

*AJTE*

**Host Family**

**Application  
Packet**

*2024-2025*



Dear Potential Host Family,

Thank you for your interest in becoming a Host Family with A Journey Thru Education. We strive to bring the best experience possible to our students and host families. In order for us to accomplish this, your honesty on this application is of paramount importance. We want to get to know the real you, so we can match you with the perfect exchange student.

Hosting a J-1 High School Exchange Student is a great opportunity for your family to experience another culture, make a student's dreams come true, and create some goodwill in today's world.

We strive to ensure safe and quality placements for both our students and our host families, as well as to comply with Department of State regulations, and therefore thoroughly vet all potential host families. We are confident you would want the same assurance if a family in another country were hosting your child - which we are happy to help arrange, if you are interested!

Upon completion of your application packet, please submit all required documents and photos to [hosting@ajourneythrueducation.org](mailto:hosting@ajourneythrueducation.org) for processing and review. An AJTE representative will reach out to you soon. If you have any questions in the meantime, please send them to [info@ajourneythrueducation.org](mailto:info@ajourneythrueducation.org), call the number below, or reach out to your Local Coordinator, if you are already working with one.

Thank you for your interest in joining the Journey!

Adopted by the Board of Directors on October 1st, 2022

AJTE does not and shall not discriminate on the basis of race, color, religion [creed], gender, gender expression, age, national origin [ancestry], disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

AJTE is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.



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## ⇒Application to Placement Process⇐

# BECOMING A HOST FAMILY

## Application to Placement

### SUBMIT YOUR APPLICATION & DOCUMENTS

Fill out an application packet and submit all of your supporting documents to your Local Coordinator or to [hosting@ajourneythrueducation.org](mailto:hosting@ajourneythrueducation.org).



### SCREENING

AJTE will run your background checks for all household members 18+ and contact your references.

Your Local Coordinator will schedule a Home Visit to meet with you and ensure it's a safe environment for our student.

### PLACEMENT

We will help match you with the perfect student and procure a school acceptance from your local high school. Two weeks before arrival, your Local Coordinator will meet with you for a HF Orientation.



### ARRIVAL

Your student will arrive at the nearest international airport, where you will pick them up and begin your journey together!

WELCOME TO THE JOURNEY! AJTE WILL BE HERE 24/7 TO PROVIDE SUPPORT.



## ⇒Step 1: Host Family Information⇐

### Host Parents (HP) Information

Home Street Address:

City:

State:

Zip:

Host Parent 1

Last Name:

First Name:

Middle Name:

Email Address:

Cell #:

Level of Education:

Work #:

☐ High School or Equivalent

Employer:

Occupation:

☐ Some College

☐ Completed?

Languages Spoken:

Ethnic Background:

Graduating Year:

Host Parent 2

Last Name:

First Name:

Middle Name:

Email Address:

Cell #:

Level of Education:

Work #:

☐ High School or Equivalent

Employer:

Occupation:

☐ Some College

☐ Completed?

Languages Spoken:

Ethnic Background:

Graduating Year:

Preferred Contact:

Home #:

Preferred means of Contact: ☐ Call/Text ☐ Email ☐ Other:

Languages Spoken at Home:

School District:

Nearest Public/Charter High Schools:



### Additional Household Members

Full Name:		Relation:	
Date of Birth:	Gender:	Phone #:	
Email:		Grade Level/Occupation:	
Full Name:		Relation:	
Date of Birth:	Gender:	Phone #:	
Email:		Grade Level/Occupation:	
Full Name:		Relation:	
Date of Birth:	Gender:	Phone #:	
Email:		Grade Level/Occupation:	
Full Name:		Relation:	
Date of Birth:	Gender:	Phone #:	
Email:		Grade Level/Occupation:	

### Animal Family Members

Name	Age	Species	Indoor/Outdoor	Name	Age	Species	Indoor/Outdoor

### References

Reference	Name	Relation	Phone #	Email
1.				
2.				
3.				



