



# Booking and Payment Agreement Notre Dame Sixth Form College

## HOW DO I BOOK HOMESTAY?

Before the homestay is allocated, you need to complete 2 documents and make the full payment:

1. **Send completed Booking Form** and **signed Payment Agreement**.  
Please complete and return by email to [office@studylinks.co.uk](mailto:office@studylinks.co.uk) and [finance@studylinks.co.uk](mailto:finance@studylinks.co.uk)
2. **Pay first invoice**.  
After Study Links receive the 2 documents, our finance department will send you the first invoice. We require payment in full before a booking is confirmed.

## WHAT'S INCLUDED IN HOMESTAY?

- Your homestay will provide a single bedroom with study desk.
- Every day your homestay will provide you with breakfast and an evening meal. Lunch will be provided on official non-school days (e.g. weekend / public holiday)
- Breakfast may be cooked or continental (e.g. cereal and toast), lunch may be sandwiches, and evening meals will be cooked and substantial.
- Your homestay will try to accommodate special requests, e.g. vegetarian food. Please specify any special requirements on your booking form.
- A member of the homestay family will look forward to meeting you on arrival. Please let them know if you are going to be late, so they are not disappointed.

## WHAT MORE DO I NEED TO KNOW ABOUT LIVING WITH HOMESTAY?

- Your homestay will wash your clothes and will provide clean towels and bed sheets.
- You will be expected to keep your bedroom clean and follow the rules of the house.
- There will be no other students in the house who speak your native language, without your consent. There may be other students living in the homestay.
- Your homestay cannot make private arrangements with you, your friends, or your family. You must **NOT** attempt to make any private accommodation arrangements or payments directly with the homestay. Any homestay booking must be via Study Links.
- Your homestay will expect you to return to the house every day for your meals and to sleep. If you do not return to the house, they may worry that you have a serious problem. It is important and polite that you notify the homestay if you will not be returning home for your meal(s) or to sleep.
- You will be charged from the original arrival date you provide in your booking form. There is no refund if you arrive later.
- If you do not sleep at your homestay house on some nights, there is no refund.
- Full accommodation fees are payable during the holidays even if the you decide to go away for the school holidays.

## FEES

- **First Payment (before you arrive)**
  - a) Registration fee £100
  - b) Refundable Deposit £826 (refunded after you have left if all fees are paid in full and no damages)
  - c) Accommodation fees £2478 (12 weeks)
  - d) Transport fee (if applicable)

## Helping you study abroad

### Our Services:

Guardianship  
Homestay  
Transport  
School/Uni/  
Course Applications  
Private Tuition  
Study Tours  
Summer Schools  
FAM Trips  
Recruitment

Study Links International,  
6 Carr Lane, Bradford,  
West Yorkshire  
BD12 0QS, United Kingdom

Tel: +44 (0)1274 679710  
Email: [office@studylinks.com](mailto:office@studylinks.com)

[www.studylinks.com](http://www.studylinks.com)

Registered Address: The Glade, 4 Park Bottom, Low Moor, Bradford, BD12 0UA, England



Total amount £3404+ cost of transport (if applicable)

- **Second and subsequent payments**  
Accommodation fees £2478 (12 weeks)

Payment for next 12 week block of homestay must be paid in advance, and every 12 weeks thereafter.

You will receive an invoice from our finance department 2 weeks before the end of your current block of homestay. Payment must be made in full.

- **Non-payment of fees:**  
Non-payment of fees will result in you being asked to leave your homestay with immediate effect and unpaid homestay fees will be deducted from your deposit.

## PAYMENT PROCEDURE

Please refer to the Homestay Booking & Refund Workflows document which includes a full payment workflow. Payment terms are included on the invoice.

### Ways to Pay:

1. Electronic fund transfer (EFT) and None UK Credit/Debit card (fees apply) through Flywire via the web link:

<https://www.flywire.com/pay/studylinks>

2. Bank transfer (BACS), all bank charges/commission to be paid by you.

**Bank Account Details:**

National Westminster Bank plc, 7 Hustlergate, Bradford, BD1 1PP

Account Name: Study Links International Ltd

Sort Code: 56-00-36

Account No: 29147573

IBAN: GB18NWBK56003629147573

BIC: NWBKGB2L

The full amount must be received by Study Links before the booking is confirmed.

