SCHOOL CHECKLIST

This checklist is for schools hosting a study tour with homestay or a residential program. It is designed to assist schools ensure that roles and responsibilities are met.

When the school accepts the study tour
1. Deposit Invoice (10%) received from DEC International (where applicable)  

Four weeks before the study tour commences
2. Timetable finalised based on the Itinerary and issued to the Agent
3. Visiting Student Profiles received from the Agent and issued to homestay families
4. Homestay Family Profiles issued to the Agent

Two weeks before the study tour commences
5. Statutory Declaration signed by one parent/guardian in the household and retained by Host School
6. Statement by Supplier signed by one parent/guardian in the household and retained by Host School
7. Homestay families informed of their responsibilities including daily transport to and from school and providing three meals a day
8. Final payment received from DEC International and homestay payments distributed to homestay families by Host School

Two weeks after the study tour concludes
9. Complete School Evaluation Form and return with this Checklist to the Study Tours Program

Forms can be downloaded from the Study Tours Website:  

PLEASE RETURN THIS FORM TOGETHER WITH THE EVALUATION FORM AT THE COMPLETION OF YOUR STUDY TOUR

REPLY FAX  61-2-8293 6972
REPLY EMAIL studytours@det.nsw.edu.au

Host School
Host School Coordinator
Study Tour Group
Study Tour Dates

____________________________________________________________  Date: _____/_____/

School Coordinator Signature