Indiana University
Honors Program in Foreign Languages
FOR HIGH SCHOOL STUDENTS
111 S Jordan Ave
Bloomington, IN 47405-7799 – U.S.A.

IUHPFL PROPERTY AND LIABILITY PROTOCOL
March 3rd, 2015

Indiana high school students who are selected to participate in the Indiana University Honors Program in Foreign Languages (IUHPFL) are typically high achieving youth and excellent students. They participate in a variety of school and community activities, often volunteering their time to help others, and are considered excellent role models to their peers by educators and adult mentors. In order to qualify for the program, they must pass a university level exam in their target language, complete an extensive application, receive outstanding recommendations from three adult appraisers, and then be accepted into the program by two screeners, who are program instructors and administrative staff. Some students are further interviewed to ensure their likelihood for success in the program.

Incidents of damage or loss to personal property caused by IUHPFL students in host family homes are extremely rare. In the program’s history since 1962, only a few minor cases have occurred to the present date. Our students take great care to respect their host families and to contribute to their host family households in positive ways. In order to prevent incidents or to address rare cases of damage or loss to property in a host family home, the following IUHPFL policy has been established.

- **Recommendations regarding coverage:** IUHPFL recommends that Host Families and US Families include appropriate “general liability” coverage on their homeowners or renters policies. It is advised that Host Families and US Families check with their insurance provider to ensure they have the proper type and amount of liability coverage in place before the IUHPFL programs begin.

- **Storing Items Away:** IUHPFL also recommends that all high-value, non-essential items (e.g., collectibles) and items of high sentimental worth in Host Family Households be stored away by Host Families prior to the program in order to avoid incidents of damage. Host Families, IUHPFL Students, and US Families will be better served, if Host Families take measures in advance to protect these items from potential damage. It will not be the responsibility of Indiana University, the IUHPFL Office, or Program Instructors to compensate Host Families for damage to or loss of personal items or property.

- **Reporting Incidents to Appropriate Parties:** The Host Family must contact the Onsite Coordinator within 24 hours of discovering an incident of damage or loss. The Onsite Coordinator will immediately inform the Program Instructors and the IUHPFL Office, who will then inform the US Family of the incident as soon as possible.

- **Visit by Program Instructors:** Within 2 days of an Incident, at least 2 Program Instructors must visit the Host Family Household together to gather evidence pertaining to the incident (e.g., take photos of any damage) and to ensure that the dynamic between the Host Family and the IUHPFL Student is healthy and safe for everyone in the Host Family Household. When an incident involves bodily injury, a visit is to be conducted within 24 hours.

- **Statements and Photos of the Incident:** If the Host Family wishes to seek compensation for any damage or loss of their property incurred by the IUHPFL Student, the following must be provided to the Onsite Coordinator, the IUHPFL Office, and the US Family within 3 days of the incident:
  - A statement from the Host Family describing the incident and stating how they wish to resolve the situation
• Statements from the Program Instructors who visited the Host Family Household describing their impressions of the incident and making recommendations as to how to best resolve the situation
• A statement of explanation of the incident from the IUHPFL Student
• Photos and/or any other evidence pertaining to the incident from the Host Family, Program Instructors and/or IUHPFL Student

- **US Family Response:** After receiving copies of all statements and photos of the incident, the US Family will be encouraged by the IUHPFL Office to respond to the Host Family via the IUHPFL Office within 2 days in one of the following ways: a) agree to pay the Host Family the suggested compensation amount directly b) negotiate a different amount c) submit a claim to their insurance provider d) refuse or deny the Host Family claim.

- **Permission for IUHPFL Student to Pay Directly:** The IUHPFL Student is not to compensate the Host Family directly for any incident of damage, loss or injury in the Host Family Household unless instructed to do so by his or her legal guardian/s.

- **IUHPFL Office Facilitation:** In the event of a dispute between a Host Family and a Student or a Student’s family in the US, Indiana University and IUHPFL will encourage both parties to reach an amicable resolution on their own accord. Under no circumstances are Indiana University or IUHPFL responsible for claims or for dispute resolution between the parties.

- **Excessive or Suspicious Claims:** Host Families who make excessive and/or suspicious claims of property damage or loss within their households incurred by IUHPFL Students, as determined by the IUHPFL Office, will not be invited to host IUHPFL Students in future IUHPFL programs.

- **Indemnity of IU and IUHPFL:** Neither Indiana University nor the IU Honors Program in Foreign Languages is responsible for accidental or intentional incidents of bodily injury or damage or loss of items or property in Host Family households caused by IUHPFL Students or other individuals.