

SCHOOL CHECKLIST

This checklist is for schools hosting a study tour with homestay.
It is designed to assist schools ensure that roles and responsibilities are met.

**TICK
COMPLETED**

When the school accepts the study tour

1. Deposit Invoice (10%) received from DE International (*where applicable*)

Four weeks before the study tour commences

2. Timetable finalised based on the Itinerary and issued to the Agent
 3. Visiting Student Profiles received from the Agent and issued to homestay families
 4. Homestay Family Profiles issued to the Agent
 5. Working with Children Checks (WWCC) completed for household members over 18 years (**if program over 3 weeks**). *If adults already have a WWCC they need to provide the details for your records.*

Two weeks before the study tour commences

6. Statutory Declaration signed by one parent/guardian in the household and retained by Host School (**if program under 3 weeks**)
 7. Statement by Supplier signed by one parent/guardian in the household and retained by Host School
 8. Homestay families informed of their responsibilities including daily transport to and from school and providing three meals a day
 9. Final payment received from DE International and homestay payments distributed to homestay families by Host School

Two weeks after the study tour concludes

10. Complete School Evaluation Form and return with this Checklist to the Study Tours Program

Forms can be downloaded from the Study Tours Website:

<http://www.deinternational.nsw.edu.au/study/study-tours/documents-and-forms>

PLEASE RETURN THIS FORM TOGETHER WITH THE EVALUATION FORM AT THE COMPLETION OF YOUR STUDY TOUR

REPLY FAX 61-2-8293 6972
REPLY EMAIL studytours@det.nsw.edu.au

Host School	
Host School Coordinator	
Study Tour Group	
Study Tour Dates	

_____ Date: ____/____/____
School Coordinator Signature