

HOMESTAY EXTENSION REQUEST FORM



DIRECTIONS TO STUDENT: Your Homestay Term is the period you are permitted to occupy your Homestay being the period starting on the designated Move-In Day and ending on the designated Move-Out day. Please complete and return this form to Reception, Building 255, Centre for International Education, VIU. Please call 250-740-6159 for more information.

STUDENT INFORMATION			
Name		Student Number	
Email Address		Today's Date	
Original Move-Out Date			

EXTENSION REQUEST	
I am requesting to extend my Homestay (Move-Out Dates are listed on the Homestay website)	<input type="checkbox"/> One Semester <input type="checkbox"/> Two Semester <input type="checkbox"/> Other (please specify) _____
I am requesting to stay in my current Homestay family	<input type="checkbox"/> Yes <input type="checkbox"/> No

IMPORTANT REMINDERS

- A Student must maintain full-time student status at VIU, or THS, to remain eligible to reside in a VIU Homestay, and agree to notify the Program office promptly if there are any changes that would affect eligibility.
- Homestay Placements are made based on availability.

If you are applying to stay with your current host family, please have your host family fill out the section below.

HOST FAMILY ACKNOWLEDGEMENT

	Family Name	First Name
Host #1		
Host #2		
We are available to continue hosting the student for the requested length of time		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
_____ <i>Host Signature</i>		_____ <i>Host Signature</i>

NEXT STEPS

- Return this form to the Homestay office.
- Homestay office will confirm above application with student with the adjusted dates and a new fee schedule.
- Additional fees may be charged for reenrollment.
- New Letter of Agreement may be required to be signed for students.
- Students requesting a new homestay will require to meet with the Homestay office.

FOR OFFICE USE ONLY

Intent to return: Host agrees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
New LOA if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student moving to another Homestay in Program	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reenrollment fee	<input type="checkbox"/> Yes <input type="checkbox"/> No
Follow up required by Manager or Coordinator	<input type="checkbox"/> Yes <input type="checkbox"/> No
Staff Name: _____	Date: _____
Notes:	