

MOVING NOTIFICATION / INTENT TO RETURN FORM

DIRECTIONS TO STUDENT: You must give a minimum of 30 days' notice to your host. If you are moving out of Homestay, 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.

FOR STUDENT

Student's name (please print): _____

Student's email address: _____

- I am: requesting an extension of my homestay contract
 moving to another VIU Homestay
 leaving the VIU Homestay Program
 leaving Nanaimo for 7 – 15 weeks and want to continue living in Homestay when I return
For example, I plan to return home from May to August but will return to Nanaimo for September
 I want to return to my current host family's home: Yes No

Please be advised on _____ that I am providing notice to move out. I will move out of your
Date
 home on _____.
Date

I acknowledge that I have provided 30 days' notice: Yes No

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

 Student signature

 Student number

Please allow at least **3 weeks from the date of your move for the Homestay Office to process your deposit refund.** The Homestay Office will notify you by email once your refund is complete.

FOR HOST FAMILY

Host family's name (please print): _____

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

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

 Host signature

 Host signature

Speak with your student about cleaning expectations prior to their departure. The Homestay Office recommends checking in with your student 5-7 days prior to departure to review what needs to be done, such as disposing of garbage, wiping down surfaces, bedding, etc.

 (Please detach and keep this list while preparing to move out)

Departing from Homestay Checklist

Student Responsibilities:

- I thoroughly cleaned my bedroom and bathroom.
- I removed all my belongings from the home.
- 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>).

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.

For Office Use Only

30 days' notice provided: Y N

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

Intent to return: Host agrees Yes No N/A

Student's expected return date: _____

Outstanding Issues: Damages Bills Cleaning Other: _____

Amount refunded to student: _____

Compensation to host: _____

Manager or Coordinator, Homestay Program

Date