

# Accommodation & Host Family Referral Policy

*\*\*\*In this policy, the abbreviation of EDA will be used for Emil Dale Academy.*

**Emil  
Dale**  
ACADEMY

## **1. Aims**

EDA welcomes students from all over the UK and beyond, which means that accommodation does become a key consideration for many students when coming to train at the academy. This policy aims to clearly outline the responsibilities and what students can expect when searching for and agreeing to the right accommodation choice.

## 2. Definitions

- **“Host House/Family”** – A local family/individual who has a spare room or rooms to rent in their home to a student/s, in some cases laundry, transport and meal provision can be provided. (Recommended for students under 18 as an introduction to independent living).
- **“Private Rent”** – A property owned by a landlord, students sign a contract and pay to live in their property alone or as part of a house share.
- **“Landlord”** – The owner of the property.

### **3. Scope**

This policy applies to all EDA students who have a need for accommodation whilst training at EDA, alongside any person who is considering becoming a Host or Landlord to EDA students.

## **4. Policy**

This policy sets out clearly the roles and responsibilities of both students, host families and EDA when searching for and deciding on a choice of accommodation during your time training at EDA.

Choices of accommodation are:

- a) Host accommodation;
- b) Living alone in privately rented accommodation; or
- c) Privately renting in a house/flat share.

## 5. Responsibilities/considerations

### 5.1 Students who want to live in host accommodation

A host family is similar to living with a resident landlord. Host families *may* include meals and food, assist with washing or help with travel. These aren't a requirement of host families, and students should affirm this with their host before signing any agreement.

Most host families only have one spare room so it is more common that they can only host one student.

EDA recommends host families as the first choice for 16 - 17-year-olds, as they provide a taster of independence for this age range. It can also be a struggle to find a landlord who would be willing to rent their property to anyone under the age of 18. A host family is, however, an available option for students of all ages.

Prices for host families *may* range between £450-£650 a month depending on what the host is including and their location in relation to the EDA Studios. (*\*Please note that this is not a set figure and host families will decide their desired pricing individually*).

If students choose host accommodation, EDA need to be informed by 1<sup>st</sup> June (before the September entry) at the latest so they can begin the pairing process. Students can do this by emailing [accommodation@emildale.co.uk](mailto:accommodation@emildale.co.uk).

Students/ prospective students will be required to provide the following information in order for EDA to support the process of looking for a host family:

1. Who is the best person to liaise with us and a new potential host, and what is their relationship to the student? Please provide their email address and contact number.
2. Would you like to have more of a family style (i.e. someone to potentially help with meals/do your washing etc) of accommodation or lodging (i.e. living independently in someone's house)
3. Please provide us with your preferred pronouns.
4. The majority of our properties are within the local towns and surrounding areas which may require some public transport or a short cycle ride. Please let us know if you do drive or are learning to drive?
5. Would you be going home at weekends or would you like accommodation for the full term?
6. Depending on the location and what the host includes, they can cost around £450 - £650 a month. What would your budget per month be?
7. Please confirm if you have any allergies?
8. Many of our hosts have families with children. Would you prefer a host with or without children?
9. If you are a Degree or Gap Year student, is a host family a temporary option for you until you find a house share or are you looking for the full academic year?
10. Is there anything else you think we should know about you?

EDA only acts as a referral service, therefore students and their families will be responsible for agreeing the terms and conditions with their host.

It is expected that all students positively represent EDA inside and outside of college, ensuring all EDA behavioural expectations are always adhered to.

EDA will not be able to take any responsibility for the success of your chosen accommodation; once introduced it is down to the student and their family to make the living arrangement a success.

Our role is to simply help search for a host family solution for students.

EDA will support the student by:

- A) Advertising locally to encourage host families to come forward.
- B) Providing details of known host families that could be an option.
- C) Ensuring host family members over 18 who will be living at the property provide an up-to-date DBS check.
- D) Ensuring Host families provide all of the necessary information needed to allow students to make an informed choice.