## ⇒Step 2: Host Family Profile⇐

### Home Description

Type of Home: ☐ Single Family Home ☐ Condo/Townhouse ☐ Apartment ☐ Mobile Home ☐ Other:

Number of Bedrooms:

Number of Bathrooms

Please describe the student's bedroom (furniture, level of home, nearest rooms, if shared, sibling name/age):

Amenities available to the student:

### Community Information

Describe the community in which you live (e.g. Urban, Suburban, Rural, Farm):

Can a student walk or bike easily? ☐ Yes ☐ No

Is there convenient transportation available to a major city?  
☐ Yes ☐ No

Nearest Major city:

Distance:                      miles/                      minutes

Nearest Major Airport:

Distance:                      miles/                      minutes

What points of interest are near your area (e.g. parks, museums, historical sites, amusement parks, theaters, malls, etc.)?

### Family Activities

Please describe any activities, sports, or hobbies each family member participates in:



## School

Nearest public/charter high school?

Distance:                      miles/                      minutes

Is there public transport to the school? ☐ Yes ☐ No

Is the school close enough to your home for the student to walk? ☐ Yes ☐ No

How will the student get to school? ☐ Bus ☐ Carpool ☐ Walking ☐ Other:

Will you provide transportation for extracurricular activities after school, evenings, or weekends? ☐ Yes ☐ No

Which, if any, of your family's children, presently attend the school in which the exchange student will be enrolled?

Does any member of your household work for the high school in a coaching, teaching, or administrative capacity?  
☐ Yes ☐ No - If yes, please explain:

## Religious Affiliation

Would you be willing voluntarily to inform the student in advance of any religious affiliations of household members? ☐ Yes ☐ No - If yes, please explain:

Would any member of the household have difficulty hosting a student whose religious beliefs differ from their own? ☐ Yes ☐ No - If yes, please explain:





### ⇒Step 3: Host Family Questionnaire⇐

#### Financial Resources

Average Annual Income Range:

- ☐ Less than \$25,000 ☐ \$25,001-\$50,000 ☐ \$50,001-\$75,000  
☐ \$75,001-\$90,000 ☐ \$90,001-\$115,000 ☐ More than \$115,000

Does anyone residing in the home receive any kind of financial needs-based government subsidies for food or housing? ☐ Yes ☐ No - If yes, please explain:

Is the residence the site of a functioning business? ☐ Yes ☐ No - If yes, please specify:

#### Diet

Does anyone in your family follow any dietary restrictions? ☐ Yes ☐ No - If yes, please explain:

Do you expect the student to follow any dietary restriction? ☐ Yes ☐ No - If yes, please explain:

Would you feel comfortable hosting a student who follows a particular dietary restriction or food allergy?  
☐ Yes ☐ No ☐ Maybe - Please explain:

Will you provide three square meals daily? ☐ Yes ☐ No

#### Expectations

Describe your expectations regarding the responsibilities and behavior of the student while in your home (e.g. homework, household chores, curfew [school night and weekend], access to refrigerator and food, drinking of alcoholic beverages, driving, smoking, computer/internet/email):

What expectations do you have regarding attendance or participation in religious activities?



## Additional Information

Do any members of your household smoke? ☐ Yes ☐ No - If yes, indoors or outdoors?

Has any member of your household ever been charged with any crime? ☐ Yes ☐ No - If yes, please explain:

Does any member of your household have any chronic physical or mental conditions that might affect the student?  
☐ Yes ☐ No - If yes, please explain:

Do you grant AJTE permission to use your photos for publicity and educational purposes? ☐ Yes ☐ No

## Preferences

Would you prefer to host ☐ a female, ☐ a male, or ☐ either?

Would you be interested in hosting two exchange students at once (a double placement)? ☐ Yes ☐ No

Would you host a student with minor allergies? ☐ Yes ☐ No

Would you consider hosting a student with special needs? ☐ Yes ☐ No - If yes, do you have specialized training or experience that would be applicable? ☐ Yes ☐ No - If yes, please explain:

## Referrals

How did you learn about this opportunity?

