



IHPS School Placement Application Form - Instructions

To apply to an IHPS Partner Schools complete ALL pages of the IHPS Application Form and collect the required ORIGINAL supporting documents (see checklist below).

SUPPORTING DOCUMENT CHECKLIST

(One copy required for EACH school you are applying to):

- Official copy your school transcripts with English translation.
(Notarized/ attested copies are acceptable if original copies are not available)
- Graduation certificate from your most recent school (high school, college or university). (Notarized/ attested copy is acceptable)
- Recent ORIGINAL Bank Statement(s) that shows enough money for your first year of school and living expenses.
- Personal statement about what you want to study and why you want to apply to the school.
- Copy of your passport.
- Copies of your English test score reports (TOEFL, IELTS), if available.
(official test score reports must be sent from the testing service to the school(s) you are applying to, NOT to IHPS)

Additional documents for Graduate Students (Students who have a bachelors degree)*:

- Recommendation letters from at least two (2) of your former teachers and/or work supervisors.
- Copies of your graduate test score reports (GRE, GMAT, LSAT, MCAT), if available.
(official test score reports must be sent from the testing service to the school(s) you are applying to, NOT to IHPS)
- Resume/ CV of your work experience, if required.

*Some programs may have additional application requirements./ documentation. IHPS staff will advise you about any additional application documents required by the graduate program you wish to apply to.

Choose Your IHPS Service Option (Check One):

___ **Standard Placement Service** (\$175 per school) – Includes: Application fee for one (1) school, personalized school advising service, scholarship search, application management service, guaranteed school acceptance (for IHPS- recommended schools), and school acceptance letter shipment by express mail service school.

___ **Scholar Placement Service** (\$890) – Includes: Application fees for three (3) well-ranked colleges or universities, personalized school advising service, scholarship search, personal statement advising and editing service, IHPS application management service, guaranteed acceptance to at least one IHPS-recommended school.

___ **First Year Experience Program Package** (\$290 per school placement fee) – Packages include: Standard Placement Service (as listed above), Housing placement service (homestay or student residence hall), airport greeting and transportation service, prepaid full-time tuition fees, prepaid student service fees, prepaid homestay or dormitory housing and meal plan, IHPS advisor support service throughout the program. (Package prices vary according to the school/ program selected. Final package program payment will be due after you have received your student visa)

Additional Services:

___ **Homestay Placement Service (\$425)** – Application fee and housing deposit.

___ **One-Way Airport Pick up Service (\$125)**

Payments can be made by bank check, money order, or credit card. Make bank checks or money orders payable to “International Housing Placement Service, Inc”. For credit card payment, download, print and complete the *Credit Card Authorization Form* from the IHPS website (www.IHPSHomestays.com).

Mail your completed application, supporting documents and placement fee payment to:

International Housing Placement Service, Inc
2500 East Foothill Blvd., STE 205 Pasadena, CA 91107 USA

Important Note: Application processing **CANNOT** begin until your placement fees and all required documents are received by IHPS.



COLLEGE/ UNIVERSITY APPLICATION

Student Name (Ms./ Mr.) _____
Family Name Given Name(s)

Date of Birth _____ **Country of Birth/ Citizenship** _____

Permanent Address

_____ **Street Address**

_____ **City** **State/ Province** **Country**

Postal Code

Mailing Address

(if different) _____ **Street Address**

_____ **City** **State/ Province** **Country**

Postal Code

Email Address _____ **Telephone Number** _____

EDUCATION:

List all high schools and colleges/ universities you have attended.
 Begin with your most recent school FIRST.

School Name	Location (City and Country)	Start Dates of Attendance (Month/ Year)	Graduation Date (Month/ Year)	Study Program	Diploma/ Degree

IHPS SCHOOL PLACEMENT INFORMATION:

Requested School(s) _____

Requested Major _____

Requested Program: Certificate ____ Associates Degree ____
 (Check only one) Bachelors Degree ____ Masters Degree ____

Requested Starting Term: Fall 2010 ____ Winter 2011 ____ Spring 2011 ____ Summer 2011 ____



AFFIDAVIT OF FINANCIAL SUPPORT

To be accepted to any IHPS school, you must be able to show evidence that you have enough financial support to pay for all estimated school and living expenses for one (1) school year. This form must be filled in COMPLETELY in order for your application to be processed.

STUDENT NAME (PRINTED): _____
Family Name **Given Name(s)**

STUDENT SIGNATURE: _____ **DATE** _____

List all of the sources of financial support for your school and living expenses in the USA.