***EDA will not be able to facilitate any agreement, this will be done privately between the parties, the college will stand as a referral unit only.***

EDA will act as a guide/point of reference with local information/knowledge to aid students' search.

It is EDA's aim that all students find accommodation to meet their needs and will always do their best to share all the information students need to help them make an informed decision.

## 5.2 Students looking to house/flat share

A house share or flat share are great options if students are ready to live independently with friends or fellow students. They are usually joint tenancies, so EDA encourage students to choose housemates they get on with and trust.

Prices for house and flat shares *may* range between £450-£650 a month excluding bills, depending on how many people live in the property and what style of property it is. (*\*Please note that this is not a set figure and landlords or estate agents will inform students of their pricing*).

EDA have a student only Facebook page specifically for New Starters, some of whom will also be looking for flat or house share styles of accommodation. This page is used by EDA to showcase any properties that have been drawn to the academy's attention. EDA will provide details of how students can get in touch with the landlords.

EDA also have an Induction Day in July where new students take part in an 'Icebreaker' session; this is an opportunity for students to meet their year group face to face and spot potential people they would like to live with.

It is likely that any house and/or flat shares won't be confirmed until the summer holiday, this could be as late as July or August. This doesn't mean that students can't get organised; here are some recommended actions that could aid their preparation:

- a. Register with local estate and letting agencies as well as setting up a profile on [rightmove.co.uk](http://rightmove.co.uk) (please be aware that some letting agencies may not let to students).
- b. Do some research about ideal property styles and locations.
- c. Most letting agencies and landlords advertise on websites like [rightmove.co.uk](http://rightmove.co.uk), [zoopla.com](http://zoopla.com) or [primelocation.com](http://primelocation.com); set up alerts when something fitting the students' brief becomes available.
- d. Take a look at [sparerroom.com](http://sparerroom.com) as this can show students rooms that *may* be cheaper than a house or flat share.
- e. Keep an eye out on Facebook pages.
- f. Search for spare rooms in Stevenage, Hitchin, Letchworth, Luton, Hatfield, Biggleswade, or other surrounding areas. Students *may* find some lodging accommodation and occasion house shares within this search too.
- g. Read through EDA's Housing Guide for useful information, tips and advice on how to plan, the different options available, where to look, moving in, rental scams and more!

EDA will support their students by:

- a. Advising students and their families of online platforms to search for housing.
- b. Sharing information on the EDA New Starters Facebook Group regarding any private landlords with vacancies that EDA have been made aware of.
- c. Providing a Housing Guide for students and their families to ensure they know all the options available to them and any local knowledge.
- d. Offering a dedicated housing email address for any queries; [accommodation@emildale.co.uk](mailto:accommodation@emildale.co.uk).

EDA are not responsible for finding or agreeing terms for rented accommodation whilst students train at the academy, agreed arrangements are private between the landlord/agency and student/students' family.

EDA will only act as a referral unit with local information/knowledge to aid students' search. It is EDA's aim that all students find accommodation to meet their needs and the academy staff will always do their best to share any local knowledge they have to help students make an informed decision.

### 5.3 Students looking to live alone

If students are looking to live independently but can't afford to privately rent alone, lodging is an option. The rent for this tends to include the bills and can be a cheaper option than private rental tenancies. It can also be on a more flexible basis too as opposed to a fixed term contract. In legal terms, the student would be classed as an 'excluded occupier', meaning that they can be evicted from the property easier. Prices for this style of renting can be between £450-£600 a month, depending on the style of property. (*\*Please note that this is not a definite, and all financial and tenancy agreements will be made privately by the landlord*).



When renting privately, students will likely be asked to provide a financial guarantor who must be living in the UK. This is usually a parent/guardian who is prepared to pay the rent if the student is unable to.

If a student cannot provide a guarantor, they may be asked for 3 months'+ rent in advance. Alternatively, students could pay [housinghand.co.uk](http://housinghand.co.uk) or [ukguarantor.com](http://ukguarantor.com) to act as their guarantor. Applicants will normally be asked to provide a reference from a previous landlord, or if this is their first-time renting, a character reference from a school or workplace would be requested.

