brunswick) who have requested Custodianship Services from CHN must also submit the Parental Consent to Custodianship, *duly notarized*.
2. CHN accepts payments as follows:
 - a. Payments from outside of Canada, pay through “Flywire”, <http://www.canadahomestaynetwork.flywire.com>. Make a payment from any country and any bank, typically in your home country currency. Flywire offers credit card and other payment methods in addition to bank wire transfer for most countries.
 - b. By wire transfer directly to The Canada Homestay Network Society c/o the TD Canada Trust, 38 Main Street E, Huntsville, Ontario, Canada P1H 2C8: Branch transit # 26642, Institution # 004, Account # 03525229728; Swift # TDOMCATTOR.
Please note the student’s name on wire transfer documentation;
 - c. In Canada, at any TD Canada Trust branch: branch transit # 26642, institution # 004, account # 03525229701 or
 - d. By cheque mailed to The Canada Homestay Network Society, Suite 1045, 3 Main St West, Huntsville ON, P1H 0A3.
3. CHN is not liable for any damage or costs incurred by the Student for failing to make payment strictly in accordance with these Payment Policy and Procedures. In addition, such failure to make payment will disqualify a student from the CHN ISHP and from academic certification.
4. Confirmation of the Homestay Host and other CHN services on the CHN Invoice applicable (including the CHN Declaration of Custodianship, if applicable) will be provided to Student and the Student’s Agent (if applicable), following receipt by CHN of payment of the CHN Invoice applicable.
5. The CHN Invoice applicable may include amounts for the following services:
 - a. Registration, Placement, and Orientation fees which include periodic monitoring services, for each period the Student is in the ISHP; Airport transfers; and Re-registration and Relocation fees, *if applicable*.
 - b. Standard Homestay Host Hospitality Allowance, including periodic Host Hospitality Allowance; extra nights before the beginning of the first regular period that the Student is in the ISHP; and underage premium, if applicable.
 - c. Probation Letter and/or Relocation, which CHN reserves the right to determine, in its absolute discretion and without recourse.
 - d. Other (Optional) CHN Services which include CHN Custodianship Services, if applicable.
 - e. Refundable Security Deposit of \$500.
 - f. Administrative charges, which include bank charges and deferred payment charges, if applicable.



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6. All fees in the CHN Invoice are unconditional and non-refundable, except as described in paragraph 7 below.
7. Refunds will be issued as follows:
 - a. Students who cancel 30 days or more prior to arrival will be given a full refund of all fees, less the non-refundable Registration, Placement and Orientation Fee, and Custodianship Registration Fee (where applicable).
 - b. Students who cancel 29 days or less before the start of the program will receive a full refund minus the non-refundable Registration, Placement and Orientation Fee, Custodianship Registration Fee (where applicable), one (1) month's homestay host allowance and a \$250 cancellation fee.
 - c. Notwithstanding the 30-day period, if Immigration Canada does not approve the student's Visa or Study Permit, no cancellation fee will be assessed. These students will be given a full refund of all fees, less the non-refundable Registration, Placement and Orientation Fee and Custodianship Registration Fee (if applicable). To obtain the refund, a request in writing must include the letter of refusal from Canadian Immigration.
 - d. After arrival, students who have prepaid host allowances must give two month's notice if they wish to leave the homestay program. Students who have not prepaid for homestay must give three (3) weeks' notice if they wish to leave homestay. Students who cancel or withdraw after arrival will receive a full refund minus the non-refundable Registration, Placement and Orientation Fee, Custodianship Registration Fee (where applicable), two month's homestay fees (if applicable) and a \$250 cancellation fee.
 - e. Notwithstanding clause 8, if a student has applied through a School or School Board, the School or School Board's cancellation policy will apply.
 - f. No Refund will be granted to a student who is dismissed from the program due to faulty documents, a breach of law, policy or regulation as determined by the Government of Canada, the Police, CHN, and/or the student's School or School Board.
8. CHN reserves the right to relocate the Student to another CHN Homestay Host at the Student's expense, or to expel any Student from the CHN ISHP, according to the terms of the SPA.
9. All CHN fees are for the introduction of the Student to selected independent service providers, including but not limited to accommodation services provided in homestay(s) by homestay host(s) (hereinafter called "service provider(s).") CHN makes no claims or warranties concerning such service providers and assumes no liability for any losses, injuries or damages however caused. All parties to the Student Homestay Application and the Student Participation Agreement (including but not limited to the Student, the Student's family and Agent, if any) accept the introduction by CHN to such service providers at their own risk and hereby undertake to hold harmless CHN, its Officers and Directors and Agents and such independent service providers, from any and all claims and, without limiting the generality of the foregoing, to arrange at their expense sufficient personal injury, liability and health insurance.