Amount of Financial Support (in US Dollars)	Source of Financial Support
	Personal Funds (Funds in the student's name)
	Family Funds (Funds in the name of somebody in your family) Family Member Name _____ Relationship To You _____ Address _____ _____ Occupation _____
	Sponsor Funds (Funds from an outside source) Name of Sponsor _____
	TOTAL FUNDS AVAILABLE (Add the amounts of all funding sources)

For each source of personal and family funds listed above, an OFFICIAL and ORIGINAL bank statement less than three (3) months old must be submitted with your application. For sponsored funding (bank loans or government scholarships), a copy of the sponsorship letter must be submitted with your application.

FAMILY OR SPONSOR'S CERTIFICATION OF FINANCIAL SUPPORT

I certify that I will provide financial support for _____ (Student's Name) during his/her program in the USA. I understand that school and living costs are subject to increases at any time.

Sponsor's Signature: _____ **Date:** _____

Sponsor's Name Printed: _____



IHPS Housing Application

Name: _____
First Name Last Name

Date of Birth: _____ Male/Female _____

Passport #: _____

Address: _____
Street address City Country

Telephone Number Fax Number Email

Emergency Contact Information: _____
Name Relationship

Telephone Number Email Address

Housing Preferences:

Accommodations Requested: _____
Option #1 (meals) Option #2 (no meals)

Check-In Date _____ Check-Out Date: _____

Are children in the home OK? _____ Are animals in the home OK? _____

Flight Information:

Date of Arrival: _____ Arrival Time: _____

Flight #: _____ Airline Name: _____ Airport: _____

Do you need airport pick-up? _____
Yes/No

Medical Questionnaire:

1. Are you in good health? _____
Yes/No

2. Do you have any allergies, medical concerns or dietary restrictions? _____
Yes/No

If yes, please explain: _____

3. Do you take any medication? _____

Yes/No

Please List: _____

4. Do you smoke cigarettes? _____ *(Please note: there is a no smoking policy for all of our homestays)*

Please include as much information about yourself as possible.

Please list your hobbies and interests:

Describe your family life back home?

Have you traveled to the US or another country before? Please explain:

I have read and do understand and agree to be bound by the terms of the individual family I am placed with and the conditions of the IHPS Housing Agreement. I ALSO UNDERSTAND THAT I AM REQUIRED TO GIVE A 30 DAYS NOTICE IF I PLAN TO MOVE OUT OF MY HOST'S HOME/MODIFY MY MEAL PROGRAM OR EXTEND MY HOUSING PERIOD..I understand that any violation of IHPS policies or of the family I am placed with, regarding medical concerns, alcohol and/or other drugs will result in immediate termination of this contract and no refund of paid housing fees will be expected. The consumption or possession of alcoholic beverages by anyone under 21, or serving them to anyone under 21, in a family home is expressly prohibited. I certify that all the information contained herein is true and correct.

Accepted and Agreed,

Date: _____

Participant Signature: _____

Printed Name: _____

Parent Guardian Signature: (If Participant is under the age of 18 years old)

Printed Name:



GENERAL INFORMATION AND CONDITIONS:
IHPS Housing Contract

REVISED 2010 International Housing Placement Service hereafter called IHPS is commissioned by you to act in your best interest as your agent.

1) APPLICATION PROCESS: Application Fee is Non-Refundable. All Participants must fill out the Application Form in full. Reservations are not confirmed until the Application and Housing Deposit have been received.

- College level Student or Visitor: \$325.00 Application Fee plus Deposit of \$100 (Total \$425)
- Interns & High school level Students: \$475 Application Fee plus \$100 Deposit (Total \$575).
- **Late Fee:** A late fee of \$50 will apply if Participant applies to our housing program less than 2 weeks prior to arrival.

MODES OF PAYMENT: Wires, Credit Cards, Personal Check (if drawn on a US bank account) and International Money Orders are accepted

- All Credit Card paying Participants are required to pay an additional 3.4% fee
- \$25 returned check fee for non-sufficient funds
- \$20 Wire Fee

2) HOUSING FEES: Once housing placement is confirmed, IHPS will send an invoice to Participant listing weekly housing fees. **These fees must be paid prior to Participant's check-in to Homestay.**

- Long-term Participants are billed quarterly (every 12 weeks), or if approved in advanced, every 4 weeks. Students paying their housing fees every 4 weeks, **MUST LEAVE A CREDIT CARD ON FILE WITH IHPS. STUDENTS CREDIT CARD WILL BE BILLED AUTOMATICALLY.** It is the Participant's responsibility to keep IHPS updated with their current contact information. IHPS will charge a late fee for extension payments that are not paid on time.

3) CONFIRMATION OF HOUSING: IHPS Homestays will make every effort to confirm housing placement within 2-3 weeks of a Participant's arrival if the Application Form and Application Fees are received 45 days prior to arrival. If IHPS does not receive the proper information and housing fees as stated previously, IHPS will inform the Participant as soon as placement has been confirmed. IHPS will not be held responsible for any motel/hotel housing and meal charges that a Participant incurs while waiting for their housing placement to be confirmed by IHPS.

4) HOUSING and Options: Participants are placed in a private room, unless otherwise requested. Housing is with Hosts who speak English; a one or two member head of household; with or without children and animals. Participants can choose either a Homestay with meals or a Home Share without meals. **All rooms are for single use only. At no time is a Participant allowed to have any overnight guests without prior permission from IHPS and their Host.** All Participants will be placed in housing that is less than a 9 miles radius of intended school or internship.

Option #1 Homestay with Meals: Breakfast is Participant prepared. IHPS Host(s) is required to cook dinner at least 4 nights of the week. The other 3 nights, Participants will prepare their own dinner from a left-over or with other food the Host purchases. **IHPS encourages Participants to purchase additional "snack" food for themselves. Lunch is not included and if desired, shall be at an additional cost to Participant.**

Option #2 Home Share: No Meals included. Participant must purchase their own food. Kitchen privileges granted to Participant.

5) FLIGHT INFORMATION: It is the responsibility of the Participant to communicate and verify anticipated arrival flight details with IHPS at least two (2) weeks before arrival

6) AIRPORT PICK UP Airport pick-up can be arranged for an additional fee. Please contact us to find out what airports we service.

7) INSURANCE: By signing this Agreement you agree that IHPS and its Representatives/ Housing Coordinators and Hosts are not liable for any damages, injuries, and death to people or goods. Each Participant is responsible for providing insurance for such risks. ****NOTE**** Many of the schools/colleges have a policy which requires purchase of insurance upon enrollment into their educational programs.

8) VISAS: Obtaining the proper visas and permits for your education/internship is the responsibility of each Participant.

9) CANCELLATION: Cancellations must be in writing and received by IHPS. If Participant cancels less than 2 weeks prior to their arrival in the US, the Application, Deposit and first month's housing fee is non-refundable. Refunds of any housing fees minus a 10% administration fee will only be given if the student cancels 45 days before leaving their home country. The Application and Deposit are Non-Refundable.

10) TERMINATION "Termination" refers to any cancellations made once you have arrived and begun your housing contract. Termination notices must be in writing and received by IHPS. Participants are required to give a 30 days notice to be eligible for a refund of any unused housing fees and housing deposit. Fees will be returned within 45 days. **Application and Housing Deposit Fee is non-refundable.**

11) CHANGE OF HOME STAY: **IHPS reserves the right to change a Homestay for any reason.** If IHPS finds a family to be in violation of their "Host Family Standards of Conduct", IHPS will move the Participant to another suitable home once one has been located and Participant will not be charged another application fee.

12) 30 DAY NOTICE POLICY:

- **"COMPLETION OF HOMESTAY"** Due to the need to facilitate arrangements for new placements, and for the planning associated with our housing process, **Participants are required to give a 30 day written notice to IHPS if they intend to check-out of their Homestay.** If Participant does not give a 30 day notice, a full month's housing will be charged to Participant's account.
- **"MODIFICATION OF MEAL/NO MEAL PROGRAM"** If Participant would like to change their meal program option, a 30 day notice is required. Please note: IHPS cannot guarantee that the Host will be in agreement of the change. If the Host is not in agreement, and IHPS needs to move the Participant to another Home, Participant will be charged a \$100 Transfer Fee.
- **"HOUSING EXTENSION"** **All housing extensions must go through IHPS Homestays.** If Host and Participant are in agreement of extension, IHPS will bill Participant for the extended period and continue making payments to the Host on Participant's behalf.
- **At no time whatsoever, is a Participant to pay his or her Host family directly, or enter into their own financial agreement with the Host family. If IHPS finds out that such agreement has been made, both Host and Participant will be removed from our Homestay program and no refund will be expected.**

13) IHPS HOUSING PRICES: IHPS has the right to change prices due to tax increases or other unforeseen increases in costs. Compensation will not be made for US public holidays during your placement.

14) SECURITY DEPOSIT: A security deposit of \$100.00 is to be collected from each Participant by IHPS, and can be retained for up to 45 days after departure. **The security deposit can and will be used for any additional days a Participant stays in a host's home, outstanding telephone charges, breakage/damage and/or cleaning costs incurred by the student. It can also be used to cover any bank charges, credit card fees AND late payment fees accrued.** To ensure return of the full amount, please settle all financial responsibilities with IHPS and hosts directly. Please make sure to contact the IHPS office with your forwarding address and request in writing the deposit to be refunded and forwarded. Your security deposit is non-refundable if you "Terminate" your housing agreement once begun, OR if you "Cancel" your housing application less than 2 weeks prior to your arrival in the US. (Please see items #9 and #10

15) REFUNDS: Please see items #9 and #10

16) TRANSPORTATION: It is the responsibility of the Participant to provide their own transportation throughout the duration of their stay.

