

MAPLE HOMESTAY NETWORK STUDENT CHECKLIST

CHECKLIST:

Please ensure that you have the following items/ documents prior to your arrival in Canada

- VISA documents
- Copy of previous grades from school
- Acceptance Letters and related documents
- Government ID and related documents
- Funds for tuition and accommodation (this should be payed to MHN already)
- Study Permit (if required or given)
- Medical records and vaccination history
- Winter clothes (if you are doing a winter term)
- Emergency contact list in Vietnam
- Custodianship paperwork (if required or given)

Please ensure that you have the following items/ documents for your orientation/ registration

- VISA documents
- Copy of previous grades from school
- Acceptance Letters and related documents
- Government ID and related documents
- Study Permit (if required or given)
- Medical records and vaccination history
- Health Insurance Card (you will receive this at your orientation/ registration- keep this safe)

STUDENT ARRIVAL EXPECTATIONS:

Below is a step-by-step student guide with respect the arrival timeline. Please print this off for your reference.

1. **VISA application:** Once the Student decided to study in Canada through contacting their educational consultant, they will be paired with a custodian to initiate the VISA application, they will be provided a copy of their custodian's contact information within 4 weeks (if not immediately already provided). You do not need to contact the custodian, however a brief introduction e-mail introducing yourself is recommended.
2. **Prior to Arrival in Canada:** You must communicate with MHN your expected arrival date by sending a copy of the tickets and which family member will be accompanying you. You must clearly state your plans and start date at the host's homestay. You will communicate all this information with your agent/ educational consultant who will confirm with an MHN employee. Failure to properly communicate will void airport pick up services and student's will not be refunded this fee. You must provide a photo of yourself and who is accompanying you prior to your flight. Furthermore, failure to accurately provide a date two weeks prior to arrival may result in extra homestay fee charges. There will not be any early start to the homestay once a date has already been set, the early start will only be made if there are available room at a pro-rata rate.
 - a. Two (2) weeks prior to your departure, you must provide:
 - i. Ticket and flight information- this must show your flight number and specific arrival time. You will add an estimated 1-2 hours to get through your paperwork and obtain your permits.
 - ii. Your accommodation plan: will you be staying with your host immediately? Will you be staying with a relative?
 - iii. Picture of yourself and any individuals who is accompanying you.
3. **Arrival in Canada:** Upon arrival in Canada you must pick up your study permit and get through your paperwork as directed by airport employees. You will connect to the Wi-Fi and communicate with the individual doing your airport pick up (MHN employee or host) via phone, text, app communication or e-mail. You must be patient as there may be some delays in communication. It is best practice to e-mail your host and let them know you have arrived as you wait for your documents/ permits.
4. **Arrival at the host's homestay:** Upon arrival to the host's homestay, you are encouraged to ask questions while be respectful and trying to learn and build a healthy student-host relationship. Ask questions and you must abide by the host's rules. Please see your **Student Agreement** for further information.

5. **Orientation date:** As a student, you are required to ensure that you attend your orientation date on time and coordinate with your custodian. This date should have been sent to you by your school prior to your arrival.
 - a. What to expect during the orientation?

The orientation is a registration and sometimes a quick tour of the school, in some cases you will also meet or schedule to meet the student's guidance counselor. You will sign a few school documents stating that you are the student and your custodian will also sign to confirm his/her custodianship.

 - i. You must bring with you a copy of the following documents:
 1. Study Permit
 2. Passport
 3. VISA
 4. Vaccination/ Immunization Records
 5. Record/ Report card of previous grades from their school
 6. Any other documents required by the school
 - b. At the orientation/ registration, you should receive a few documents from the school, including their health insurance. You will also schedule a day to write your assessment test. The custodian will not be required for the test in most cases. You will also receive your health insurance ID. Please take a picture of this and keep it in a safe place, this will be your health insurance you present to a doctor's office and for your immunization vaccines.
6. **Vaccination and Immunization:** The school along with the Ministry of Health require that all students have in-place vaccination and immunization. This means that the student's immunization records must meet the school/ Ministry of Health requires. You may be missing a few shots depending on your previous vaccines received. You must compare your current immunization record to what is required by the school or you may be suspended for not having the vaccines. Once you understand which vaccines are missing, you can simply schedule a visit to the clinic and you're your missing vaccination shots there. A public clinic is usually free, and you, as the student must bring the Health Insurance card. You are responsible for keeping your vaccination records up to date to the standard required by the school. In order to update the record (once you have received all your vaccines), simply call into the city or the health department number and update it via phone or fax.
7. **Follow ups and updates:** As a student, you are expected to keep in contact with your custodian, MHN directed employee and host at all times. On occasion, you will need to provide an update on your educational and health status. A monthly text, e-mail or periodic check up with your custodian or MHN employee should be best practice. It is best practice to make a conscious effort to learn the Canadian culture and build a student-host relationship with your host. If you have any abnormal, concerning, sad or unhappy moments, thoughts and behaviours, you should immediately report it to your parents, an MHN staff and the host.

RELEASE OF LIABILITIES

You are aware and accept that participation and duties of a student in this homestay program involves certain risks, dangers and hazards including, but not limited to physical, bodily and/or psychological harm resulting from interactions with students and the roles associated with being a host. You are aware and accept the risk of theft of my property during the term of this agreement.

You accept to waive releases and absolves and agree to indemnify and save harmless Maple Homestay Network, the school board in respect of which the participant is registered and all of those respective officers, directors, trustees, employees, representatives, agents, consultants and independent service providers from any and all liability for any and all of the actions, losses, damages and expenses (including, without limitation, the loss of theft of money, property damages or losses), personal injuries, or deaths, however caused.

You hereby agree that in no event will Maple Homestay Network, its assignees, its contracting parties will be liable to you, the Host, for any direct, indirect, consequential, incidental, special, compensatory or punitive damages or losses or damages for loss of income, personal injury, loss of or damage to property and claims of third parties or other pecuniary loss, arising out of or related to these terms, the roles and duties of a host.