If looking to privately rent alone, it is likely that students won't secure a property until the summer, usually July/ August. Here are some recommended actions that could aid student's preparation to ease this process:

- a. Register with local estate and letting agencies as well as setting up a profile on [rightmove.co.uk](http://rightmove.co.uk).
- b. Do some research about ideal property styles and locations.
- c. Most letting agencies and landlords advertise on websites like [rightmove.co.uk](http://rightmove.co.uk), [zoopla.com](http://zoopla.com) or [primelocation.com](http://primelocation.com); set up alerts when something fitting the students' brief becomes available.
- d. Take a look at [sparerroom.com](http://sparerroom.com) as this can show students rooms that *may* be cheaper than a house or flat share.
- e. Keep an eye out on Facebook pages.
- f. Search for spare rooms in Stevenage, Hitchin, Letchworth, Luton, Biggleswade, or other surrounding areas. Students *may* find some lodging accommodation and occasion house shares within this search too.
- g. Read through EDA's Housing Guide for useful information, tips and advice on how to plan, the different options available, where to look, moving in, rental scams and more!

## 6. Information for Host Families

EDA are looking for host families to house a student or students aged between 16-24 who study full time at EDA.

EDA are a part-private, part government funded college based on Wilbury Way in Hitchin. EDA train students from ages 16+ in musical theatre disciplines to become professional performers. Students apply to the academy from all over the UK, with many students relocating to the area away from their homes.

Students are hand-picked by the academy and spend up to 35 hours (course dependant) a week at EDA training. EDA have strict behaviour and student conduct policies that are expected to be upheld by students both within and outside of their training hours – this includes their time spent at their host family. All students go through a stringent audition process which not only includes reviewing their skills in acting/singing/dance, but also an interview where, as a team, EDA get to know the student and establish whether they have the right attitude to be representing the college.

When searching for the right fit of student for the property that our host families are able to offer, EDA require the following information when hosts apply:

1. What is the best contact number to reach you on?
2. Are you looking to offer a host family or lodging style of accommodation?
3. At Emil Dale Academy we pride ourselves on providing students with a supportive and inclusive environment in which to grow and train. This extends into home life- would you be happy to host students of any gender?
4. Where is your property located, please include a postcode.
5. We are based on Wilbury Way in Hitchin - would the student need to use public transport to get to us? If so, are there local bus/rail links nearby?
6. What size is the room (i.e., a single or double, ensuite or shared bathroom)?
7. Are you looking to include anything such as meals, Wi-Fi, washing? (Please note, none of these are essential - if you want the student to feed themselves and do their own washing this is absolutely fine!)
8. Students will most likely return home during college holidays - would you still expect them to pay rent for the room during these periods?
9. Do you have an enhanced DBS certificate dated in the last 2 years? If not, are you willing to undertake these checks?

***EDA requires any members of your household over 18 to have an enhanced DBS check, this will need to be paid for by you as the Host and provided in advance of a student moving in. We will be able to facilitate the process of you obtaining this, should you require assistance.***

10. Are you offering accommodation for the full week or just weekdays?

11. Please could you suggest what price you're looking to obtain? (Just for guidance-depending on the size, facilities and support you provide, hosts usually charge between £400 and £600 per month)
12. Please provide some photos of the room(s) that you are looking to rent out.
13. Do you have any pets?
14. Please confirm who is living in your home, including their name, age, and occupation (if under 18, we do not require their name).
15. We may have a number of neurodiverse students who may require further support. Do you have any experience with neurodiversities such as OCD, ADHD, or Autism? ***(This is not a requirement of you as a host, and you will not be required to assist with their learning, simply provide support towards their home and life skills.)***
16. Is there anything else you think we should know?

EDA will search for suitable Host houses for students based on the information that the host and the student provide, once they have put students in touch with host families, it is then the joint responsibility of the student and the host to agree terms and conditions of the living arrangement.