Do you have any family or friends who you think might be interested in hosting this year or in the future?

Name:

Phone:

Email:

Name:

Phone:

Email:

Name:

Phone:

Email:

Name:

Phone:

Email:

Name:

Phone:

Email:



## ⇒Step 4: Additional Documents⇐

### ↻Host Family's Photo Album↻

- Please submit at least 12 photos including: a family photo, a photo of your pets, the exterior of the home, the student's bedroom and bathroom, the kitchen, dining room/eating area, and any common areas the student will have access to.

### ↻Driver's Licenses↻

- Please submit a copy of the driver's license of all licensed drivers in the household.

### ↻Letter of Welcome and Introduction↻

- Please submit a letter of welcome for your prospective student introducing yourself and your family. This may include information regarding professions, interests, community involvement, family hobbies, activities and interests, pets, and your reason for wanting to host. You may also mention any places of interest you plan to share with your student.

### ↻Letter of Recommendation↻

- If you are a single person/parent host family, please submit a letter of recommendation from a friend or community member describing your community involvement, reputation, and support system.



## ≧Step 5: Criminal Background Check Consent Form≦

I hereby authorize A Journey Thru Education, Inc. to request and receive any and all background information about or concerning me, including my criminal history, felony and misdemeanor records, sex-offender records, inmate records and arrest information, and child abuse history. I understand that this information will be used to determine eligibility to be a Host Family for A Journey Thru Education, Inc. **This request is for criminal history and child abuse history only. No credit report will be requested or obtained.**

I agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorney fees, arising out of or by reason of complying with this request.

A photocopy of this release form will be valid as an original hereof, even though said photocopy does not contain an original writing of my signature. This authorization shall continue in effect until revoked by me in writing.

By checking "I agree" below, I authorize ClearStar Background Check and its agents to obtain a Consumer/Investigative Report on me as part of its background investigation process. I understand that this report may include, but is not limited to, records containing criminal and work history and verification of academic and/or professional credentials. I hereby release and discharge ClearStar, its affiliates, and its agents from any liabilities, expenses, losses, or damages for this investigative process to include the accuracy or timeliness of information obtained from other sources.

I also acknowledge that AJTE has/will provide[d] me a clear and conspicuous Disclosure advising me that a background check/investigative background check may be obtained on me for screening purposes, and I have provided them my written authorization to obtain the report[s], and a summary of my rights under the Federal Fair Credit Reporting Act and any applicable state statutes.

I certify that the information provided is true and complete. Any false statement on this form and/or my application shall be considered sufficient cause for contract termination at any time.

First Name:	Last Name:	Middle Name:
.....		
Other names used:		
.....		
Date of Birth:	City:	State:
.....		
<div>.....</div> <div>Signature</div>		
<div>_____</div> <div>[MM/DD/YYYY]</div>		



## ≧Criminal Background Check Consent Form≦

I hereby authorize A Journey Thru Education, Inc. to request and receive any and all background information about or concerning me, including my criminal history, felony and misdemeanor records, sex-offender records, inmate records and arrest information, and child abuse history. I understand that this information will be used to determine eligibility to be a Host Family for A Journey Thru Education, Inc. **This request is for criminal history and child abuse history only. No credit report will be requested or obtained.**

I agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorney fees, arising out of or by reason of complying with this request.

A photocopy of this release form will be valid as an original hereof, even though said photocopy does not contain an original writing of my signature. This authorization shall continue in effect until revoked by me in writing.

By checking "I agree" below, I authorize ClearStar Background Check and its agents to obtain a Consumer/Investigative Report on me as part of its background investigation process. I understand that this report may include, but is not limited to, records containing criminal and work history and verification of academic and/or professional credentials. I hereby release and discharge ClearStar, its affiliates, and its agents from any liabilities, expenses, losses, or damages for this investigative process to include the accuracy or timeliness of information obtained from other sources.

I also acknowledge that AJTE has/will provide[d] me a clear and conspicuous Disclosure advising me that a background check/investigative background check may be obtained on me for screening purposes, and I have provided them my written authorization to obtain the report[s], and a summary of my rights under the Federal Fair Credit Reporting Act and any applicable state statutes.

I certify that the information provided is true and complete. Any false statement on this form and/or my application shall be considered sufficient cause for contract termination at any time.

First Name:	Last Name:	Middle Name:
Other names used:		
Date of Birth:	City:	State:
<div>.....</div> <div>Signature</div>		
<div>_____</div> <div>[MM/DD/YYYY]</div>		



## ⇒Step 6: Host Family Agreement⇐

- \_\_\_\_\_ 1. If selected as an AJTE Host Family, I/we agree that the exchange student [ES] placed with us will reside in our home for the duration of the program and that all information provided within this application is true and correct.
- \_\_\_\_\_ 2. I/We agree that all members of our household desire to host an ES and understand that the placement of an ES in the home cannot be guaranteed. I/We also understand that an ES may select to withdraw from the program.
- \_\_\_\_\_ 3. I/We agree to serve as responsible adults in place of our ES' natural parent(s) for the duration of our ES' program.
- \_\_\_\_\_ 4. I/We agree to comply with the guidelines set forth in the Host Family Handbook, as well as all local, state, and federal laws and regulations. I/We agree to establish our own clear, reasonable, age-appropriate rules for conduct within the home as well as reasonable weekday and weekend curfews and to communicate these rules clearly with our ES.
- \_\_\_\_\_ 5. I/We agree to provide a clean, orderly, pleasant, supportive, and safe learning environment for our ES in our home, including but not limited to adequate sleeping quarters, suitable furnishings [e.g. desk, chair, bed, reading lamps], necessary household items [e.g. towels, linens, blankets, pillows], and reasonable access to bathroom and laundry facilities as well as other common areas of our home.
- \_\_\_\_\_ 6. I/We agree to allow in-home visits by AJTE representatives prior to and during the program. AJTE will be allowed to inspect the bedroom before our ES arrives, and I/we agree not to change the bedroom without notifying AJTE. I/We agree to report any school tardiness or absences to AJTE, and I/we will meet with our Local Coordinator once a month for a monthly report to discuss our ES' behavior, educational progress, and well-being.
- \_\_\_\_\_ 7. I/We agree to provide our ES with up to three [3] healthy meals a day and have snacks available in the home.
- \_\_\_\_\_ 8. I/We agree to provide an environment that is conducive to studying and the completion of homework and to demonstrate a supportive interest in our ES' academic progress.
- \_\_\_\_\_ 9. I/We agree to provide and/or arrange transportation for our ES to and from school, including athletic events and practices, school clubs, and other extra-curricular activities as needed.



