

21 February 2017

Lisa Dixon  
12 Kempthorne Place  
Wakari  
Dunedin

Dear Lisa

I would like to introduce you to your new student Tao Li, who is 45 years old and is from China.

Tao has requested homestay from 22 February 2017 until approximately 21 March 2017. Tao may extend beyond these dates as her studies continue.

**Arrival details:** Tao will arrive at Dunedin airport at 9.25am NZ671 on Wednesday 22 February 2017 – thank you for airport pickup☺. I have enclosed a name sheet for you to display at the airport and have let Tao know you will meet her close to the luggage retrieval area at the airport.

Tao has listed her special interests as (not listed)

Tao has listed her dietary requirements as (not listed)

For your reference Tao will be celebrating her birthday on the **5 April**

**IMPORTANT NOTE: *If your student stays after the finish date you will need to contact us so we can continue paying you.***

**Study details:**

Tao is studying at the University of Otago and will have her own timetable. Until Tao is familiarised with the bus or walking route, please assist her with how to get to the University of Otago and if possible travel with her.

All homestay payments are processed fortnightly by our Direct Credit system so you will receive payment for your student every second Thursday. Please notify us immediately if your bank account has changed since you last hosted a student.

Occasionally families and students are not compatible so if you have any problems please do not hesitate to contact us. Sometimes the best solution is for the student to move to a new family. Usually a weeks' notice is required, although in exceptional circumstances it can be less.

Please make sure that the student gives you a contact number for their next of kin in case of illness or accident.

We would like to say a special thank you for being a Host family. Please feel free to ring us with any enquiries you may have Monday to Friday 8.30am- 5pm on 479 5710.

The after hours number for an extreme emergency only (i.e. fatal injury or serious illness) is 0274 989 445 or 021 675 710.

Kind regards

Frances Ross  
Accommodation Co-ordinator  
University of Otago Language Centre and Foundation Year