The STUDENT ACCOUNT NUMBER (as assigned and provided on the Study Links invoice) and FULL NAME should be included on the bank reference line so that we can identify the payment.

## WHAT IF I HAVE A PROBLEM IN HOMESTAY?

1. **Speak to your homestay.** They want you to be happy, and have lots of experience explaining about UK culture and home life.
2. **Still have a problem? Contact Study Links.** Most problems are cultural misunderstandings. Once explained, the problem is resolved. We have 20 years of experience helping students adjust to homestay life. Talk to us.
3. **Still not comfortable in your homestay?** Sometimes a new family's way of life may be too different from your own. In this case, you may want to change homestay, or permanently leave homestay accommodation:

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- Request an alternative homestay

We recommend that you stay for at least 1 week before you request to move to another homestay. This allows you time to adjust to your new living arrangements.

Often problems students have in the beginning can be easily resolved. It takes time to adapt to a new family's way of life. Remember, the homestay wants you to be happy. If you still have concerns, you are always welcome to contact Study Links.

If you have still not settled in and want to move to another homestay you must tell Study Links in writing. Send an email to: [office@studylinks.co.uk](mailto:office@studylinks.co.uk) Study Links will arrange an alternative homestay. It may take up to 2 weeks for a more suitable family to become available.

- Permanently leave homestay accommodation

We recommend that you stay for at least 1 week before you request to move to another homestay. This allows you time to adjust to your new living arrangements.

Often problems students have in the beginning can be easily resolved. It takes time to adapt to a new family's way of life. Remember, the homestay wants you to be happy. If you still have concerns, you are always welcome to contact Study Links.

If you have still not settled in and want to permanently leave homestay accommodation, please complete the '[Written Notice to Leave My Homestay Permanently](#)' form, and send to [office@studylinks.co.uk](mailto:office@studylinks.co.uk) and [finance@studylinks.com](mailto:finance@studylinks.com)

- 4 weeks written notice is required (notice accepted during business hours only)
- If you leave homestay without giving 4 weeks' notice, you will lose 4 weeks fees (this may be taken from your deposit).
- You will be refunded any unused homestay fees and your deposit after you move out if there are no breakages or unpaid fees.

I understand the above rules and conditions, and agree to follow them.

Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Study Links warmly welcome you to the UK. We hope you enjoy your stay with your homestay, and we wish you luck in your studies at the fantastic Notre Dame!  
*Welcome To Study Links - Helping You Study Abroad*

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### Permanently Leaving My Host Family Accommodation

- 2 weeks written notice is required (*notice accepted during business hours only*)
- Email [homestay@studylinks.co.uk](mailto:homestay@studylinks.co.uk) and [finance@studylinks.co.uk](mailto:finance@studylinks.co.uk)

<p><b>Written Notice of Permanently Leaving Homestay Accommodation.</b></p> <p>The date Study Links receives the written notice is deemed to be the date notice was given (<i>not the date the notice was sent</i>). Our office is open Monday to Friday 8.30am - 6.00pm only (<i>excluding bank holidays</i>)</p>	
School Name:	Notre Dame
Student's Full Name:	
Homestay's Name:	
Homestay Address:	
Date Leaving Homestay:	
Reason for Leaving:	
<p>Please provide full bank details for us to process your refund payment.</p> <p>If you paid by Electronic fund transfer (EFT) and Credit/Debit card through Flywire refunds will be process through this provider.</p>	<p><u>For a UK account:</u>            Account Name:            Account Number (8 digit number):            Account sort code (6 digit number):</p> <p><u>For an international accounts:</u>            Account Name:            Account Number:            SWIFT-BIC:            IBAN:</p>

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	Bank name: Bank Address:
Next Step for Students: <ul style="list-style-type: none"><li>• Make sure you receive acknowledgement from Study Links that they have received your notice</li><li>• Inform your Homestay the date you plan to leave</li><li>• Inform Notre Dame College of your new address</li></ul>	

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