**Memorandum of Understanding**

The following document outlines our responsibilities towards each other for the duration of your home stay services. Please read it carefully to avoid any conflict or misunderstanding at a later stage.

**General**

1. The host will be responsible to ensure that the welfare and health of the homestay student is protected and relevant support is provided, as required.
2. The minimum period for which the homestay host can host a student is **10 days** and maximum can be **6-8 weeks.**
3. The host need not necessarily provide the homestay student with monetary support. If they do, the same amount can be recovered by the host from the homestay student itself. AIESEC will not be liable to pay for the same.
4. The host won’t be given a choice in selecting the homestay student at any point, but the host will be provided with students profile (Basic details about the student)
5. The host should ensure that the homestay student is able to maintain his/her own privacy and security in relation to personal belongings and affairs.
6. The host will be responsible to clearly explain all household rules and brief the homestay student fully on the use of household facilities. The homestay student will abide by these rules.
7. Informing AIESEC in Mumbai immediately if any health or other issues arise which would affect your ability to host the student.
8. Providing a bedroom (if possible) solely for your homestay student, containing a bed with linen and appropriate storage space for clothes and personal belongings.
9. In case the host family is going out ( for few hours or overnight ) for personal reasons the homestay student has the choice to not accompany them if he doesn’t intend to and for the same period he should be provided with the house keys for anytime access to the house.
10. At any point of time if the host wishes to terminate the homestay he/she will have to inform AIESEC in Mumbai and the student **ONE WEEK** in advance. (Failure to do so will result in repercussions mentioned in the Finance clause)

**Finance and Legal**

1. AIESEC will reimburse the homestay host upto an amount of INR 1000/- per week, if  
   a. The homestay hosts for his/her entire exchange (6 or 8 Weeks)

b. AIESEC will reimburse upto INR 700/- per week for hosting a student for less than 6 weeks (entirely).

1. The stated amount will be paid **at the end of the homestay period**.
2. The amount will be paid **only in cheque, not in cash**
3. In case the host family wishes to terminate the contract prior to arrival of the intern**,** after the host **has been notified** that a student has been guaranteed accommodation with them, the host family will be charged with a **penalty of INR 2000/-**
4. Termination of homestay prematurely without prior notice will lead to **no payment.**
5. The week will start on the day when the student starts living in the host’s flat. The counting of the week will be based on the same.
6. The homestay host will be paid according to the number of week hosted entirely and not on the number of days.
7. AIESEC is not liable to any breakage or damage caused by the student. The same amount can be recovered from the student itself.
8. Any complaint from the homestay student relating to any physical or mental harassment will lead to legal action against the host.
9. Breaking of any of the above mentioned rules in the general clause will lead to no payment at all or half the payment depending on the seriousness of the situation which will be decided by AIESEC in Mumbai.

ALL COMMUNICATION SHOULD BE VIA MAIL AND ADDRESSED TO THE VICE PRESIDENT- INCOMING EXCHANGE, **name(email)** AND VICE PRESIDENT- FINANCE AND LEGAL, FIOLA ARANHA ([fiola.aranha@aiesec.net](mailto:fiola.aranha@aiesec.net))

**Date:**

**Place:**

**Signature of the Homestay Host Vice President- Incoming Exchange**

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**(Name) (name)**