***EDA will not be able to facilitate any agreement, this will be done privately between the parties, the college will stand as a referral unit only.***

EDA require any members of a host's household over 18 to have an Enhanced DBS check, this will need to be paid for by the host and provided in advance of a student moving. EDA will be able to facilitate the process of the host obtaining this, should they require assistance.

EDA receive requests from students who require a host family by 1st June, at this point the team will start to make contact with host families who have applied, to home students for the start of the Autumn term in September. Prices paid for host housing usually range between £450-£650 per month depending on what hosts provide and their location, however this is the host's choice and is to be privately agreed with the student and their family.

EDA have a document with frequently asked questions in the appendix to provide host families and potential host family applicants with further support and information.

## Document Review

<b>Version Number</b>	<b>Date of Issue</b>	<b>Review Date</b>	<b>Author</b>	<b>Changes Made/ detail</b>
1	17 <sup>th</sup> August 2021	August 2022	Charlotte Oliver	First issue
2	22 <sup>nd</sup> April 2022	April 2023	Eden Tinsey	DBS rules for Host Family members has been changed.
3	20 <sup>th</sup> July 2022	July 2023	Eden Tinsey	Annual review and update of policy.
4	9 <sup>th</sup> November 2022	July 2023	Melissa Joseph	Review and update of policy.
5	21 <sup>st</sup> June 2023	July 2024	Eden Tinsey	Annual policy review and update.

## List of appendices

1. Accommodation Information for Landlords/Host Families with Rooms/ Flats/ Houses to Rent.
2. An example of a Room Rental Agreement between Landlords and Students when they share the same house (Lodging)

## **Appendix 1**

### **Emil Dale Academy – Accommodation information for Landlords/Host Families with Rooms/ Flats/ Houses to Rent**

Thank you for getting in touch regarding hosting an Emil Dale Academy student this academic year 2023 - 2024.

We are a private college based on Wilbury Way in Hitchin, training students from ages 16+ in musical theatre disciplines to become professional performers.

We have students that apply to us from all over the UK. With many students relocating to the area, we are seeking host families/ landlords to offer housing for our students to live in.

Firstly, it is important to stress that we hand pick our students who spend up to 35 hours a week (course dependant) with us – we do not want to work with undisciplined or badly-behaved people, and as such you can rest assured that we would expect them to maintain that behaviour and discipline when living away from their own homes/families in your property. The students go through a stringent audition process which not only includes reviewing their skills in acting/singing/dance, but also an interview where we, as a team, get to know the student and establish whether they have the right attitude to be representing our college.

Below we have some FAQ's which may answer any initial questions and address any initial concerns you may have about hosting any of our students:

#### ***What age are the students?***

The majority of students looking for accommodation are aged between 16 – 24.

#### ***Do most of your students stay around at the weekends?***

This really does depend on the student(s) and how far away "home" is – if their home is just over a daily commutable distance they may choose to go home at weekends. However, we would assume that the majority of students would need to stay at weekends.

#### ***Do they have a code of behaviour that is expected of them?***

Yes - we audition all of our students, and this includes an interview round - we train for up to 35 hours a week (course dependant) with these students and discipline, professionalism and politeness is critical in the expected behaviour of students. This would extend to how they behave with their host families. We have a 6-week probationary period where, if a student's behaviour or performance is not sufficient in the first 6 weeks, then we will ask them to leave the course. Thereafter we have a "three strike-out" policy.

#### ***Could I meet them beforehand?***

It is very likely any student would want to come and meet you prior to starting the course and therefore moving in - however, this may not always be possible. This will need to be discussed between yourselves and your prospective student.

#### ***What if we don't get along?***

You can put a clause in your tenancy agreement that any bad behaviour has a notice period of asking them to leave. Usually, people put 1 month and give written notice to ask a student to leave the property. We can provide a sample tenancy agreement so you can add/remove/amend the clauses and add as much detail as you like. For example, you could go down to the detail of saying "You cannot use the washing machine after 9pm" if you wanted to - you can be as specific as you want, it is your home.