- \_\_\_\_\_ 10. I/We agree to involve our ES in our family activities and outings and to encourage and support our ES to participate in social and recreational activities outside of our home and school. I/We understand that the goal of the program is for our ES to become a part of our family and to integrate into our home and community to the greatest extent possible.
- \_\_\_\_\_ 11. I/We agree to show our ES local places of interest during their stay and to include our ES in family activities. I/We understand that we are not required to pay for our ES' entertainment.
- \_\_\_\_\_ 12. I/We agree to instruct our ES on appropriate courses of actions in the events of fires, natural disasters, and other emergencies.
- \_\_\_\_\_ 13. I/We agree to provide our ES with a key to our home.
- \_\_\_\_\_ 14. I/We agree not to permit our ES to operate any motorized vehicles and to instruct in the proper use of helmets and seatbelts.
- \_\_\_\_\_ 15. I/We agree not to permit our ES to use illicit drugs or alcohol.
- \_\_\_\_\_ 16. I/We agree not to expect our ES to maintain our home, yard, cook meals, or babysit children (though if they offer to help, I/we may certainly accept). Reasonable chores similar to those performed by other household members can be assigned.
- \_\_\_\_\_ 17. I/We agree to secure medical treatment for our ES in the case of a medical emergency and to facilitate access to medical treatment as requested by our ES or AJTE if such treatment is reasonably available. In the event of a medical incident or medical emergency involving our ES, I/we will contact AJTE immediately. I/We also understand that our ES' natural parents, sending organization, and AJTE are responsible for ensuring they are covered by medical insurance for the duration of their stay, and I/we understand that Host Families and AJTE are not responsible for any medical expenses incurred as a result of illness or injury to our ES during their stay.
- \_\_\_\_\_ 18. I/We agree that in the event of a significant misunderstanding or issue between any household members and our ES, I/we will promptly consult our Local Coordinator and AJTE to discuss the best course of action. I/We understand that AJTE may not be able to resolve the misunderstanding or issue.
- \_\_\_\_\_ 19. I/We understand that the J-1 program is governed by the Department of State on the basis of cultural exchange, and as such, hosting is done on a voluntary basis with no reimbursement or stipend.



\_\_\_\_\_ 20. I/We understand that all communications from our ES' natural parents or sending organization should go through AJTE, though friendly communications between ourselves and our ES' natural parents is allowed. I/We agree to contact AJTE immediately if the natural parents' actions interfere with our placement or family.

\_\_\_\_\_ 21. I/We agree to inform AJTE of any and all travel plans with our ES AT LEAST two (2) weeks in advance for domestic trips and AT LEAST four (4) weeks in advance for international trips. I/We also agree to provide CBC consent forms for any adults who will be staying overnight under the same roof as our ES.

\_\_\_\_\_ 22. I/We understand that it is expected that I/we will house our ES until the program ends. In the event that I/we wish to terminate this Agreement early, I/we agree to notify AJTE in writing with the reasons I/we wish to terminate. AJTE shall immediately make efforts to find a new home for the ES. I/We agree to continue hosting the ES for up to 30 days from the date of our written notice to AJTE in order to provide AJTE with sufficient time to find a new host family.

**Host Parent 1:**

_____	.....	_____
Printed Name	Signature	[MM/DD/YYYY]

**Host Parent 2:**

_____	.....	_____
Printed Name	Signature	[MM/DD/YYYY]

**AJTE Local Coordinator:** I have reviewed the Host Family Agreement with the Host Family.

_____	.....	_____
Printed Name	Signature	[MM/DD/YYYY]





## ≧Step 7: Host Family Contract≦

This Host Family Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and among A Journey Thru Education, Inc. [hereby referred to as "AJTE"] and \_\_\_\_\_ and \_\_\_\_\_ [hereby referred to as the "Host Family"]. This Agreement sets forth the obligations of the Host Family and other expectations for participation in AJTE's J-1 High School Student Exchange Program.

Therefore, the undersigned Host Parent[s], on behalf of the Host Family, acknowledge and agree as follows:

### 1] Confidentiality and Student Privacy

a. The Host Family will keep all information of a private nature about the student confidential, including but not limited to health, financial, and disciplinary information, and will only share such private information with AJTE or school officials if the host parents believe that such disclosure would be in the best interest of the student.

### 2] Student Safety

a. The Host Family agrees that, as part of the screening process, it must provide the full names and dates of birth of each person who resides in the home. Host Family agrees to give consent to AJTE to perform a Criminal Background Check and Sexual Offender History on all household members over the age of 18 or will turn 18 during the student's stay. If any person[s] moves into the home after the date of this Agreement has been signed, or after the student arrives, the Host Family must notify AJTE immediately [within 24 hours] and provide the full name and date of birth for each such person.

b. The Host Family will not permit any renters or boarders to stay in their household during the student's stay without AJTE's acknowledgement.

c. No members of the Host Family will make any improper physical advances toward the student.

d. The Host Family agrees to never leave the student alone or unsupervised overnight, regardless of the student's age.

