

Contract of Agreement (Organization)

Director

The Nagoya Homestay Volunteer Center

Our organization hereby states that we understand and agree to comply with all of the following conditions. We will keep one copy of this form for our own reference.

Date (YY/MM/DD)

Name of the representative of the organization (signature or seal)

1. Respect for the program's objective

- (1) The objective of this program is not to offer inexpensive accommodation, but to give the participants an opportunity to experience Japanese culture and lifestyle through exchange with host families, to let both the participants and the host families deepen their understanding of different cultures and customs, and to be aware of the importance of respecting differences and diversity.
- (2) The participants are to have sufficient time to interact and promote friendship with the host families during the homestay.
- (3) The participants are to not only deepen their understanding of Japanese culture and customs through actively interacting with the host families, but to also try to introduce their own cultures and customs to the host families during the homestay.
- (4) Host families participating in this program do so voluntarily and without any consideration of profit. The Nagoya Homestay Volunteer Center screens and registers the host families based on its own criteria; however it does not supervise or direct what they should do as host families. Therefore, each host family will have its own way of spending time with participants.
- (5) The participants should be aware of and understand the above situation and give consideration to the host family's daily life.

2. Arrangement of host families

- (1) The Nagoya Homestay Volunteer Center is an organizational network consisting of the volunteer bodies which arrange homestays. The center receives the applications for homestays through the applying organization and introduces host organizations to them. Host families will be arranged by the host organizations, which accept the participants.
- (2) The host organizations will arrange host families based on the Application Form (Individual).

However, there is a possibility that preferences indicated in the application form can not always be fulfilled, or due to unknown or unforeseen circumstances there is a possibility that a host family could be changed. The Nagoya Homestay Volunteer Center bears no responsibility for the results.

- (3) If adjustment, in the light of 1-(1), is required, the Nagoya Homestay Volunteer Center may seek the applying organization's cooperation. In arranging host families, without the friendly cooperation of the applying organization, the host organization may cancel the application.
- (4) Changes to the application after the acceptance of the application by the center, such as the number of the guests or the homestay period, are not allowed unless deemed appropriate by the host organization.
- (5) A one-time-only change to a host family may be requested within the first seven days of the homestay; the host organization may grant the request if it deems the request is appropriate. Extra charges for a change of host family will be the responsibility of the participant and the host organization.

3. Responsibility as an applying organization

- (1) The contact person of the applying organization will, on behalf of all participants, apply for homestays, submit all necessary paperwork, and correspond with the host organization.
- (2) The applying organizations, along with the host organizations, will ensure the safe and smooth implementation of the participants' homestays.
- (3) In the case that there are more than 5 participants or the participants are high school students or younger, the applying organization should designate at least one person aged 20 or over as a group leader and accompany the participants. The group

leader is required to stay at a hotel near the office of the host organization.

- (4) The contact person or the group leader will contact the host organization upon the participants' arrival in Nagoya or by the day prior to the commencement of the homestay.

4. Costs

- (1) The participants are responsible for personal costs such as transportation, admission fees, leisure activity fees, and international telephone call charges.
- (2) To cover costs incurred by the host families, the applying organization is required to pay a fee of 1,000 Yen to 3,000 Yen per person per day to the host organization for the total number of days and participants by the designated date. In the case that the host organization requires an administrative fee, the applying organization is to pay the administrative fee along with the homestay fee. Bank transfer fees are to be paid by the applying organization. The homestay fee and administrative fee are decided by the host organizations and may vary between organizations.
- (3) The application for homestay will be deemed to have been fully accepted when all the fees have been received by the host organization. In the case that payment has not been received by the designated date, the host organization may cancel the application.

5. Taking responsibility for one's actions

- (1) Participants should comply with the laws of Japan during the homestay.
- (2) In the case that the host family suffers damage from violation of law or public indecency, either intentionally or negligently by the participant, they can claim damages against the participant. If requested by the host family, the applying organization will act as liaison between the host family and the participant about the procedure of making a claim.
- (3) The Nagoya Homestay Volunteer Center and the host organizations have no legal responsibility with regards to compensation claims between the host family, and the applying organization and participant.
- (4) The applying organization should resolve any problems arising between the organization and the participant. The Nagoya Homestay Volunteer Center and the host organizations will bear no

responsibility.

6. Rejection of an application and the premature termination of a homestay

- (1) The Nagoya Homestay Volunteer Center or the host organizations may reject an application or prematurely terminate a homestay if a participant or the applying organization violates the Agreement.
- (2) The host organization will change the homestay period because of any cause not within its control including, without limitation, riots or civil disorder, war, act of God, extreme weather conditions or other event or circumstances which were unusual and unforeseeable and the consequences of which could not have been avoided even if all due care had been exercised.
- (3) The Nagoya Homestay Volunteer Center and the host organizations bear no responsibility for the results of the rejection of an application, the premature termination of a homestay, or the change of the homestay period.

7. Cancellation of application

- (1) If the applying organization cancels the application for homestay, the applying organization will inform the host organization about it as soon as possible, at least seven days before the first day of the desired homestay period. The request to cancel between the seventh day, and the first day of the desired homestay period will not be accepted except under special circumstances.
- (2) In the case of the rejection of an application or the premature termination of a homestay, the host organizations will refund the homestay fees. The bank transfer fee and other related fees will be paid by the applying organization. The administrative fee non-refundable under any circumstances.

8. Application documents

Please note that any and all documents submitted to the Nagoya Homestay Volunteer Center and the host organizations will not be returned under any circumstances.

9. Information to participants

The organization should agree to the above and inform the participant. It should have each participant sign the Contract of Agreement (Individual) and submit said document to the host organization through the Nagoya Homestay Volunteer Center.