***I don't want lots of other people coming round, would that be a problem?***

No not a problem at all - we would expect the student to ask your permission if they wanted to have someone visit them.

***How do they get on your course / is it fee paying?***

As briefly mentioned above, they do indeed have to audition for us – auditionees take part in 4 rounds - acting, singing, dancing and an interview. All courses are either fully or part-private, so they do pay a fee.

***How long are the terms and therefore how long will they be with us in the year?***

Our term dates for the academic year are:

***AUTUMN TERM***

Monday 18<sup>th</sup> September – Friday 8<sup>th</sup> December 2023

Half term: Monday 23<sup>rd</sup> October – Friday 3<sup>rd</sup> November 2023

***SPRING TERM***

Wednesday 3<sup>rd</sup> January – Thursday 28<sup>th</sup> March 2024

Half term: Monday 12<sup>th</sup> February – Friday 23<sup>rd</sup> February 2024

***SUMMER TERM***

Monday 15<sup>th</sup> April – Friday 28<sup>th</sup> June 2024

Half term: Monday 27<sup>th</sup> May – Friday 31<sup>st</sup> May 2024

***How much do people normally charge?***

It does depend on the room you have available and what you would include (i.e. cooked meals or washing) - the going rate would be between £400-£650 per month which normally includes the room / use of a bathroom, use of cooking facilities, provision of some sort of breakfast (usually tea/toast/cereal), use of washing facilities and Wi-Fi. Also please consider if they need to travel to Hitchin (if you are not in Hitchin), as obviously, this is an additional cost.

You can also specify if you want the student to be restricted to certain rooms of the house through your tenancy agreement i.e. if you do not want them to use the living room.

You can also make specific arrangements with the student if you want to/ they want you to provide certain things i.e. if you want to provide dinner or if you want to provide a TV.

***Do the students pay when they are not there?***

Generally, in host families, people do not charge for the room if the student is not there. This is, however, for you to decide.

In flats/house shares, the tenant is usually expected to pay for a standard term (6 or 12 months for example).

***Do you have any students that require additional assistance?***

Due to the nature of the course, we usually do not have any students who have mobility restrictions. We do however have some students who may require some support and social considerations due to neurodiverse traits. Our courses in general are very social, therefore we would have no qualms about those students living with a host family or in a flat share.

***What is Emil Dale Academy's involvement in the tenancy?***

Emil Dale Academy act as referral unit between students and host families. The student will pay rent directly to you (no financial elements of the tenancy are negotiated by Emil Dale Academy).

**Please note, Emil Dale Academy will not get involved in any financial agreements or disagreements and are not responsible for paying a landlord – this is purely between the tenant and landlord.**

***Do I have to wash their clothes/ clean/ look after their room?***

You do not have to wash their clothes unless you want to – they can do this themselves.

Generally, we would expect the student to look after his/her/their own room and therefore be responsible for cleaning it. However, if you feel you would like to clean the room once a week yourself then you can specify that in the tenancy agreement.

You can also specify things like not having food in their room (providing you can give a place elsewhere for them to eat in the house) or that you would like them to clean their room once a week.

***I don't have a DBS check – is that a problem?***

If a student is placed with you, anyone over the age of 18 in your household will be required to have an Enhanced DBS check. EDA can assist you in obtaining DBS checks if this is necessary.

***Do I have to give them a key/ is there a curfew?***

The students do long hours at the Emil Dale Academy – they need to sign in by 7.30am-8:15am and will generally finish at 5pm. However, in show terms they will not finish until late (at earliest 10pm). Also, as young people they may choose to go out with friends at weekends – this will be up to you to determine if there is a curfew. Similarly, we would expect them to have a key to the property so if, for example, they leave something at home, they can pop home to get it and not need you to be at home.

***Do they need a parking space?***

Some students do drive so may require a place to park – this doesn't necessarily have to be on your drive. It will depend on the student and your agreement with them.