AGREEMENT AND RELEASE:

17) I, the undersigned have read, understand and accept all the terms and conditions of this contract which are listed above on this Application Form. I fully accept the terms of the responsibility, refunds, extensions and charges as stated under the heading, "General Information and Conditions," and I agree to assume any and all risk for any loss, injury, damage, accident, delay or expense resulting from my housing placement. I acknowledge that I do not hold IHPS responsible for loss of any type or nature from any cause including (without limitation) acts of God, wars, strikes, incidents of politically motivated violence, sickness or quarantine, government restrictions or regulations, except in the case of willful or gross negligence of IHPS including any claim regarding or concerning the selection of or from any act or omission by any homestay host family, bus company, landlord, taxi service, hotel, restaurant, school or other firm, agency, company or individual..

18) I understand that I am responsible for exercising due caution and common sense at all times, if I become ill IHPS may take action, as it considers necessary. I indemnify IHPS, its agents, employees, and its Host(s) and hold them harmless for any financial liability or obligation which I personally incur, or injury or damage to myself and the person or property of others. IHPS reserves the right to make changes in my housing arrangements. I acknowledge acceptance of the terms of the refund policy as stated in the "General Information and Conditions. I understand and agree with the extension procedure as stated in Item 12.

19) I agree that any dispute under this Agreement will be filed in the Northwest District of the Superior Court for the County of Los Angeles and will be determined under California law.

Accepted and Agreed,

Date: _____

Participant Signature: _____

Printed Name: _____

Parent Guardian Signature: (If Participant is under the age of 18 years old)



IHPS Student Standards of Conduct

IHPS expects its Participants to adhere to the following rules while living with their Host. Hosts can and are encouraged by IHPS to add additional house rules at any time.

The undersigned accepts and agrees to the following **Standards of Conduct** while living with their Host:

- 1) I agree to abide by my Host's house rules at all times.
- 2) I agree to communicate openly with my Host especially in regard to any issues I have with my placement.
- 3) I will respect the privacy and personal belongings of my Host at all times.
- 5) I will not smoke inside or outside of my Host's home. Failure to follow this policy can be grounds for dismissal from IHPS's Housing program and no refund will be expected.**
- 6) I will not use my Host's telephone, fax, computer, Internet Service or any telecommunication device without permission from my Host(s) and the use of an international phone card or equivalent type card if needed
- 7) I will be financially responsible for any damage to the Host's property arising or resulting from my stay in the Host's home.
- 8) I will not use illegal drugs, or drink alcohol, while staying with my Host.
- 9) I will not borrow anything that belongs to the Host unless I have prior permission to do so.
- 10) I agree to be professional, courteous, and respectful in all my communication with my Host or their invitees at all times.
- 11) I agree to keep my room and bathroom tidy and clean up after myself in the kitchen and other living areas of my host's home
- 12) I also understand that I am not allowed to bring any overnight guests (including family members) to my Host's home before or during my stay without prior permission from my Host and IHPS Homestays.**

IHPS reserves the right to terminate without compensation a Participant's housing arrangement if the student is found to have behaved with gross misconduct, violated "Standards of Conduct", or misrepresented themselves on their housing application in any way. Gross misconduct includes: theft, abuse of property, abuse of persons, alcohol and drug abuse, failure to adhere to local laws, property rules and regulations. Also, failure to disclose mental illness or other pertinent medical conditions that may have an adverse affect on host family will also result in termination without compensation.

Accepted and Agreed,

Date: _____

Participant Signature: _____

Printed Name: _____

Parent /Guardian Signature: (If Participant is under the age of 18 years old)

Authorization For Personal Representation

I, _____, am applying to your school with the
(Print Your Name Here)
assistance of International Housing Placement Service, Inc
(IHPS).

I appoint IHPS staff to serve as my agent/ personal
representative throughout the application process and hereby
authorize all communications regarding my application and
acceptance, including the Form I-20, to be sent directly to
IHPS Headquarters located at:

**International Housing Placement Service, Inc
2500 East Foothill Blvd., STE 205
Pasadena, CA 91107**

After enrolling in your school, IHPS shall continue to act as my
agent/ personal representative. I request that IHPS be allowed
to make payments for tuition and/ or housing fees on my
behalf, if requested. I also give permission for your school to
provide IHPS with information regarding class enrollment
status, upon request.

Student Signature

(Parent/ Guardian signature if student is under 18 years old)

Date