### 3] Notice to AJTE

a. In the event that the Host Family learns that the student has violated one of AJTE's policies or procedures, including but not limited to those listed in the AJTE Host Family Handbook or the AJTE Student Guidelines, the Host Family will immediately notify AJTE.

b. The Host Family will provide all notifications required under this Agreement to only AJTE and provide such notifications in a timely manner.



#### **4) Financial Considerations**

- a. The Host Family cannot charge the student any additional fees.
- b. The Host Family and the student may not lend or borrow any money from each other.
- c. It is the student's responsibility to pay for any damage that he/she causes to any of the Host Family member's property. AJTE will coordinate the reimbursement of the damage.

#### **5) On-Program Travel and Visits**

- a. The Host Family will inform AJTE if the student has any plans to meet any relatives or other adults. AJTE will inform the Host Family if the meeting has been approved by the student's natural parents. AJTE is responsible for our students' safety. If AJTE knows that an adult will be meeting the student, we will inform the Host Family of the person's name and relationship.
- b. The Host Family will inform AJTE if they receive any information about the student's natural parents visiting or planning a visit.
- c. The Host Family will take responsibility for making sure the student is safe by knowing and approving who the student is with and where the student is at all times.

#### **6) Termination of Agreement**

- a. AJTE reserves the right, in its sole discretion, to immediately terminate this Agreement. When practicable, in the sole judgment of AJTE, AJTE will endeavor to provide 7 days written notice to the Host Family of termination. In the event of an emergency situation, AJTE shall terminate this Agreement immediately. An emergency situation includes but is not limited to the following:
  - i. Inappropriate touching of a student
  - ii. Illicit drugs or other illegal items in the home
  - iii. Inadequate meals, care, or supervision
  - iv. Physical altercations in the home
  - v. Unsafe or inadequate accommodations
  - vi. Abusive, aggressive, or disrespectful behavior toward the student
- b. The Host Family understands that if they do not meet the standards and obligations set forth in this Agreement and in the Host Family Handbook which is incorporated herein by reference, the student shall be immediately moved from the Host Family's home. Further, the Host Family understands that personality and/or character conflicts may arise and that unresolved conflicts of this nature may make moving the student the best course of action.



## 7] Waiver of Claims & Indemnification

a. In addition to elsewhere provided, the Host Family agrees to indemnify and hold harmless any and all AJTE owners, directors, officers, shareholders, members, employees, contractors, attorneys, successors and assignees, and any other agents [hereinafter each is an "AJTE Indemnified Party" for, from, and against:

- i. Any breach of any representation or warranty herein by the Host Family, any breach or nonperformance of any agreement, covenant, promise, or obligation herein by Host Family, or any nonfulfillment by Host Family of any condition herein;
- ii. Any claim made against any AJTE Indemnified Party arising out of Host Family's performance of this Agreement;
- iii. And any and all liabilities, damages, consequential damages, losses, costs, expenses [including all attorney fees and costs] suffered or incurred by an AJTE Indemnified Party incident to any of the foregoing, including but not limited to all legal fees and expenses incurred in enforcing this Agreement and/or in collecting amounts payable hereunder.

## 8] Entire Agreement

a. This Agreement, the Host Family Handbook, and other documents expressly incorporated by reference herein contain the entire understanding between and among the parties and supersede any prior understandings and Agreements among them respecting the subject matter of this Agreement.

In witness thereof, the parties hereto, intending to be legally bound hereby, have caused this Host Family Agreement to be duly executed on the above date.

### Host Parent 1:

_____	.....	_____
Printed Name	Signature	[MM/DD/YYYY]

### Host Parent 2:

_____	.....	_____
Printed Name	Signature	[MM/DD/YYYY]

### A Journey Thru Education, Inc:

_____	.....	_____
Printed Name	Signature	[MM/DD/YYYY]