**Importantly, our students will be living in your property, so you make the rules!**

## **APPENDIX 2**

### **ROOM RENTAL AGREEMENT EXAMPLE**

This is a legally binding agreement. It is intended to promote household harmony by clarifying the expectations and responsibilities of the homeowner (Landlord) and tenant when they share the same home. The Landlord shall provide a copy of this executed document to the tenant, as required by law.

#### **Room Located at:**

\_\_\_\_\_ (Address)

#### **Parties**

Owner

\_\_\_\_\_

Tenants

\_\_\_\_\_

#### **Terms**

**Length of Agreement:** Month-to-Month

Either party may cancel or change terms of this agreement upon thirty (30) days WRITTEN notice. The written notice period may be lengthened or shortened by WRITTEN agreement.

#### **Rent**

£100 is payable weekly on Friday, or alternatively payment can be made monthly on the last working day of the month. When the tenant is not living in the property, a holding rent of £50 per week is chargeable. Rent does include utilities (Electricity, Water/Waste, Internet).

#### **Household Rules**

##### **Cleaning**

Common Areas- Everyone is to clean up after themselves in common areas.



Personal rooms- Should be clean and carpet vacuumed out at least once a month, no food or food wrappers/rubbish is to be kept in rooms at all.

Bathrooms- Should be cleaned out after each use and when needed.

Kitchen- Should be cleaned after cooking. All dishes and cookware should be cleaned after used and left to dry, then to be put up in proper area.

Dishwasher- If used, dishes should be rinsed off before putting in and when full needs to be turned on. When dishes are dry, they need to be put back up.

Cleaning Supplies- Purchased by tenant (Bathroom cleaning supplies, dishwasher soap, laundry detergent).

### **Guests**

Only with express permission from Landlord.

### **Smoking**

Cigarettes or any other type of smoking is not permitted at all in the property. If smoking outside, all cigarette butts need to be properly disposed of in a bin.

### **Alcohol Use**

Alcohol may only be consumed by those the age of 18 and older, and only in a responsible manner.

### **Drug Use**

Any type of illegal Drug is not to be brought around or used in the property. Any violation of this rule and the Authorities will be contacted, and tenant will be evicted without notice.

### **Music/TV**

Noise should not be loud enough to bother anyone in the property or for the sound to travel out of the room with the door shut. If it does, when asked to turn down the first time should be done immediately and not raised again.

### **Pets**

No pets are allowed in the property whatsoever.

### **Parking**

Parking is available on the street outside of the property.

### **Conflict Resolution**

Each housemate will strive to develop mutual cooperation and good feelings with the host family. Should disagreements arise, each shall try to resolve the dispute in good faith using

clear communication. If disputes continue thereafter, the housemates will discuss with Landlord and come to a conclusion with the Landlords decision.

### **Privacy**

As required by law, the landlord may enter the tenant’s room only for the following reasons: (a) in case of emergency; (b) to make necessary or agreed-upon repairs, improvements, supply necessary agreed upon services, or exhibit dwelling unit to prospective or actual purchasers, mortgages, tenants, workers, or contractors; (c) when the tenant has abandoned or surrendered the premises; (d) pursuant to court order; (e) or to inspect living area of tenant to make sure all rules are being followed.

### **Deposits**

Security Deposit: paid on XXXX amount of £XXX

The Security deposit is refundable within 10 days after tenant vacates the premises. The Security deposit may be used for the purpose of repairing damage for which the tenant is responsible (beyond normal wear and tear), cleaning, or paying unpaid rent. The landlord and tenant shall conduct a pre-move in and pre-move out inspection of the rental area before the tenant moves out at which time the landlord shall inform the tenant of needed repairs and/or cleaning in writing. The tenant shall have the right to make any repairs identified at the pre-move out inspection at his or her expense before the move out date without deduction from the security deposit.

### **Pre-Move In Inspection of room and Bathroom Notes**

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### **Agreement**

This agreement is entered on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Landlord (print) Tenant (Print)

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Landlord Signature Tenant Signature