



MOVE OUT CHECKLIST

Student Responsibilities

	I thoroughly cleaned my bedroom and bathroom, removed all garbage to appropriate garbage/recycling (bins outside).
	I removed all my belongings from the home, including posters, pins, stickers and bulletin board material.
	I spoke to my host family about garbage or belongings I cannot dispose of on my own to ask for help removing them from the home, such as by donating gently used clothing to a thrift store.
	I returned any house key(s) to my host family.
	I updated my mailing address with VIU, financial institutions, and other companies that may send me mail.
	I completed a Student Evaluation of Host Family (https://international.viu.ca/homestay/form/student-e).
	I am financially responsible for any and all damages caused to the Homestay property.
	I agree to abide by the decisions of the Program Manager and/or Coordinator with respect to resolution of disagreements or disputes between me and VIU, including damage claims and other financial settlements.

Host Responsibilities

	My student and I checked my student's bedroom prior to departure to identify any issues or cleaning that needed to be addressed.
	I notified the Homestay Office within 48 hours of any issues and consulted regarding issues that may require compensation.
	I completed a Host Evaluation of Student.
	I filled out a Damage Claim Report with the Program office if required.

Deposit Refund Information For Student

- Any amount refunded is paid without interest less outstanding charges and administration fees due by the student.
- It is the student's responsibility to submit his/her Moving Notification Form, update address on student record, and ensure wire transfer form is submitted to the Program office.
- Deposit refunds are processed once appropriate documentation is received and can take up to six (6) to eight (8) weeks for processing.
- The refundable deposit may not be returned in full, if (but not limited to):
 - Student has not given 30 days' notice in writing (Moving Notification Form)
 - there are cleaning costs or damages in the home as a result of student conduct
 - there are other outstanding bills, VIU tuition or VIU fees owing, which may then be deducted from homestay deposit prior to any refund

Questions?? Please email homestay@viu.ca or call the main Homestay phone line at 250-740-6159 for assistance.