

MOVING NOTIFICATION STUDENT TO HOST



DIRECTIONS TO STUDENT: Student cannot terminate the Program placement before the end of the agreed term of the Program, as set out in the applicable match letter, without the prior approval of the Program Coordinator or Manager. If you are moving out of Homestay before your designated move-out date, **you must give a minimum of 30 days' notice to your host**, complete and return this form to Reception, Building 255, Centre for International Education, VIU, within five (5) working days of giving notice to your host. Please call 250-740-6159 for more information.

STUDENT INFORMATION

Name		Student Number	
Email Address		Host Family's Name	

MOVING NOTICE

I am	moving out of Homestay on my original assigned move-out date.	<input type="checkbox"/>
	requesting to move out of current Homestay before my assigned move-out date.	<input type="checkbox"/>
	leaving Nanaimo for 7-15 weeks and want to return to my current Homestay family.	<input type="checkbox"/>
	leaving Nanaimo for 7-15 weeks and want to move to another Homestay family.	<input type="checkbox"/>

Please be advised on _____ that I am providing notice to move out.
Today's Date

I will move out of your home on _____.
Date Moving out

I Acknowledge, I have provided Host Family 30 days' notice: Yes No

DEPOSIT REFUND REQUEST

Only Applicable If Leaving the Homestay Program

I request the refund of my deposit by Cheque Wire Transfer (EFT)

Deposit refunds are processed once all documentation is received and can take up to six to eight weeks for processing.

Student Signature

Student Number

HOST FAMILY ACKNOWLEDGEMENT

Host Family Name *(please print)* _____

I/We confirm that we received notice on _____ that the above-noted student intends to move
Date
out of our home on _____.
Date

Reminder: Please note that Host Families are to inform the Homestay Manager/Coordinator of damages caused by the students within one week of the damage or no less than 48 hours of departures of the students, whichever is earlier, failing which the claim will not be reviewed by the Homestay Office.

I/We acknowledge that 30 days' notice was provided: Yes No

Host Signature

Host Signature

FOR OFFICE USE ONLY

30 days' notice provided Yes No N/A

If no, lack of notice = _____ nights @ \$_____ per night = \$_____

Intent to return: Host agrees Yes No N/A

Student's expected return date: _____ New LOA if Applicable Yes No

Student moving to another Homestay in Program Yes No

Reenrollment Fee Yes No

Damage Claim Form Received Yes No

Follow up required by Manager or Coordinator Yes No

Amount refunded to student: \$_____ Compensation to Host: \$_____

Staff Name: _____ Date: _____

Notes: