**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 Kolkata 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 Kolkata 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 not be paying any amount to any host.
2. If the host requires any amount for hosting the intern it should be informed well in advance.
3. The amount will be paid **only in cheque, not in cash**
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 serious actions against the host family.

ALL COMMUNICATION SHOULD BE VIA MAIL AND ADDRESSED TO THE VICE PRESIDENT- INCOMING EXCHANGE, **name(email)** AND VICE PRESIDENT- FINANCE AND LEGAL, SUSHIL JAISWAL ([sushil.jaiswal@aiesec.net](mailto:sushil.jaiswal@aiesec.net))

**Date:**

**Place:**

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

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**(Name) (name)**