

13 February 2017

Lisa Dixon  
12 Kempthorne Place  
Wakari  
Dunedin 9010

Dear Lisa,

I would like to introduce you to your new student Mayo Morikuni, who is 21 years old and is from Doshisha University in Japan. Mayo is part of a group of 28 students who are studying at the University of Otago Language Centre for an English Language Course.

Mayo has requested homestay from 19 February 2017 until 17 March 2017 inclusive.

Mayo has listed her special interests as dance and sports

#### **ARRIVAL DETAILS**

Mayo is arriving at the **rear of the Forsyth Barr Stadium car park** by shuttle on **Sunday 19 February 2017 at 3.00pm** and will need picked up and taken to your home to settle in. Occasionally when dealing with International travel, flights can be delayed and we will endeavour to let you know as soon as possible should this happen. We urge all host families to pick up your student on time please.

#### **DEPARTURE DETAILS**

Mayo will be departing from the **rear of the Forsyth Barr Stadium car park by shuttle at 8.00am on Saturday 18 March 2017**. We urge families to stay with your student until the shuttle has departed so the students can say their final "goodbyes" to you.

Mayo is studying at the University of Otago Language Centre which is located at University Plaza Building One, 130 Anzac Avenue. Until Mayo is familiarized with the bus or walking route, please assist her with how to get to the Language Centre and if possible travel with her.

**First Day:**

Her first day at the Language Centre is **Monday 20 February 2017** and she will need to be here by **8.45am** for Orientation. Please ensure your student brings their passport on the first day of tuition.

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.

The after hours number for an extreme emergency only i.e. fatal injury or serious illness, is 021 675710 or 0274 989 445.

Kind Regards,

Frances Ross

Accommodation Co-ordinator

University of Otago Language Centre and Foundation Year